

# The Community Church of Chapel Hill

## UNITARIAN UNIVERSALIST

106 Purefoy Road, Chapel Hill, NC 27514 • 919-942-2050 • c3huu.org

### BOARD OF TRUSTEES

#### Meeting Minutes

January 10, 2017

**Attending:** Lilie Bonzani                      Dan Hill                      Bill Rote  
                  Barb Chapman                      Dave Klibanow              Jenny Warnasch  
                  Katie Heineman                      Bill Poteat                      Steve Warshaw, chair

**Ex Officio:** Thom Belote                      Bonnie Nelson                      Andrew Wright

**Guests:** Paige Smith

1. **Welcome** – S. Warshaw called the meeting to order at 7:06 pm.
  - a. **Chalice Lighting/Reading** – S. Warshaw opened the meeting with a reading.
  - b. **Sharing**
  
2. **Approval of Tonight’s Agenda** – S. Warshaw provided a copy of the proposed agenda in advance of the meeting. It was amended to include a discussion of the Minister’s Housing Allowance.

T. Belote made a motion to approve.  
B. Rote seconded the motion.  
All in favor with none opposing.
  
3. **December Minutes** – Minutes for December were distributed in advance of the meeting. J. Warnasch noted a correction to the distribution of the funds raised from the Service Auction.

D. Klibanow made a motion to approve as amended.  
K. Heineman seconded the motion.  
All in favor with none opposing.
  
4. **Minister’s Report** – T. Belote had distributed the Minister’s month report in advance of the meeting (attached). There were no questions about the report. T. Belote presented the “Minister’s Housing Allowance for 2017” document (attached) and requested a Board’s resolution to approve the allocation, an annual requirement in the Minister’s “Letter of Call”.

D. Hill made a motion to approve.

S. Warshaw seconded the motion.  
All in favor with none opposing.

**5. Continuation from Retreat** – S. Warshaw provided updated Capital Campaign hand-outs prior to the meeting.

- a. Pledge Drive and Capital Campaigns** – P. Smith reviewed the timeline and distributed a calendar with more details and dates. She shared that the Board oversees and is responsible for the Capital Campaign and that Board action items were noted on the calendar, including on 1/24/17 a webinar with Mark Ewert on the financial feasibility results. B. Poteat inquired what information M. Ewert might convey that would affect the Board presentation and recommendations to the Congregation at the Congregational Meeting on 1/29/17. K. Heineman noted that some approved this study with the option to delay the fundraising for a year. S. Warshaw reminded the Board that the Congregational Meeting is only to resolve whether to begin a Capital Campaign.
- b. Update on the Annual Vision of Ministry** – T. Belote revisited the topic of his Annual Vision of Ministry (AVoM). The Bylaws call for both a Vision of Ministry and an Annual Vision of Ministry. T. Belote noted that the AVoM proposed will not be implemented until July 2017 and would be in effect over the time of the building planning. He felt that it was important for the Congregation to have other issues to focus on during the building period. T. Belote will work with K. Heineman and S. Warshaw, along with the Strategy Management Team (Board Committee), to review his proposed AVoM. J. Warnasch and the Governance Committee will review the appropriate sections of the Board Policy Book to see if it needs to be amended. L. Bonzani said that she thought the current policies were fine as is.
- c. Board Covenant** -- S. Warshaw provided a copy of the current covenant in advance of the meeting. He recommended keeping the same covenant. K. Heineman made a motion to approve. B. Poteat seconded the motion. All in favor with none opposing.
- d. Core Values** -- S. Warshaw noted that the previous Board adopted the UU Seven Principles as their core values and suggested that that current board do likewise. K. Heineman made a motion to approve. J. Warnasch seconded the motion. All in favor with none opposing.

J. Warnasch will post the Board Covenant and the Board's Core Values on the Board section of the church's website.

## 6. New Business

**Board Assignments** – S. Warshaw provided a copy of the proposed Board assignments in advance of the meeting. J. Warnasch confirmed the time and process for the Board’s Executive Committee with B. Rote. There was discussion on the role and purpose of the Executive Committee per a question from by B. Chapman. S. Warshaw confirmed that his intention as chair is to use the Executive Committee to set the agenda for the subsequent Board meeting, and to address only urgent matters that cannot wait for the next Board meeting. B. Poteat noted that all decisions made during the Executive Committee meeting would still have to come before the full Board for approval.

- a. Board Officers** – the proposed slate for Board Officers: Board Member-at-Large – B. Rote; Secretary – B. Nelson; Treasurer – A. Wright; Assistant Treasurer – vacant. A. Wright confirmed that no Assistant Treasurer was needed at this time due to the strong Finance Committee. However, he reserved the right to propose filling this vacancy should the need arise.

K. Heineman made a motion to approve the slate.

D. Klibanow seconded the motion.

All in favor with none opposing.

- b. Board Committee Vacancies** – also known as Standing Committees. The proposed slates to fill vacancies on the Standing Committees are:  
Committee on Ministry – C. Pence (new), L. Townsend (new), A. Waller (new), M. LeMay (continuing), J. Leopold (continuing), and P. Witt (continuing). The recommendations for the Committee on Ministry were made by T. Belote.

K. Heineman made a motion to approve the slate.

D. Klibanow seconded the motion.

All in favor with none opposing.

Finance – B. Poteat and B. Rote. Slate amended to include A. Wright.

Governance – J. Warnasch and B. Chapman.

Human Resources – D. Klibanow

Strategy Management Team – D. Hill and L. Bonzani

Stewardship/Pledge Drive – K. Heinman

B. Rote made a motion to approve these assignments.

J. Warnasch seconded the motion.

All in favor with none opposing.

- c. Check Signers** – S. Warshaw presented a list of candidates resulting from discussion with the Finance Committee and T. Belote. Proposed were A. Wright, L. Kirsch, G. Long, and S. Provan. K. Heineman inquired as to the qualifications of the proposed signers. All those recommended are either currently or previously on the Finance Committee. B. Poteat noted that the Capital Campaign check



Ministry. J. Warnash, et al. to review BPB for VoM/AVoM. B. Nelson to create Board Member contact sheet. B. Chapman to coordinate Congregational Meeting sheets. S. Warshaw to issue thanks to the Committee on Ministry.

- c. **Closing Words** – S. Warshaw closed the meeting with a reading.

**Meeting adjourned at 8:36pm.**

**ATTACHMENTS:**

**PRELIMINARY BOARD AGENDA**

**PREVIOUS MONTH'S MINUTES (FINAL VERSION)**

**MINISTER'S MONTHLY REPORT**

**MINISTER'S HOUSING ALLOWANCE FOR 2017**

**CAPITAL CAMPAIGN RETREAT MATERIALS**

**STEPS TO A CAPITAL CAMPAIGN**

**PRELIMINARY BOARD COVENANT**

**PRELIMINARY BOARD COMMITTEE ASSIGNMENTS**

**PRELIMINARY BOARD MEMBER OF THE MONTH LIST**

**PRELIMINARY BOARD CONGREGATIONAL MEETING ASSIGNMENTS**

**COMMITTEE ON MINISTRY SUMMARY REPORT**

**JANUARY 10, 2017 BOARD AGENDA (Proposed)**

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
Welcome		
Chalice Lighting/Reading	Steve	7:02
Sharing	Board	7:08
<u>Approval</u>	Steve	7:10
Tonight's Agenda		
December 2016 Minutes		
Consent Agenda		
Minister's Report	Thom	7:15
Continuation from Retreat		
Pledge Drive and Capital Campaigns	Cathy Cole and Paige Smith	7:35
Update on Annual Vision of Ministry	Thom	7:45
Board Covenant – <u>Approval Needed</u>	Steve	7:50
Core Values – <u>Approval Needed</u>	Steve	7:55
New Business	Steve	
Board Officers – <u>Approval Needed</u>		8:00
Board Member-at-Large		
Secretary		
Treasurer		
Assistant Treasurer		
Board Committee Vacancies -- <u>Approval Needed</u>		8:10
Finance		
Governance		
Human Resources		
Strategy Management Team		
Stewardship/Pledge Drive		
Check Signers – <u>Approval Needed</u>		8:15
Committee on Ministry – <u>Approval Needed</u>		8:25
Other - <u>No Approval Needed</u>		8:30
Development/Endowment		
Congregational Communication		
Developing Leadership		
UUA Relationship/GA Study Item		
Webmaster		
Chair, Task Force Coordination		
Board Member of Month		
Assignments for Jan. 29 <sup>th</sup> congregational meeting		8:45
Summary Report from Committee on Ministry		8:55

**Closing**

**Process Observations**

**Action Items**

**Closing Words**

**Steve**

**9:00**



**Community Church of Chapel Hill Unitarian Universalist  
Board Meeting Minutes  
December 13, 2016**

<b>Attending:</b>	Cathy Cole	Bill Poteat	Kathy Hodges
	Katie Heineman	Bill Rote	Mike Vann
	Dan Hill	Pete Bird	Steve Warshaw
<b>Ex Officio:</b>	Thom Belote	Laurence Kirsch	Andrew Wright
		Richard Edwards	
<b>Guests:</b>	Jenny Warnasch	Barb Chapman	Bonnie Nelson

1. **Welcome** – Bill Poteat called the meeting to order at 7:00 pm, welcoming newly elected Board members Barbara Chapman and Jenny Warnasch to the meeting.
  - a. **Chalice Lighting/Reading** – Cathy Cole opened the meeting with a reading.
  - b. **Sharing** – Bill Poteat recognized Kathy Hodges, Mike Vann and Cathy Cole who are rotating off the Board, Richard Edwards, who will be replaced by Bonnie Nelson as Secretary, and Laurence Kirsch, who will be replaced by Andrew Wright as Treasurer.
  
2. **Approval of Tonight’s Agenda** – Bill Poteat provided a copy of the proposed agenda in advance of the meeting.  
Bill Poteat made a motion to approve.  
Katie Heineman seconded the motion.  
All in favor with none opposing.
  
3. **November Minutes** – Minutes for November were distributed in advance of the meeting.  
Bill Poteat made a motion to approve as presented.  
Peter Bird seconded the motion.  
All in favor with none opposing.

**Congregational Meeting Minutes**

Dan Hill made a motion to approve the minutes from the Congregational Meeting on December 4<sup>th</sup>, 2016.  
Kathy Hodges seconded the motion.  
All in favor with none opposing.

4. **Minister’s Report** – Thom Belote provided a report to the Board in advance of the meeting. Thom explained the purpose of the report for new members. Discussed allocation of additional \$4000 gained from the Service Auction: approximately \$1000-\$1500 to Youth service travel fund (such as the Straley Fund) and remainder to Operating Reserves. No revision to the Budget for the allocation of these funds will be required. Discussed the support for action teams and collective initiatives, for example, discussion around “Sanctuary Status” for the Community Church and the presence of political discourse within the sphere of Sunday worship. Discussed this as a potential topic for the

Board Retreat. Acknowledged the considerable amount of church activity that Thom has been involved in.

- 5. Board Appointment** – Steve Warshaw shared that one of the members of the congregation who was recently elected to the Board, Russ Bowen, due to work concerns, has had to decline the election. Outside of the election cycle, the Board may appoint members to fill out any vacant slots. Dave Klibanow has agreed to serve on the Board for one year.

Steve Warshaw made a motion to accept Russ Bowen's resignation from the Board.

Bill Rote seconded the motion.

All in favor with none opposing.

Steve Warshaw then made a motion to appoint Dave Klibanow to the Board to fill the vacant seat.

Katie Heineman seconded the motion.

All in favor with none opposing.

- 6. Annual Vision of Ministry** – Thom Belote reviewed with the Board the preparation involved in gathering input and developing the initial draft for the Annual Vision of Ministry. Reviewed the AVoM draft presented by Thom with respect to its component parts, and how it would be used. Board Members raised questions about specific elements and language within the AVoM draft and discussed within the context of the covenants of the Community Church and its role in the wider community and the world. Discussed the importance of communicating clearly with the Congregation and listening purposefully about the many responsibilities the Community Church has to its members, as well as the leadership role imbued in Thom's role as Minister and as Chief of Staff. Next steps will include review of the draft with the Committee on Ministry, discussion at the Board Retreat and at the January Board Meeting.

- 7. Building Project Budget** – Laurence Kirsch shared a budget update on the building project. Reviewed current and projected expenditures based upon requests from multiple task forces. A copy of the report is attached to these minutes. Reviewed budget assumptions going forward, including how lost revenue from the departure of the Chapel Hill Cooperative Preschool could be addressed.

Bill Poteat made a motion to accept the budget as presented by Laurence Kirsch.

Katie Heineman seconded the motion.

Discussion: Cathy Cole shared that she met with the architects about their requirements for developing a sufficient plan and model, which will come to \$3000 versus the \$1500 budgeted.

Cathy Cole made a friendly amendment that the original motion to amended to accept the budget with an increase of the Artists' Drawings line item from \$1500 to \$3000. Bill Poteat accepted this as a friendly amendment.

Discussed the changes recommended and what is entailed in the additional cost.

All in favor with none opposed.

Follow up question referred to Chief of Staff regarding costs of the congregational meetings where childcare is concerned.

- 8. Building Project Next Step** – Cathy Cole presented to the Board that the team is working on the artists' drawings, communication tools to build the Case for Support (expected to be ready in January), and preparing for the Financial Feasibility Study. From January 5 – 9, a representative group from the Community Church will be asked to provide input as a sample for Mark Ewart to interview. Board Members should expect to be asked to sign up for an interview slot. Interviews will be conducted in a structured format to assess whether there is sufficient support for a capital campaign. The final report will not attribute individual commenters, and will be presented to the Board confidentially. Only a summary of the report should be included in the Board meeting minutes. Discussed concern that there continues to be a lack of understanding by some members about the process we are involved in, and where the process is in development.
- 9. Financial Review Report** – Andrew Wright provided a report in advance of the meeting. The Board was highly complimentary of the report, which is included as an attachment to these minutes. In terms of next steps, there are several items which have associated costs, and Andrew will work with Thom Belote on either addressing these costs or working them into the budget for coming years. Also reviewed specific processes that are being recommended for improvement. The Finance Committee will also review this report at their next meeting in January, 2017.
- 10. Annual Board Self Evaluation** – Bill Poteat led discussion among the Board Members reflecting on the challenges and opportunities of the past year. Several Board members expressed satisfaction that the negotiations with CHCP ended amicably after months of diligent efforts to meet the needs of both organizations. The negotiations involved engaging new Board Members and helping bring Board Members up to speed on complex issues. Bill Poteat and Cathy Cole were both commended for their leadership and extra work throughout the year.

Challenges in updating the Board Policy Book were noted, and several Members stated they would like to have been able to stay more on top of needed revisions. It was noted that the Building Project is on a tight schedule. This tight schedule may have led to some confusion among Board Members as to the details of the process steps. Also noted there has been unusual amount of Board Members attrition through the year., which should be cause for further review.

Thom Belote followed up the discussion noting the engagement and hard work the Board has put in over the past year, and acknowledged the Board's support of him throughout the year.

- 11. Board Retreat and January Meeting** – Steve Warshaw presented the Board Retreat Agenda. Discussed the content for new members and existing members. Suggested

extending time for the Annual Vision of Ministry, in light of the earlier discussion. Comments affirmed the importance of extending this time on the agenda for a thorough discussion. Shared the process for review and approval of the AVoM. No further questions about the retreat agenda.

**12. Closing –**

- a. Process Observations** – None noted.
- b. Action Items** – None noted.
- c. Closing Words** – Cathy Cole closed the meeting with a song.

**Meeting adjourned at 8:46pm.**

**PRELIMINARY BOARD AGENDA  
December 13, 2016**

<b><u>ITEM</u></b>	<b><u>RESPONSIBLE PERSON</u></b>	<b><u>END TIME</u></b>
<b>Holiday Social</b>	<b>All</b>	<b>6:30</b>
<b>Welcome</b>		
<b>Chalice Lighting/Reading</b>	<b>Cathy</b>	<b>7:02</b>
<b>Sharing</b>	<b>Board</b>	<b>7:12</b>
<b>Approval of Tonight's Agenda</b>	<b>Bill P.</b>	<b>7:15</b>
<b>November Minutes</b>	<b>Bill P.</b>	<b>7:20</b>
<b>Minster's Report</b>	<b>Thom</b>	<b>7:35</b>
<b>Board Appointment</b>	<b>Steve</b>	<b>7:40</b>
<b>Annual Vision of Ministry</b>	<b>Thom/Pete</b>	<b>7:50</b>
<b>Building Project Budget</b>	<b>Laurence</b>	<b>8:00</b>
<b>Building Project Next Step</b>	<b>Cathy</b>	<b>8:10</b>
<b>Financial Review Report</b>	<b>Andrew</b>	<b>8:20</b>
<b>Annual Board Self Evaluation</b>	<b>All</b>	<b>8:40</b>
<b>Board Retreat and January Meeting</b>	<b>Steve</b>	<b>8:55</b>
<b>Closing</b>	<b>Cathy</b>	<b>9:00</b>
<b>Process Observations</b>		
<b>Action Items</b>		
<b>Closing Words</b>		

## **December Minister's Report**

**Rev. Thom Belote**

**12/13/16**

### **Items of Interest to the Board**

- I was in the pulpit on 11/13, 11/27, and 12/4. Charlie Kast preached on 11/20.
- Recorded worship attendance the last three Sundays in November: 302, 234, 242 (average worship attendance previously this fall was approximately 200 per Sunday.)
- Lots and lots of first time visitors over the past several weeks (see comments below in Denominational Affairs.)
- Two new members since last Board Meeting: Mike Recane and Judi Lilley
- Our next Exploring Membership class in January already has 14 people enrolled.
- Held two special sessions on November 9 for those seeking a healing space following the election. 60 people attended.
- Responded to multiple requests for counseling due to post-election related anxiety, grief, depression, and “triggering.”
- Met with Campus Ministry following the election to help them debrief. (Campus Ministry is thriving with a dozen people who attend regularly.)
- Met with High School Youth Group following the election to help them debrief.
- Attended anti-hate rally in Chapel Hill. Approximately 400 people attended including 7 from our church.
- Attended “No Hate, No Fear, No Stealing Our Votes” Moral Monday rally in Raleigh. Approximately 1,000 people attended including 20 from our church.
- Attended NC Justice and Unity Rally (response to KKK march) in Raleigh. 1,000+ attended including 7 from our church.
- Held collaboration meeting with representation from all of our justice and service ministries. At the table were Peace & Justice, Community Service Ministry, ECO, Standing on the Side of Love, Sanctuary for Dialogue, and Youth Group. More than 20 people attended and there was a lot of good energy. It has been a long time since these groups had been in the same room together. We talked about ways to better focus our energies, better communicate our work in the community, and what we're called to in these times. Each team will report back to their respective ministries for conversation and discernment. We will reconvene after the new year and begin to implement changes.
- Learned that the net proceeds from the Services Auction was \$16,629.55. This is \$4,000 more than budgeted. In the past, some amount of the additional money raised has gone to various youth travel funds such as Coming of Age and the Straley Fund. Susan & Don Blanchard have agreed to lead the Auction in 2017!
- Attended a production of Little Women. (Very proud of our young thespians and all who participated.)
- Attended the Greening. Most notable for me was that we had high enough attendance that we barely all fit in the Jones Building for the Chili Supper. Thanks to the Worship Ministry for organizing and to the UUkes for providing the music!

- Met with Worship Ministry, Caring Ministry, Committee on Ministry, and Building Committee leadership.

## **Denominational Affairs**

- UU congregations (as well as other faith groups) across the country have begun to declare “Sanctuary Status.” On the next page is the message our large congregation in St. Paul, Minnesota sent to its membership announcing its decision. As more and more UU congregations claim this status, I’d be interested in having a conversation with the Board about whether we might do so as well.
- UU World had this story about the surge in attendance following the election.  
<http://www.uuworld.org/articles/uu-attendance-surges-after-election>  
What I’m finding is that people are coming to us for several reasons: to not feel alone, to find a community that reflects their moral values and to expose their children to those same values, to engage in meaningful social action in the context of relationship.
- Hundreds and hundreds of Unitarian Universalist ministers and lay-people have been among those who went to Standing Rock to help support and bear witness to the efforts of the water protectors to halt construction of the DAPL.

## **Letter to Members of Unity-Unitarian Church in St. Paul, Minnesota**

Dear Members and Friends,

In light of significant concerns for the safety and well-being of the approximately 90,000 Minnesotans threatened with deportation, the Board of Trustees and Executive Team have decided to designate Unity Church as a sanctuary congregation. In doing this, we join congregations across the nation and here in Minnesota in considering how best to respond to the heated rhetoric of the incoming administration. ISALAH, Minnesota's most broadly-based interfaith organizing effort has more than 300 member congregations, some of which will choose, as we have, to declare sanctuary. Others will play supporting roles in helping to protect our neighbors. ISALAH will be holding a press conference on Tuesday, December 6, at 10:00 a.m., at Redeemer Lutheran Church in St. Paul, during which our designation as a sanctuary congregation will be announced.

In order to sustain what may well be a long-term commitment, a new community outreach team is being formed. Two informational meetings have already been held and more than 60 people have indicated an interest in becoming involved. A third informational meeting will be held this coming Sunday, December 11, at 12:30 p.m., in the Ames Chapel. Additional opportunities for learning and commitment are being planned for the coming weeks.

We are aware that many questions remain unanswered. The situation is fluid and we need to be agile. It is the strong sense of Unity's leadership team that the times call for a clear moral declaration that our church will not stand by when our neighbors are in imminent danger. Our religious principles and our stated Ends undergird this public commitment.

We pledge to do our best to keep you well informed and to welcome your questions and concerns as they arise.

Yours in Faith,

Janne Eller-Isaacs and Justin Cummins

For the Executive Team and the Board of Trustees



**Building Project Budget – Attachment**

**Table 1  
 Capital Fund Summary (inception to 12/8/2016)**

Receipts:		
Donations	25,261	
Legacies	36,104	
Total		61,366
Expenditures:		
Architect Fees	9,367	
Generosity Consultant	5,688	
Meeting Expenses	805	
Space Assessment	242	
Total		16,102
Balance at 12/8/2016		45,263

**Table 2  
 Building Project Budget, Pending at 12/8/2016**

Capital Campaign Task Force:	
Generosity Consultant	7,312
12/4/2016 meeting	800
Artists' drawings	1,500
FFS Congregational Meeting	800
March Kickoff Party	750
Miscellaneous Supplies	500
Communications Task Force:	
brochure printing	1,000
Construction Task Force	
Finance Task Force	
Other:	
loan principal, FY 2017	13,477
Total	26,139

## CCCHUU Financial Review 2016

Andrew Wright

November 17, 2016

### Executive Summary

Accounting procedures at CCCHUU are in good shape. Controls around paying bills, cash collections, and other accounting procedures are functioning well but could use the following improvements: Two people counting Sunday collection, an updated safe with deposit slot, closing periods in QuickBooks, developing a list of church assets, additional controls around large invoices, and online backup of electronic files.

### Details

Andrew Wright met with Andrea Sordean-Mintzer for approximately 6 hours over 10/13/16, 10/31/16, and 11/2/16 and reviewed accounting processes. The UUA Financial Review questions were reviewed as well as other questions from Andrew's experience.

We noted that per Accounting Standards Update 2016-14 the presentation of financials for churches will be slightly different in the restricted funds section, and we also discussed that the deadline for submitting 1099 information to the IRS has moved up one month beginning with January 2017 reporting of 2016 data. Risks were assessed in the following categories.

#### Data Integrity and Cyber

**Risk:** Loss of data

All financial data is kept on site, on Andrea's laptop, old laptop, and on site backup. A flash drive is used for QuickBooks data and updated monthly which Andrea keeps with her. This will help if the laptops are lost but would set the recordkeeping back to the prior month end.

Most of the information begins as paper, and all paper files are kept on site. The biggest risk of loss is fire or other natural disaster, though in my opinion there is a higher cost than benefit in scanning all paper files.

**Recommendation:** Use a cloud backup service to continuously backup laptop files online. Also, transfer files off of the old laptop to the new laptop so it will be backed up as well.

**Cost:** \$100 / year

**Risk:** Data breach

Risk of the church being responsible for a data breach is low for credit card information due to use of a third party for credit card payments. Personal information of members is at low risk due to the computers not being networked. Potential use of cloud backup does create a low risk of data breach however good cloud backup services are encrypted.

## **Cash**

**Risk:** Theft of cash from Sunday collection

With only one counter, the possibility of theft is high, though the amount of cash in a typical Sunday collection is low (\$280). Locking Collection bags are probably not worth the expense.

**Recommendation:** Require a second counter or observer to the counter from the point of pickup of the envelope to deposit into the safe. This person should be unrelated to the counter and could be recruited ad hoc after the Sunday service if needed. The second counter/observer should be recruited before picking up the Sunday collection envelope from the sound booth to maintain dual custody.

**Risk:** Theft of check stock

The counters have the safe combination where the check stock is stored, making theft risk high. Requiring a second counter mitigates this risk but does not eliminate it.

**Recommendation:** Purchase a depository safe, with a slot for the counters to drop the Sunday collection into without having access to the contents of the safe. I prefer mechanical combination safes for higher fire resistance and no problem with loss of battery power.

**Cost:** \$300-\$350

**Risk:** Petty cash and checks made to “cash” are abused

Risk is low as cash on hand not related to Sunday collection is very low (<\$100) and is only used for making change for parking payments (and are not accounted for on the balance sheet). If parking payments made in cash are stolen it will show up in Accounts Receivable and/or expense for bad debt. Monitoring those accounts as is already happening to some degree and would catch material theft of cash parking payments. No checks are made out to “cash.”

## **Payments, Vendor Invoices**

**Risk:** Incorrect or fraudulent invoices are paid

In this section “Invoice” refers to any payment such as payroll or bills.

Non-recurring invoices are approved by the relevant committee member or employee either physically or through email. Recurring invoices are only approved by Andrea and are paid by

Andrea. Requesting approval of recurring invoices would probably not be worth the extra time and complexity. Overall risk is medium for an incorrect invoice to be paid.

Paying a fraudulent invoice, such as through a fraudster sending a fictitious invoice hoping it will be paid without question, is a low risk due to non-recurring invoices needing approval from someone other than Andrea. Fraudulent invoices created by Andrea and paid would only be caught during the check signing process or review of the financials and are a medium risk.

Email spoofing is a medium risk, such as someone sending an email that appears to be from Thom Belote with an attached invoice to pay. During the capital campaign this would be a higher risk than normal due to a large number of non-recurring invoices being paid, some of which may only be approved over email.

**Recommendation:** Invoices over \$1000 should have some verbal verification either before or after the invoice is sent (on the phone or in person). This could mean a conversation with Andrea where the approver says they expect an invoice soon from a certain vendor which will be approximately X dollars. When the final invoice arrives, the email approval will be in line with the conversation and expected vendor and amount. Verbal approval could also happen at the time the invoice is sent or after.

A short duty description should be drafted for check signers, indicating they should ask for details on any payments that they are not extremely familiar with.

### **Accounting Procedures**

**Risk:** Material misstatement of financial data

Risk of an inexperienced user making an error is low because only Andrea has access to the general ledger. Review by Treasurer is a control that is functioning properly to catch errors. During the financial review, we did note that prior month cash reconciliations did not tie to the bank statement, probably due to a transaction(s) posted to prior, open periods.

Fixed assets of the church is the weakest portion of the financials found during my review. While an inventory was done in 2011, Andrea had no detail behind the \$75k of assets, and Brad Kosiba does not have a list of church assets.

**Recommendation:** Close completed periods in QuickBooks once the month is completed. This will prevent inadvertent changes to prior periods. This will complicate some transactions such as voiding and reissuing checks but makes the financials easier to audit and more secure. During our meeting I showed Andrea where to do this in QuickBooks and she indicated she would follow this process going forward.

Develop a list of church assets, both to support the financial statement amount and for monitoring maintenance and replacement needs. I have already reached out to Brad and he is willing to do this with my help.

**Miscellaneous Observation:** Employment contracts are not centralized to check against payroll records, but the budget serves as a record of the approved salaries including annual

raises. Checking actuals vs budget on salaries is an appropriate control that people are paid the correct amount.

**Appendix A**

These are the items on the UUA Financial Review.

Item	Comments
1.1 Review the procedures for counting cash & check collections. Are the procedures clear and complete?	Yes. Not written but procedures are simple.
1.2 Review the forms used to record the count. Can all cash be properly accounted and classified?	Yes
1.3 Are any funds received which do not go through this same counting process? Discuss the accounting of all funds with the Treasurer, Minister, Lay Leaders, and Finance Committee Chairpersons. Do all funds collected flow through this process?	Some cash may come in from parking customers. All other income is in the form of checks.
1.4 Review the list of counting personnel and compare it to the group of record-keeping people to ensure that none of the people counting are also record-keeping people. This review promotes a separation of duties. Is everyone counting the collections excluded from the list of people involved in keeping the records for the collections?	Yes. Only Andrea is a record keeper.
1.5 Review deposit dates and amounts on bank deposits and compare to reported dates and amounts. Selecting a sample of deposits. Are these dates and amounts the same?	Yes. Reviewed collections from these dates: Aug 14 – deposited 17 <sup>th</sup> , May 8 – deposited 11 <sup>th</sup> , Jan 31 (Jan 24 initially selected but was a snow day) – deposited Feb 2 <sup>nd</sup> .
2.1 Review the invoice authorization process. Inquire how bills are distributed to responsible parties for approval. Does this approval process appear to be adequate?	Yes. Usually email approval but some signing of bills. This is only for non-recurring / irregular bills. Recurring / regular bills are only approved by Andrea.
2.2 Are bills routinely approved by the person responsible for the respective line items in the budget?	N/A due to small congregation and Thom is the only one truly responsible for the budget. He is kept aware of spend through emails and monthly financial info.

<p>2.3 Review a sample of invoices paid during the past year. Based on actual practice, are people in compliance with this process and does this approval process still appear to be adequate?</p>	<p>Yes. Reviewed the following invoices: 10/1/16 from Keenan Williams for electrical receptacles, 1/28/16 from Crescent Electric through BBT credit card, 4/4/16 Gina DeVine CPA services</p>
<p>2.4 Trace a sample of approved invoices to the ledger and to canceled checks showing payment. Are the amount, date, check number, and payee the same?</p>	<p>Yes. Traced the same invoices to GL.</p>
<p>2.5 Trace a sample of canceled checks to the ledger and to approved invoices. Again, are the amount, date, check number, and payee the same?</p>	<p>Yes. Reviewed check number 20437 5/13/16 in BBT and QB</p>
<p>2.6 Obtain a copy of the signature-authorization cards for all bank accounts and review the list. Are these people the proper people to be authorized to sign checks, etc.?</p>	<p>Will perform when we add me to the signers</p>
<p>2.7 Determine where blank checks are kept. Are they being kept in a secure place?</p>	<p>Yes. In safe. See recommendation for safe.</p>
<p>2.8 Regarding payments to any Board member, staff member, or key financial members, check to ensure that such payments are adequately documented and seem to be reasonable. Does everything appear to be sufficiently substantiated and in order?</p>	<p>Yes. Large expenses get a form of pre-approval where Andrea will be notified in advance. E.g. when the changing of the commons occurred. Reviewed reimbursement 1/6/16 for office supplies to Gail McKinley.</p>
<p>2.9 Review a physical inventory list or a list of the congregation's physical assets. Is this list current and complete?</p>	<p>List not current or complete in QB. Talked to Brad about creating a list together.</p>
<p>2.10 Add figures in payroll worksheets across the lines/rows and down the columns to find any errors. Then compare the sums to canceled payroll checks. Next recompute salaries and taxes, and compare the results to the amounts on the payroll checks. Does everything appear to be in order?</p>	<p>Yes. Traced one employee on the 12/26/15-1/10/16 payroll from timesheet to report submission, to payroll report, to QB</p>
<p>3.1a Are bank reconciliations performed on a regular basis? Do the reconciliations appear to be complete and thorough?</p>	<p>Yes</p>
<p>3.1b Inspect bank reconciliations and identify outstanding checks. Investigate reconciling items. Does everything appear to be in order?</p>	<p>Yes</p>

<p>3.2 Recalculate a sample of bank reconciliations. Does everything appear to be in order?</p>	<p>8/31/16 and 9/30/16 inspected. 9/30/16 (most recent) matched. Noted that 8/31/16 did not match due to transactions that affected prior periods after August close. AW suggested closing periods in QB to prevent this going forward.</p>
<p>3.3 Review check-number sequences at year-end. Check dates to determine the month expenses were paid. If check numbers are out of sequence, inquire why. Does everything appear to be in order?</p>	<p>Yes. Voided checks are kept which is a good practice.</p>
<p>3.4 Inspect all legal documents on file, including employment contracts, Board minutes, mortgages, Treasurer reports, and tax information (e.g., W-2's, 1099's etc.). Does everything appear to be in order?</p>	<p>Sample inspected and was in order.</p>
<p>3.5 Review documents in the safe deposit box and inspect signature cards. Does everything appear to be in order?</p>	<p>N/A</p>
<p>3.6 Inspect mortgage payments for reasonableness and for consistency with published reports. Does everything appear to be in order?</p>	<p>Yes</p>
<p>3.7 Review IRS forms 941 for proper submission of income and FICA withheld.</p>	<p>Yes</p>
<p>3.8a Review check register to see that taxes were paid in a timely manner.</p>	<p>Yes</p>
<p>3.8b Inspect the filing system for orderliness and completeness. Does everything appear to be in order?</p>	<p>Yes</p>
<p>3.9 Inspect the general ledger. Recalculate a sample of items. Investigate any checks made payable to "Cash". Does everything appear to be in order?</p>	<p>N/A</p>
<p>3.10 Compare totals to the Treasurer's report. If they are not the same, inquire why. Does everything appear to be in order?</p>	<p>Sample, Yes</p>
<p>3.11 Trace interest and dividend income from statements to the ledger. Does everything appear to be in order?</p>	<p>Yes, Sept 2016 inspected</p>

3.12 Compare compensation per employees' contracts with actual payments. Does everything appear to be in order?	after first year raises are not reflected on paper so N/A
3.13 Compare wages authorized by the Board to actual payments to employees. Does everything appear to be in order?	N/A wages not board authorized per se. General budget approved.
4.1 Recalculate a sample of the Treasurer's reports. Does everything appear to be in order?	Yes
4.2 Determine the reason(s) for significant variances of actual spending over budgeted amounts, both for individual line items and for program groups which are often subtotaled, such as Religious Education. In some instances, there is not a problem if an individual line item has spent more than what was budgeted, as long as the subtotal for that group has not overspent what was budgeted. . To determine significant variances, use 10 percent of the budget or \$1,000, whichever is greater. Does everything appear to be in order?	Yes
4.3 Verify that the reported bank balances are the same as, or can be reconciled to, the bank balances on the statements received from the bank. Does everything appear to be in order?	Yes 8/31/16 inspected
4.4 Consider information that may be helpful that is not currently included in the reports and possibly should be included. Does everything appear to be in order?	Yes
4.5 Inquire about the budget process and how the budget is compiled. Are all appropriate people currently included in the budget formulation process?	Yes
4.6 Are important records on the church computer backed up on a regular basis? Are the backup files stored off-site at another location?	Yes
4.7 Are the church offices locked when not in use? Is the computer locked or password protected?	Yes. Computer locks after a few minutes.
5.1 Does your report include the following:	
- A review of the auditing / review process	Yes



- Information on the detailed findings and possible corrective actions for each finding	Yes, summarized
- Documentation to support the findings	Yes, documents inspected noted
5.2a Have you submitted a report to the proper organizational body and have you kept a copy on file for future reference?	Will be done
5.2b Have you provided a briefing / presentation and an executive summary to the appropriate parties?	Will be done

**January Minister's Report**  
**Rev. Thom Belote**  
**1/10/17**

**Items of Interest to the Board**

Each December for ministers brings the extra work of crafting special worship services. At the same time, many committees forego their December meetings. Holiday travels and other family obligations make it an inopportune time to schedule classes, programs, and events. Staff used the quiet lull at the end of December to use end of year vacation and spend time with family.

- We held our annual Children's Pageant service on 12/11, which Glenn wrote and directed.
- The choir presented Britten's "Ceremony of Carols" on 12/18 and I delivered a pastoral prayer during the service.
- I led both services on Christmas Eve (total attendance 400+.)
- I led an informal and intimate sharing service on 12/25 that was attended by about 30 people. A special coffee hour followed with sweets supplied by Anne Belote and Mary LeMay and a savory dish prepared by Jon and Gwen van Ark.
- I preached on New Year's Day and will preach and lead worship on 1/8.
- Two new members since last Board Meeting: Lex Headley and Mia Prior (renewed membership.)
- Advertised our next Exploring Membership class which will be held later in January. This will be our largest class to date by far.
- Met with Worship Ministry.
- Had end of year meeting with Committee on Ministry at Top of the Hill.
- Participated in conference call with Executive Committee.
- Twice answered call of the Forward Together Movement to go to Raleigh to observe special legislative sessions. Several C3HUU members attended.
- Prepared for Board Retreat which I will attend on 1/6 and 1/7, weather permitting.
- Worked with Andrea to craft preliminary versions of FY2018 budget.

**Spiritual Note:**

I begin most years with a reading project or reading goal of some sort. In 2017 I plan to read the entire poetry catalogue of Mary Oliver (in chronological order.) Thanks to C3HUU Associate Michael Smith for helping me track down rare chapbooks of her poetry!

## Minister's Housing Allowance for 2017

### Resolution:

The Board of Trustees of The Community Church of Chapel Hill, Unitarian Universalist hereby designates the amount of \$36,000 from the line-item "Minister – Wages & Housing" from the church's operational budget as "Housing Allowance." The remainder of the line item "Minister – Wages & Housing" is designated as salary.

### Notes for the Board:

**What is this about?** IRS rules regarding clergy taxes are complicated. It is best practices for the governing board of the church to pass a resolution each calendar year setting an amount aside as housing allowance. This is standard practice across religious bodies in the United States and Canada.

**What do our official church documents say?** From the Minister's Letter of Call, "3.1.2: The Minister will annually request the Board to designate the apportionment between S&H [Salary & Housing] in accordance with the requirements of law."

**What is Housing Allowance?** The money paid to a minister that is used to provide housing (mortgage payments, property taxes, utilities, furnishings, repairs, home improvements, etc.) is treated differently by the IRS for tax purposes.

**What does the IRS say?** The amount that can be treated as housing allowance is the lower of the following three: 1) The amount actually spent by the minister on housing, 2) the "fair market rental value" of the home [what a person might pay to rent a fully-furnished house of comparable size in the area], 3) The amount the board designates as housing allowance.

**Fiduciary Risk?** This resolution is standard and exposes the church to no fiduciary risk.

**For More Information:** <http://www.uua.org/careers/compensation/finances/clergy-housing-allowance>

## **Board of Trustees Retreat Capital Campaign Discussion**

### **Paige and Cathy**

- Calendar for Capital Campaign
- Steps for the Capital Campaign: decision points
- Dual role of BOT:
  - Governance
  - Leading by example
  - Clarity with committees about their role and decision-making authority
  - Volunteer recruitment (stewards for leadership and general phase)
- Questions (parking lot)

### **Mark**

- Capital Campaigns
- Financial Feasibility Study
- Preparation for congregational meeting following FFS
- Recruitment and orientation for stewards (Leadership and general phase);
- Role of Board (being stewards; recruiting stewards)
- Gift acceptance policy
- Questions

## Capital Campaign Calendar

Date	Event	Responsible
<b>2016</b>		
June	Educate congregation about Preschool leaving	Completed
Summer	Reassess space needs	Completed
Fall	Educate congregation about process of creating, refining plans, congregational input, leading up to combined campaign	CTF
Fall	Create 3 plans, get input from congregation and revise	BCTF, SRTF, CCTF
Late September	Gain final input on proposed plans	BCTF, CTF, key players
Late October	Plan combined campaign	APD, CCTF
October-November	Educate the congregation on the 3 plans	October 23 <sup>rd</sup> Town Hall – BCTF, SRTF,- CTF
October-December	“Case for Support” created and sent to FFS participants	CCTF, CTF
November-December	Draft brochures created	CCTF, APD, CTF
Early December	Congregation votes on 3 plans	Congregational Meeting - BOT
Mid-December	Participants in FFS identified, invited, scheduled	CCTF
<b>2017</b>		
First week of January	Financial Feasibility Study: use single plan chosen by congregation and Case statement	ME, CCTF
Last week of January	Report to Board on FFS results	ME
Last week of January	Board votes to recommend Capital Campaign to congregation	BOT
January 29	Congregational meeting for vote to launch Capital Campaign	BOT, CC
First week in February	Brochures are finalized using FFS results	CCTF, CTF
Feb 3-4	Training for leadership visiting stewards	ME, APD, CCTF
February	Leadership Phase of combined campaign: one-on-one visits and a leadership event	APD, CCTF
February 24-25	Training for visiting stewards for General Phase: one-on-one and cottage meetings	ME, APD, CCTF
March	General Phase of combined campaign	APD, CCTF
March 5	Capital Campaign Kickoff	
End of March	Combined campaign closing weekend	APD, CCTF
First two weeks of April	Annual Pledge Drive clean up (Capital Campaign clean up may go on longer)	Minister, APD, CCTF
April 9	Capital Campaign celebration party	

APD=Annual Pledge Drive      BCTF=Building Campaign Task Force      BOT=Board of Trustees  
 CCTF=Capital Campaign Task Force      CTF=Communications Task Force      FFS=Financial Feasibility Study  
 ME=Mark Ewert      SRTF=Space Reassessment Task Force

## Governance: Who does What

1. The table below summarizes the responsibilities of the BOT and the Congregation as determined by the by-laws and our policy book.
2. Within the framework laid out by our policies, the BOT determines who can make what scale of decision (BOT, Capital Campaign Task Forces, Congregation) and ensures that everyone is oriented to their level of empowerment.
3. When there is a lack of clarity/or other units (taskforces, congregation) cannot decide, the decision comes back to the board for further clarification
4. BOT may need to make decisions with less than perfect information – do your best
5. There is a difference between transparency and trust. We have a transparent process set up but that does not mean that every bit of information is made available to everyone.
  - a. The BOT and CC task forces can make decisions (see 2 above)
  - b. It is essential however that the BOT show trustworthiness in systems, processes, and people involved. Decisions need to be grounded in these norms, so they are justifiable and fair.
  - c. Do not assume that members know what your policies are. When talking about decision making and fiduciary responsibility, cite your policies specifically, and let people know that the policies are available to them.
  - d. Trust is more important than “making everything available to everyone”
6. The BOT needs to be confident and thoughtful and provide a non-anxious presence to the congregation. Take people seriously, and listen carefully, but do not rise to “tempest in a teapot”
7. During the campaign – the campaign is the primary focus
  - a. On the agenda for every board meeting and there will be special meetings as well
  - b. Keep in mind that all BOT meetings are open to the congregation.
  - c. Keep the congregation focused on this one project for that time (January – May)
  - d. Work with the staff and church leaders to ensure that all event scheduling is consistent with focusing on the campaign

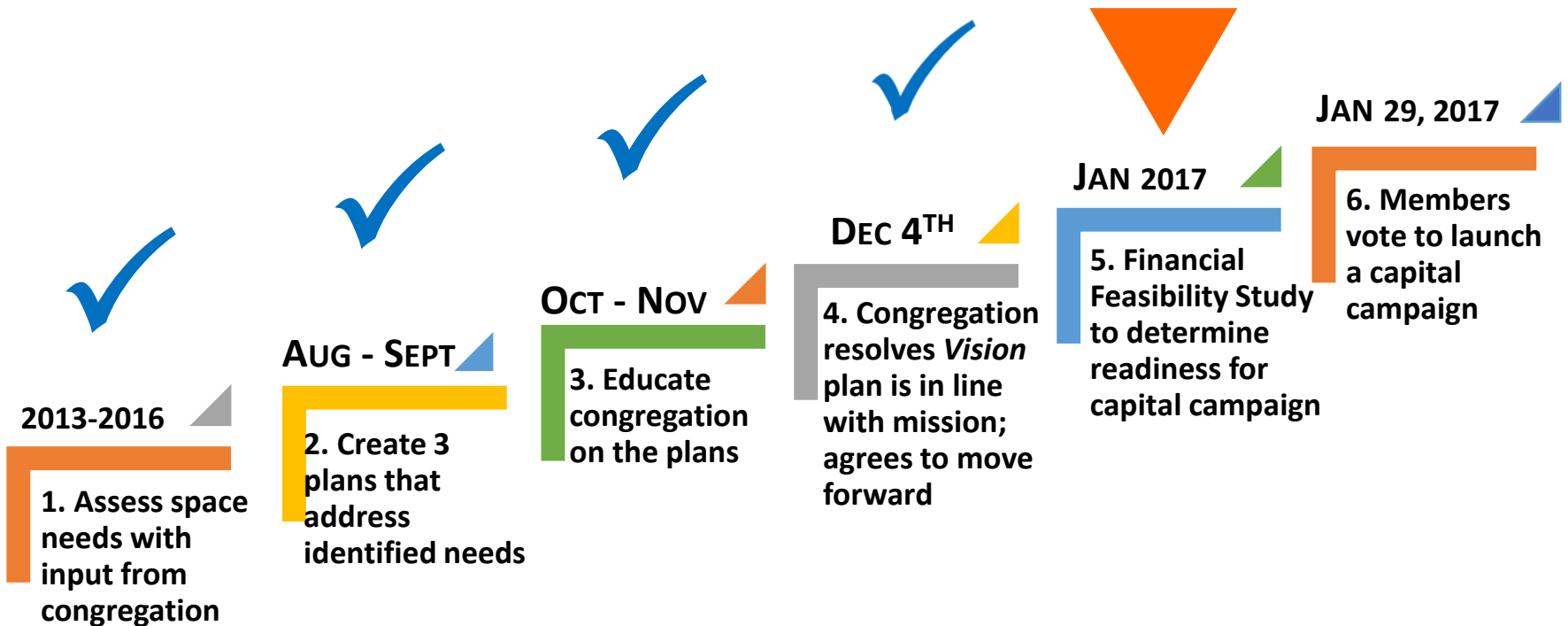
	<b>Board of Trustees</b>	<b>Congregation</b>
<b>Financial health</b>	The Board of Trustees represents and leads the congregation in the discernment of church priorities and in the stewardship of the church. The Board’s focus shall be on the long-term mission and wellbeing of the congregation. The Board governs by: discerning and articulating the congregation’s mission and vision of ministry; setting goals and making strategic choices; executing financial oversight to meet its financial fiduciary responsibility to the congregation; creating written policies to guide the congregation’s ministry; and monitoring	The congregation must approve any new debt secured by the real property of the congregation. The congregation cedes to the Board the authority to manage the financing of such approved debt.
<b>By-laws</b>		

	and evaluating the congregation's leadership, including itself.	
<b>Financial health</b> <b>Policy book 1.3.2</b>	Monitor the church's financial condition and intervene as necessary to assure the church's financial affairs are prudently managed and that its assets are protected	
<b>Investments</b> <b>Policy book 4.2.3</b>	Only the Board of Trustees can authorize investment in any instrument other than bank savings accounts and other secure investments in which the investment principal is not at risk.	Only the congregation can authorize the purchase or sale of real property.
<b>Gifts to the church</b> <b>Policy book 4.2.4</b>	Donors may designate that their gifts go to the Endowment Fund, to any existing fund, or to any new fund that the Board of Trustees may choose to create. The Endowment Committee shall determine the acceptability of gifts to the Endowment Fund, and the Board of Trustees shall determine the acceptability of all gifts based upon their consistency with the mission of the church. ... In the absence of a designation to a specific fund, gifts that are not bequests or memorial gifts shall go to general operating funds, unless there is a current capital campaign and the gift exceeds \$2,500, in which case the gift will go to the capital campaign.	
<b>Gifts of real property</b> <b>Policy book 4.2.5</b>	Only the Board of Trustees and the Endowment Committee may accept donations of real and personal property.	
<b>Capital campaigns</b> <b>Policy book 4.2.7</b>	The Board of Trustees has responsibility for capital campaigns.	
<b>Contracts</b> <b>Policy book 4.3.10</b>	Those contracts that have a value greater than or equal to five thousand dollars (\$5,000) must be approved by the Board and signed by an officer of the church unless otherwise delegated (as in Section 4.3.4) to the Chief of Staff. Contracts with a value of greater than ten thousand dollars (\$10,000) should be competed among no	

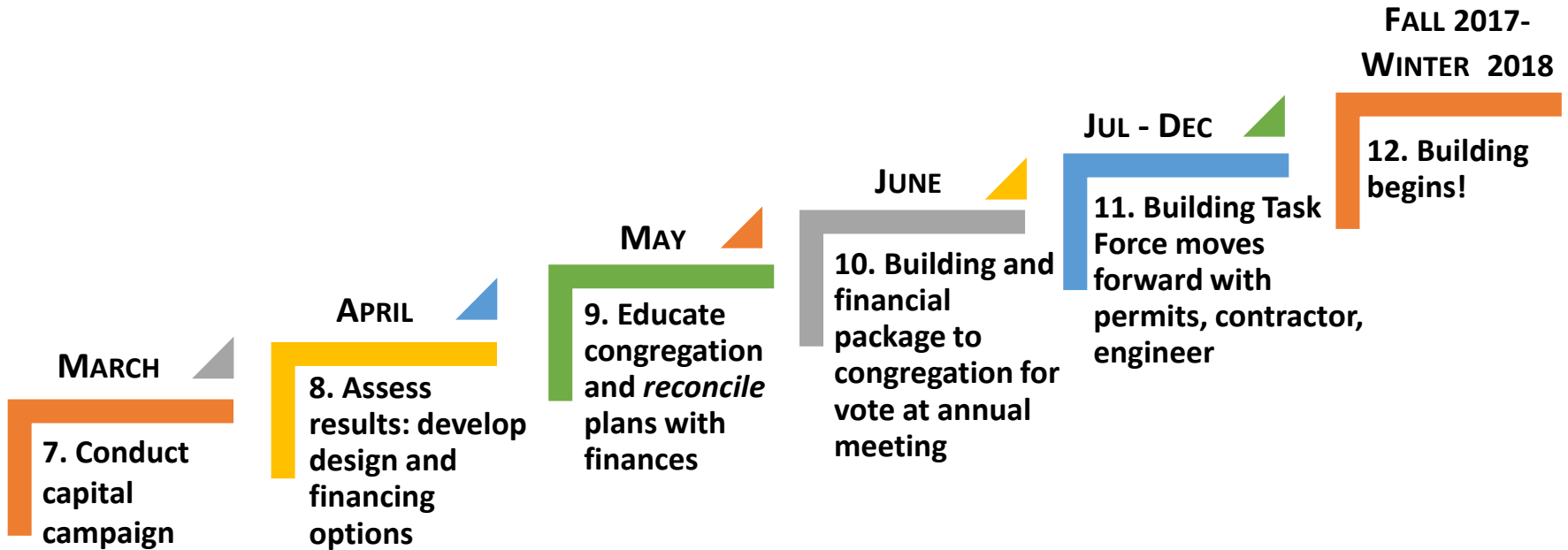
	fewer than three vendors, when feasible.	
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# Steps to a Capital Campaign



# Steps to a New Building



**Board Covenant for 2017**  
**Adopted at Regular Meeting, January 10, 2017**

We will treat each other with respect. We will abide by the Congregational Covenant adopted for our church. We pledge to the congregation to fulfill our duties as required by Section 1.2 of the Board Policy Book.

## Board Assignments 2017 (Proposed)

### Board Member Appointees:

Secretary **Bonnie Nelson**  
Treasurer **Andrew Wright**  
Assistant Treasurer Vacant  
Board Member at Large **Bill Rote**

### Standing Committees:

Committee on Ministry New **Caroline Pence, Lisa Townsend, and Anna Waller**  
Continuing **Mary LeMay, John Leopold, and Peter Witt**  
Finance **Bill Poteat, Bill Rote, Andrew Wright, Ginger Long and Stephanie Smith**  
Governance **Jenny Warnasch, Barb Chapman**  
Human Resources **Dave Klibanow, Mary Beth Powell**  
Strategy Management Team working with Thom: **Dan Hill, Lilie Bonzani**  
Stewardship/Pledge Drive **Katie Heineman, Cathy Cole**

Check Signers: **Andrew Wright, Laurence Kirsch, Ginger Long, and Scott Provan**

### Other Assignments:

Development/Endowment **Katie Heineman**  
Congregational Communication **Dave Klibanow**  
Developing Leadership **Lilie Bonzani**  
UUA Relationship/GA Study Item **Barb Chapman**  
Webmaster **Jenny Warnasch**  
Chair, Task Force Coordination **Steve Warshaw**

## BOARD MEMBER OF THE MONTH 2016

Responsible for:

snacks, opening and closing readings, process observation, action items and room set-up.

JANUARY	Steve Warshaw
FEBRUARY	Thom Belote
MARCH	Jenny Warnasch
APRIL	Dan Hill
MAY	Bill Rote
JUNE	Andrew Wright
JULY	no meeting
AUGUST	Katie Heineman
SEPTEMBER	Lilie Bonzani
OCTOBER	Barb Chapman
NOVEMBER	Dave Klibanow
DECEMBER	Bill Poteat

## Assignments for Congregational Meeting (Proposed)

January 29, 2017

### Sections of the Agenda and responsibilities:

1. Chalice Lighting and Opening Words (Bill R.)
2. Covenant (Steve)
3. Motion to Proceed with a Capital Campaign (Paige)
4. Closing Words (Lilie)

### Other meeting jobs:

1. Parliamentarian (Polly)
2. Minutes (Bonnie)
3. Child Care (with snacks) (Dave)
4. Sound Room (TBD)
5. Projector/screen Set-up (Bill P., Andrew)
6. Member check-in (Dan, Barb, Katie, Lilie)
7. Two hand-held mics for question/comments (Katie, Jenny)

# The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST  
106 Purefoy Road, Chapel Hill, NC 27514 • 919-942-2050 • c3huu.org

## CONGREGATIONAL MEETING AGENDA January 29, 2017 IMMEDIATELY AFTER the SERVICE In The SANCTUARY

1. **Chalice Lighting and Opening Words (2) Bill R.**
2. **Congregational Covenant (2) Steve**
3. **Where We Have Been (8) Cathy and Paige**
4. **Where We Are (18) Steve, Andrew**
5. **Where We Are Going (5) Thom**
6. **Sharing Impressions (5) Steve**
7. **Discussion (40) Steve and All**
8. **Vote (8) Steve**
9. **Closing and Extinguishing the Chalice (2) Lilie**

## Summary of 2015-16 Ministerial Review

Prepared for The Community Church UU Board of Trustees

by the Committee on Ministry:

Mary LeMay, John Leopold, Caroline Pence

Lisa Townsend, Jenny Warnasch, and Peter Witt

Respectfully submitted, December 20, 2016

**Logistics:** We used only a short survey (via Google forms) this year, asking for people's names and what they'd like to share about Thom (requesting that they speak to only areas of Thom's ministry they have directly observed). It was advertised in 3 weekly announcements in October (9th, 16th, 23rd) with a due date of October 28th (though the survey was never actually closed to input and in fact the last two respondents came in on the 29th). Members of the CoM specifically reached out to Board members and staff members to encourage their participation in the survey. There were 31 respondents in total.

**Overview:** The responses collected were overwhelmingly positive. In every aspect of Thom's ministry, he received great praise. Multiple people praised Thom's sermons, pastoral care, and finance/governance/administrative leadership. Other areas of praise included his connection to the college students and youth, being a good and kind boss, being a good listener and communicator, using social media successfully, fostering a strong connection with the larger community, being open to change and discussion, welcoming new ideas, and showing great leadership in social justice action.

**Areas for Improvement:** The Committee on Ministry passed on to Thom all comments that could be considered 'areas for improvement.' However, while the comments in the areas for improvement section are important, none of them causes the CoM to feel there are any concerns about Thom's ministry here, and we see no pattern in the responses that draw our attention to a particular aspect of his ministry that might be concerning.

### **Addendum from the Committee on Ministry:**

The Committee on Ministry wishes to be on record as supporting the efforts that The Rev. Thom Belote made in the aftermath of the presidential election to care for the emotional needs of the congregation. Opening the church for reflection and counseling during the day, holding the candlelight circle in the Jones Building that evening, all the listening over many days to individuals and their various ways of coping, the sending of an uplifting and caring e-mail to the whole membership, his not suppressing his own anger and hurt but showing his own vulnerability all while caring for us, his working out some of his own concerns through several strong and finely-crafted Sunday sermons in the weeks following the election - all this demonstrated extraordinary compassion and uncommon leadership. The Committee on Ministry is unanimous in expressing this support, and we did not want a whole year to go by, waiting for the next evaluation, without ensuring recognition of his effort.