

Coordinating Team (CT) Minutes  
January 18, 2017

Present: Rev. David Miller, Rev. Laura Horton-Ludwig, Kathy Smerke Hochberg, Pete Krone, Rich Sider, Ministerial Intern Kin Sims

The minutes from the 1/4/17 meeting were approved.

Unfinished Tasks (New tasks highlighted below.)

- Rich to follow up on giving by text.

Ministers' Reports

- Rev. David Miller
  - Rev. Rob Keithan led a training for the Racial Justice Steering Committee on cultural competency.
  - Commended Rich and Kin for their work on arranging bus travel to the Women's March.
  - About 10 northern VA clergy will attend the meeting he has called on Jan. 28 to discuss how to address the current political climate.
  - Participated in the Weekend of Service food packing project.
- Rev. Laura Horton-Ludwig
  - The Leadership Development Team has completed their interviews with lay leaders and will now prepare a report with recommendations.
  - A Racial Justice Steering Committee sub-group has completed a curriculum for small groups, which has been used by one covenant group so far.
  - Commented on the fact that a couple active participants in her Soul Matters Open Circle group do not attend services, which is perhaps an indicator of things to come – more people wanting to connect to congregations in non-traditional ways.

Old Business

- Auction follow-up – Heather Wiemer has agreed to shadow this year's co-chairs in preparation for assuming leadership next year. However, the CT needs to discuss and resolve where responsibility lies for recruitment of co-chairs going forward rather than depending on the current co-chairs to recruit the next. **Kathy will follow up with Meredith Carr and Karen Liggett regarding timing for identifying next year's co-chair and about open committee chairs for this year.**
- Women's March on Washington – Rich has to cancel the second bus because the company has not secured a parking permit. Laura is leading a metro group from Reston.
- Annual Giving Campaign – The committee will meet tonight to establish a theme and basic communication plan.
- Congregational leadership action endorsement – David reported that the Board passed the proposed statement with some editing and **he will work with Karen Wolf and Rich to plan the special congregational meeting to vote on the endorsement.**

### New Business

- Music Assistant job description – The CT reviewed and affirmed this job description which combines the children’s chapel music and Merry Makers children’s choir leadership in one part-time position. Laura Weiss and Linnea Nelson will begin recruitment for the position.
- Congregant request to hold a private fundraiser – The CT reviewed and approved this request and rental fee arrangement since this is not a UUCF-sponsored activity.
- 501(c)(3) – A possible grant source for the lighting upgrade is requiring 501(c)(3) status. This issue comes up occasionally, especially with large vendors whose systems aren’t able to accommodate our charitable status as a church. The CT approved making the application. **Rich will follow up.**
- Dec. Board data and financial reports – The CT reviewed these reports and noted that pledge and contribution income was lower than budgeted, resulting in a year-to-date deficit. Attendance in worship was higher than last year, which may be a continuation of the post-election effect.

### Miscellaneous

The next meeting will be Jan. 25 at 1:30 p.m.

Prepared by Rich Sider