

UUCR Joint Board of Trustees and Lay Ministry Committee Meeting

Tuesday, November 10, 2020

6:30 - 8:00 pm via Zoom

In Attendance:

Board of Trustees: President Elsa Strong, Vice President Betsy Wilder, Brian Haugen, Mary Carvajal, Glenn Griffin, Don Helton, Larissa Johnson, Reverend Rebekah Savage

Lay Ministry Council: Terrie Barr

Opening words

Recitation of 8 principles

Check in

Members of the Board and Lay Ministry Council introduced themselves, their roles, and what inspired them to leadership

Secretary's Updates

Meeting minutes for October were distributed November 9th and were reviewed. Motion by Brian Haugen, second by BW, motion carried unanimously.

The group proposed including all meeting materials discussed at the meeting be appended to the minutes each month. This will start with November minutes.

Treasurer's Update

The October Treasurer's update distributed November 6th, as appended to these minutes.

- Canvass budget - Finance is collecting feedback to prepare for Canvass--Looking for Canvass lead and budget submissions from each committee.
- Funding package for memorial garden renewal is in development.
- Rev. Rebekah and the board discussed the planned installation costs, and all agreed to defer the activity until the congregation can meet in person. No vote was taken.

Discussion of UUCR HVAC

- The board discussed a submitted funding package to update the Building 3 Heat, Ventilation, and Air Condition (HVAC) system. Motion by DH to approve the Building 3 HVAC package, as submitted by Finance Committee, seconded by EPS, motion carried unanimously.
- Discussion continued that a comprehensive maintenance plan is needed and is being developed. The board will need to understand whether capital fundraising is needed for this 3-5 year plan, covering the entire campus including maintenance for the next 2-3 years, 3-5 years, and beyond 5 years.

Discussion on Re-opening Plan and Grounds and Facilities use during the Pandemic

The board reviewed the two update documents from the Re-Opening Committee, who reviewed UUCR's re-opening plans in October 2020 and additionally made recommendations regarding the use of UUCR facilities for small group meetings in November 2020. The board appreciated these thoughtful and well-research reports and recommendations. The board discussed various ongoing uses of the UUCR property and the situations in which the benefits exceed risks, including use of parking lot as an exchange point, in building versus outside building use, use by community groups, and use by pedestrians and bicyclists. The board set about developing an updated policy to be posted to UUCR's website to balance the safety of staff, renters, school children, and neighbors. The policy is to be developed and approved via email communications between the November and December meetings. BW (Vice-President) will lead policy development, and BH (Secretary) will serve as board point of contact for any ongoing questions regarding the policy.

Minister's Update

Minister's report is attached to these minutes. Highlights include:

- New Communications and Media Assistant Erin Dowdrige-Rodney will be picking up the Quest
- In-person meetings - 1:1 times are meaningful for attendees and Rev.Rebekah.

Congregational Activity

Strategic plan is going well with plans being submitted by each of the leads
Realm session coming November 14 with a policy to be developed and distributed via the UUCR website.

Closing words were offered by Brian Haugen

Meeting Adjourned

Attachments:

Treasurer's Report (Cover and Details)
UUCR Reopening Policy Review
Status of Small-Group Indoor Meetings at UUCR
Rev. Rebekah's Report to the Board for November 2020

Thanks, as always, to Martha Taylor, Eric Burch, Barbara Harrison, and JeKaren Olaoya for doing the actual work behind this month's Treasurer's Report!

The Board should know:

1. The General Reserves is at 30%, and this is reasonable. This equates to 3.5 months-equivalent of the operating budget.
2. Contributions/donations remain steady. Rental income is a known challenge for the year as-a-whole.
3. There is still much uncertainty regarding how this fiscal year will play out. We should be aware that a notable deficit (e.g., 5% of the approved budget) is a possibility. Kudo's again to the Action Auction team and the congregation for the success of that event; it helps!

The Board should also keep in mind:

4. As you may be aware, Finance is moving forward with its role in Canvas prep, including coordination with LMC, Reverend Rebekah, and the Board.
5. Finance, Investment, the Bookkeeper, and the Treasurer are working together to establish a Money Market account (based on the current MarketTrack holding at Schwab) that would be used to more readily manage cash flow between the investments (Investment) and the M&T checking account (Finance).
6. In the coming month, we should work to finalize the budget for December's Installation, so that the Board can authorize the use of a portion of the Board Initiatives Fund for this purpose.
7. Martha Taylor, Dan Pierce, Nancy Klag, and others have updated the Facilities Maintenance outlook spreadsheet, to help inform decision making, including the Building 3 HVAC costs in front of the Board now.
8. I'm working on an informal finance quick reference for commonly-encountered questions, and hope to circulate that very soon for Board use.
9. Discussions are occurring regarding some capital costs related to Memorial Garden refurbishment. This funding will come from restricted funds, and not the operating budget.

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
October 31, 2020 and June 30, 2020

	Current Balance 10/31/2020	Prior Year-End 6/30/2020	Increase (Decrease)
<u>ASSETS</u>			
Current Assets			
Cash - Checking Accounts	150,833	195,478	(44,646)
Investments			
Schwab			
Cash & donated stock	29,885	11,695	18,191
SWCGX - General Investment	138,421	136,024	2,397
SWSSX - Endowment Fund	219,714	205,001	14,712
Total Schwab	388,020	352,720	35,300
Vanguard			
Vanguard MM fund	155	155	0
VDIGX - Endowment Fund	238,349	215,165	23,184
VFTAX - Site Beautification Fund	108,383	111,258	(2,875)
VWIAX - General Investment	177,618	175,834	1,784
Total Vanguard	524,505	502,412	22,093
Total Investments	912,525	855,132	57,393
Other Current Assets			
Giant grocery coupons	540	740	(200)
Prepaid expenses	0	2,114	(2,114)
Total Other Current Assets	540	2,854	(2,314)
Total Current Assets	1,063,898	1,053,464	10,434
Property and Equipment			
Total property and equipment	2,837,605	2,837,605	0
Less accumulated depreciation	(1,299,784)	(1,270,179)	(29,604)
Total Property and Equipment, Net	1,537,822	1,567,426	(29,604)
Other Assets			
Loan refinancing costs, Net of Amort.	6,284	6,566	(282)
TOTAL ASSETS	2,608,003	2,627,456	(19,453)
<u>LIABILITIES & NET ASSETS</u>			
LIABILITIES			
Current Liabilities			
AP/Credit card payable	154	1,146	(992)
Payroll liabilities	(1)	297	(297)
Accrued expenses	0	2,798	(2,798)
Deferred pledges	2,100	63,915	(61,815)
Rental security deposits	8,660	8,660	0
Pass-through accounts (see Page 6)	8,999	17,524	(8,525)
Total Current Liabilities	19,912	94,340	(74,427)
Loans Payable			
Loan payable - M&T Bank	342,159	354,952	(12,792)
Payroll Protection Program	95,800	95,800	0
TOTAL LIABILITIES	457,872	545,091	(87,220)

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
October 31, 2020 and June 30, 2020

	Current Balance 10/31/2020	Prior Year-End 6/30/2020	Increase (Decrease)
NET ASSETS			
Endowment Funds			
General Endowment Fund			
Principal	364,914	364,629	285
Accumulated income	66,112	66,112	0
Unrealized gain(loss) - Current year	27,296	0	27,296
Total General Endowment Fund	<u>458,322</u>	<u>430,741</u>	<u>27,581</u>
Site Beautification Fund			
Principal	83,449	83,449	0
Undistributed income (loss)	368	10,151	(9,783)
Unrealized gain(loss) - Current year	7,357	0	7,357
Site Beautification - Operating	18,164	10,228	7,936
Total Site Beautification Fund	<u>109,338</u>	<u>103,828</u>	<u>5,510</u>
Total Endowment Funds	<u>567,660</u>	<u>534,569</u>	<u>33,091</u>
Donor Restricted Funds			
Ministry Enhancement Fund	2,752	3,492	(740)
Wright Elementary	2,193	2,193	0
Wright Junior High	468	468	0
Total Donor Restricted Funds	<u>5,413</u>	<u>6,153</u>	<u>(740)</u>
Group Controlled Funds			
Children & Youth Scholarship Fd	9,124	9,124	0
Ethier Music Fund	4,933	5,165	(232)
Minister's Discretionary Fund	5,198	5,248	(50)
Rainbow Youth Alliance	39,848	40,376	(528)
Remembrance Fund	10,976	8,161	2,815
Total Group Controlled Funds	<u>70,079</u>	<u>68,074</u>	<u>2,005</u>
Board Controlled Funds			
Aesthetics Fund	7,550	7,550	0
Board Initiatives Fund	10,000	10,000	0
Facilities Maintenance Fund	45,211	45,211	0
Miracle Sunday	8,396	8,396	0
Total Board Controlled Funds	<u>71,158</u>	<u>71,158</u>	<u>0</u>
Total Restricted Funds	<u>714,310</u>	<u>679,954</u>	<u>34,356</u>
Unrestricted Net Assets			
Investment in property & equipment	1,201,946	1,219,040	(17,094)
General Reserve	233,876	183,371	50,505
Total Unrestricted Net Assets	<u>1,435,821</u>	<u>1,402,411</u>	<u>33,411</u>
TOTAL NET ASSETS	<u>2,150,132</u>	<u>2,082,365</u>	<u>67,767</u>
TOTAL LIABILITIES & NET ASSETS	<u>2,608,003</u>	<u>2,627,456</u>	<u>(19,453)</u>

Supplemental information:

General Reserve as % of annual budget	30%	25%
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Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Four Months Ended October 31, 2020

	YTD Actual 10/31/20	YTD Prior Yr 10/31/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 10/31/20	Over (Under) YTD Bdgt
INCOME							
Contributions							
Current pledges	240,656	246,364	(5,708)	(2%)	534,708	229,994	10,662
Past year pledges	6,605	3,780	2,825	75%	6,000	4,000	2,605
Collection plate	0	4,741	(4,741)	(100%)	6,000	0	0
Nonpledge gifts	6,593	23,628	(17,035)	(72%)	18,000	6,000	593
Total contributions	253,853	278,513	(24,660)	(9%)	564,708	239,994	13,859
Rental Income							
Early Childhood Ctr.	5,882	11,685	(5,803)	(50%)	28,780	5,932	(50)
Rockville Co-op Nurs.	3,857	7,617	(3,760)	(49%)	26,999	3,857	(0)
MC Church of Christ	11,633	0	11,633		38,433	7,755	3,878
Other rental income	0	13,294	(13,294)	(100%)	10,000	0	0
Total Rental Income	21,371	32,596	(11,224)	(34%)	104,212	17,544	3,827
Special Events							
Action Auction	403	285	118	41%	10,000	0	403
Fall fundraiser	0	186	(186)	(100%)	0	0	0
Total Special Events	403	471	(68)	(15%)	10,000	0	403
Other Income							
Amazon bookstore	0	327	(327)	(100%)	500	168	(168)
Art sales commissions	0	30	(30)	(100%)	500	168	(168)
Grocery coupons	0	400	(400)	(100%)	450	0	0
Investment income (loss)	1,769	1,651	117	7%	10,000	1,000	769
PPP Loan Forgiveness	0	0	0		80,000	0	0
UUA Intern Scholarship	4,000	0	4,000		0	0	4,000
Miscellaneous income	150	0	150		0	0	150
Total Other Income	5,919	2,408	3,510	146%	91,450	1,336	4,583
Transfers							
Aesthetics Fund	0	3,000	(3,000)	(100%)	0	0	0
Board Initiatives Fund	0	648	(648)	(100%)	0	0	0
	0	3,648	(3,648)	(100%)	0	0	0
Total Income & Transfers	281,546	317,636	(36,090)	(11%)	770,370	258,874	22,672
EXPENSES							
Payroll							
Wages & Benefits							
Salaries	129,269	130,698	(1,429)	(1%)	402,180	132,951	(3,682)
Dental insurance	270	291	(21)	(7%)	1,182	446	(176)
Disability insurance	1,317	1,247	70	6%	4,508	1,520	(203)
Life insurance	38	155	(117)	(76%)	846	259	(221)
Medical insurance	1,902	3,130	(1,228)	(39%)	6,186	2,240	(338)
Payroll taxes	6,614	6,096	518	9%	21,941	6,952	(338)
Retirement plan	11,412	11,531	(119)	(1%)	33,180	11,395	17
Professional expenses	3,614	4,840	(1,225)	(25%)	14,167	4,868	(1,253)
Total Wages & Benefits	154,437	157,988	(3,551)	(2%)	484,190	160,630	(6,193)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Four Months Ended October 31, 2020

	YTD Actual 10/31/20	YTD Prior Yr 10/31/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 10/31/20	Over (Under) YTD Bdgt
Other Payroll Expenses							
Payroll service	929	812	117	14%	2,700	900	29
Child care services	0	1,190	(1,190)	(100%)	2,000	0	0
Recruitment	95	0	95		600	200	(105)
Workers comp.	1,574	102	1,472	1,443%	3,100	0	1,574
Total Payroll Expense	157,035	160,092	(3,057)	(2%)	492,590	161,730	(4,695)
Loan Principal & Interest							
Principal	12,792	12,252	540	4%	53,507	12,792	0
Interest	5,043	5,583	(540)	(10%)	7,963	5,928	(885)
Total Principal & Interest	17,836	17,836	0	0%	61,470	18,721	(885)
Building & Grounds							
Building maintenance	5,824	4,246	1,578	37%	20,000	6,668	(844)
Custodial service	4,000	14,995	(10,995)	(73%)	38,000	12,668	(8,668)
Custodial supplies	705	799	(94)	(12%)	2,000	668	37
Electricity	5,454	7,604	(2,151)	(28%)	15,000	4,000	1,454
Gas	547	355	192	54%	7,500	400	147
Grounds maintenance	13,250	10,295	2,956	29%	16,340	13,175	75
Insurance	0	0	0		5,400	0	0
Snow removal	0	0	0		7,000	0	0
Trash removal	546	728	(182)	(25%)	2,400	800	(254)
Water & sewer	6,443	7,046	(603)	(9%)	10,000	8,000	(1,557)
Total Building & Grounds	36,770	46,068	(9,299)	(20%)	123,640	46,379	(9,609)
Office							
Equipment maintenance	0	0	0		650	217	(217)
Equipment procurement	0	349	(349)	(100%)	2,200	733	(733)
Equipment rental	617	658	(41)	(6%)	2,200	733	(116)
Office supplies	450	1,049	(599)	(57%)	3,000	1,000	(550)
Postage	1	15	(14)	(92%)	900	300	(299)
Software & database	975	988	(13)	(1%)	3,000	1,000	(25)
Telephone & internet	2,685	2,245	440	20%	5,500	1,833	851
Total Office	4,728	5,304	(576)	(11%)	17,450	5,817	(1,089)
Committees							
Adult Faith Formation	0	100	(100)		700	233	(233)
Aesthetics Committee	0	0	0		50	17	(17)
Board of Trustees	0	158	(158)	(100%)	2,400	800	(800)
Committee on Ministry	0	0	0		250	83	(83)
Crafters	0	0	0		100	33	(33)
Decorations	0	0	0		75	25	(25)
Hospitality	0	601	(601)	(100%)	1,050	0	0
Lay Ministry Council	0	42	(42)	(100%)	1,300	433	(433)
Membership	0	0	0		2,670	890	(890)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Four Months Ended October 31, 2020

	YTD Actual 10/31/20	YTD Prior Yr 10/31/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 10/31/20	Over (Under) YTD Bdgt
Music	1,995	2,169	(173)	(8%)	5,000	1,667	329
Pastoral Care	72	0	72		500	167	(95)
Planned Giving	0	0	0		100	33	(33)
Pledge Drive	0	0	0		1,950	650	(650)
Publicity	60	75	(15)	(20%)	2,430	810	(750)
Quilters	0	28	(28)	(100%)	275	0	0
Religious Education	398	1,061	(662)	(62%)	4,950	1,650	(1,252)
Sound System	0	1,165	(1,165)	(100%)	255	85	(85)
Stewardship	0	0	0		0	0	0
Worship	2,330	1,365	965	71%	2,100	2,100	230
Young Adults	0	0	0		100	33	(33)
Total Committees	4,855	6,764	(1,909)	(28%)	26,255	9,710	(4,855)
Social Justice							
Social Justice Comm.	(25)	726	(751)	(103%)	6,050	2,017	(2,042)
Total Social Justice	(25)	726	(751)	(103%)	6,050	2,017	(2,042)
Denominational Affairs							
UUA Annual Program Fd	8,520	7,879	641	8%	34,080	8,520	0
Total Denom. Affairs	8,520	7,879	641	8%	34,080	8,520	0
Other Expenses							
Bank service charges	1,102	600	502	84%	2,300	767	335
Miscellaneous expense	15	25	(10)	(41%)	0	0	15
Ordination expense	1,693	0	1,693		0	0	1,693
Total Other Expenses	2,810	625	2,184	349%	2,300	767	2,043
Transfers							
Facilities Maint. Fund	0	0	0		6,535	0	0
Total Transfers	0	0	0	0%	6,535	0	0
Total Expenses	232,529	245,295	(12,767)	(5%)	770,370	253,660	(21,131)
Net Income per Budget	49,017	72,341	(23,324)	(32%)	0	5,214	43,803
Adjustments:							
Unrealized gain (loss)	2,311	7,311					
Loan principal add-back	12,792	12,252					
Depreciation & amort.	(29,887)	(29,887)					
Net Income per Books	34,233	62,018					

Unitarian Universalist Congregation of Rockville
RESTRICTED FUND & PASS-THROUGH REPORT
October 31, 2020

	Balance 6/30/2020	Inflows	Outflows	Balance 10/31/2020
Endowment Funds				
General Endowment Fund				
Principal	364,629	285	0	364,914
Accumulated income (loss)	66,112	0	0	66,112
Unrealized gain (loss) - Current year	0	27,296	0	27,296
	430,741	27,581	0	458,322
Site Beautification Fund				
Principal	83,449	0	0	83,449
Accumulated income (loss)	10,151	368	10,151	368
Unrealized gain (loss) - Current year	0	7,357	0	7,357
Site Beautification - Operating	10,228	11,451	3,515	18,164
	103,828	19,176	13,666	109,338
Total Endowment Funds	534,569	46,757	13,666	567,660
Donor Restricted Funds				
Ministry Enhancement Fund	3,492	0	740	2,752
Wright Elementary	2,193	0	0	2,193
Wright Junior High	468	0	0	468
	6,153	0	740	5,413
Group Controlled Funds				
Children & Youth Scholarship Fd	9,124	0	0	9,124
Ethier Music Fund	5,165	0	232	4,933
Minister's Discretionary Fund	5,248	0	50	5,198
Rainbow Youth Alliance	40,376	890	1,418	39,848
Remembrance Fund	8,161	3,000	185	10,976
	68,074	3,890	1,885	70,079
Board Controlled Funds				
Aesthetics Fund	7,550	0	0	7,550
Board Initiatives Fund	10,000	0	0	10,000
Facilities Maintenance Fund	45,211	0	0	45,211
Miracle Sunday 2016	8,396	0	0	8,396
	71,158	0	0	71,158
Pass-through Accounts				
Am. Fund for Suicide Prevention	2,751	0	2,751	0
Chesapeake Climate Action Network	0	1,068	683	385
Food Justice Initiative	0	3,433	2,933	500
Hope Connections	0	928	0	928
Housing Initiatives Partnership	0	753	753	0
Interfaith Works	6,084	0	6,084	0
Manna Food Center	5,543	1,203	5,543	1,203
MC Coalition for the Homeless	0	1,170	1,170	0
Poor Peoples Campaign	0	1,595	1,595	0
REAP	150	1,073	1,223	0
Rockville Help	0	1,873	1,873	0
Other charitable donations	0	2,708	0	2,708
Other pass-through	2,997	3,421	3,141	3,276
	17,524	19,221	27,746	8,999

UUCR Reopening Policy Review – November 10, 2020

The Reopening Committee recommended in July that UUCR remain closed for all gatherings of >1 person except for staff who need to be on premise and for the day care center. The Board accepted this recommendation, and that policy remains in force.

The current UUCR policy minimizes the risk of spreading the virus at the church. However, the ministry of a congregation may benefit from some in-person contact. The Board's job is to assess the risks and benefits of small group gatherings and ensure that our policy best addresses the needs of the congregation.

Current county guidelines allow gatherings per the density in the table below, assuming that everyone is masked at all times unless eating or drinking.

Space	Size	Phase 2 # of people or family units allowed
Sanctuary	3400 sq ft	68
Founders Hall	1900 sq ft	38
Fellowship Hall	690 sq ft	7

Our policy options are:

- A - Remain closed to all gatherings of >1 person except for staff who need to be on premise and the day care center.
- B - Open to small groups per County guidelines. See logistics questions below.
- C - Open to small groups with requirements that are more stringent than County guidelines.
 - Policy questions to consider:
 - What density of people is acceptable? 50% of County guidelines? Another percentage?
 - Do we open all 3 rooms in the table, above or only 1 or 2?
 - Do we allow renters, or only UUCR members and friends?
 - Do we allow eating and drinking or must masks be worn at all times?
 - Logistics to be defined. Issues may include:
 - How will policy adherence be assured? Will staff be asked to be present whenever a group is meeting?
 - How will surfaces be cleaned?
 - Will UUCR provide PPE?
 - Are there budget implications?

Status of Small-Group Indoor Meetings at UUCR

Irene Eckstrand, Norman Rave, Barb Weiss

November 2020

The science team prepared a report with recommendations for reopening in July 2020 and updated that report in October 2020. Our recommendation was to keep the buildings and grounds closed. More recently, we were asked to consider whether and under what conditions UUCR should expand the use of its facilities.

Our community is held together by relationships as well as by shared beliefs, experiences, and vision. It is challenging to carry out our mission virtually, and we understand the desire for some face-to-face meetings. After reviewing relevant local data and discussing the risks, we agree that in-person gatherings should be limited to a few exceptional cases.

Current Status

A few people have been in and out of the buildings and around the grounds with the knowledge of the church staff. These include

- Minister and staff for work that cannot be done virtually
- Recordings for worship (sanctuary only)
- People involved in facility and landscape maintenance
- MC Church of Christ for recording worship (sanctuary only)
- ECC parents, teachers, and children (building 2, parking lot, and playground only)

In addition, people in the adjacent neighborhood use the driveway and parking lots for walks and activities. We don't know much about these activities, and JeKaren has put signage up to ask people to wear masks and stay off the playgrounds.

Data

There's no single number that could tell us when things are safe, but it is helpful to look at trends to inform our decisions. Right now (November 8), the rolling seven-day averages show an increase in the percentage of new cases (18% in the past week) and the number of beds with COVID patients (up 2.4% from the past week). The number of daily cases per 100,000 people has risen from 12 to 16 in the past week.

As we enter flu season and more people are staying indoors, it is likely that these numbers will continue to rise.

UUA Guidance

On October 26, the UUA updated its [guidance to congregations](#) :

- **In the midst of uncertainty, the UUA stands by our spring 2020 recommendation that congregations plan for ongoing virtual gathering and operations through May 2021.** This applies to worship, events, rites of passage, and more.
- We strongly discourage smaller in-person gatherings (such as meetings or one-to-one pastoral care) at congregations in indoor spaces, even with masks. Even the best masks are not 100% effective in preventing the spread of the virus from person to person. Our values of safety and inclusion call on us to minimize risk. We do not always know who might be most vulnerable to being harmed, or killed, by this virus.

- Our highest values and commitments call us to refrain from in-person gathering until the COVID-19 pandemic is controlled. We invite you to think of your congregation as primarily digitally-connected, with small in-person nodes that can grow as the pandemic subsides. Learn more about how you can [embrace the opportunities presented by this time of virtual gathering](#).
- Our recommendations for congregations are indeed more stringent than schools and businesses that surround you, for the following reasons:
 - o As a community that values inclusion and collective care, we don't want to create in-person situations that inadvertently exclude those at higher risk, or create situations that force those at higher risk to publicly identify themselves.
 - o The membership of most UU congregations is an older, more vulnerable population than the general public.
 - o We do not want congregational staff and ministers to be put at risk on the job.
 - o A normally-operating congregation presents too many opportunities to spread a highly contagious respiratory virus like COVID-19.
- **In case of emergency:** In alignment with our UU values, the UUA supports opening congregational buildings to protect lives in emergency situations that call us to protect life, such as natural disasters and violence in the streets. In such situations we urge congregations to take utmost care to minimize the possibility of the spread of COVID-19. Consult local health departments and our [sources for accurate information](#) for guidance on minimizing the spread of the virus such situations.

Recommendation

We still need to be cautious and patient. Our community will be able to meet sooner if we are careful now. We recognize that occasional indoor and outdoor meeting may be necessary to care for our facility, to carry out work that cannot be done remotely, or to handle emergencies. In these situations, people need to exercise caution, wear masks, and maintain a six-foot distance from one another if at all possible.

When can we begin to loosen these rules? There is no single measurement or number that ensures that we, our congregation, our wonderful staff, and our communities are safe. A time will come when the aggregate information will lead us to recommend relaxing the rules. While we hope that it will be soon, that time has not yet arrived. We will continue to develop recommendations about opening for small group outdoor gatherings.

Rev. Rebekah's Report to the Board for November 2020

UUCR has now been hosting virtual Sunday worship and virtual programming for eight months, and much to our surprise and delight, UUCR continues to thrive in our relative stability. Our spiritual theme of the month is "Healing".

Update on the Installation: I have had extensive conversations with the Committee on Ministry, the staff, and the Executive Team of the UUCR Board. We have come to the mutual decision that proceeding with a virtual Installation is a not a good fit for UUCR and shall defer to a time when we can return to in person worship. The "reopening" of UUCR's campus and sanctuary will be the frame for the Installation, as the community recommits to our covenant and affirms the bonds of our love and care for each other.

Staff:

We welcomed Erin Dowdrige-Rodney to the newly created position, Communications and Media Assistant. Erin will be supporting UUCR on a part time basis and mostly virtual.

Pastoral Care Team:

Under the leads of our co-chairs, Jane Klag and Sharon Fitzpatrick, the Pastoral Care Team continues to check in on our more vulnerable members, send pastoral cards and provide support as the team is able to. The "Grief Bags" continue to be warmly received by grieving families.

The Memorial Committee is being reinvigorated through the efforts of Kent Hancock and others. Since the Memorial Com shares a similar mission to both the Pastoral Care Team and Legacy Society, the committee will continue to communicate with the chairs of both teams.

[1-1 with Rev. Rebekah Project:](#)

In short, a smashing success! Marianne Miller and Margie Henry have provided the oversight and communication of connecting congregants with me for one on one meetings (generally on Friday, Saturday and/or Sunday).

["Story Telling Event"](#) - Rev. Megan Foley hosted a Storytelling event, as a part of my start up with UUCR on Saturday 7 November. Three questions were posed to the attendees: Share a story that makes you proud of UUCR, a story of a mistake/challenging time at UUCR and what was learned, and a story about something to look forward to. With each question, break out groups contributed to a shared doc so everyone could share. And here is the Menti participants did as a part of the closing:

