

**Minutes of UUFSD Board Meeting**  
**Tuesday, December 20, 2016, 7:00 pm**  
**Rev. Meghan's Office**

Board Members present:

Alisa Guralnick, *President*  
Mark Tuller, *Vice President*  
Heather Stroud, *Secretary*  
Bob Quick  
Alison Schlick  
Clint Stoddard

Also present:

Rev. Meghan Cefalu, *ex officio*  
Glen Bowden, *Treasurer*  
Diane Masser-Frye  
Lisa Shaffer

Absent:

Rich Franzwa

Alisa convened the meeting at 7:06 pm, Glen read opening words, the chalice was lit, and members checked in.

**NEW ACTION ITEMS**

-Heather to send Word version of Policy 410 (Sunday Service Committee) to Lisa Shaffer, who will suggest revisions to reflect the current roles and responsibilities of the Worship Committee.

-Heather to ensure notice of the congregational meeting to be held January 22 is included in the weekly newsletter and orders of service as required by the bylaws. [DONE]

-Heather to revise Letter of Call and Agreement and send to Chris Butler [DONE]

-Alisa to send thank you notes to the elves that decorated the Christmas tree, the coordinators of the gun violence vigil (Alison, Steve Bartram, and Susan Miller), and Scott Thatcher of the Environmental Justice Task Force.

-Clint to ask Lisa Shaffer if she would be willing to go with Chris Kolb to a meeting with Solana Beach to assist with the Pinecones/YRUU permitting process and evaluate whether additional assistance with permitting is desirable. [DONE]

**OLD ACTION ITEMS**

-Rev. Meghan to process information gathered from other ministers regarding best practices for absentee voting, and report back to Board.

-Mark to 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.

-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:

- March: Social Action and Justice (Irv Himmelblau)
- April: Capital Campaign or Leadership Development, TBD

-Board to choose a date for a Friday dinner and Saturday morning event for volunteer and leadership development (see Nominating Committee Role Expansion, below). *Note:* calendaring meeting is January 15, 2017.

-Board to follow up with Tracey to find out who gives the service attendance numbers to her.

## **DECISION ITEMS**

**Adoption of Minutes from November Board Meeting.** Bob made a motion to approve the minutes, which passed unanimously.

**Adoption of Resolution Approving Revisions to Finance Committee Policies.** After discussion, the Board adopted the following resolution:

**RESOLUTION APPROVING REVISIONS TO POLICIES 120 AND 141:**

The Board of Directors, upon motion made by Heather Stroud, unanimously adopted the following resolution, December 20, 2016:

**WHEREAS**, the Finance Committee has proposed revisions to Policies 120, 141, and 150; and

**WHEREAS**, the Board agrees that the proposed revisions to Policy 120 are desirable and in the best interest of the Fellowship; and

**WHEREAS**, the Board would like to add to Policy 141 that check requests for reimbursement should be made within 90 days of incurring an expense; and

**WHEREAS**, the Board would like to table to adoption of the proposed revisions to Policy 150 to allow the Finance Committee, Worship Committee, and ushers to review and comment on the proposed revisions.

**NOW THEREFORE BE IT:**

**RESOLVED**, the proposed revisions to Policy 120 are approved.

**RESOLVED**, the proposed revisions to Policy 141 are approved, with the additional revision of adding that check requests for reimbursement should be made within 90 days of incurring an expense.

**Approval of Revised Letter of Call and Ministry Agreement.** After discussion, Mark made a motion to approve the Revised Letter of Call and Ministry Agreement as negotiated between Rev. Meghan and the Negotiating Committee (Chris Butler, Heather Stroud, and Alisa Guralnick), except that the salary and housing listed in Section 3.1.1 be changed from \$96,000 to \$92,000 and professional expenses in Section 3.2.5 be fixed at \$9,600, which passed unanimously.

## INFORMATION ITEMS

See attached reports from Minister and Staff, which were not discussed because of time constraints. No financials were submitted this month because of Glen's illness last week.

**Search Committee Update.** Lisa Shaffer reported that the Search Committee has unanimously and enthusiastically decided to invite Rev. Meghan to be the candidate for our settled minister. The Search Committee came to this decision after completing the rigorous and objective selection process including a 5-hour interview with Rev. Meghan. Unfortunately, Rev. Meghan's request for a waiver from the "3-year rule" (that restricts interim ministers/contract ministers from becoming a settled minister for 3 years after serving in that interim/contract role) was denied by the UUA Ministerial Fellowship Committee. This is frustrating because the Search Committee had received different guidance along the way from our UUA advisor, the ministerial fellowship committee, Ken Brown, and the UUA facilitators at our Beyond Categorical Thinking workshop. The Fellowship may call any minister of our choosing, and we would not be breaking any rules by calling Rev. Meghan. Rev. Meghan, however, runs the risk of harming her relationship with the UUA. The potential consequences could include revoking her Final Fellowship status. But Rev. Meghan is optimistic that her Fellowship will not be revoked and she will be meeting with the Ministerial Fellowship Committee in March on this issue.

The Search Committee proposed to send a letter to members to be delivered after Christmas, which announces their decision to call Rev. Meghan and sets forth the points above, as well as providing early notice of the congregational meeting to be held on January 22. A point of contact for questions will be added, and the time of the single service was changed from 11:00am to 10:00am, per the request of the Board.

**Classroom Project Update.** Clint reported that the Pinecones/YRUU permits that would allow the exterior work to begin have still not been approved by the city. Contractor Chris has submitted everything requested by the city but the city is refusing to issue the permits because of the need to upgrade the access road to our uphill neighbor. In the meantime, the classrooms are in use but the exterior roof and stucco work still needs to be done.

## ITEMS FOR THOUGHTFUL DISCUSSION

**Worship Committee.** Rev. Meghan and Diane Masser-Frye led the discussion.

-Purpose/Mission:

- Helps organize order of service
- Coordinates services for summer and weeks without the regular minister, and has budget for outside speakers
- Has dealt with issues that have come up regarding services as needed
- Maintains script for worship associates to use at services
- See Policy 410 (Sunday Services Committee), which may need to be updated to more closely match current role of Worship Committee.

-Challenges:

- Membership has dwindled to Diane, Livia Walsh and Abby Laurent. Chair Abby is stepping down because of her new baby. More members are needed and more diversity of members would be desirable. A new chair is needed.
- Continuing to hold monthly meetings has been challenging.

-Proposed solutions:

- Rev. Meghan to do open call in January to invite new people to get involved.
- Selection of a new chair/team captain can wait until after that January meeting.
- To get some younger worship associates, Worship Committee could ask YRUU to participate.
- Meetings could be moved to every other month, with elements of training and engaging activity at each meeting.
- Worship Committee should review Policy 410 to see if updates are needed, and suggest revisions to Board.

The President declared the meeting adjourned at 10:00 pm. The next scheduled Board meeting is on Tuesday, January 17, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,  
Heather Stroud, *Secretary*

Attachments:

- Agenda for December 2016 Board meeting
- Minister's Report
- RE Report
- Administrator's Report
- Director of Connections Report
- Music Director Report
- Revisions to Policies 120, 141, and 150 Recommended by Finance Committee
- Revised Letter of Call and Ministry Agreement

**UUFSD Board Meeting Agenda  
December 20, 2016**

1. Chalice Lighting and Check-in
2. Opening words (*Glen*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda from last board meeting
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
  - b. Monthly reports, as needed, from Committees
6. Thoughtful discussion topic for the month (7:30- 8:00 pm)
  - a. **Worship Committee (Diane Masser-Frye, Christie Turner, Livia Walsh, Abby Laurent, and Rev. Meghan).**
  - b. Reminder for next months' scheduled Committee Presentations
    - 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)- **February**
      2. Worship Committee- **December**
      3. Social Action & Justice - **March**
      4. Team Generosity – **January**
      5. April is open – as needed

**< Break for snacks >**

7. Short decision items
  - a. Quick updates
    - Settled Minister Search update / congregational meeting in January (Alisa)
    - Buildings and Grounds/ Renovations/ Stop Work/ CUP (Clint)
    - Finance Committee: Policy updates (Mark)
8. Monthly Financial Review
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting – if any
12. Who do we need to thank this month?
  - a.
  - b.
13. Process check and check out
14. Adjourn

## December 2016 Board Report Rev. Meghan Conrad Cefalu

Dear Board,

### **In the last month:**

- We held a memorial service for our member Vicki Wolfrum on November 20.
- I convened a Post-Election Next Steps meeting on November 22<sup>nd</sup>. Twenty-seven people came to commiserate and share feelings of grief and anger and begin to brainstorm and plan what can be done to resist the upcoming Trump administration. We will hold more such meetings in the New Year.
- Music Sunday was December 10 and was a tremendous success – demonstrating the effectiveness of Chris Lehman’s leadership of the UUFSD music program. Woohoo!
- Our 3<sup>rd</sup> annual Gun Violence Prevention Vigil was December 10. It was attended by about 60 people, mostly members from our fellowship but several from outside, and we got good coverage on Channel 7 news! It was beautiful, inspiring and moving (not a dry eye in the house) - the most effective GVP vigil I’ve ever experienced. Special thanks go to Susan Miller, Alison Schlick and Rich Franzwa!

**Anticipating:** The planning for our Beloved Conversations program is moving forward thanks to Robin Sales and Irv H. The BC program’s official trainer will be leading the facilitators on a retreat February 11-12. I am in the process of identifying/confirming with the (4-6) people we will need to facilitate the small groups. It is exciting to think that a significant percentage of the congregation (my goal is ~30 people) will take part in these deepening conversations around race and ethnicity. I very much hope the leaders of the fellowship (you all!) will participate in the 8-week sessions (Sundays from 3-5pm from mid-March through the beginning of May). I believe the program will not only be personally enriching but will significantly shift our ability as a congregation to respond effectively to the social justice issues we are/will be facing in the coming years.

**Staff:** We held our annual staff Holiday Party Luncheon on December 14 at Urban Pi. Alison and Caroline were sick that day but Gabriel, Tracey, Chris, Adrienne and I had a lovely time munching pizza and getting to know one another a little better.

**Tone/tenor of congregation:** There has been a significant uptick in attendance and energy since the election. I understand this is true across all UU congregations as people are feeling the need to be with others who share liberal/progressive spiritual values. Whatever the reason, the vibe feels great/welcoming/energizing/happy on Sunday mornings. Many of our new visitors are already interested in discussing membership.

**Personal note:** I’ll be very happy when the Search process is finalized and we can move forward together out in the open. ☺ I will be taking a much needed week of vacation from the afternoon of Christmas Day through January 3<sup>rd</sup>. I’ll be up in the SF Bay Area with my mama and available for emergencies only.

Thank you so much for your generosity and leadership to our cherished congregation.

Happy Holidays and much Love,

Rev. Meghan

## RE Board Report December 2016

Classes are going very well and this is the first year that I feel the 4th-6th grade class have really sunk their teeth into the curriculum, Bibleodeon. It has been a treat getting to teach that at the 9:00 service.

We raised \$183.78 for Heifer International in our trick or treat between services on Dia de los Muertos. It was very successful!

Andre Chan, the young adult and son of Alejandra Chan, is volunteering with me with the JRUU and YRUU class at 11:00 and youth groups on Tuesdays. It is a very welcome male presence and he is very enthusiastic and dedicated. We shall see how the spring semester goes and if well, I would consider hiring him as a teacher for next year's YRUU class on Sundays.

Students seem to be doing a little better this month than last month right after the election. The transgender and youth of color were particularly upset (and rightly so). I have spent a lot of pastoral care moments reassuring and teaching the youth especially what it means to be safe allies when incidents of hate crimes are on the rise.

I have asked Karla Milmoie to be the Parent Teacher for the 5 and 6 year old OWL class that starts January 8th. She will be taking over for Vicki Wolfram who passed this year. If she can not commit, then my co-teacher Ernie Dun will teach the parents and I will teach the children.



# ADMINISTRATOR'S REPORT TO THE BOARD – DECEMBER 2016

## MEMBERSHIP STATISTICS

Total number of members: 253  
 Members emeritus: 6  
 Pledging friends: 9  
 Friends: 43

As of 12/15/2016 - Total number of members, pledging friends and friends:  
311

## SUNDAY ATTENDANCE 11/20/16 – 12/11/16

Date	Age Group	9:00am	11:00am
November 20	Adult	53	89
	Child	15	12
	Teen	2	?
	Staff	3	4
November 27	Adult	41	74
	Child	8	5
	Teen	1	??
	Staff	3	3
Dec 4	Adult	88	156!
Music Sunday	Child	8	16
	Teen	3	??
	Staff	7	7
Dec 11	Adult	40	112
	Child	12	??
	Teen	8	??
	Staff	4	4

## SITE USE AND RENTALS

Nothing on the schedule for the near future

## THE BOARD SHOULD KNOW:

It has been my pleasure and honor to work for such a wonderful organization these past few years. My plan is to work for UUFSD until I retire and I hope you all feel the same. Happy Holidays!!

**Also, Meghan needs to be our permanent Minister! 😊**

Respectfully submitted,

Tracey Weiss  
Congregational Administrator

## Director of Connections Report

BOD report: December

Greetings!

Connections update:

Outreach to new members has been positive. Many new members are finding connections in groups including committee work, social justice action, the choir, men's discussions groups, and through The Willage activities. We are planning a new member get together in early February. In mid January I will host a volunteer appreciation gathering.

The congregation has come together in an active way post election. Through Rev. Meghan's organized events and gathering hour discussions it's been very busy with many new visitors. We have a few families working towards membership.

I've met with a few volunteers this month following up on some meetings with communications and membership committee's 'calls to action' from last month. While I'm still having some challenges getting enthusiasm for some projects, there has been a nice variety of new volunteers stepping up for different activities.

We participated in the Encinitas holiday parade this year and it was fun and successful. We had a handful of families show up and are looking forward to next year having our own float. We collaborated with Casas de Luz and North County eco-alliance.

Additionally we helped with the CRC holiday basket program and had a volunteer shift at the Delmar Fairgrounds. It was nice to represent the fellowship out in the community at both of those public events. Other activities for me this month we're preparing the public relations for the gun violence prevention vigil, planning leadership development and adult RE for late winter early spring. Marylou Gibson and I will be working in the photo directory. This project will need more hands towards the end if you are interested?

This week is the first evening yoga class it will be held twice a month before men's discussion group. Our new member and volunteer John Planteen will be leading that class. We are also exploring a time slot for a chanting class. Swagatam's new Vedanta meditation class is taking off nicely.

Our UUFSD meet up.org page is growing each month and this Sunday a family who found out about us from the Solstice activities posted there came to visit for first time. :) Last month I met somebody who met us a year ago when Betsy and I went to the country club event.

Our communications committee will start working on a list of local community events to get involved in for the next year as potential fun outreach.

Those are the highlights this month! Seasons Greetings and Joyful New Year!

Adrienne

To the UUFSD Board:

Re: Report on Music, December 18, 2016

Music Sunday was successful in terms of good participation by the choir, band, and two pianists; and, we hope, was meaningful and musically interesting.

Some former choir members were invited and two have rejoined the choir, bringing along a friend. The choir now has 35 members.

Smaller groups of choir members are singing successfully on some Sundays when the choir is not called. Soloists and instrumentalists have participated in services. Also singers and instrumentalists have joined in for special events - e.g. the healing vigil after the election, gun violence prevention vigil, and Holiday Party.

Derek Stone and Alex Severinghouse will play piano on Christmas Eve. Otherwise no other youth have participated in music at services, although invitations have been made. I will continue to look towards including youth.

A wish list for sound equipment was included in the Music Sunday OOS and a donation of \$100. has been received. When further donations arrive, we will buy heavy duty mic stands and begin to improve the sound of the choir outside. Stu Anderson is currently making repairs to the outside mixer.

Little progress has been made on formation of a Music Committee. I have yet to fine tune job descriptions and enlist volunteers. This is a project for 2017. The support from the board for the music program and a reinstated Music Committee is much appreciated.

Another project for 2017 is to begin discussions with Dream Builders about the needs of the music program in conjunction with our renovation.

Respectfully,

Chris Lehman  
Director of Music

**UUFSD Policy and Procedure Document**  
**Policy ID: 120**  
**Title: Authorization for Spending of UUFSD Funds**  
 Date Approved: September 18, 2011 by the Board of Directors  
Reviewed and Updated: December 20, 2016 by the Board of Directors

**Purpose**

To provide guidelines for requesting and authorizing expenditures of UUFSD funds from the annual operating budget and reserve funds by UUFSD committee /program leaders and staff.

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**Policy**

Annual budget requests will be submitted by committee chair/leaders and staff members to the Treasurer and/or Finance Committee each year by a specified date (usually in February). All requests will be itemized and include explanation for any new or increased amounts requested. Requests will include expenses that are anticipated in the upcoming year that will be paid from reserve funds. Reserve expenses include sound and audiovisual equipment and repairs, Building and Grounds capital maintenance and replacements, and other appliances and equipment. The Board of Directors will consider budget requests in the context of overall congregation priorities and available funding. The congregation will vote on the board recommended budget at the annual June congregational meeting.

Committee/program leaders and staff have authority to spend funds within their designated annual budgeted accounts. In addition, the Building and Grounds and Music Committees and Congregational Administrator are authorized to spend replacement reserve funds up to the amount in the approved budget request.

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**Procedure**

The committee chair or program leader is responsible for an accounting of all committee or program expenses. To assist in this process, reports of income, expenses, and remaining balances may be requested from the ~~Treasurer or bookkeeper.~~

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The chair/leader or staff member will seek Finance Committee approval to amend the budgeted amount prior to incurring any expenses in excess of the annual budget.

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Since reserve funds are intended to fund major expenses that occur in current and future years, amounts over that approved in the annual budget for planned expenses must be approved by the Board prior to incurring the expense. In emergency situations up to \$5,000, the program leader and the Treasurer and the President can jointly approve unbudgeted use of reserve funds.

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December 20, 2016

**UUFSD Policy and Procedure Document****Policy ID: 141****Title: Reimbursements and Check Requests**

Date Approved: November 21, 2010 by the Board of Directors

Reviewed and Updated: December 20, 2016 by the Board of Directors**Purpose**

To give the UUFSD staff and congregation guidelines for check requests and reimbursements for expenses paid on behalf of UUFSD, which will help ensure accurate recording of expenses in the accounting system.

**Policy**

To obtain reimbursement for an UUFSD related expenditure, an expense form (available in the office) must be completed and signed by the appropriate Committee Chair, Program leader, or staff member, and accompanied by supporting documentation, usually a receipt. Checks should be requested at least 10 days before they are needed.

**Procedure**

The person submitting the request is responsible for getting the appropriate authorizing signature. The authorizing individual is responsible for entering the appropriate account number for the expense (see list of account numbers in the office). When an expense is charged to more than one account, the request must indicate each account and amount. Attach the bill or receipt to the expense form. Place form in Congregational Administrator's "In" box.

Policy ID: 141

December 20, 2016

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**UUFSD Policy and Procedure Document**  
**Policy ID: 150**  
**Title: Cash Management on Sundays**  
 Date Approved: March 24, 2013 by the Board of Directors  
Reviewed and Updated: December 20, 2016

**Purpose**

To ensure the safe collection, counting, and deposit of cash and checks received on Sunday mornings.

**Policy**

The Fellowship office has a locked safe with a slot for receiving envelopes. Everyone who handles cash on Sundays is responsible for making sure the cash is placed in the safe on Sunday for the office staff for processing at a later time. At no time is cash to be left unattended outside of the office safe.

**Responsibilities and Procedures**

<p>Sunday Service Ushers &amp; Worship Associate</p>	<p>1. <u>Worship Associate reminds that checks should be written to UUFSD with an appropriate memo line (e.g., Generosity Sunday). Ushers collect money (cash and checks) from the morning offering. Together, they move to a place where they will not disturb the congregation. They organize, smooth, and face the bills by denomination, separate the checks and change, and place the money in envelopes clearly marked with "Sunday Service Collection" "1<sup>st</sup> service" or "2<sup>nd</sup> service" as necessary, and the date. Together they place the envelope(s) in the safe. (Empty envelopes shall be kept in the Greeter box.)</u></p>
<p>Kitchen Volunteer</p>	<p>2. Collects the coffee cash, and places it in an envelope clearly marked with "Coffee Fund" and the date. (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe.</p>
<p>Luncheon Coordinator or Chairperson</p>	<p>3. Counts and places the luncheon cash and checks in an envelope marked with "Luncheon Proceeds", enters date and separate total amounts of checks and cash. (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe. Reports</p>

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Policy ID: 150

December 20, 2016

	amounts to the Luncheon Chairperson.
Book Sale Table Volunteer	4. Places the book sale cash in an envelope clearly marked with "Library Fund" and the date and places it in the office safe.
Two members from Finance Committee. The Finance Committee may appoint two responsible parties not on the Committee.	5. Remove cash and checks from the envelopes; count each type of cash separately (service, coffee hour, book table, etc.); write out a list of cash subtotals on the form provided for this purpose, stamp checks with endorsement stamp and place checks in envelope on Congregational Administrator's desk; complete a deposit slip for the cash, <u>fill out accounting distribution form, deposit cash in bank, and return form with deposit receipt to Office Administrator.</u> (Currently, the Fellowship banks at Wells Fargo.) <u>(All cash on Generosity Sunday goes to recipient charity.)</u>
Congregational Administrator/ <u>Bookkeeper</u>	6. In accordance with Office procedures, completes a deposit slip for total of check amounts and deposits checks in bank.
<u>Bookkeeper</u>	7. In accordance with Office procedures, processes checks and cash subtotals through the Fellowship accounting system.

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## Letter of Call and Ministry Agreement

Dear Rev. Meghan Conrad Cefalu:

The Unitarian Universalist Fellowship of San Diego, hereinafter the Fellowship, and the Reverend Meghan Conrad Cefalu, 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. Ongoing 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 untrammelled. 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

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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**

2.9.1. A Committee on Ministry 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 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 \$92,000, as of the date that the Minister's current contract ends on [DATE], 2017, and subject to approval in the congregational budget that will be considered at the June 2017 congregational meeting.

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Comment [1]: Rev. Meghan said her current contract ends in August 2017. I recommend putting the exact date here.

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Deleted: [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 according to the usual payroll schedule (currently, bi-weekly), beginning on [redacted], 2017. S&H shall be reviewed annually by the Finance Committee and the Board of Directors.

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**Deleted:** monthly on or before the fifteenth day of each month

**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.

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**Comment [2]:** This should be the same date as in paragraph 3.1.1.

3.2.2. In lieu of employer's FICA, at 7.65 percent of S&H, payable according to the usual payroll schedule (currently, bi-weekly).

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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 \$9,600, payable promptly on voucher by the minister in accordance with an Accountable Reimbursement Plan developed jointly by the Minister, President, and Treasurer. 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.

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**Deleted:** the greater of 10 percent of S&H or \$5,000

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**3.3. Reallocation**

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$ [redacted]. 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.

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**Comment [3]:** Glen to determine this figure.

**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. [Years served as an Interim and Contract Minister for the Fellowship count towards this accrual.](#) No more than six months of sabbatical leave may be used within any twelve month 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. 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. 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

4.7.3. 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.

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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 Meghan Conrad Cefalu 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

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