

UUC Board of Trustees

April 21, 2020

6:15 pm

Attendees: Chen Zhang, Mandy Goheen, Mandy Cowley, Amanda Schuber, Emily Sartain, Jon Littlefield, David Benn, Roger Davis, Wendy Sapp, Lynna Ruth Standridge, Christian Horvath, Nicky Ozbek

Opening Words/Chalice Lighting: Emily Sartain

- a. What word or image stays with you from this practice?
- b. How does this passage touch you personally?
- c. How might this passage inform our work this evening?

Check-In

Read Covenant

Consent Items: All items consented, passed unanimously

- Minutes
- Treasurer's Report
- Vice President's Report
 - Outreach
 - Religious Education
- Staff Reports
 - Minister
 - Intern Minister of Religious Education

E-Votes

- April 5th: Wendy Sapp introduces motion that reads: UUCC authorizes the application for a payroll protection loan up to \$20,000. Emily Sartain seconded All voting members of the board voted. The total count was 6 in favor and 1 opposed. The motion passes.
- A UUCC representative will work with our renter, the United Church of God, to determine a mutually-acceptable rent payment beginning with their April rent and continuing until our church building re-opens. Proposed by Wendy Sapp, Seconded by Lynna Ruth Standridge, Amended by Jon Littlefield, Amendment seconded by Roger Davis, approved unanimously on April 8, 2020

Decision/Discussion Items

- Repairing alarm system (link to proposal: <https://www.proposalviewer.com/373574/4db74d62-cfff-4984-84f9-6fec249ef12c/david.benn@epbfi.com>); Dave Benn and Lynna Ruth will meet outside of this meeting to make a proposal
- Date for re-opening church: Motion to extend the closure of the church building until June 1. Motion by Wendy Sapp; Seconded by D. Benn, motion passed unanimously
- Payroll Protection Loan and cash flow: Cash flow looks positive for the next few months

Informational Items:

- Update on United Church of God rental: UCG will pay 50% of their rent beginning in April until the church building re-opens. This arrangement can be revisited at any time by either party
- Update on Stewardship:
- Update on Payroll Protection Loan
- Update on Navajo Drive Landscaping
- Process for evaluating Reverend Mandy Goheen, Wendy to send information and “assignments” out by April 24, evaluations back by May 8

Next Meeting: May 19, 2020, 6:15-8:15 pm

- Opening and Closing Words: Roger

Check Out

Closing: Emily Sartain

VP Religious Education

Emily Sartain

Youth RE: The Youth RE committee is meeting monthly via Zoom. Amanda is doing a phenomenal job of keeping some youth RE programming going, including Children's Chapel and junior high youth group on Zoom. The committee and other involved adults have been working together to ensure that at least 2 adults are present, and the Zoom meetings for children and youth are password protected. The committee had been planning a training for teachers and/or assistants in April, and that is going to happen via Zoom later this month, with Amanda leading. The Zoom training has the advantage of being able to be recorded and saved, so that new volunteers coming on board in the future can have the option of watching it, rather than attending an in-person training.

Adult RE: Forum is not meeting online, but at the time of writing this report, Faith Forward is set to begin this Sunday. By the time the board meets, the first Sunday of Faith Forward will have taken place.

VP Outreach--Jon Littlefield

Membership (from Bill Derrickson): No news to report at this time.

Communications: I spoke with Hawkeye about communication on March 29. His area of expertise is user design based on information gained through a discovery process. Essentially, the discovery process would involve various stakeholders with the church, their communication experiences and needs. He suggested a process based on "user stories" for data collection. Unfortunately, he doesn't see this data gathering process as his forte, so we would need to find someone to head up that process.

Social Justice (From Judy Gallagher): Sandy Kurtz is organizing a stay at home Earth Day event where people place signs in their yard supporting Earth Day. Share the plate is continuing through Zoom. There will be a Zoom Social Justice Committee on May 3.

Treasurer's Report

March 2020

Balance Sheet (Assets and Liabilities)

1) Fundraiser Temporary (2304) shows the remainder from the Zimmerman concert. This will be transferred to an income account in April.

2) Very Temporary (2350) emptied when the coffee cups were expensed. However, we had a

donation of \$1,000 to help Rev. Mandy provide "Covid-19 bags" to members who are sick and unable to get bare necessities.

3) The Endowment Fund gift (2312) was partly used to pay for the new chairs. From the \$4,000, we still have \$1,213 remaining.

Income/Expense Statement (Incoming versus Outgoing Cash)

1) The current year pledges (Account 4030) for March were actually better than expected, given the coronavirus shutdown, \$11,394.50. We have collected more pledge income (current year) than the year-to-date budget by \$15,176 (rounded). Compared to the same month last year, we are approximately \$14,482 lower this year than last year.

2) Sunday Offertory (4050) and Prior Year Pledges (4040) are higher this year than last (by \$2,349) and higher, compared to the year-to-date budget (by \$2,864). While we should be (and are) grateful that these donations exceed expectations, they do not overcome the negative change in pledge income.

3) Total income for March = \$14,997.96. Total expenses for March = \$20,661.68. Excess expenses over income for the month (i.e., "loss") shows -\$5,663.72. Year-to-date we still show a "gain" (\$21,807.07).

4) Overall, it appears we are doing a good job of handling expenses and that members and guests are contributing solidly.

5) Of the \$153,242 we have received in contributions this fiscal year, \$118,126 (77%) has come in via cash and checks (72 donors), \$2,383 (2%) via credit card (Square kiosk in fellowship area – 15 donors) and \$32,732.90 (21%) via online sources (PayPal and website – 40 donors). This is according to reports in PowerChurch Contributions module.

6) Quarterly budget reports for committees and VP's are in process. A few areas have spent \$100 or more than budgeted, but this really is not problematic at this point.

Postage (6440) - \$180
Credit Card/Paypal charges (6506) - \$222
Janitorial (6530) - \$145
Electricity (6581) \$426

Endowment

The Endowment Fund was **significantly** down -- \$86,236 (compared to \$96,558 at the end of February). This is due to the market downturn relative to the coronavirus pandemic.

Fidelity T-bills

The total on March 31, 2020, equaled \$60,087.74. The balance includes the Duncan portion (\$15,000, which matures May 14, 2020) plus two T-bills of \$22,000 each (which mature in

August, 2020), plus the cash account of \$1,087.74. Fidelity has informed us that some governmental vehicles are now paying 0% or even negative amounts. We were fortunate to lock these T-bills in before all the market volatility developed.

Minister's Report to the Board of Trustees for March & April 2020

Rev Mandy Goheen

April 18, 2020

With this report, I will be using the categories in Fulfilling the Call (book in my office if you want to take a peek) that corresponds to the Preliminary Fellowship Evaluation, which will need to be turned in by **July 1 of 2020**. This report will be shared with the Board and Committee on (Shared) Ministry monthly as a tool for evaluation.

1. Heath of the Congregation This category is not on the evaluation but will add context to the report.

We are actually doing really well in light of the current COVID-19 shelter in place statute of Chatanooga and the US at this time. We have seen increased dedication by leaders to strengthen our community and relationships during this time.

There is a lot of sadness around the annual Seder not happening. It will be an important tradition to pick back up when it is appropriate. I will do what I can to encourage this.

There was a tornado in the East Brainerd area leaving many of our members without power for much of the past week.

2. Worship and Rites of Passage *Knows how to prepare holistic, inclusive worship and rituals for life passages; Demonstrates awareness of multicultural and multigenerational approaches to worship; Prepares and delivers engaging sermons, homilies, and reflections; Works collaboratively with professional colleagues and lay worship leaders; Uses arts to create multisensory worship; Integrates theological theory and practice.*

ZOOM!!!! I think we are getting the hang of it. I feel like this is a strong area of success but a place of growth for me as well. This is a place where I did not show good leadership in sharing

the load of work. I also recognize myself getting a little controlling because I felt like great worship experience at this time is critical for people to feel connected to the church.

The video I made coming and going from the church building at the beginning and end of service has been a big hit.

Moving forward in the next couple of months I want to do some exploration around having served on a variety of platforms. This will be an important connection to maintain for both our new out of town guests and people who will need to physically isolate longer due to health reasons.

I have made arrangements that in the event that I am sick or there is an emergency UUCB will attend ZOOM at one of the Knoxville Churches. We will be on standby to help them out as well. This conversation has led to some possibilities of collaborative online endeavors with other congregations.

Plans are in the works for a rededication of the Memorial Garden.

3. Pastoral Care and Presence *Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling; Demonstrates healthy personal boundaries and knowledge of professional ethics; Has awareness and skills to respond appropriately to sexuality, mental health, end of life, and relationship concerns; Understands cultural and generational needs in pastoral care.*

I think my prior experience with online church created an opportunity for the business-as-usual approach I have been trying to take. It feels like it is paying off

I have been diligently making phone calls, texting, and emailing people. This is an area where I probably will be expending a significant amount of time and energy in the coming months.

We have had so much lay pastoral care going on it is hard to keep track of. With other help, we have made a priority list of people who need the most checking up-on. Groups are volunteering to check in on people and we have an opportunity to get the Lay Pastoral Care Team up and running again.

ZOOM office hours were a flop. I have switched gears to a brown bag lunch at noon on Tuesday. We just chat without much agenda. It helps me stay connected.

The demographic of who is in the most need has changed somewhat. Having opportunities to connect on ZOOM at least twice a week has been a priority. We have a regular group of extroverts who show up to most events.

I have two couples currently doing the Prepare and Enrich diagnostic and meeting with me on a regular base for premarital counseling.

4. Spiritual Development for Self and Others *Models spiritual depth in personal practice; Articulates philosophies and theories of teaching and learning; Models accountable engagement with diverse spiritual traditions and communities; Demonstrates understanding of multi-religious knowledge and practices.*

I have begun working with a spiritual director and meet with them every three weeks.

It has been a balance of introducing pieces of spiritual development in worship and encouraging the engagement of small groups. I did attend one meeting of the daytime small group before we shut down. The evening group also approved my request to attend their next zoom gathering.

5. Social Justice in the Public Square *Is engaged with critical justice issues in the local community and in the larger world; Can apply the lens of power and privilege in the areas of antiracism, anti-oppression, and multiculturalism; Understands basics of community organizing and value of broad-based coalitions; Connects the history of UU justice engagement to the present*

I was in a meeting with other UU ministers in TN and we figured out some exciting news. Our UU folx are all sheltering in place and following science-based guidelines. The reason we know this is that no one in our congregations, with the exception of our own intern, has had COVID-19. I am putting this under Social Justice because being good stewards to the ever-broadening community is justice work.

I worked in collaboration with Social Justice on the Earth Day Service.

Care Bags, my idea, have not been a great need because we are all doing such a good job not getting sick. However, bags were delivered for tornado relief efforts.

6. Administration *Is prepared to manage staff and volunteers; Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof); Understands role as a minister within a mission-based institution; Articulates understanding of conflict management and obstacles to healthy organizational functioning.*

Communication has been a major area of concentration this month for all staff.

Safety on zoom seems to be paying off. We felt it was important to maintain safety during worship with 3 people involved with running the service. The staff has served the position I have been calling lifeguard watching the chat and unknown names.

Go, team stewardship! This has been an oddly exciting time for pledging. My business-as-usual approach has paid off in this area too. And our leadership in this area has been spot on understanding and adjusting to the needs of the congregation.

I have been regularly attending Finance & Personnel Committee Meetings. I am so encouraged by these two groups of dedicated people. So much work is getting done behind the scenes in these two groups it is truly impressive.

Buildings & Grounds!!!! Once again I can't say enough for our dedicated folk. There have been a lot of issues with the building lately with trees falling and security systems burning out. It feels so good to know we have people taking such good care of the property.

Chairs!!!! Are beautiful!

7. Serves the Larger Unitarian Universalist Faith *Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals; Articulates historical influence of Christianity on North American culture, including Unitarian Universalism, Engages with Unitarian Universalism at the local, regional, national, and global levels; Articulates knowledge of current initiatives and issues within the faith movement; Demonstrates knowledge of UU history and polity; Contributes to on-going scholarship and support of professional ministry.*

I have been pretty disconnected from local colleagues over the past two months. At the same time have been deepening relationships with my mentor and other TN UUs.

I entered my "Still I Rise" sermon in the UU Women's Federation Sermon contest.

Working in cooperation with Rev Jake Morral to get our interns together for theological reflection once or twice a month.

Working on getting my barriers for virtual GA and Ministry Day's and figuring out what kind of opportunity this now gives us to connect more of our congregation with the broader denomination. Virtual registration is quite affordable compared to in-person attendance.

8. Leads the Faith into the Future *Experiments with emerging media technology; Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society; Explores new generational and multicultural expressions of Unitarian Universalism.*

Can I just put “yes” for this one? It feels like we have been catapulted into reframing what ministry and community mean in a world of physical distancing. What has impressed me the most in this area is the multigenerational enthusiasm for trying new things and encouraging others to do so as well. It is a beautiful thing to see our community continuing to blossom.

But there is a deficit I am feeling in our current model. All the little side conversations and relational exchanges are missing. The amount of work that was getting done on Sunday morning is a piece that needs attention. I will strategize a new approach to our coffee hour that will break people into small groups and let me circulate from room to room.

9. Progress on mission and vision

I am pretty proud of just maintaining our forward trajectory in this area. I continue to meet with the president and president-elect monthly. As you can imagine more practical matters have been our focus recently.

10. Gratitude -

Where to start?

I am overwhelmed with gratitude and have begun writing thank you notes to just about everyone in the congregation!

There is a toss-up for the number one spot between Wendy Sapp and Mandy Cowley and Dave Benn! Standing Ovation!

I will not exhaust you with a three-mile-long list that you are probably on anyway. What an amazing community and I am so lucky to serve you.

Intern Minister Report
4.19.20

Wow, what a month it has been! I continue to be humbled and filled with gratitude for the amazing community that is UUCC. The care and support shown as I recovered from being rather ill was so comforting and just continued to affirm my deep respect and love for this community. While there are challenges to our continued distance, I'm so excited about the continued creativity that seems to rise to the surface every week.

Religious Education

- We have hosted Children's Chapel on Sunday afternoons (exception of April 12th due to weather concerns). Chapel has had a weekly attendance of between 6-9 kids present. The kids seem to really enjoy the time together. The last month we have focused on talking about the current stay in place situation and helping them process their feelings

about this historic time in our world. This past Sunday, the 19th, and for the next 6 Sunday's we will focus on the 7 Principles. Each Chapel maintains a consistent format, which includes: check in, Story time, brief lesson on the day's topic, live scavenger hunt, weekly optional "assignment" and a dance party.

- Our Jr. High Youth group has met twice as of the Board Meeting. The youth have asked that this be a time for them to socialize more than anything. Advisors are there to maintain the safety of the room and facilitate conversation if things get stagnant. We will continue to monitor the format of the group going forward.
- RE is working to ensure that we always have two adults present in Zoom meetings with any youth to maintain safety.
- Faith Forward will have met for the first round as of the Board Meeting. The class will continue for a total of 13 sessions, facilitated by various volunteers from the Church community. Meetings are at 2:00 Sunday afternoon.
- We will be hosting a zoom teacher training at the end of April to prepare for our return to physical meetings again. I will be facilitating this training with assistance from the RE committee. The training will be recorded to allow us a way to continuously bring new teachers/assistants on board throughout the year by having them watch the training instead of having to wait months for an in person training.

Pastoral Care

- I have sent cards to all youth, 5th grade and younger, and have begun to send cards to older youth.
- I have started to email, call, snail mail members of the Congregation to check in on them and let them know we are still here.
- I attended the weekly Wednesday night dinner and had a great time getting to know some new to me people.

Canvass

- I attended the Canvass meeting this month and offered to be of assistance wherever the committee felt I could be plugged in. Stay tuned for more on this later.

Internship Committee

- I have assembled what I consider to be a Rock Star Internship Committee! We will meet monthly to process my experiences as a Ministerial Intern and discuss ways that I can improve my skills. This committee will be responsible for writing a mid course evaluation and a final evaluation. The final evaluation will be included in my packet that is submitted to the Ministerial Fellowship Committee, who is responsible for granting me Fellowship into the UU Ministry.
- Members of the Committee:
 - Daidee Springer
 - Emily Sartian
 - Dylan Kussman
 - Eric Tittsworth
 - Talia Welsh