

**UUFM Board Agenda
December 2, 2021 @ 6:00 p.m.**

6:00 Chalice Lighting: We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth, and build community. May this flame we kindle remind us to strive, today and every day, to love beyond belief.

Personal check-in

Board covenant review—Reverend Rita

In the words of Unitarian Universalist minister the Rev. Gretchen Haley: “[W]e become human through our promising, but also we become human when we break those promises, and yet somehow find ways to reconnect and begin again – when we repair the relationship because we know we need each other.”

Through our covenant, we strive to work together as leaders for the good of the congregation:

We promise that we will be trustworthy with each other and to the congregation, by doing what we say we will do and asking for help.

Welcome Guests/Visitors

Review agenda for additions/corrections

Consent Agenda (*Please Review prior to meeting*)

(*November 4 Board Minutes, Ministry Report, Treasurer’s Report, Attendance Report, Minutes of Personnel Committee and Finance Committee*)

Consent agenda is not debatable

Any Board member may request that an item be removed from the consent agenda before the vote is taken.

Announcements

6:20 REPORTS

- Ministry Highlights—Reverend Rita
- Reopening preparations & additional needs prior to December 5 service

ACTION ITEMS

- Revised membership language in the by-laws. Approval is needed so we can inform the congregation ahead of the mid-year meeting in January. Please review the document prior to the Board meeting.
- [Letter](#) requesting use of our building to host a benefit event in February

6:40 DISCUSSION ITEMS

- Annual fund drive process utilizing information gained from our discussion on 11/16. Materials used last time can be found [here](#)
- Governance and Ministry, Chapter 5: The Job of the Board
- Healthy Congregations—time permitting

ADJOURN

Next Board Meeting: Thursday, January 6, 2022 @ 6:00 p.m.

**UUFM Board Meeting Minutes
November 4, 2021 @ 6:00 p.m.**

Present:

Bob Finley, President
Todd Schweim, Vice President
Liz Kipp, Treasurer
Mae Gagnon, Secretary
Kathryn Vonderharr, Member at Large
Deb Fitzloff, Member at Large
Cheiron McMahill, Member at Large
Penny Herickhoff, Past President
Rev. Rita Capezzi, Minister

Chalice Lighting: “We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth, and build community. May this flame we kindle remind us to strive, today and every day, to love beyond belief.”

Personal check-in: Everyone present shared what they are grateful for.

Board covenant review

Welcome Guests/Visitors: Tony Filipovitch was present.

Review agenda for additions/corrections: Bob stated that a brief discussion of partially re-opening the Fellowship for in-person Sunday worship would be added as a “Discussion” item.

Consent Agenda: Items included October Board Minutes, Ministry Report, Treasurer’s Report, Attendance Report, Minutes of Personnel Committee and Finance Committee, and member resignation.

Liz motioned to accept the agenda. Todd seconded. The vote was unanimous in favor and the motion passed.

ANNOUNCEMENTS

Completion of third-year ministerial renewal: Rev. Rita’s paperwork has been submitted and a decision will be determined by the governing body mid-February. The Committee of Shared Ministry may shift to a global ministry review while the Board will assess the minister’s progress moving forward.

REPORTS

Ministry Highlights: 1) Rev. Rita stated that a projector is crucial for successful, inclusive hybrid worship services. Hybrid service will require a small team of greeters to be trained, and the tech squad will need to continue recruiting volunteers and receive more training as well. Sign-up Genius would be utilized for

assigning Sunday volunteers. 2) UUFM is turning 70 years old in 2022, and it is a time to reflect and celebrate and gather historical records to share with the congregation.

Grant writing as a funding source: Tony shared his grant funding and stated it will take significant time to receive word from any foundation once applications are submitted. This work is best suited toward more non time-sensitive projects/programs such as obtaining grant funds to facilitate guest speakers and workshops.

ACTION ITEMS

Projector Proposal: Due to recent generous gifts to the UUFM, the Fellowship now has the means to obtain a large projector which will allow for hybrid worship services (and be of use for other future events as well). Mae made a motion for the UUFM to proceed and purchase the projector. Todd seconded. All were in favor and the motion carried.

DISCUSSION ITEMS

Stewardship: The Stewardship Task Force is looking into hiring a consultant, but based on a likely scheduling timeline, the task force may not be able to receive the consultant's resulting report until spring which is less than ideal.

Tony discussed the possibility utilizing a larger than average pledge campaign model and stated that relying on more Fellowship members would both help create personal connections as well as fulfill Stewardship's mission. The task force seeks to move toward a "sustaining member" approach and away from "pledging". All Board Members are to fill out the "Forth Stewardship Development Program" survey and submit to Tony for tabulation. Further discussion will happen at next month's Board meeting.

Review of revisions to the definition of membership contained in UUFM by-laws: Progress was made on refining language regarding UUFM membership. The Board will continue to make revisions via Dropbox and be ready to review a revised draft of the by-law for the December Board meeting.

Governance and Ministry, Chapter 5: The Job of the Board: Reviewing this chapter of *Governance and Ministry* was deferred to December's meeting.

Partial re-opening of the Fellowship for in-person Sunday service: All present discussed what safety protocols would be required for a potential partial re-opening of the Fellowship and how volunteers would be needed to help services run smoothly. Items considered included limiting seating availability, (potentially requiring) prior registration, wearing masks, and encouraging fully vaccinated members to attend in person. Todd motioned that ministry staff and recruited member volunteers plan for re-opening the Fellowship to limited Sunday in-person worship starting on December 5th. Cheiron seconded. All were in favor and the motion passed.

Todd motioned to adjourn, and Liz seconded. The meeting ended at 8:07 p.m.

Next Board Meeting: Thursday, December 2, 2021 @ 6:00 p.m.

UUFM FINANCE COMMITTEE MINUTES

11.16.21 @ 4:30 pm via Zoom

Present: Elizabeth Kipp, Dave Schostag, Mae Gagnon, Dennis Cramblit, John Knox, Penny Herickhoff and Rev. Rita Capezzi.

Absent: Tony Filipovitch and Dick Nienow.

Minutes: Motion by Liz, 2nd by Mae to approve the 10.19.21 minutes. Minutes were approved.

Agenda: No changes were proposed to the agenda.

Treasurer's report: Monthly expenditures align with expectations. Liz discussed sizeable unpledged contributions received in October. Currently, our unpledged contributions received exceed the annual goal set in our FYE '22 budget. Year-end gifts of stock are to be made to UUFM's Schwab account. Liz will provide the Finance Committee with our Schwab account numbers and a brief outline re: gifts of stock. The outline will also be posted on the UUFM Web. Liz will work with Melissa to send Nov. pledge summaries to donors in the next few weeks.

Discussion Items:

1. **Short Term Financial Needs Summary:** Building and Grounds provided a list of capital projects and repairs they anticipate will need attention over the next 3 – 5 years. The list was reviewed. Projected expenses are approximately \$140,000.
2. **Mortgage Options** – balloon due ProGrowth on 4/2022 – approx. \$63,000 prin. balance
 - a. **Pay off Balloon**
 - b. **Re-finance:** Liz and Dave met with ProGrowth Bank today. Bank offer- 2 Options:
 - Option 1: single mortgage of \$220,000 @ 4.25% int., amortized over 25 years, balloon due in 5 years (with a fixed monthly payment of \$1192 - funds available on a floating line of credit). Closing costs of \$750.
 - ii. Option 2: Extend current mortgage 5 years at same terms, using the church as collateral. Separate mortgage for \$153,600 @ 4.25% int., amortized over 25 years, balloon due in 5 years (with a fixed monthly payment but allowing floating line of credit), secured by the rental house. Closing costs of \$1,600.
 - iii. MVFCU – mortgage loan application is being submitted this week.
3. **Residence rental:** Our file copy of the lease is blank re: term and damage deposit and unsigned by UUFM agent. Penny will contact Dick N about details.

Unbudgeted financial needs/unanticipated income sources:

1. Sanctuary Projector expenditure: Board made decision to purchase @ November mtg.
 - It has been ordered and the down payment was sent.
 - Purchase exceeds budgeted tech. funds by \$5,000 - \$7,000.

1. Circulating pump replacements for boiler – Lee Ganske/Building and Grounds arranged to repair one pump and replace the 2nd. Work completed on Nov 15. Cost \$1,400
2. Recent Legacy gift. Diane Dobitz is completing a sizeable unrestricted gift to UUFM in honor of Jean Lovett. Expected to be finalized end of November.

Other:

- **UUFM Property and Liability Insurance:** We are currently insured by Church Mutual. Given rising building and labor costs, and addition of new technology to the sanctuary, the committee agreed to review and re-evaluate the sufficiency of our coverage. The policy binder is in the church office. Liz will review and provide a summary of our property coverage. We have a summary of our Church Mutual Officer and Director Liability coverage prepared 6/21. It is posted in Board orientation materials/Drop Box.
 - It would be helpful to arrange for a Church Mutual representative to join our monthly Zoom meeting to discuss available insurance options and suggested coverage updates. As fiduciaries we will also solicit at least one competing bid for coverage and a Zoom meeting to discuss. Members please recommend suitable carriers we should consult for competing bids. Penny will write Andy to keep B & G in the insurance loop.
- **Board meeting with Rev. Sharon Dittmar, Mid-America financial consultant - scheduled by Board Pres. Bob Finley - Zoom @ 6:30 p.m. on 11.16.21:**
 - Purpose: discuss stewardship campaign and SFU consultant options
 - Finance Committee members are invited to join the conversation.

Adjourn: The meeting adjourned at 5:55 p.m.

NEXT Meeting: Tuesday, December 21 @ 4:30 p.m.

This Year's Committee Goals:

- Evaluate Mortgage Refinance options \ – in progress
- Expand Financial Literacy of leadership and congregation – in progress
- Stewardship – propose guiding stewardship philosophy and use of sustainer model pledges
 - Both proposals were sent to Board prior to its Oct. meeting

November 2021 Ministry Report

November 30, 2021

Prepared by the Rev. Rita Capezzi

Worship and Rites of Passage

- Risk of transmission of Covid-19 remains “Very High” according to the Covid Act Now website, our source for making a decision about re-opening. Rev. Rita has prepared a plan for a potential “soft opening” to worship on December 5, with limited numbers and access only to main floor of the building. Greeters and more Tech Squad members are in training and scheduled. The sanctuary has been prepared for physically-distanced worship. Just a reminder that multi-platform worship is more complicated and much harder than in-person worship, and we have committed to this format. It will continue to take time to adapt and get all the pieces in place. We are in this for the long haul, and I see no need to rush. (see Covid Response Team on Re-opening doc)
- Plans for “Sanctuary Flowers Ministry” may be delayed until January, given other tasks with immediacy in the last month.
- November worship followed the Soul Matters theme of “Holding History,” with Rev. Rita preaching three services: one service oriented to democratic process (11/7), one to relationship with Indigenous Peoples (11/14), and one gesturing toward Bread Communion and the UUFM community through time (11/21). The last service of the month (11/28) was an invitation to attend a lay-led story-telling service at the Bloomington Fellowship.
- The Worship Team has not met.
- Sunday Morning Team: The Tech Squad is gaining competency, with five members (including one staff person) able to run at least one tech function. A volunteer has come forward to person the “Hearing Assist” position, and we hope to grow that to at least four people over time. Working with Kathryn Vonderharr, we will include Board members and other leaders as greeters with ability to articulate COVID-necessary protocols. Worship Associates will conduct regular services with Rev. Rita beginning December 5. And we will have live music on December 12 and December 24 thanks to Nancy Cramblit. We will have recorded music at other services until we build out our team of musicians further.
- We continue to be behind the curve with extracting video and audio files so asynchronous participation can happen.
- Services in December will follow the Soul Matters theme of “Opening to Joy,” with two services preached by Rev. Rita on the topic (12/5 and 12/12), a lay-led service about the Solstice (12/19), a brief outdoor service on December 21 and Christmas Eve, both conducted by Rev. Rita. December 26 is TBA at the moment and will likely be a Zoom service at another congregation.

Pastoral Care and Presence

- Rev. Rita continues to hold 2-3 private pastoral meetings per week, in addition to email and Facebook Messenger contact with several other congregants.
- The Care Team continues to gather Joys and Sorrows from worship and send cards to those identified needs, as well as those needs that become known by word of mouth. The Team decided it was time for a general sweep for contacting all those who we have not seen lately in worship or on Teams or Committees. The Teams next meet on December 9.
- Rev Rita made direct outreach to every person who has filled out a New Participant.
- Social groups continue: Wednesday Walkers at 8:30 outdoors, to form, the Mall Meet Up on Wednesdays at 11:00am, and the Friday Zoom Breakfast group. Happy Hours and Monday Strollers have retired for now.
- No progress yet on creation of a Lay Pastoral Associates Team.
- No progress yet on the support group for families of trans children/youth/young adults.

- Rev. Rita will take 4 days of Family Leave 7 days of Holiday and Vacation Leave in December.

Spiritual Development for Self and Others

- I have increased my own spiritual practices in these hard times, with more time for prayer and reflection necessary to center myself for the challenges and conflicts of congregational change. I appreciate the support I have gotten from many Board members and the Committee for Shared Ministry. I continue meeting with my mentor and spiritual director.
- The visit from both of my children over the Thanksgiving holiday was very personally nourishing in this time of business and challenge.
- Three Soul Matters Sharing Circles are meeting, one in person. The Facilitators meet monthly to discuss the theme and materials, and so constitute a 4th Circle, which also plans and adapts the materials. This meeting is a source of great joy for Rev. Rita.
- Macey continues monthly theme packets with activities and inspirational pieces that she is mailing to all families with children and youth. These packets include spiritual practices for families. She is planning for the possibility of in-person Children's Chape and Youth Group in January. She has also prepared a schedule to run OWL. We are contacting First Presby and Centenary about joining us.

Social Justice in the Public Square

- The new Land Acknowledgment was completed and presented at the November 14 service. This is a statement we will continue to refine as relationship with Indigenous Peoples develops and deepens.
- The Wellspring Cloth project is developing, with participants signed up for all six sessions.
- Green Sanctuary has launched its Imagine It! Book Read and Community Action. It is developing a carbon footprint project as well.
- A new initiative to join a community compassion project started by Mary Ann Boe of Deva Nation is bubbling up among members of EdJ. More to be determined.
- EdJ is also spearheading the 70th anniversary awareness with T-shirts. More organization will be needed to mark this entire coming year with history, celebration, and vision.
- Healing Democracy appears to be struggling and not meeting. We will have to re-group around this Team in the new year.

Administration

- Rev. Rita, working with the Personnel Committee and Treasurer Liz Kipp, has advertised the Communication and Office Administrator position, sorted the three applicants, and interviewed one candidate. This person will be hired and onboarded this week, with a two-week training period before Melissas Martensen's last day on December 16.
- Rev. Rita has created a Master Schedule for the Sunday Morning Team, all those who support Worship and other Faith Development activities on Sundays, including—Tech Squad, Hearing Assist, Greeters, Worship Associates, and Musicians. Later when we open fully, this Master Schedule will include CFD Facilitators and Hospitality Providers.
- Rev. Rita has concerns about the cleaning service and will begin to look for a new service but needs to postpone this until the new year.

Serves the Larger UU Faith

- As last month, not much to report here this month. The Collaboration Group continues to be a source of possibility for sharing adult learning opportunities and worship, though nothing specific is in the works right now except occasional church visits by Zoom on select Sunday mornings.

Leads the Faith into the Future

- Nancy Cramblit and Tony Filipovitch continue to prepare pieces from the Archives for our 70th Anniversary celebration.
- A new projector for the Sanctuary has been ordered. No word yet on when it might arrive. We will make do with our portable projector for now.
- Rev. Rita is very much looking forward to reading *Healthy Congregations* with the Board over the next several months.

Monthly Meeting of the UUFM Board of Directors – Dec. 2, 2021

Report from the Office Administrator Melissa Martensen

Attendance:

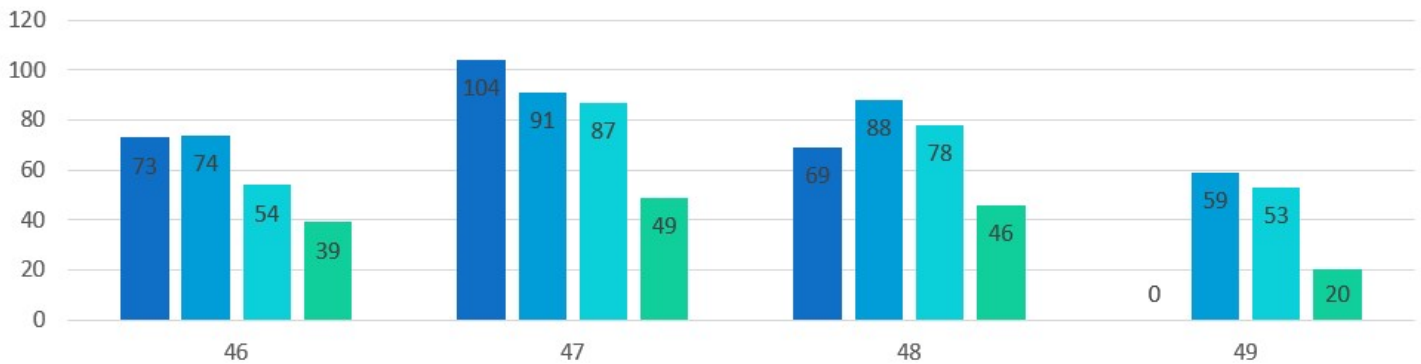
	Date	Adults	Kids	Total	Title	Speaker	Other Events
46	11.07.21	37	2	39	Democracy: What It Has Been, And What It Might Be	Rev Rita Capezzi	
47	11.14.21	45	4	49	What Might It Mean to Hold the History of the “Dakota War”? And Why Should We?	Rev Rita Capezzi	
48	11.21.21	44	2	46	Bread Communion: Tradition and Change	Rev Rita Capezzi	Bread Communion
49	11.28.21	20	0	20	Traditional Tales that Have Stood the Test of Time	Kathleen Johnson	Visiting MVUUF

Min of Total

UUFM Attendance

Year ▼

■ 2018 ■ 2019 ■ 2020 ■ 2021



WeekNum ▼

Unitarian Universalist Fellowship of Mankato							
Summary Financial Statement for the Month and FYTD ended October 31, 2021							
				Actual October	Actual FYTD	Fiscal 21-22 Budget	Difference FYTD
Pledged Income FY 21-22				\$12,868	\$68,724	\$152,081	(83,357)
All Other Income including Rental House Net Income				17,757	26,026	34,600	(8,574)
Total Income				\$30,625	\$94,750	\$186,681	(91,931)
Admin and Insurance Expenses				996	1,821	15,128	14,132
Buildings & Grounds (board oversight)				336	3,686	14,232	13,896
Denomination Support (board oversight)				736	2,943	8,946	8,210
Board & Committees (board oversight)				80	1,938	8,975	8,895
Ministry				606	2,561	12,800	12,194
Personnel				11,229	46,943	153,821	142,592
Mortgage Principal & Interest				938	3,754	11,264	10,326
Total Expenditures				\$14,921	\$63,646	\$225,166	(161,520)
Income Over (Under) Expenditures				\$15,704	\$31,104	(\$38,485)	69,589
Unitarian Universalist Fellowship of Mankato							
Financial Statement of Ministries							
Balance Sheet							
As of October 31, 2021							
ASSETS			LIABILITIES AND FUND BALANCES				
MVFCU Checking	\$22,781		Liabilities:				
MVFCU Parsonage Checking	\$8,230		Payroll Liabilities	\$2,630			
MVFCU Money Market	\$204,626		Mortgage Principal	\$67,155			
MVFCU Primary Share	\$319						
Paypal account (3)	\$0		Total Liabilities	\$69,785			
ProGrowth Checking	\$17						
Eide Bailly-Schwab cash	\$0		Fund Balances:				
			Technology and Sound (2)	\$5,254			
			Minister's Emergency	\$5,387			
{Land and buildings not listed, but records are available)			Sabbatical Reserve	\$4,600			
			Nancy and Dave Allan Art	\$2,602			
			2nd Collection Fund (4)	\$18			
			Other Designated Funds	\$3,232			
			Total Designated Funds	\$21,093			
			Prepaid for next fiscal year	\$0			
			Net Available Funds	\$145,095			
TOTAL LIQUID ASSETS	\$235,973		TOTAL LIABILITIES AND FUND BALANCES	\$235,973			
(3)	Paypal is reactivated; the previous balance transferred to credit union.						
(2)	\$8,612 has been paid to Intermedia in NOVEMBER as a downpayment on the projector. This reduces the Tech/Sound fund to ZERO and also hits the Technology budget line for \$3,358.						
(4)	In October, \$1,250 was forwarded to the Connections Shelter from our 2nd Collection. November's 2nd Collection will go to Greater Mankato Diversity Council.						

Unitarian Universalist Fellowship of Mankato
936 Charles Ave.
Mankato, MN

November 30, 2021

Dear Bob, Board and Rev. Rita,

This fall Dave Brave Heart (DBH) was diagnosed with ALS. The mysterious nature of this disease has many unknowns, including when it actually started in Dave's body and how long it will be before Dave passes on into his spirit journey.

I am working with Dave, his wife Sara and a group of others to plan a benefit for Dave and his family, Dave asked me to represent the group and ask you to consider an idea.

If possible (considering a LOW Covid count) we are hoping the DBH Benefit with a Silent Auction and Food can be an in person event. An offering of 10% of the proceeds will also be given to ALS Foundation from the benefit.

Would UUFM be willing to offer the social hall for the DBH Benefit as an in-kind donation? The date would be Saturday, February 19, 2022 with Saturday, February 26, 2022 as a weather backup date.

The DBH Benefit planning group includes both Kim Evans and me. We would take responsibility to be the UUFM people on site to oversee the event in the UUFM social hall.

We at UUFM are renewing our commitment to be in relationship with our Indigenous relatives. The use of our social hall would be a way to act and live out this commitment. It would also be a witness of our values to the greater community.

Dave and his family has called Mankato home for almost 15 years. They have contributed in many ways to building and strengthening relationships in our community including the December 26th gathering at Reconciliation Park, the annual Pow Wow, Indigenous Peoples Day. Dave has visited and spoken at UUFM on a number of occasions. His diagnosis of ALS is now bringing the community together to surround him and his family with care and support.

The DBH Benefit will be one of many ways to try to raise \$35,000.00 to build a lift and sunroom off the back of the Brave Heart home so Dave will be able to enter his home, continue to live with his family, and enjoy the yard and sunshine when he is no longer able to go outside.

If you have questions about this request, that UUFM make a donation of use of the UUFM social hall for the DBH Benefit you can contact me.

Sincerely,

Diane Dobitz

For Consideration by the Committee on Shared Ministry

Draft Prepared by the Board, with edits by Rev. Rita

Conflict Resolution

Rumi: “Out beyond right and wrong, there is a field. I will meet you there.” Conflict is natural and inevitable. At UUFM, our goal is not to establish who is right and who is wrong, but to resolve the conflict and restore the relationship. To this end, we have established a Mediation Team and the following guidelines for conflict mediation:

1. In accordance with the Covenant of Right Relations, any congregant is first encouraged to discuss any concerns or conflicts directly with the person involved.
2. After approaching the person directly in good faith, if the concerns or conflicts persist, that congregant should next contact the UUFM office and request mediation.
3. A member of the Mediation Team will then contact that congregant to begin mediation. Throughout this process, identities will be kept confidential to the extent possible as written below, and all involved are asked to refrain from discussing the matter with other congregants. The Minister will be informed of ongoing mediations.
4. Mediation may consist of the following general steps:
 - a. Those involved will be asked to provide a written account of the concern or conflict. Anonymity may be requested, depending on the nature of the issue.
 - b. The Mediation Team will meet to discuss the written account. Again, this may be kept confidential, if requested.
 - c. The Mediation Team will meet with either in person or virtually to ask questions and clarify the nature of the concern or conflict, and also discuss solutions in terms of our by-laws and Covenant of Right Relations.
 - d. If then needed, Mediation Team will meet with any other parties involved to convey the nature of the concern or conflict, and also propose solutions in terms of our by-laws and Covenant of Right Relations. At this point, a congregant will have to give permission to be identified to others directly involved, but otherwise, their name will not be shared with others.
 - e. The Mediation Team will then ask the two parties to meet, and the other parties involved to commit to a path of resolution. This step may be repeated as necessary. The Mediation Team is committed to confidentiality, to not taking sides, and to remaining neutral in this process.
 - f. If congregants are not able to commit to a resolution after three mediation meetings, the Mediation Team will ask the congregant who brought the concern or conflict to reflect on whether they are truly seeking a solution, and whether they are extending grace and forgiveness to the other party or parties. If the answer is “yes,” the matter will be concluded, and it will only be reported in the annual meeting as a conflict resolved—no details or names given. If the answer is “no,” they will be encouraged to consider resigning as a member. If Mediation Team concludes that they are not sincere after three mediation meetings, then the Team will also send a motion to the Board of Directors of UUFM recommending termination of membership.
 - g. Only in the case of resignation or removal as a congregant by the Board (after step f. above) will their name be shared with the Board of Directors. Even then, they will be referred in writing to only by a code, such as UUFM Member #1.

Date	Location	Music	Preaching	Worship Associate	Greeters	Hearing Assist	Tech Squad	Zoom Host	CFD (n/a)	Hospitality (n/a)
5-Dec	UUFM & Zoom	Recorded Only	Rev. Rita	Sue Chambers	Kathryn & Jim Vonderharr	Cathi Fouchi	Treselia Greiner & Andy Roberts (training: Mark Spangler and Todd Schweim)	Liz Kipp		
12-Dec	UUFM & Zoom	Nancy Cramblit & Jeff Lowry	Rev. Rita	?	Bob & Gail Finley	?	Treselia Greiner & Todd Schweim (training: Denny Cramblit)	Macey Forsyth		
19-Dec	UUFM & Zoom	Recorded Only	Sue Chambers	?	?	?	Treselia Greiner & Mark Spangler (training: Jeff Lowry)	Macey Forsyth		
21-Dec	UUFM (outdoors)	Recorded (if any)	Rev. Rita	Henry Panowitsch	n/a	n/a	n/a	n/a		
24-Dec	UUFM & Zoom	Nancy Cramblit	?	?	?	?	Treselia Greiner & Jeff Lowry			
26-Dec	TBA--elsewhere	n/a	n/a	n/a	n/a	n/a	n/a	? (coffee hour only)		
2-Jan	UUFM & Zoom		Rev. Rita							
9-Jan	UUFM & Zoom		Rev. Rita					Macey Forsyth		
16-Jan	UUFM & Zoom		Rev. Rita					Macey Forsyth		
23-Jan	UUFM & Zoom		Rev. Rita					Macey Forsyth		
30-Jan	TBA		TBA							

Updated Soft Re-Opening Plan

Prepared by Rev. Rita for 12 2 21 Board Meeting

1. Reopening Update 12.01.21—On the web and goes out in Worship Email 12 3 21

Good News! The Sanctuary on Charles Ave will be open for worship this Sunday, December 5. Greeters and Worship Associates and Hearing Assist and the Tech Squad—we will all be ready for your entrance at 10:10 am, with worship at 10:30. And, Zoom worship will continue as well. We are finally truly multi-platform, though there are still kinks to work through.

First, entering will be different. Vaccination is expected, though no one will ask about your status. Masks—properly worn over the nose, mouth, and chin—are expected the entire time you are in the building. We use the main floor only that this time, so no access to the Fellowship Hall and lower level except by Building & Grounds folk. So, unfortunately, no in-person Coffee Hour yet. We will ask you to add your name and phone number to a “Contact Tracing” sheet, just in case someone lets us know they were exposed to or contracted Covid and they also attended service in-person. Elbow bumps and happy waving hands are encouraged, but hugging and hand shaking are discouraged. You can make use of the three hand sanitizing stations around the area. A baby changing station is installed now in one of the main floor restrooms. All these changes are meant to help you feel safe and welcome.

Second, there will not yet be an in-person Children’s Chapel or Youth Group. Children and Youth are welcome in the service, and they should bring something to keep them busy. We hope to bring in-person programming back in January.

Third, the sanctuary experience is changed. You will find a Sorrows and Joys table as you enter, with candles and paper to write your concerns, which Rev. Rita will read during that time in the service. If you need a hearing assist device, someone will help you with that (the Tech Squad in the Tech Booth are pretty busy at this time with set up, so please leave them to their tasks). Pews are marked off to encourage physical distancing and spacing between groups. Hymnals and informational pamphlets have been removed. There are no paper Orders of Service. You can bring yours from the Friday email if that is something you want to follow along with. You can access Zoom on your phone to better see the slides, but you cannot use the Fellowship Wi-Fi to do so. That will disrupt the service. Screen and projector will be in use during the service. We have adapted the Order of Service to focus their use. Singing with masks on is permitted, which we have concentrated into the last half hour of the service, and words will be projected.

And finally, we have never done this before! Blending two parts of our congregation—online and in-person—into one single worshipping body. There are bound to be mistakes and missteps. There is bound to be some dissatisfaction. There is bound to be adjustment, to our practices and our feelings. You are right—the format will not be the same, and that can feel sad or troubling. But if we open our hearts to the generative, creative possibilities of love and full inclusion, we can together co-create the beautiful

worship we have so often known together. You are encouraged to communicate with Rev. Rita and the Board about your feelings, experience, and needs.

Such hard and trying times these have been, a constant reminder that the world is ever this way for many of us. And we have come through to this new phase and new reality so strongly—with deepened connections and financially sound. May we continue to build this loving community—envisioned by so many founders—today and into the unfolding future.

Blessings, Rev. Rita

2. Comprehensive Sunday Morning Team Spreadsheet

- a. See additional document in Discussion Items file in Dropbox
- b. Will be building out Team Members as we go forward
- c. Objective is to have this set up as a Sign-Up Genius or some similar program that the Admin will monitor
- d. Plan for Greeters—One Board Member and one other (could be a spouse/partner) as a show of commitment to the challenges and the realities of the changes

3. Role Descriptions and Current Members

- a. Zoom Host
 - i. Log on to service at 10:00am
 - ii. Be made co-host, with security and breakout room functions
 - iii. Encourage chatting prior to Announcements slideshow
 - iv. Monitor mute and stop and start Chat as required
 - v. Take Zoom attendance
 - vi. Cut and Paste information into the Chat during Announcements, Special Announcements, and Giving
 - vii. Currently Macey Forsyth, Liz Kipp, and occasionally Tony Filipovitch
 - viii. Any volunteers? The goal is to have no one fill this role more than once a month. And when in-person CFD re-commences, Macey will be unavailable.
- b. Greeters
 - i. Arrives at Fellowship at 10:00 for last-minute instructions and questions
 - ii. Warmly welcome in-person congregants
 - iii. Direct to hand sanitizing stations
 - iv. Have masks available and instruct in correct use of them
 - v. Have all put name and phone number on Contact Tracing Sheet
 - vi. Remind about physical distancing
 - vii. Remind about remaining on main level
 - viii. Direct to Sanctuary with Sorrows and Joys table and Hearing Assist
 - ix. Guide folk outside after the service; socializing ok outside
 - x. Planning for Board members for this Team position, with the goal of no one filling the role more than once every two months.
- c. Worship Associate
 - i. Arrives at Fellowship at 10:00 for last-minute instructions and questions

- ii. Greet in-person congregants at Sorrows and Joys table
 - iii. Co-officiate worship with the Minister
 - iv. Take a collection
 - v. Assign Zoom Break Out Rooms so Minister can greet in-person congregants as they exit
 - vi. Currently Sue Chambers and Tony Filipovitch
 - vii. Any volunteers? The goal is to have no one fill this role more than once a month.
- d. Musician
- i. Arrives at Fellowship at 10:00 for sound check and last-minute instructions
 - ii. Works in advance with Rev. Rita on song choices
 - iii. Often, we will have recorded music rather than live or a mix until this part of the Team is further built out
 - iv. Currently Nancy Cramblit and Jeff Lowry. Diane Langland has volunteered as well.
 - v. Any other volunteers? Ability to play an instrument or song lead is necessary.
- e. Hearing Assist
- i. Arrives at 10:00 for check of equipment and last-minute instructions
 - ii. Assist those in need with getting the devices on and working
 - iii. After service, clean any that were used
 - iv. Currently, Cathi Fouchi
 - v. Any volunteers? The goal is to have no one filling the role more than twice a month.
- f. Tech Squad
- i. Arrives between 9:30 and 9:45 to boot system, test systems and PowerPoint and troubleshoot issues. Also, last-minute convo with Minister and Worship Associate about new information or questions.
 - ii. Tech Lead
 - 1. Turns system on and off
 - 2. Adjusts for sound
 - 3. Operates cameras
 - 4. Switches screen views from Zoom to Sanctuary as needed
 - 5. Shuts down system
 - iii. Tech PowerPoint
 - 1. Gets PowerPoint onto the desktop, tests, and runs during service
 - 2. Operates Mic on and off
 - 3. Shuts down PowerPoint
 - iv. Current Team Members are: Treselia Greiner (staff), Andy Roberts, Jeff Lowry, Mark Spangler, Todd Schweim, and Dennis Cramblit.
 - v. Any volunteers? The goal is to have no one filling this role (expect staff) more than once a month.

- 4. What We Are Not Yet Doing But Planning For when Covid Numbers begin to decrease, more children are vaccinated, and more adults are boosted (possibly January)**
- a. More musicians
 - b. In-person Children's Chapel
 - c. In-person Youth Group
 - d. In-person OWL for 9-10 and 11-12 youth
 - e. Stories read live in the Sanctuary
 - f. Use of Library after Worship
 - g. Weekly Hospitality/Coffee Hour after Worship
 - h. Occasional Fellowship Luncheons