

Coordinating Team (CT) Minutes  
August 29, 2018

Present: Rev. David Miller, Rev. Sarah Caine, Kathy Smerke Hochberg, Jenice Jones-Porter, Pete Krone

The minutes from the 8/8/18 meeting were approved.

### Ministers' Reports

#### Rev. David Miller

- The Spiritual Engagement Plan will be included throughout Ingathering.
- The Generosity Team retreat will meet Sept. 8<sup>th</sup> to plan for the year.
- The Worship Committee is very large.
- The Joy Team will meet today to discuss the Fall Festival.
- Tyler Coles begins Tuesday. He will serve in the role of Young Adult Community Coordinator, his position funded by the Innovation Grant. Tyler attended the staff meeting yesterday to meet everyone.
- We are in the process of undertaking two staff searches. They are DRE and Assistant Minister. Kathy Smerke agreed to coordinate the Assistant Minister search and Rev. David will lead the DRE search.
- Mary Foster is doing great job with Realm, the new database.
- Pippin is back half-time next week.

#### Rev. Sarah Caine

- Retreats are in the process of being planned.
- An orientation for Wellspring will occur on September 29<sup>th</sup>.
- A training for Covenant Group facilitators will occur on September 15<sup>th</sup>.
- The Lay Ministers retreat was a success.
- Ingathering will occur on Sunday, September 9<sup>th</sup>. Sarah wrote the script for the program. Lay Ministers will play an active role in the program.

### Old Business

- Water Damage Update – Sanctuary insurance covered damage is complete and looks good. HVAC insulation was replaced and the flower closet is finished. The mold remediation is complete in the Admin. Bldg. The PSC is creating an RFP for contractors and reviewing estimates.

### New Business

- 2018 CT Assessment was rescheduled.
- Auction Report March 2<sup>nd</sup>, 80s theme presentation by Suzanne Leonard and Heather Wiemer.
- Issue with member was discussed.
- The Strategic Plan Report was reviewed.
- Lay Ministers' job descriptions were approved by the CT.
- Miscellaneous
  - Next meeting – Wed., September 5, 10:00 – 3:00 CT Retreat.

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### CT Goals for the 2018-2019 congregational year (goal leads in parentheses)

- Ensure that a development committee for the Innovation Fund project is formed and support their work to conduct a feasibility study (David).
- Following the PEC recommendations on membership, implement strategies for engaging new and longstanding congregants and facilitating active engagement in the life of the congregation (Sarah).
- Nurture spiritual grounding throughout congregational activities and programs (Sarah).
- Make the covenant groups process more accessible and clear (Sarah).

- In collaboration with the Racial Justice Steering Committee, support efforts to increase congregational cultural competency (David).
- Establish a rapid response network among congregants to facilitate timely responses when threats to vulnerable populations occur (David).
- Lead and support young adult and GMU campus ministry (Pippin).
- Identify a program to be evaluated by the PEC and complete the evaluation (Kathy).
- Address support systems that are impeding UUCF's ability to carry out its mission.
  - Lead and manage the Assistant Minister and DRE hiring processes. Ensure that staff hiring processes include a strategy for recruiting under-represented groups (David).
  - Identify and support AGC and Auction leaders (Pete and Dir. of Admin.).
  - Complete Reach-related grounds and energy conservation projects (Dir. of Admin.).
  - Working with the Generosity Team, establish a Planned Giving Committee (Pete and Dir. of Admin.).
  - Monitor key indicators and proactively address budget matters throughout the year (Dir. of Admin.).