

Coordinating Team (CT) Minutes
November 29, 2017

Present: Rev. David Miller, Sarah Caine, Kathy Smerke Hochberg, Pete Krone, Rich Sider, Ministerial Intern Pippin Whitaker

The minutes from the 11/8/17 meeting were approved with edits.

Unfinished Tasks (New tasks highlighted below.)

- None

Ministers' Reports

- Rev. David Miller
 - Spoke with Wini Atlas and Paula Prettyman about how to re-establish a process to determine the use of the Reach social justice set-aside funds. Wini and David will develop a recommendation.
 - Susan Bennett is following up to schedule the Beloved Conversations training.
 - Met with the Worship Environment Committee to discuss options for replacing the memorial candle stand. The committee will follow up on the options discussed.
 - Jenice Jones-Porter has been hired as the new Director of Administration, beginning Jan. 2. **David and Rich will work together to plan her orientation.** Mary Lareau is preparing an announcement to go to the congregation.
 - Continues to work on planning for the Dec. 13 and 14 events to commemorate the 5 year anniversary of the Sandy Hook shooting.
 - Reviewed plans for the Dec. 3 joy service, the Dec. 10 music program and Christmas Eve.
- Sarah Caine
 - Has been following up on quite a few pastoral care concerns.
 - The Lay Ministers for Spiritual Development and for Membership are working on a proposal to create a "spiritual docent" program, which would train a group of members to engage congregants one-on-one about how to deepen connections and develop spiritually.
 - Her Committee on Ministry, a requirement for UUA ministerial fellowship, is fully formed.
 - Is in the process of forming an ordination committee. Her ordination is scheduled for Mar. 11.
- Pippin Whitaker
 - Commented on the Maddox memorial service and the Sunday, Nov. 26, service, both of which she felt went very well.
 - The young adult group is doing well. Bowling night was a success and there has been good interest in the brunches. She is working on an organizational structure for the group.
 - Campus ministry at GMU will not be pursued this year due to a lack of a core group with interest.

Old Business

- Vacation carry-over – The CT asked **Rich to calculate the maximum possible cost associated with adjusting the vacation carry-over amount this year** due to the furlough.
- Disruptive behavior policy follow-up – The committee has formed and is beginning their work.

New Business

- Property boundary fence –The CT agreed to use operating reserve funds to pay for materials to complete the fence between UUCF and the closest neighbor by email prior to this meeting.
- October dashboard report – Income continued to exceed budget as of the end of October but expenses also were above budget due to higher than budgeted personnel costs, which was due to timing, staff transition costs and above budget hours for some part-time positions.
- Nametags – Equality UUCF is recommending and the CT approved adding preferred pronouns to congregant nametags upon request. **Sarah Caine will follow-up.**

Miscellaneous

The next meeting will be Dec. 6 at 1:30 p.m.

Prepared by Rich Sider