



**Unitarian Universalist
Congregation of Fairfax**

Annual Report 2016-17

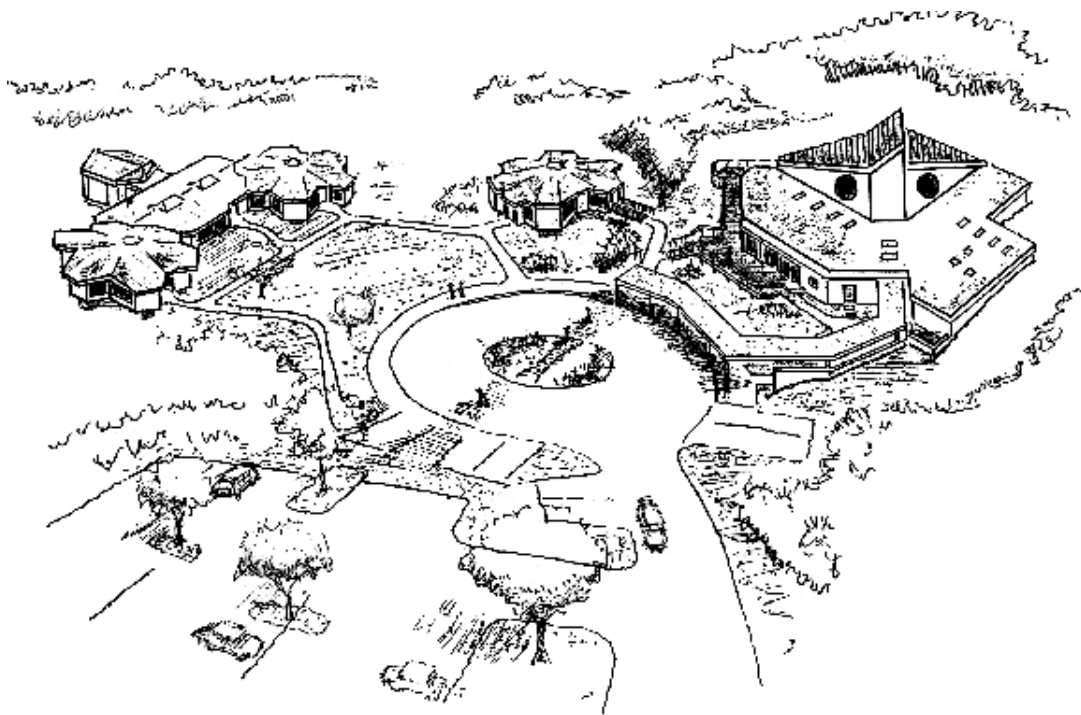
June 4, 2017



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Unitarian Universalist Congregation of Fairfax

Annual Report 2016-17

Board of Directors

President	Karen Wolf
Vice President	Jennifer Caires
Treasurer	Steve Myles
Secretary	Judy Gallimore
At Large, 2016-19	Paul Atelsek
At Large, 2016-19	Peggy Hillman
At Large, 2016-19	Anthony Salvi

Lay Ministers

Caring and Wellness	Linda Zack
Adult Spiritual Development	Cheryl Sadowski
Membership and Outreach	Marlo Nash
Social Justice	Wini Atlas
Property Stewardship	Suzy Foster
Worship and Arts	Susan Bennett

Staff

Senior Minister	Rev. David A. Miller
Associate Minister	Rev. Laura Horton-Ludwig
Director of Music & Arts	Laura Weiss
Director of Religious Exploration	Linnea Nelson
Director of Administration	Rich Sider
Member Services Coordinator	Carol Jensen
Administrative Coordinator	Mary Foster
Director of Communications	Mary Lareau
Communications Specialist	Sarah Creel
Summer RE Coordinator	Lisa Riddle
Education Assistant	Melissa Campos-Poehnert
Facilities & Technology Specialist	Bill Braband
Audiovisual Technician	Alison Raffaldt
Audiovisual Technician	Jonas Verbusaitis
Bookkeeper	Gayathri Tillekeratne
Custodian	Flori Diaz
Weekend Sexton	Rony Caballero
Nursery/Child Care Coordinator	Candice Johnson

Coordinating Team

Senior Minister	Rev. David A. Miller
Associate Minister	Rev. Laura Horton-Ludwig
Director of Administration	Rich Sider
Lay Member, 2016-18	Peter Krone
Lay Member, 2015-19	Kathe Smerke Hochberg

Ministers' Report

Rev. David A. Miller, Senior Minister, on behalf of himself and Rev. Laura Horton-Ludwig, Associate Minister

By any stretch of the imagination, this has been a year of uncharted and unprecedented events. Overshadowing everything has been the presidential election of 2016, which has dominated the national conversation and added to a sense of unease in the broader community. We have also been witness to a distressing event at the Unitarian Universalist Association (UUA) centered on a national UU conversation on issues of race and systems of racial injustice. These two events added to thought-provoking congregational conversations and to the complexity of Unitarian Universalism this year at UUCF.

Of course, in a community as deeply caring as this, there have also been so many wonderful things going on to lift up our common humanity and provide hope during these challenging times. For example, the Muslim Liaison Group and its support of a refugee family from Afghanistan, the excellent quality of UUCF's Music and Arts program and the Reverse Town Hall on Gun Safety event in September, are just some of the wonderful events and programs that breathe life into UUCF and the world.

This year we also experienced the many gifts of our wonderful Intern Minister, McKinley Sims. McKinley brought energy and commitment to UUCF and has been a valuable member of the team, teaching and learning over this congregational year. He will be seeing the UUA Ministerial Fellowship Committee in September and we wish him well on his continued path to ministry.

We welcomed our new Director of Music & Arts Laura Weiss. Laura has brought incredible energy and extraordinary talent to UUCF and has had an immediate impact. It was a joy to work with her this year especially on creative worship like the ingathering and creativity services. I am looking forward to a long and innovative partnership.

And, of course, I must note two very important departures from the UUCF staff, Carol Jensen and Rev. Laura Horton-Ludwig. Carol has provided the foundation for the membership program and has spent 20 years serving the congregation in various capacities. Her knowledge and experience will be missed but we are grateful that she will remain a member of this community and a resource for the new Assistant minister.

And my partner in ministry over the last two years, Rev. Laura, has been a pillar of pastoral nurturing for this congregation in periods of transition both traditional and tragic. I am so deeply grateful for her support and wisdom through the early stages of my ministry. I wish her nothing but happiness and deep fulfillment in the next stage of her calling. She will be remembered and missed.

Here are some of the specific programs, events or activities to highlight from the past congregational year:

1. Actions of Witness:

- Attended the Women's March on Washington.
- Attended the witness event for Liliana's deportation detention in front of the Fairfax ICE office.
- Attended the Sanctuaries DMV/CASA march on the White House.
- Coordinated the UUCF effort to assist in cleaning hate graffiti at Little River United Church of Christ.
- Attended witness event at Rising Hope Church about their shelter deportations.
- Coordinated UUCF contingent to Rev. Barber's Moral Revival.

2. Denominational Work

- **Covenant Task Force** - Continued to serve on this National Covenantal Task Force appointed by the UUA moderator and board to discuss our need for re-visioning covenant for the 21st Century. The preliminary report can be found [here](#).
- **Mentoring** - Continue to mentor a UU minister in preliminary fellowship.
- **UUA Presidential Campaign** - Served as a member of UUA presidential candidate Susan Frederick Gray's campaign team.
- **Retreat Facilitation** - Facilitated the UUCF annual board retreat, the Mt. Vernon Unitarian Church annual board retreat and will be facilitating the Cedar Lane Unitarian Universalist Church annual board retreat in June.
- **Collegial Meetings** - Attended the Chesapeake UU Ministers' Association (CUUMA) chapter meetings during the year.
- **Service to the UUMA** - Asked to serve on the UU Ministers Association Collegial Development Team, a great honor in this time of strained UUA relationships. This will be a 3-year term.
 - The team is charged with advising, collaborating and assisting in the development of strategies, programs and best practices for strengthening collegial development throughout the UUMA. The team will work with other UUMA leaders as needed including local chapter, cluster and regional leaders.
- **Regional Meeting** - Attended the UUA Central East Region (CER) assembly.
- **Regional Workshop** - Was a panelist on a social media ministry workshop, organized by John Monroe.

3. Social Justice

- **Gun Violence Prevention (GVP) Event** - With the GVP Committee, planned and implemented the successful Reverse Town Hall on Gun Safety with more than 15 legislators and officials from federal, state and local government, and approximately 140 attendees.
- **UUCF Social Justice Summit** - Supported the UUCF fall Social Justice Summit with the Social Justice Council and representatives from many of UUCF's social justice groups.
- **Racial Justice Steering Committee** - Continued to support the Racial Justice Steering Committee in its efforts to address issues of race and justice at UUCF and our community including the design of the Second Principle Project.
- **Racial Justice Training and Conference** –
 - Attended two racial justice trainings at UUCF, one as a member of the Racial Justice Steering Committee and a larger training on cultural competency later in the year.
 - Attended the Revolutionary Love: Disruptive Ethics to Dismantle Racism conference in New York City with speakers including Van Jones, Bill Moyers, Rev. William Barber, Valarie Kaur, Rev. Jacqui Lewis and Rev. Rebecca Parker.
 - Attended the Chris Crass Racial Justice Training at All Soul's Church Unitarian in Washington, DC.
- **Group Invitation** - Facilitated the establishment of the UUCF People of Color Caucus (POCC), which met for the first time in January. The POCC is now holding meetings, potlucks and family gatherings and the group is providing valuable voices and perspective to the life of UUCF.

4. Community Work

- **Healing Worship** - Organized the healing service held at the Old Historic Fairfax County Courthouse the day after the election with Director of Music & Arts Laura Weiss and Intern Minister McKinley Sims with the Mosaic Harmony choir, various interfaith clergy and the interim mayor of the City of Fairfax.
- **Communities of Trust** - Joined in meeting with the Fairfax County Communities of Trust Group, a liaison group that brings together clergy, people from traditionally marginalized communities and law enforcement officials.

- **Interfaith Organizing** - After researching the interfaith landscape in Fairfax County, attempted to form an Interfaith Clergy Group to fill some hole not covered by other groups. This was only done to a modicum of success and will be re-evaluated to determine course of action for the next congregational year.
- **Supporting Interfaith Neighbors** - Supported the Jewish Community Center of Northern Virginia and Little River United Church of Christ when these faith communities were vandalized with hate speech and spoke at the community vigil.
- **Representing UU Voice and Values** –
 - Represented Unitarian Universalism at the Fairfax County meeting and panel discussion on hate speech.
 - Will give the benediction at the 2017 James Madison High School Baccalaureate Service.

5. Worship and the Arts

- **Seasonal Worship** –
 - Organized the second annual Yom Kippur service and dinner.
 - Planned the second annual Joy Service with the Worship Committee.
 - Attended my first UUCF Seder.
 - Attended the fall campus clean-up day and officiated at a seasonal planting ritual for new trees outside the Sanctuary that same weekend.
- **In Cooperation with Religious Exploration (RE)** -
 - Worked with the RE program, specifically Courtney Firth and Linnea Nelson, to move the Coming of Age service from an afternoon to a Sunday service.
 - Worked with the RE program, specifically Courtney and Linnea, to reformat the High School Bridging Service.
- **“Hey Mr. Producer”** - Helped “produce” the Peter Mayer concert in December.

6. UUCF Fundraising and Administration

- **Generosity** - Worked with the Generosity Committee and the Within Reach Committee on the supplemental Reach Campaign, which exceeded its goals.
- **New Director of Music & Arts** - Welcomed our new Director of Music & Arts and supported her in her first year at UUCF.
- **Innovation Fund** - Worked with the Innovation Fund Grant Committee and the Board of Directors and awarded the Stan Richards Innovation Grant to a proposal put forth by Wendy Astell and Betsy Bicknell to be implemented over the next 2 years.
- **Board Training and Support** - Supported and attended a Trustee Training Day for board members from the six largest UU congregations in the DMV area. Will be attending a DMV regional training for new board members on Jun. 10.
- **Understanding Election Impact** - Facilitated a UUCF Leadership Summit with, among others the board, lay ministers and professional staff, to discuss UUCF strategic direction and planning in the wake of the election.
- **Budget Challenges** - Worked closely with Rich Sider and the Coordinating Team to proactively deal with this year’s budget shortfall including some revised staffing in part based on the membership report done by the Program Evaluation Committee.

7. UUCF Education, Workshops and Other Activities

- **Shift Happens** - As a part of the UUCF Adult Education Program, taught the Shift Happens class in the fall, and the Meaning and the Five Senses class in the winter and spring.

- **Young Adult Program** - With the great work of Intern Minister McKinley Sims, we established a Young Adult Fellowship Group and held activities, meals and, this June, a planning retreat for the future.
 - **Annual SR&R Presentation** - Presented a Science, Reason & Religion session on the history of UUism and its relevance today titled Roots, Relevance and Religion.
-

Board of Directors

Karen Wolf, President

Summary of Purpose and Responsibility

The board operates under a policy-based form of governance. The board's primary purpose is vision, strategy and decision-making on major matters that affect the long-term well-being of the congregation. Day-to-day management of operations is handled by the Coordinating Team (CT) within limits established by the board. The board's primary activities are to communicate with the congregation, articulate UUCF's goals and priorities, envision ways to enlarge or strengthen congregational programs and systematically evaluate the performance of the senior minister, the CT and the board itself. The board has adopted the following mission statement: **The purpose of the UUCF Board of Directors, as the stewards of the congregational mission, is to create an evolving vision and strategy that challenges the congregation to live its mission by nurturing relationships of love, respect and trust.**

Committees

The Board Executive Committee is made up of the president, vice president, treasurer and secretary. The other board-chartered committees are the Financial Oversight Committee, Ministerial Assessment Committee, Coordinating Team Assessment Committee, Board Self-Assessment Committee and Generosity Team.

2015-18 Strategic Goals

The board works under the current strategic goals. In a time in the world that calls for boldness, these UUCF goals will create opportunities and initiatives to expand the reach and impact of Unitarian Universalism both within and beyond the congregation:

- Work with local UU congregations to identify innovative ways to share and leverage resources for the purpose of growing Unitarian Universalism in depth, size and impact.
- Develop a project or projects that demonstrate and practice UU values in new ways beyond our campus.
- Intentionally grow our cultural competency in ways that challenge our comfort, expand our awareness and promote social and spiritual healing.
- Evaluate congregational programming to intentionally discern what activities, groups and learning opportunities are helping the congregation fulfill its mission, what no longer serves the congregation and what will serve the congregation in the future, and modify our programs accordingly.
 - Make it easier for congregants to engage opportunities to Grow, Connect and Serve at UUCF.
 - Build opportunities for reflection and spiritual deepening into all our programming.

Policy and Fiduciary Tasks

The board completed the following foundational policy and fiduciary tasks during 2016-17:

1. The board appointed leaders in various roles, including lay ministry and the Program Evaluation Committee.
2. Due to the balloon mortgage payment due in December 2016, the board agreed to refinance the mortgage with Cardinal Bank. Half the mortgage was paid by Reach Campaign funds, and the other half was refinanced, resulting in significant savings in our debt service costs.
3. The board reviewed recommendations from the Generosity Team to create a General Endowment Fund, and endorsed the associated proposed bylaws changes. These recommended changes were approved by the congregation at the June 2017 Annual Meeting.
4. The board created a policy for executive committee elections and committee representative appointments, which defines how board representation is decided. This policy is similar to previous practices, but was clarified and codified within the UUCF Governance Manual.
5. The board approved the decision to pursue 501(c)(3) status for UUCF, which will allow us to apply for certain grants that are restricted to 501(c)(3) organizations.

Board Development

The board participated in several trainings, including a local cluster board training held at UUCF, and a trustee training held by Unity Consulting at River Road UU Congregation in October. We also held a retreat during which we decided on open questions to consider for the board year.

Innovation Fund

Thanks to an extraordinarily generous bequest from the late Stan Richards last year, UUCF established an Innovation Fund. During the 2016-17 year, the Innovation Committee considered proposals brought forward by members of the congregation for funding. The committee recommended, and the board approved, a proposal from Betsy Bicknell and Wendy Astell, which establishes a pilot program for an "Annex." A feasibility study will be the first step of this project.

Fundraising

Most board members were "visitors" for the supplemental capital campaign, Within Reach, which was led by Terry Goplerud. This campaign raised \$108,000 in supplemental pledges and more than \$100,000 in accelerated pledges, much of which went toward the balloon mortgage payment in December. This allowed UUCF to refinance the mortgage and lower our debt service costs by \$61,000 annually. These pledges will also help us with the sewer project over summer 2017.

Social Justice

UUCF works in a variety of social justice fields to fulfill our principle of justice, equity and compassion for all. To support these efforts, the board endorsed a number of projects, including:

1. The Refugee Resettlement Project, an interfaith effort to sponsor a refugee family as they settle in the United States. The board agreed that UUCF would co-sign the lease for the family's apartment.
2. The board endorsed the Second Principle Project, which was born out of the Racial Justice Steering Committee.

Representation of Values to the Public

This year was a whirlwind of political and social concerns, especially in the wake of the 2016 U.S. presidential election. The board, CT and congregation grappled with the best way to represent UU and UUCF values to the public, and how best to make decisions about this. This involved a special congregational meeting on Feb. 5, 2017, and a congregational forum on Feb. 26, 2017. It also included many one-on-one conversations, small-group meetings and feedback via email. Ultimately, it was determined to revise the "Taking Public Positions on Social Justice Issues" policy, which is a CT policy. In

accordance with this policy, the CT has proposed and the board has approved a banner to display on Hunter Mill Road, based on an example from the UUA.

UUA Engagements

Board members attended the Unitarian Universalist Association General Assembly in June 2016, and Rev. David A. Miller and Rev. Laura Horton-Ludwig provided a summary of salient points of business. The board also endorsed a change in the second of the six sources from “prophetic men and women” to “prophetic people.” This will be considered at the June 2017 General Assembly.

Volunteers and Staff

Karen Wolf, president; Jennifer Caires, vice president; Judy Gallimore, secretary; Steve Myles, treasurer; Paul Atelsek, Peggy Hillman, Anthony Salvi (at-large); Rev. David A. Miller (ex-officio); Rich Sider, director of administration (staff support)

Coordinating Team

Rich Sider, Director of Administration

Summary of Purpose and Responsibility

The mission of the Coordinating Team (CT) is to implement the policies and achieve the ends developed by the UUCF Board of Directors on behalf of the congregation and to manage the day-to-day operations of the organization. Senior Minister Rev. David A. Miller, Associate Minister Rev. Laura Horton-Ludwig and Director of Administration Rich Sider are the staff members on the CT. Two lay members selected by the board also serve. Kathy Smerke Hochberg completes her first two-year term this year and will serve a second 2-year term. Pete Krone will be completing the first year of his first term. Joanne Schneider, our volunteer member comptroller, also provides valuable help to the CT.

In addition to being accountable for day-to-day operations at UUCF, the CT develops specific annual goals. Our progress in meeting each goal is summarized below:

1. Identify new ways to share and leverage resources with other area UU congregations.

UUCF ministers have preached at area UU congregations this year.

With support from Intern Minister McKinley Sims, a number of collaborative social justice-related initiatives have taken place, such as a database of contact information and social justice activities for the NOVA cluster of UU congregations, an orientation to the Sanctuary DMV program in the spring and a new Social Justice Advocacy Committee, which will interface with other area UU congregations and Unitarian Universalists for Social Justice in the National Capital Region to produce coordinated lobbying and advocacy efforts.

Linnea Nelson planned and led the second annual RE teacher training for NOVA cluster congregations. Laura Weiss was involved in a number of music events with participation from other area UU congregations.

The Refugee Resettlement Committee collaborated with Sterling UU to support the refugee family. The Reston congregation also contributed to the project.

2. Working with the Innovation Fund Committee, provide implementation support for the approved project(s).

- The Innovation Fund Committee recommended approval of a proposal prepared by Betsy Bicknell and Wendy Astell for an annex in the Fairfax area focused on non-traditional ministry to young adults and people in transition. The CT recommended and the board approved that a Development Committee be formed and a market study and business plan be developed.
- 3. Recruit and support a task force to study the feasibility of a third worship service.**
 - Susan Bennett and her task force are currently doing research on options and feasibility and hope to bring a recommendation by the end of this congregational year.
 - 4. Commission and lead the Program Evaluation Committee (PEC) evaluation of the Membership & Outreach function.**
 - Led by Kathy Smerke Hochberg, the PEC recommended increasing staff leadership in membership development, which led to the decision to change Associate Minister Laura Horton-Ludwig's position, upon her departure, to an Assistant Minister for Membership Engagement and Spiritual Enrichment.
 - 5. In collaboration with the Racial Justice Steering Committee (RJSC), implement plans for increasing cultural competency.**
 - UUCF and Beacon House jointly participated in a series of workshops entitled "Conversations About Race and Equity With Teens." About a dozen youth from each organization were involved.
 - The RJSC and Showing up for Racial Justice (SURJ) have partnered to show two racial justice movies at UUCF – "Slavery by Another Name" and "13th." About 30-40 people attended each screening.
 - UUCF, along with seven area UU congregations and SURJ, sponsored "Courage for Racial Justice, Courage for Collective Liberation," a workshop designed to help white people deepen their commitment to racial justice.
 - The RJSC hosted a Building Authentic Diversity workshop at UUCF on Apr. 15 for the UU capital cluster group.
 - A Racial Justice Book Club has been formed with a range of attendees from 6 to 18.
 - The RJSC has developed a curriculum to be used by covenant groups to stimulate discussion on racial justice oriented actions that UUCF might take. The curriculum has been shared with all UUCF covenant groups.
 - In response to a call from the Unitarian Universalist Association, the ministers led a White Supremacy "teach-in" on May 7.
 - 6. Ensure that staff hiring processes, as needed, include a strategy for recruiting under-represented groups.**
 - This goal will be addressed as positions need to be filled, the first being the Assistant Minister to replace Associate Minister Rev. Laura Horton-Ludwig.
 - 7. Implement a plan to align UUCF small groups with the strategic goals and mission.**
 - Rev. Laura identified 18 small groups and drafted an invitation to them to engage in conversations around covenanting to support UUCF's vision, mission and strategic goals. These conversations were initially postponed until after the strategic plan was distributed to the congregation and will now need to await the attention of the new assistant minister.

In addition to work on the goals, the following are also notable in this review of the year:

The above work was completed in the context of a challenging political climate following the November 2016 U.S. presidential election. While that event increased attendance at services, it also created

uncertainty, which we believe has had an effect on giving and pledging, creating a challenging budget situation for next year.

Congregational conversations about how to respond to the political and social context, especially related to how to stand in support of vulnerable minority groups, and about addressing white supremacy culture within our own denomination (see above report on racial justice work), were productive but also contributed to the drop in membership and giving.

The number of members bottomed out in fall 2016 at 691 and as of this writing is right around 700.

The CPA firm of Jones & McIntyre again prepared a compilation of the UUCF financial reports. The process confirmed that UUCF's financial reports have been prepared correctly.

Staffing levels have again remained constant this year with no new positions or hours added. Rev. Laura Horton-Ludwig's announced departure at the end of June and Carol Jensen's retirement will bring changes in the coming year. We are grateful to both of them for their service to the congregation.

Conclusion

The 2016-17 congregational year was notable because of the context of the November 2016 presidential election, which exposed deep political divisions and led UUCF to consider taking more visible public witness actions. The challenge for UUCF is to be willing to stand with vulnerable groups in these times in spite of the risks associated with doing so.

Staff Reports

Director of Religious Exploration

Linnea Nelson

Summary of Purpose and Responsibility

Education encompasses large and active programs that encourage spiritual learning across the life span:

- The year-round Religious Exploration (RE) program for nursery through seniors in high school.
- The workshops and courses sponsored by the Adult Programs (AP) Committee.

The lay minister for education position was changed to the lay minister for adult spiritual development. Rev. Laura Horton-Ludwig represents RE at the Lay Ministers Council. Katherine Riddle left us in October to pursue her musical interests. Melissa Compos-Poehnert joined the staff with a new title, Education Assistant, which better reflects her work with both RE and AP.

Our program continues to grow with 347 children and youth as of January 2017.

Committees

Religious Exploration Committee (REC)

The REC is a collaborative team focused on recruiting and appreciating teachers, strengthening the liaison program and working on task teams to accomplish larger projects throughout the year. REC members led workshops and preschool on special Sundays, created new modes of teacher recruitment, shared their appreciation of both teachers and the individual children in RE by creating a butterfly display that featured every child's name enrolled in the RE program. They also studied special needs and how to support children and youth in our program and created new ways to engage more people from

the larger community in teaching RE. They work in tandem with the director of religious exploration and the youth ministry coordinator to consult on programming, provide resources and recruit volunteers.

Youth-Adult Committee (YAC)

The Youth-Adult Committee is a committed and dedicated committee of youth Grades 9-12, co-led by Jeremy Klein and Lauren Magee, Secretary Kat Bindbeutel, with guidance from adult youth advisors David Bliss and Tessa Grubb and Youth Ministry Coordinator Courtney Firth. The group meets monthly to plan all high school RE classes (based on the congregational themes), social events, social justice events and create policy to ensure a safe and responsible youth group. They have replicated the success of the 11:15 a.m. class in the 9:15 a.m. class and we have a more balanced attendance than we have had in many years. Rob Creekmore also provided 2 months of leadership as the youth studied Islam and Mormonism. Each year, YAC chooses two of the religions in the “Building Bridges” (formerly “Neighboring Faiths”) curriculum to discuss and visit. This year included a visit to a Muslim youth group, where they were welcomed. Their major events this year included planning a Vespers, a youth worship service and an exploration of a Project Radical Love. They also promoted the UUA General Assembly to the youth as their summer trip this year.

Family FUUn Committee

The Family FUUn Committee was led by Jennifer McLaughlin, Amy Nordeng and Andrea Olson. They planned and carried out the Gift-Making Fair in December 2016 and collaborated with the RE staff to plan the activities after Easter services.

Families for Social Justice

Michelle DeKoven, Mia French, Blake Simpkins and Robin Wilson created new intergenerational opportunities for social justice activities for families this year. Two introductory sessions were planned at Women Giving Back in Sterling, VA, and this summer we plan to invite families to participate in a project with the Arlington Food Assistance Center.

Beacon House Conversations With Teens

A yearlong exploration of how UUCF youth could partner with Beacon House led to a successful, 4-month pilot between Beacon House and UUCF Middle School youth. Due to a generous grant written by Kaye Cook on behalf of the Racial Justice Steering Committee, we hired a counseling team to lead the sessions and to hire young adults to work with the youth. One parent noted that it was the most transformative experience of her UUCF middle schooler’s year in RE. Shari MacFarlane loaned her creative leadership to the last session, and Joel Nelson filmed the workshop and participants.

Summer RE

Our summer RE program is larger than most year-round programs in the UUA. We often have 50-70 children and youth attending each Sunday. For the second year, Lisa Riddle will be our Summer RE Coordinator. Last year Lisa and the RE Committee focused on UUs Around the World, including our partner churches. This summer, she is working closely with RE Committee members Dillon Ginley, Laurie Cunningham and Maria Cox-Leow to create a family-friendly summer program, based on a survey of families in fall 2016 that they are looking for more community building and family time in the summer. The camplike setting with choices for each child will provide an opportunity for families to play together while building our beloved community.

Goals and Actions: Religious Exploration program

1. Focus on deepening racial justice within our UUCF community to understand the racial justice issues we need to address or explore in RE.

- Linnea participated on the Racial Justice Steering Committee to coordinate education opportunities for our community, including book groups and a workshop and retreat by

Rev. Rob Keithan and Rev. Rebekah Montgomery.

- Started a Racial Justice for RE committee to explore opportunities in RE.
- Created plans for cultural competency teacher training next year.
- Created a successful, 4-month pilot program for 24 middle school youth (half from Beacon House and half from UUCF) for them to get to know one another and talk about race.

2. Explore interfaith activities for the RE program to align with strategic plan goals.

- Linnea participated on the annual planning committee for Unitarian Universalist-United Nation's Office's (UU-UUNO) spring seminar on interfaith leadership. The seminar, held Apr. 6-8 in New York City, explored the theme Arm in Arm: Interfaith Action to Disarm Our Planet. Thomas and Amy Porter also attended the seminar.
- Participated in UUCF's Refugee Resettlement Project with RE providing clothing and household goods for the family of three.
- Tessa Grubb, REC member, wrote the Youth at General Assembly grant to the Endowment Fund Committee for youth to attend.
- Building Bridges, an exploration of other faiths was brought to High School RE.
- High School participated in a gathering and meal with a local group from a mosque.

3. Support Education Assistant start-up.

- Melissa Campos-Poehnert has worked to streamline office strategies and provide Sunday morning support, hospitality and safety.
- Melissa is providing much of the technical troubleshooting to create technological processes that support data-driven decisions.

4. Support REC goals.

- Every teaching team has a liaison-led teacher-team meeting.
- Engage more people from the larger community in RE.
- Appreciate teaching teams.
- Engage in ongoing professional development to develop cultural competency and best practices in RE.
- Linnea attended the fall Liberal Religious Educators Association (LREDA) Conference (Money, Death, Race and Sex: Bringing Spiritual Dimension to Tough Topics) in San Diego in October 2016.
- Linnea attend the LREDA LARGE workshop day (Bias, Prejudice and Stereotypes: What "Colorblindness" Prevents Us From Seeing.)
- Linnea participated as the LREDA-credentialed observer to evaluate religious educators.
- Linnea attended part of the spring UNO intergenerational conference (interfaith and gun violence).
- Linnea and Courtney will attend the 2017 Unitarian Universalist Association General Assembly (Resist and Rejoice) and attended Building Authentic Diversity training.
- Courtney took the Multicultural Renaissance Module.
- Linnea took the Theology Renaissance Module and attended several workshops related to racial justice and activism.

Volunteers and Staff

RE Program: Our creative and dedicated volunteer RE teachers are the heart of our program. The children were provided with exceptional classroom experiences with many hands-on activities, both Sanctuary and Chapel workshop opportunities, and lots of fun on the playground between services. The Bill Welch RE Award recipient for 2017-18 is Kurt Jensen.

RE Committee: Tom Crowley and Laurie Cunningham (co-chairs), Maria Cox-Leow, Chris French, Dillon Ginley, Tessa Grubb, Christyn Levy, Paula Prettyman and Diana Tycer-Bice.

Youth-Adult Committee: Kat Bindbeutel and Lauren Magee (co-chairs), Kat Bindbeutel, Zach Grubb, Spencer Hagen, Jeremy Klein, Ian Loft, Sidney Roth, Andrew Zack (youth advisors), and David Bliss, Courtney Firth and Tessa Grubb (adult advisors).

RE Staff: Linnea Nelson, Courtney Firth and Melissa Campos-Poehnert worked together to administer the RE program. Melissa also supports Adults Programs. Candice Johnson provides full child care staffing and supervision, including the Nursery. She will be taking summer 2017 off to focus on her other job. May 1-Sep. 1, 2017, child care will be coordinated through the RE office.

Director of Music & Arts

Laura Weiss

Summary of Purpose and Responsibility

Support UUCF's worship and strategic goals by facilitating high-quality music and arts programming within and beyond the congregation.

Artistic Groups, Administrative Team and Staff

- **Artistic Groups**
 - ARTspeaks
 - Merry Makers
 - Catalyst
 - Chorale
 - Revolution Ringers Handbell Ensemble
 - Jazz Band
 - Houseband
 - Visual Arts Team
 - AV Volunteers
- **Administrative Team**
 - Music and Arts Team
 - Administrative Volunteer/Project Management
 - ARTspeaks coordinator
 - Library
- **Staff**
 - AV employees Bill Braband, Jonas Verbusaitis and Alison Raffaltdt, and an unfilled music assistant position (formerly Chapel music support).

Goals

1. **Systems and Connections** - to spend time observing and understanding the systems and programs that enable the congregation to thrive and to discern the connection between the music and arts programs and the overall mission and vision of the organization.
2. **Growth** - to gain insight into how we can grow the program.
3. **Excellence** - To continue to provide excellent music and arts programming for the congregation.
4. **Outreach** - to develop a relationship with the entire arts community at UUCF and begin extending our reach beyond the campus.

Actions/Reflections

Systems and Connections

Music & Arts Team

UUCF is blessed to have had Sarah Jebian, Liz Carlson and many others assisting in the transition to new leadership. Sarah spent a good deal of time establishing groundwork for a permanent director and this helped speed up the process of acclimating. Early observations revealed a need for a group of creative minds to establish the mission and vision of the Music & Arts Programs at UUCF. The Music & Arts Team was established in fall 2016 and chartered in 2017. Current members include: Deborah Kennedy, visual arts; David Addis, Jazz Band, vocals, Chorale; Sarah Jebian, former interim music coordinator; Kristin Keen, Chorale member and vocalist; Laurel Ohlson, instrumentalist (classical) and Pete Rafle – instrumentalist (band).

The team will serve a pivotal role in helping the program flourish and expand. Team members will visit all ensembles and artistic groups this fall. This group will serve to assist the congregation in aligning artistic work with UUCF's overall strategic goals. This will hopefully streamline resources, expand our capacity to achieve goals, expand young adult and children's programming in arts, and provide a lens through which congregants can view their artistic work. This will also involve covenantal reflection for each ensemble and the standardization of artistic procedures over time.

Administrative Volunteer/Project Management

Other systems observations have revealed a need for a new and more comprehensive communications strategy for such a large program. While we have a wonderfully organized library (thanks to many recent volunteers currently coordinated by Judy Penniman), we'll develop new communications strategies in summer 2017 and throughout the year we created an administrative volunteer position that does the following:

- **Strategy.** Contributes to program planning by creating documentation for 1, 2 and 5-year plans, which the Music and Arts Team then reviews.
- **Operations.** Crafting language for the program including project plans, strategies, task trackers, action steps, issues and risk.
- **Process.** Processes improvement and efficiency by establishing shared framework and methodology.
- **Standardization.** Assesses existing methods and recommends process improvements and standardizes the environment of the program (procedures, shared templates, etc.)
- **Communications.** Establishes language for the program-common terminology for creative discussion, serves as a liaison to outside resources and artistic communities, facilitates streamlined internal communications, standardizes and brands our program internally and externally. This also resulted in a new change in music distribution entailing presenting one folder with music for the season to large ensembles that is collected annually as opposed to weekly. This greatly decreases the filing needs and allows all music to be submitted at the same time.
- **Administrative.** Helps manage performance schedules, rosters, outreach and outside event coordination for our various ensembles.

1. Growth

In addition to establishing long- and short-term goals and the above additions, other action steps that have expanded or we hope will expand our program include:

- **ARTspeaks.** Growth in 2016-17 was dependent on the program's ability to acclimate to the new director and for the director to implement changes while maintaining current operations. It was observed that there was great potential for growth in visual arts programming with regard to standardization of practices, unifying groups and increasing artistic presence on campus. The idea was to establish a community of folks for whom worship and small-group covenant could arise out of artistic collaborations, relationship building and encouraging those "un-churched" to participate thematically in installations. We established ARTspeaks in November 2016. One of the newest programs at UUCF, ARTspeaks provides a strong vision for thematic artistic work, collaborative community outreach, diversity and ministry through art. Process documentation is available on uucf.org. ARTspeaks is currently facilitated by many artists and run administratively by Deborah Kennedy. This program has been instrumental in developing new relationships with the artistic communities that use our campus such as the Compass homeschool program. We have also developed new partnerships with the Vienna Photography and Arts associations as well as other UU congregations. ARTspeaks works directly with the newly formed Visual Arts Team charged with worship altarscape design including artistic installations on the stage throughout the month, collaborating with our AV specialists to ensure a high-quality live stream of our worship services. This team has advanced our ability to plan for thematic installations, standardize schedules and shape a vision and mission. The team hopes to bring new members into the fun this fall and to review future Sanctuary lighting and design potential.
- **AV Volunteers and Staff.** As we have a large following online and complex morning worship needs, our AV team has worked hard to improve the quality of the live stream, enhance our worship sound production and establish procedures and documentation. We hired Bill Braband, Jonas Verbusaitis and Alison Raffaldt to coordinate our AV program. They are actively recruiting and training volunteers to assist with the audio board and its new setup. They are also training individuals on our camera and live stream. We are establishing procedures for renters, special events and production. Special thanks to Bill Braband for his tireless efforts to improve our capabilities.
- **Children's Music.** In 2016-17, Mary Gaskins continued as the Merry Makers (Pre-Kindergarten-Grade 3) children's choir director. She will be stepping down this year and we appreciate her gifts and long commitment as a music volunteer, which has given us a chance to reflect on the success of a Sunday morning music program for children. We worked collaboratively with Youth Ministry Coordinator Courtney Firth and Director of Religious Exploration Linnea Nelson to establish goals for this program, and a schedule that would support the vision of a K-12 music and arts curriculum. In fall 2017, we will shift to a former model of a Monday afternoon program that will consist of two separate groups, a Pre-K-3 group and a Grade 4-7 group. We hope this new schedule will allow for more consistency, a lack of conflict with the Our Whole Lives (OWL) program, and the ability for greater outreach, since it will no longer take place on Sunday mornings. We are currently reaching out to parents to help establish this new format in the fall.
- **Revolution Ringers.** Our handbell program has experienced renewed growth this year. Now meeting on Sunday afternoons, the bells have performed consistently in worship and shown great community building and outreach potential. By standardizing this ensemble and its

rehearsal schedule, the group has seen consistent numbers and new interested volunteers. To align with the strategic plan, the goal for this ensemble is to expand its performance schedule to include performances with outside groups.

- **Houseband and Jazz Band.** Developments with this group include a 2017 standardizing of communications (summer 2017) and creating visible opportunities for members and non-members to participate. Over the summer, we hope to establish a communications system and a schedule of regular presence in worship. The Jazz Band and Houseband performed regularly this year, especially supporting celebratory worship services such as the Joy Service, the Jazz Service in February and the service preceding the Annual Meeting. Banding Together, facilitated by Bob Carr and Pete Rafle, was an enormous success for the Youth and Music programming. This year it fell under a concert series and proceeds from each concert (Banding Together, New Dominions, Spirit Songs Chorale concert) were donated to the Southern Poverty Law Center and the National Endowment for the Arts.
- **Dance.** We are establishing a bi-weekly dance meetup for fall 2017 to enhance and support worship services and diversify our arts programming.
- **Music Assistant.** Began crafting language for a revised 2017 music assistant position (formally the Chapel music position).

2. Excellence in programming

Other programs that grew in participation and enthusiasm were as follows:

- **Catalyst chamber choir.** This auditioned ensemble was established in January 2017 and focuses on performing difficult and inspiring classical/contemporary and commissioned works for worship.
- **UUCF Chorale.** This ensemble maintained a roster of more than 80 singers throughout the season. The rotation of schedules for singers resulted in 30-50 singers participating in worship regularly. They again participated in a collaborative Holiday Concert with the Church of Jesus Christ of Latter-day Saints. The Chorale also performed Conrad Susa's "Carols and Lullabies" during worship on Music Sunday in 2016.
- **Workshops.** We hosted an area-wide Tai Chi and Choral Singing workshop in November, welcoming artist Dr. Adam Con.
- **Family Events.** Continued with family movie nights (though attendance was). Holding open mic nights brought in diverse artistic voices from within the congregation and allowed for intergenerational participation.
- **Cluster Events.** Participation in the MUUSICA concert collaboration for Black Lives Matter/guest composer Rollo Dilworth and the concert "America: Living the Dream."
- **Drumming.** Bi-weekly program led by Jeff Gilliam.
- **Improvisation.** Monthly improvisation program led by Dave Anderson.
- **Songwriters.** Songwriting workshop held by Laura Weiss (to be continued in fall 2017).
- **Commissioned Works.** Collaboration and performance art piece "Touched," composed and created by Rob Redei and Deb Kennedy, was performed by the Chorale and Catalyst.
- **Benefit Concert.** The Chorale and UUCF instrumentalists performed a large fundraising concert for the concert series mentioned above, performing with special guests Deborah Sternberg, Jacob Perry, Jr., Melville Moses Andradé and Sarah Jebian. Music included Moses Hogan spirituals and the Rutter "Magnificat" with chamber symphony.
- **Host.** Peter Mayer concert performed in worship and played an afternoon concert in December 2016.
- **CD.** Recorded a UU children's hymns CD prototype to be used in Chapel. Formal production of this CD begins in summer 2017. We're hoping the CD project will enable families to bring

Unitarian Universalism into their homes.

- **In-House Musicians.** Regular performances from many members of the congregation in music leadership including Dave Anderson, Marsha Giusti and Nancy Dalzell as supply pianists. Brass Quintet performed for Christmas Eve services.
- **Instrument Maintenance.** Instruments were maintained regularly and moved as needed. The children's instruments were moved to the Chapel where they are currently used for ensembles. The entire English handbell set was refurbished to be used for regular worship. We were gifted a drum set for the Sanctuary to use in worship. We donated the harpsichord that was in poor condition in the former Music Room and refurbished the Music & Arts Room for the benefit of ARTspeaks, musicians, meetings, renters and the congregation. We moved Laura's office to the Administration Building to allow for better staff collaboration.

3. Outreach

- Visual artists worked with the Director of Religious Exploration, Beacon House, Vienna Arts, Vienna Poetry and the Compass homeschool program.
- Poetry: Began planning a 2018 area-wide interdenominational poetry slam.
- Theater: Begin planning a one-act/theatrical event to take place after 2018.
- Director attended the Revolutionary Love conference and began conversations with their team to work collaboratively with our choirs in 2018 or 2019.
- Chorale will work with Capitol Harmonia (who celebrated its partnership with UUCF this year) to begin planning a collaborative concert in 2018. They will also form a partnership concert for Equality UUCF in October 2017 planned with the Chorale and members of the Gay Men's Chorus of Washington. The Chorale put together a concert of poetry and music to perform at the Northern Virginia Mental Health Institute as part of the Weekend of Service. We hope to expand this concert to include multiple organizations as part of our strategic music and arts plan in the future. This project has the potential to evolve into a program that embodies a diversity of voices, ultimately enriching our community. We are working to be "Many Voices, One Song." More on this in 2018.
- Welcomed many outside guest artists and reached out and worked with several George Mason University staff and students this year in our worship services.

Member Services Coordinator

Carol Jensen

Member Count as of May 1, 2017 - 699

New members May 2016-May 2017 - 40

Joshua Alcocer, Zeb Armstrong-Greene, Cate Berard, Jonita Carder, Rachel Cloud Watts, Vivian Coss, Paul Gettman and Noelia Garcia-Gettman, Jan Gilbreath, Kelli and Eric Griffis, Arvind Jairam, Jenna Kelly-Jones, Emily Kohler, Cathy Kopac, Robert Lee, Victoria Maldonado, Emily and Richard Peterson, Marcia and Blake Simpkins, Joel and Melissa Smith, Kathryn and Bob Sonant, Jessica & Brian Steele, Adam and Yuki Strawn, George and Candice Strawn, Marcia Tugendhat, Adam Wasserman, Gina and Linton Wells, Tracy Wheeler, Shannon Williams, Julia Williams, Genie Williams, Don Yacoe.

Returning members: 4

Births & Adoptions

Evan Carr, Leo Dhavale, Robert Khanna, Owen Leonard, Joss Villabroza

Deaths

Eric Franklin, Muriel Hoeprich, Steven H. Smith, Robert Swan

Other Membership Statistics

- Members removed (moved or resigned or status change) – 55.
 - Have not signed the membership book, yet made a pledge for the current year (Friends) – 109.
 - Families with children in the RE program, paying a fee but not making a pledge – 51.
 - The Membership Committee volunteers at the Welcome Table have greeted 288 visitors.
 - We have had 51 attendees at four Newcomers Orientation classes.
-

Lay Ministry Reports

Lay Ministry for Membership and Outreach

Marlo Nash

Summary of Purpose and Responsibility

This ministry serves to attract guests to UUCF and support their assimilation into our congregational community.

Committees

Two separate but connected ministries are coordinated under this lay ministry - Membership and Outreach. The Membership Committee serves the membership lay ministry.

Goals and Actions

1. Increase in adult membership.

Forty members joined UUCF this year and four members returned, keeping the number of new or returning members the same as in 2016.

Total adult membership of 699 shows a net loss of 21, as of May 1, 2017, over last year.

Other support activities: Welcome Table, monthly visitor receptions, Newcomers Orientation classes, members' anniversary dinner. These are the main ongoing activities performed by the Membership Committee in welcoming visitors to UUCF, aiding their interest in Unitarian Universalism and celebrating their spiritual journey at UUCF.

UUCF's "blue card system" tallied 288 visitors during the past year. This is an increase in overall visitors from the previous year (251 in 2016). While there is only anecdotal evidence to support it, there seems to have been an uptick in visitor interest after the national election in November 2016.

Past Lay Minister for Membership and Outreach John Kun agreed to continue to spearhead marketing and outreach as his contribution to the Membership Committee.

Membership Committee members are enthusiastic and dedicated to their role of welcoming visitors and supporting them on the path to membership. They are a true asset to the congregation.

2. Evaluation of membership and outreach function at UUCF.

In light of Member Services Coordinator Carol Jensen's retirement after 20 years of service to UUCF, the Program Evaluation Committee conducted an extensive evaluation of the membership function using these questions to frame its research:

- What is the current status of UUCF's membership-focused professional staffing and volunteer efforts? What do current staff members and volunteers see as their role, and what goals are they

hoping to reach through their work? Specifically: What do current membership-focused staff and volunteers see as particularly successful in their recent work? Where do they see room for growth in UUCF membership efforts?

- How do comparable congregations structure their membership efforts, both in terms of professional staffing and volunteer efforts? What successes have they seen related to different structures? What challenges have they faced? Have any congregations seen growth as a direct result of membership programs or initiatives?
- Given all the above, what is the best way for UUCF to structure its professional staff, volunteer leaders and committees to best meet these three goals:
 - Increase the number of people connected to UUCF;
 - Strengthen connections and deepen relationships among existing members both to each other and to the congregation as a whole; and
 - Develop the necessary leadership qualities, knowledge and desire among current members to maintain a qualified pool of candidates for lay leadership.

The Program Evaluation Committee submitted its report to the Coordinating Team in March and provided its findings and recommendations related to the following areas: membership function, staffing, volunteers, levels and goals, best practices in congregations and continuum of membership.

The report offered helpful insight that was used by the Coordinating Team to determine the next actions for providing staff leadership and support for attracting members, retaining them and generating the healthy congregational life that feeds spiritual growth.

Upon Rev. Laura Horton-Ludwig's departure, announced in May 2017, the Coordinating Team decided to focus the role of the incoming assistant minister on supporting the development of membership and congregational life.

Volunteers and Staff

Membership Committee: Roland Cyr; Barb Dutchak; Judy Gallimore; Gladys Henrikson; Barbara Kenny; John Kun; Mary Paxton; Bill Repsher; Jan Shubert; Nancy Smith; Mary Jo Smrekar and Arlene Wilder, co-chairs; Rich Williams; Sofie Zager.

Welcomers: Margaret Berardelli, Alice Byrd, Barbara Harding, Tania Harbourt, Ian Hochberg, John Karickhoff, Jo Klein, Carmela Knepler, Scott Kestner, Kathy Matay, Jan Shubert, Nancy Smith, Kristin Vogt.

Outreach Committee: Donna Audritsh, John Kun, Paula Kun.

Staff: Carol Jensen

Minister: Rev. Laura Horton-Ludwig

Lay Ministry for Worship and Arts

Susan Bennett

Summary of Purpose and Responsibility

The Lay Ministry for Worship and Arts strives to create and maintain programs and activities that fulfill the UUCF ends statement: "We gather in worship to nourish our spirits, open ourselves to the holy and challenge each other to become our better selves." The central purpose of the lay ministry is to help create meaningful and spiritually nurturing worship and arts experiences for all congregation members. The worship and arts lay ministry is responsible for assisting the ministers, the Music & Arts director and

the director of Religious Exploration and lay worship leaders in all worship experiences at UUCF, Sanctuary aesthetics and arts programs.

Committees

- The Worship Committee works under the guidance of the senior minister to develop, present and support consistently high-quality worship services while being flexible and responsive to the needs of the congregation. The Worship Committee is made up of worship associates, who provide lay voices in the pulpit and present elements of the worship service such as chalice lightings and other readings. In addition, they maintain the worship environment on Sunday mornings and help in other ways as needed by worship leaders. The goal of the Worship Committee is to make worship at UUCF welcoming, accessible, inclusive, multigenerational, multicultural, uplifting, relevant and, ultimately, transformative to the lives of everyone seeking a spiritual home with us.
- The Worship Environment Committee coordinates with and advises the Coordinating Team on aesthetic matters concerning the Sanctuary, Commons and related areas. Committee members represent various stakeholder groups in the congregation and as well as interior design experts.
- The Vespers Team is a sub-group of the Worship Committee. Vespers is a monthly lay-led evening service, usually held on the first Friday of the month October through June. The Vespers team coordinates and supports various groups in the congregation that present Vespers.
- Visual Arts Team - Under the leadership of Director of Music & Arts Laura Weiss, what was formerly called the Flower Team has been envisioned and expanded to become a Visual Arts Team that coordinates and creates the total visual environment of the Sanctuary, including the pulpit area.
- Music & Arts Team - Under the leadership of Director of Music & Arts Laura Weiss, a new Music and Arts Team has been formed to help plan and coordinate music and arts offerings and events outside of Sunday morning worship such as concerts and theatrical productions.
- The Worship Volunteer Services Team supports worship with volunteers who serve as ushers, sound personnel, coffee team members and fair trade sales.

Goals

- Support the senior minister, associate minister and the rest of the worship staff team in providing excellence in worship.
- Support the new Director of Music & Arts in her first year by assisting with special events and new projects.
- Strengthen and support the Vespers program by intentionally integrating Vespers into the overall worship program and expanding the pool of Vespers leaders.
- Recruit and train worship associates, with an intention to create as broadly diverse a Worship Associates Team as possible.
- Improve skills of lay leaders (lay ministers and board members) who provide the greeting from the pulpit at the beginning of worship services.
- Create a task force to develop a plan for possible implementation of a third service, which would be vibrant and sustainable. The goal of the Third Service Task Force is to explore ways to expand UUCF's capacity to welcome new members and friends and to consider what needs in our community a new service might serve.

Actions

- Held a worship planning retreat and worship associate training in summer 2016.
- Held monthly Worship Committee meetings to provide feedback and assistance to the ministers.
- Worship Committee helped the senior minister plan and participated in the annual Joy Service in December.

- Worship Committee helped plan and participated in the White Supremacy Teach-In service on May 7.
- Worship Environment Committee (WEC) continued to assess and coordinate aesthetic elements of the worship space, including completion of new coordinated signage throughout the Sanctuary Building and completion of the Partner Church Council Room where photographs and gifts from our partner churches are now displayed. WEC is currently working to replace the Joys and Sorrows candle stand with a larger and more beautiful stand.
- UUCF's expanding vision of arts in worship was reflected by an increased variety of Vespers offerings: creative life lessons, music improvised on visual images and goddess-inspired theatre, to name a few. Overall attendance at Vespers grew over the 2016-17 congregational year through improved outreach.
- *ARTspeaks* - The former Music & Arts Room was transformed into *ARTspeaks*, a space for the display of art related to the monthly worship themes created by UUCF members and friends. Opened in January 2017, *ARTspeaks*' goals are to increase the number of artistic voices on campus, support local artists and art organizations, and use the space as outreach – a neutral space for discussion of complex themes. More than 40 different artists so far have shown work, including eight who had never displayed anywhere before.
- Held a pulpit greeter training in fall 2016 for new lay leaders.
- Held a worship planning retreat in May 2017 to plan the 2017-18 congregational year worship schedule.
- Lay minister recruited and led the Third Service Task Force, which will submit a report for recommendations to the Coordinating Team in June 2017.

Volunteers and Staff

- David Addis is the Worship Committee chair.
- Worship associates are: David Addis, Jessica Bice, Craig Clark, Nathan Graham, Amani Greene, Robbie Katson, Kristin Keen, Paul Lara, Eila Nash, Marlo Nash, g Ordun, Lily Reider, Ashley Rothermel, Milver Valenzuela and Kathy Wilson.
- g Ordun leads the Vespers Team, with assistance from Barb Dutchak.
- Mary Foster (staff) provides organization and direction to the Volunteer Services Team and assists the Worship Environment Committee.
- Debra Eastham and Rich Williams co-chair the Worship Environment Committee. Committee members are Wini Atlas, Bill Ades, Peggy Hillman and Kristin Moyer.
- Deborah Kennedy coordinates *ARTspeaks*.
- Visual Arts Team members are: Kristin Moyer, Dillon Ginley, Jim Tetro, Peggy Hillman, Rebecca Addis and Deborah Kennedy.
- Music & Arts Team members are: David Addis, Laurel Ohlson, Kristin Keen, Pete Rafle, Deborah Kennedy and Sarah Jebian.
- Third Service Task Force members are Kristin Keen, Jess Bice, Shannon Williams, Pippin Whitaker, Lily Reider and Susan Bennett.

Lay Ministry for Social Justice

Wini Atlas

The Social Justice Council (SJC) has spent the past year continuing its work as a strategic council that supports all social justice activities at UUCF and looks strategically at how the social justice program can

support UUCF's mission, vision, ends and strategic goals. The SJC meets monthly and reports on the progress of major initiatives yearly.

In fall 2016, the SJC again chose Share the Plate (STP) recipients through a process that was instituted in 2014 to select recipients for the full year. This process continues to work well and progress has been made toward creating a more strategic way of choosing STP recipients. That effort will continue this year. The call for 2018 STP recipients will occur in late 2017.

The Social Justice Council continues to review its work in the context of the congregation's strategic goals. Because of recent developments, we will submit an amendment to our charter that includes the recent creation of an Advocacy Team. These groups will be composed of individuals who have received advocacy training, an ongoing SJC effort. Other new initiatives include the developing Sanctuary group and the new non-partisan redistricting effort, OneVirginia2021. The SJC will hold its annual retreat in August 2017.

Social Justice Action Groups

- **English for Speakers of Other Languages (ESOL)**

- ESOL volunteers teach English to adults in Reston, VA, to facilitate community integration and reduce the feeling of isolation among immigrants. Volunteers affirm students' worth and dignity, support their English language development and provide a safe haven in an environment sometimes unwelcoming to immigrants.
- More than 20 volunteers offered classes weekly, on Tuesday mornings and Wednesday afternoons:
 - Spending more than 1,000 hours working for our program (teaching, lesson planning, recruiting teachers, recruiting and registering students, fundraising and performing administrative tasks).
 - Working with adult students who speak at least 11 different native languages.
 - Maintaining a rotating base of 40-50 adult students among this transient population.
 - ESOL will hold its annual end-of-year celebration of the students' participation in mid-June, with a potluck of dishes from the students' home countries.

- **Equality UUCF**

- Equality UUCF functions within the Welcoming Congregation program at UUCF and works to establish and maintain awareness and support of social justice/equal rights issues within the LGBTQ community, the UUCF congregation, and within the larger community and the world. This June, Equality UUCF will again participate in the annual Pride parade and celebration in Washington, DC, and will present the annual Pride Vespers the first Friday in June.

- **Muslim Liaison Group**

- The Muslim Liaison Group continues its outreach work in our area. The Refugee Resettlement Project, in partnership with UU Sterling, has successfully settled an Afghan family in Reston. They are presently seeking a new apartment for this family.

- **Hypothermia Prevention Program**

- This was the 12th year that UUCF has joined with our community partner FACETS to provide a hypothermia shelter. Jeff Snyder led this year's effort with support from several key team leaders. From Jan. 29 to Feb. 4, we again worked with our longtime partner, Vale United Methodists Church as well as with our neighbors at the Church of Jesus Christ of Latter-day Saints. This year, we were also joined by volunteers from Unity of Fairfax. Our program experienced a major upgrade this year when we switched from using SignUp Genius for volunteer sign-ups to a commercial program

called iVolunteer. The program is user-friendly, mobile-friendly and inexpensive. It required lots of configuration work, ably undertaken by Ron Giusti and Tom Hettenhouser. Planning, leadership transition, FACETS engagement and other essential preparation work occurs off and on throughout the year.

- We hosted an average of 40 people each night for dinner, a warm place to sleep, breakfast and a carry-away lunch. We enabled FACETS to provide case management services, including access to pro bono legal services through a partnership with Good Samaritan Advocates (immigration and other non-criminal matters).
- Our partners share the cooking and food preparation, and our able Planning Committee provided excellent leadership to face all the challenges: Food coordinators Bernadette Costello and Donna Murphy managed the dinner leads and ensured that all the guests' dietary needs were met. Ken Sierzega and Jim Tetro managed the transportation challenge. Our "clothes closet" leader was Ann Marquis. In all, there were more than 110 volunteers from UUCF, and 150 total volunteers.
- **UUCF Rebuilding Together Team**
 - Nineteen hearty volunteers worked through the challenging heat to help enhance the Lands and Waters Conservation Advocacy Program at Daniels Run Elementary School in the City of Fairfax. Under the direction of Bill Haight and Jim Allen as well as team leads Ken Foley, Sue Essman and Peter Clark, the team built a new kids' presentation stage, cleared a large area of invasive species and fabricated interesting outdoor stools for the children. Paul Atelsek ensured all stayed safe through the heat and the difficult physical work. Barbara Dutchak and Cathy Haight kept us watered and fed.
- **Racial Justice Steering Committee (RJSC)**
 - The Racial Justice Steering Committee held its first meeting in March 2016. The first several months were dedicated to developing a charter, covenant and identifying the committee's strategic mission and goals. The following are some of the RJSC initiatives undertaken this past year:
 - UUCF-Beacon House Joint Initiative: Goal – Outreach. Beacon House provides UUCF a way to engage with black communities. Beacon House and UUCF are working together to develop interactions that promote friendship and understanding among young people of diverse backgrounds in our communities. The goal is to facilitate cultural bridge building.
 - Racial Justice Initiative with Youth: Goal – Education. A new initiative was undertaken in February to form an ongoing group to work on how we might incorporate more antiracism work into our RE program.
 - Education and Training - Movies
 - The RJSC has partnered with Showing Up for Racial Justice Northern Virginia (SURJ NOVA) to show two racial justice-oriented movies to the congregation. The first was "Slavery by Another Name," shown Aug. 26. Approximately 40 people attended.
 - The second movie was "13th" shown on Feb. 10. Approximately 30 people attended. The film's title is a reference to the 13th Amendment, which outlawed slavery but left a significant loophole.
 - Racial Justice training

- "Courage for Racial Justice, Courage for Collective Liberation: A Program for White People" offered on Mar. 11 at All Souls Unitarian Church. Sponsored by Showing Up for Racial Justice (SURJ) DC and seven area UU congregations, including UUCF.
- RJSC hosted the UU Capital Cluster/Central East Region Leadership Conference on Apr. 15 at UUCF. Leaders: Rev. Rob Keithan and Rev. Rebekah Montgomery - "Building Authentic Diversity: Intercultural Communication as a Tool for Congregational Change."
- A full-day RJSC retreat was held on Jan. 7 with Rev. Rob Keith leading the training. The focus was on racial justice and diversity issues and exploring our own culture and what each of us brings to the committee.
- Racial Justice Book Club. This monthly book club seeks to understand the racial injustice and discrimination that exists in our country today and begin to explore some of its root causes.
- Second Principle Project: Goals - Education, Outreach, Witness
 - UUCF launched the Second Principle Project in October 2016. The project is designed to help UUCF live its commitment to the UU Second Principle by affirming and promoting justice, equity and compassion in human relations between all people.
 - Second Principle banners were designed, purchased and displayed around the parking lot.
 - Subgroup on Dialogs on Race. A curriculum is being developed for use by the covenant groups to help the groups discuss UUCF racial justice-oriented actions.
- Building Partner Relationships Subgroup:
 - The first meeting of the subgroup was in December. The subgroup is exploring how we can be in relationships with other organizations. In March, we hosted representatives from the Little River United Church of Christ who met with the RJSC during its March meeting.
- Weekend of Service: Goal - Outreach
 - On Jan. 14, as part of the MLK Weekend of Service, the RJSC sponsored the collection of hygiene and snack kits to be delivered to OAR Fairfax (Opportunities, Alternatives and Resources).
 - The following were collected and delivered to OAR: 59 female hygiene kits, 93 male hygiene kits, 116 snack packs, 2 boxes of individual snack and hygiene items and 1 box of water.
 - OAR is the May 2017 Share the Plate recipient. RJSC made arrangements for Derwin Overton, OAR executive director to speak to the congregation in May and also to set up a table in the Commons to allow OAR representatives to speak to congregants about the organization.
- Sanctuary Movement: Goal - Advocacy
 - The RJSC co-sponsored a NOVA interfaith orientation at UUCF on the Sanctuary Movement on Apr. 5, along with the Global Affairs Discussion Group and the Social Justice Council. The event gave UUCF members and representatives from area interfaith congregations the information they need to decide what role, if any, they want to play in the local immigration Sanctuary movement. It also helped gauge interest among UUCF congregants. The event resulted in the formation of a UUCF Sanctuary Committee that met once in May. The group is headed by Jenna Kelly-Jones.
- Weekend of Service

- The Weekend of Service is an annual event held at UUCF on the Martin Luther King, Jr., holiday weekend every January. It consists of a series of service projects and involves almost 300 UUCF members. This year's coordinators were Martha Ades, Wini Atlas and Mary Frances Kordick.
- We had a good turnout but slightly lower than last year. Here are the metrics:
 - We packed 2,350 pounds of oats and 1,296 pounds of apples for the Arlington Food Assistance Center.
 - We made 20 adult fleece blankets for our Hyperthermia clients and 15 kids' blankets for the Children's Hospital pediatric intensive care.
 - Ten people spent 2 hours each making cards for foster kids.
 - 77 hours were spent by adults and kids moving mulch and removing invasive plants as well as gathering creative ideas for campus improvement.
 - UUSJ trained 12 people in best practices for advocacy visits to legislators.
 - 16 people traveled via bus to Richmond for Anti-Gun-Violence Day and made 60 visits to state legislators.
 - We made 152 hygiene kits and 116 snack kits for OAR's post-release clients.
 - 35 Chorale members sang at the Northern Virginia Mental Health Institute.
 - Total Hours including organizing = 734. Total people involved in activities = 283

Lay Ministry for Adult Spiritual Development

Cheryl Sadowski

Adult Programs

During 2016-17, the Adult Programs Committee offered more than 15 classes and five continuing groups. The continuing groups included Science, Reason & Religion, Global Affairs Discussion Group, Humanists of UUCF, Racial Justice Book Group and UUA Book Group. Two full-year classes were offered: Wellspring, for the fifth consecutive year, and World Religions, for a fourth year. Classes for adults were offered on a wide variety of topics, including: Living Consciously, Soul Matters Circle, Parents as Spiritual Guides, Quest for the Historical Jesus, Intercultural Communication, 2,000 Years of UU History, Human-Centered Design, Shamanic Journeying, History of Religion in America, Connecting With Others Through Social Media, Complex Lives of Employed and At-Home Mothers, Meaning and the Five Senses, Sartre at 70 and Mindful Parenting. The AP Committee began work to transition class proposal and registration processes online, in addition to organizing four "core curriculum" tracks to help organize future class offerings around the spectrum of congregational needs, from newcomers through UU identity and spiritual growth to social justice education and leadership and life skills.

Volunteers and Staff

Adult Programs Committee: Craig Clark, Jud Cairns, Cheryl Sadowski, Joy Hatfield, Linda Hunt, Zim Putney, Susan Smith, Pauline McCarthy, Christine Stencel, Katherine Riddle

Staff: Rev. Laura Horton-Ludwig

Lay Ministry for Caring and Wellness

Linda Zack

Summary of Purpose and Responsibility

The Lay Minister for Caring and Wellness works with the ordained ministers to provide pastoral care and support to congregants during times of transition. Pastoral Care Associates (PCAs) are trained to provide reflective listening whereas the Caring Coordinators arrange for more practical things such as meals, rides and child care.

Committees

- Pastoral Care Associates
- Caring Coordinators

Goals and Actions

- Meet congregants where they are and provide opportunities for healing and connection.
- The Pastoral Care team provided pastoral care to individuals including phone calls, home visits and cards. The Caring Coordinator organized meals, rides and other practical support.
- The PCA team again offered a February healing service, which was well attended. This year we provided a list of resources at the service, primarily focusing on organizations that provide grief counseling and support groups.
- The team also provided an opportunity for the congregation to send cards to the Little River United Church of Christ and the Jewish Community Center of Northern Virginia when they were vandalized.
- Integrate Caring and Wellness into the entire congregation.
- The team hosted a table at the annual Get Connected Fair and signed up additional caring committee volunteers for meals and rides. Pastoral Care Associates also provided assistance at memorial services, and identified a few additional volunteers outside of the committee to ensure we can meet the needs for each scheduled service.
- Pastoral Care Associates and the Caring Coordinators were “commissioned” this year, which provided a more public presence of the Caring and Wellness Team as well as additional information about the team’s work.
- Provide ongoing training to enable the Caring and Wellness Team and others to learn about resources that could help congregants.
- The Pastoral Care Team invited a representative from Fairfax County Coordinated Services to explain how their office helps individuals access numerous community-based and public services. This session was opened up to and attended by individuals beyond the Caring and Wellness Team.
- A representative from CareRing met with the team to discuss how they provide individuals with ongoing, even daily, phone calls and support, free of charge.
- The committee learned about other training opportunities at UUCF and at the UU Leadership Institute.

Volunteers and Staff

Lay Minister for Caring and Wellness: Linda Zack

Caring Coordinator: Autumn Yates, Ann Marie Cunningham (backup)

Pastoral Care Associates: Bill Ades and Elizabeth Jenkins, co-chairs; Linda Clark; Ann King; Anthony Salvi; Jan Shubert; Ann Wood; Jennifer Yi

Lay Ministry for Property Stewardship

Suzy Foster

No report was submitted for this subject area.

Congregational Committee Reports

Endowment Fund Committee

Barb Brehm, chair

Summary of Purpose and Responsibility

The Endowment Fund Committee is responsible for all aspects of the Endowment Fund including: strategic planning, congregational outreach, education and fundraising, fund management and accounting and the processing of gifts, monitoring the investment of funds, processing of grant requests, recognition for donors of the funds, and records management and reporting. The fund is controlled by a set of bylaws and standard operating procedures that define the committee's responsibilities.

Committees

Due to the small size of the committee, all members serve on all three sub-function groups: Outreach, Recognition and Records/Policy.

Goals and Actions

The goals for this period were:

1. Re-energize and re-educate the congregation on what the Endowment Fund is and what it does:

- Review and revise the Endowment Fund Committee mission statement.
- Update marketing materials for the committee, especially the brochure.
- Update the information on the website about ways to contribute to the Endowment Fund including establishing a way to contribute electronically.

2. Formalize Endowment Fund Committee procedures:

- Run a second trial of the grant procedures.
- Run a second trial of the annual calendar to ensure it meets the need of the overall flow of congregational activities

3. Continue to improve the administration and oversight of the fund.

Active members of the committee this year are: Barb Brehm (chair), Bob Bohall; Lynn Howell (treasurer), Matt Reider (secretary), Steve Gold and Jim Johnson. Steve Myles (board treasurer) served as an ex officio member.

Staff member Rich Sider has been a great partner in processing bequests, pledges and gifts to the Endowment Fund, and helping to keep our records straight. We could not have managed this past year

without his assistance, patience and insight to emerging issues. Mary Lareau provided exceptional support in the rework of UUCF Endowment Fund marketing materials.

Actions:

- A mission statement was created and the Endowment Fund Committee section of the UUCF website was updated to reflect this statement and our new procedures. The work to update the marketing materials is ongoing; however a new brochure was developed along with a logo. These brochures helped the committee to educate UUCF on the function and uses of the Endowment Fund. The committee ensured that it was possible to make an electronic donation to the Endowment Fund via the UUCF website. The committee had information tables for five Sundays during the year.
- The fifth Legacy Society Gala was held on Fri., Jan. 27, 2017. The event included a presentation by McKinley Sims on why it is important for UUCF to serve as a teaching congregation and to support having an intern. All Legacy Society members were invited. The recognition wall is up-to-date for those individuals who have notified us of their bequests or who have provided outright gifts to the fund. All individuals who made a bequest this year received a thank-you letter and a recognition bluebird.
- The Endowment Fund Committee revised the annual endowment calendar and it seemed to fit into the larger flow of UUCF events. Grants were announced on the Sunday following Thanksgiving and that date was used to hold an information table. The grant request procedures appear to work well with the UUCF calendar and help activities with funding for their work during the grant year.
- The revised formal grant process was followed for this year. It resulted in eight grant requests, five of which were funded at least in part. The grants made were:
 - Provide \$14,000 to support the cost of reinitiating the intern program at UUCF. The remainder of salary costs was supported by the Reach Campaign. This was a highly successful grant as the intern program is once again functioning at UUCF and a very worthy candidate for the ministry had the opportunity to move forward on that path. It is hoped that this re-initiation of the intern program will lead UUCF to becoming a continual teaching congregation.
 - Transformation of the Bride's Room by adding displays of Partner Church Circle artifacts. Members of the Partner Church Circle did most of the work themselves including repainting the room, building display cases and getting a new couch. This room is still available for use by other UUCF activities. The room is now attractive and will serve as a focal point during a visit next summer from our partner church members.
 - Beacon House and UUCF Middle School Proposal included a plan to have the youth of Beacon House meeting with UUCF youth to discuss their lives and the challenges each faced. It also included meetings between parents of these youth to form bridges and to better understand where the other is coming from culturally. These meetings proved to be a successful way to encourage supportive dialog between groups of youth.
 - The Youth Trip to the Unitarian Universalist General Assembly (GA) is designed to assist more of our youth in attending the Youth Caucus at the Justice GA in New Orleans, LA, in June 2017. The grant will provide some funds toward registration, housing, meals and ground transportation. Youth who attend will have to fund the remaining portion of the cost.
 - A big screen Smart TV was purchased to allow the Grade 6 students to project the interviews that they conducted as part of their curricula. This has been a great success, enabling the class to see the results of its interviews. This TV also proved support for meetings that needed Zoom capability, presentations or shared note taking. It has enabled many UUCF staff members to participate in outreach to their professional groups.
 - One additional grant was approved but the requester rescinded the request as the group was able to meet its funding needs through other means.
- Steve Gold and Lynn Howell worked with the Generosity Team to develop a workable framework to maintain the current Endowment Fund while also supporting the development of a parallel fund to

support operating costs at UUCF. This framework will be reviewed by the congregation at the Annual Meeting.

- Steve Gold, Joan Priest and Jim Johnson conducted a Planned Giving Workshop for the entire UU NOVA cluster to educate individuals on the importance of estate planning and how to support one's congregation through planned giving. This served as part of our educational efforts.
- At the end of March 2017, the Endowment Fund contained \$449,174.38. The fund has remained steady throughout the year.

Organizations Sponsored by UUCF

Mindfulness Practice Center

Thu Nguyen, Director

The Center has offered mindfulness practice sessions in a non-sectarian manner under UUCF's sponsorship for the last 18 years. The practice of mindfulness enhances our capacity to be aware of what is happening in our mind, our body and around us. It helps reduce stress and bring about transformation and healing. Joy and happiness can then be experienced in any daily activity. All meditation sessions, workshops and classes are offered to UUCF members as well as the general public.

For the 2016-17 congregational year, we focused on:

- Maintaining a regular schedule of meditation sessions.
- Adding more activities to the program: mindful hiking every few months, monthly mindful music session and weekly mindful sharing via Internet video meeting.
- Continuing outreach to other communities through presentations, workshops, retreats and guidance.

The regular program includes guided meditation sessions Monday through Friday mornings, a weekly Thursday evening session, Saturday mindfulness workshops and four weekend retreats in West Virginia during the past year. The deep relaxation and healing movement class continues to benefit many people. Other events include:

- A celebration on New Year's Eve at UUCF.
- A ceremony to transmit the Five Mindfulness Trainings, which are guidelines for mindful living, to mindfulness practitioners in different states in the Mid-Atlantic region.

The Mindfulness Practice Center website has been generating many requests for information and attracting newcomers. The Center continues to provide a positive and healing atmosphere within UUCF by offering many opportunities to people from the greater Washington, DC, area to come and practice mindfulness within a supportive and loving community.

Volunteers and Staff

Principal teachers are Anh-Huong and Thu Nguyen who have been practicing mindfulness in the tradition of Zen Master Thich Nhat Hanh for more than 30 years. They were among the first students ordained as meditation teachers by Thich Nhat Hanh in 1992.

The Center has an Advisory Council that meets regularly with Anh-Huong and Thu to assist with the management and development of programs and activities. The members are: Kathy Jones, Kitty Kavanaugh, Tom Livingston, Robert Moore and Mary Tripp. Many community members volunteer to help the Center.