

Minutes of UUFSD Board Meeting

October 2, 2022 11:30 pm - 2:00pm

Palmer Library

Board Members Present:

Angie Knappenberger, *President*
Mary Anne Trause, *Vice-President*
Liora Kian-Gutierrez
Cathy Leach-Phillips
Louise Lin Garrett

Also Present:

Reverend Ellie Kilpatrick
Julia Darling
Susan Hahm - RE Committee Chair

Absent:

Sarah Miller, *Treasurer and Advisory non-voting member*
Livia Walsh, *Secretary*
Andi McLeod

Lighting of Chalice and Reading - Mary Anne Trause
Board Covenant

AGENDA

1. Presentation regarding 8th Principle Collaboration Group

Discussion: Cluster group of our local UUs started meeting in September 2021 to exchange ideas about how to implement the 8th principle. Julia Darling, Liora Kian-Gutierrez have been attending the cluster group regularly. Julia shared that the RJTF disbanded in March 2022 as the task force did not feel it was their responsibility to lead the effort to implement the 8th principle at UUFSD. She also shared that the UU Society of Delaware developed 8th Principle Readiness analysis forms specific to each of their committees and will share how to access this information with the Board. Our liaisons could take these to their committees for self-analysis.

Decision: The Board agreed to convene an 8th Principle Journey Toward Wholeness Committee to be led by Liora. Rev Ellie proposed that the Board begin its self analysis at our November 15 retreat and the Board agreed.

ACTION :

1. Liora will be responsible for publicizing this new committee by putting articles in the newsletter and requesting to post information on our bulletin board in the core area. Liora will research the specific forms available for self analysis from the UU Society of Delaware and match them up with our current committees.
2. Angie will send the self analysis form geared to Leadership/Governance to the Board members prior to our November 15th retreat.
3. At our November 15th retreat, the Board will discuss a plan for the liaisons to facilitate self analysis using these forms with their committees.

2. Status of UUFSD Compliance with AB 506

Discussion: Susan Hahm, RE Committee Chair, presented a report on the status of moving forward with compliance with CA state law regarding vetting of staff and volunteers who work with children in our organization. (Attached). UUFSD needs to 1) get a training program together to comply with the Mandated Reporter training requirement 2) Get set up to administer background checks: LiveScan and supplemental 3) Develop policies and procedures for child abuse prevention. Susan asked the Board to create a task force to take responsibility for the necessary steps outlined for us to reach compliance. Susan will check with First UU SD to see what their status is toward developing policies and reaching compliance with AB 506. Since the LiveScan background checks required only pertain to fingerprinted crimes in CA, a supplemental background check is strongly recommended that would pickup any criminal record out of state.

Decision: Susan will check with First UU San Diego and Robin Mitchell (United Methodist church member) to see the scope of their efforts to date. Once Susan reports back to the Board, the Board will create a task force to take on the responsibility to move UUFSD into compliance. In the meantime, two actions will be taken immediately

- 1) Ask Alisa Guralnick to do background checks that will appropriately supplement the information provided by the LiveScan checks.
- 2) Practice the Two Adult rule with all our RE classes

ACTION:

1. Susan Hahm will check with First Church and Robin Mitchell
2. Angie will arrange with Alisa to go forward with the supplemental background checks, estimated at \$15/individual for the 22 current RE volunteers

Discussion about Live Scan application to Department of Justice for ORI: Tracey Weiss has been working on completely this application, which is the first step to our being able to do LiveScan background checks. It is just about ready for submission except for the question about who to note in the application as the Custodian of Records. Rev Ellie suggested that a Board member take ownership of this role versus our Congregational administrator and then that Board member can delegate the logistics of the role to the administrator.

ACTION: Angie will ask Tracey to check with her counterpart at First Church to see what they have done in terms of this application.

3. Committee and Staff Reports

Committee and Staff reports for October were accepted as submitted. There were no Financial reports submitted.

4. Minister's Discretionary Fund

Discussion: The Minister's Discretionary Fund is very low and one of the methods to supply fund this account in P&P 180 is from the operating budget. We will have a positive net Income from the operating budget of 2022-2023 as we initially budgeted for a full time minister. This fund was at \$724 on March 31, 2022 and down to \$275 by June 30, 2022.

Decision: Board approved funding the Minister's Discretionary fund with \$4000 from the Operating Budget. Rev Ellie will include general comments about use of this fund in her monthly reports to the Board, but maintain confidentiality.

ACTION: Angie will ask Sarah Miller to adjust the financial statements accordingly.

5. Request from Debbie Hecht to return to Zero Waste policy

Discussion: Board agrees with this position but has decided that it is not something the Board needs to approve. This policy is to be addressed by the Kitchen Committee.

6. Big Picture Questions for November 15th Board Retreat

Decision: Some of the items listed on our agenda are big picture items that are best discussed at our upcoming retreat with Rev Ellie. These include:

- Special funds (P&P 140 on Donations & Gifts to UUFSD)
- Membership on UUFSD Committees (P&P 401 on Committee Operations)
- Minimum Pledge requirement in ByLaws

ACTION: Angie to work with Rev Ellie on the agenda for our Retreat. Meeting to be scheduled the week of October 25th

7. Congregational Meeting Dates for 2022-2023

Decision: January 29, 2023 immediately following the service

June 11, 2023 for our Annual Meeting

The Board meeting for June will be switched to June 4, 2023

ACTION: Angie will contact Tracey to get these dates on our calendar and reserved the space

8. Appoint Search Committee for Congregational Administrator position

Discussion: Our Job posting and link to detailed job description are now up on our website and on Craigslist. We will be up on the UUA site early next week. Best practice suggests that the current administrator should not actually be on the committee, but it will be important to use Tracey as a resource

about what questions to ask.

Decision: Committee at present will be Angie Knappenberger, MaryAnne Trause (Chair), and Rev Ellie (ex office).

ACTION: Angie will ask Sarah Miller and Dana Freihauf to join. She will also advise Dale that MaryAnne is the Search Committee Chair.

9. Personnel Committee P&P

Decision: Board approved the P&P #000 that was submitted by the Personnel Committee

ACTION: Angie will advise the Personnel Committee (Dale Gottdank) and the Policy & Procedures Committee (Nancy Hebert) that this P&P is approved and ask Nancy to assign it a number, and send it to Rich McDonald for posting and to Livia Walsh, Corporate Secretary, for record maintenance

10. Safety in the Amphitheater

Discussion: Angie has reached out to Chris Faller, DreamBuilders, to ask what UUFSD can do in the near future to improve safety in the amphitheater and ADA accessibility. What can be done to improve the uneven bricks without being held up by permitting and that would be consistent with the future plans to renovate the amphitheater? UUFSD has greatly benefited from Spirit Level grants over the past seven years and this is a viable project for which to apply for a grant. Grant application deadline is April 1, 2023.

ACTION: Angie will ask Chris Faller to come to our November 13, 2022 Board meeting and update the Board on the current status of building projects under Dreambuilders .

11. Upcoming Workshops

Discussion: We have many important and exciting workshops coming up in the next two months. MaryAnne will be in charge of advertising the workshops with a logo around visioning.

Decision: The Expectations service will be switched from October 23rd to October 30th to better go with the all congregation workshop that day led by Sarah Millspaugh. Our Board Retreat with Rev Ellie was extended two hours (now 10am - 2 pm) include an hour for lunch and more time for discussion.

Friday October 28th **1:00pm - 4:00 pm** Sarah Millspaugh, Rev Ellie, Board (Palmer Library)

Sunday October 30th **Sermon on Expectations**
 Noon - 3:00 pm All congregation workshop with Sarah Millspaugh, Rev Ellie, and Board (amphitheater)

Tuesday November 15th **10:00am - 2:00pm** Board Retreat with Rev Ellie (Library)

Sunday November 20th **noon - 1:30pm** Pastoral Care Listening Workshop with Rev Ellie (amphitheater/Founders Hall?)

ACTION:

1. MaryAnne will be in charge of advertising workshops on October 30th and November 20th with a logo around visioning.
2. Liora will arrange for lunch for our workshop on October 30th (sub sandwiches and chips) and Liora will seek volunteers to provide playground supervision for childcare. Budget needs to be approved for this expenditure no later than October 26.
3. Angie will ask Tracey to get these on our calendar and reserve the appropriate spaces

BOARD ACTIONS COMPLETED VIA GOOGLE POLL

1. Approval of Board Meetings 2022-09-18 and 2022-09-01 Official Record

BOARD MEETING ENDED 2:00 P.M.

Next Board Meeting: Sunday November 13, 2022 11:30 am

Meeting Notes taken by Mary Anne Trause
Minutes prepared by Angie Knappenberger

APPENDED TO THIS OFFICIAL RECORD

- **COMMITTEE REPORTS**
- **MINISTER'S REPORT**
- **REPORT from SUSAN HAHM, RE COMMITTEE CHAIR**
- **LETTER from SARAH MILLSAUGH regarding AB 506**
- **PERSONNEL COMMITTEE P&P**
- **JOB POSTING for CONGREGATIONAL ADMINISTRATOR**

UUFSD Committee, Staff & Treasury Reports - October 2022

Buildings and Grounds (Board Liaison - Louise Lin Garrett)

Ed Mlakar, Chair, and a few other regulars continue to show up every Tuesday. Work parties are the first Saturday of each month, but attendance is low - maybe up to six people. More volunteers are needed. Major projects have been replacement of the red brick pavers in the Pine Cone patio, repair of brick pavers in the amphitheater steps, replacing broken windows and screens in both the YRUU and Treetop classrooms (\$500 due to vandalism) , replacing 12 of the old pagoda path lights, installing new path lighting around the kitchen building, grinding and smoothing the uneven walkway to the restroom, re-leveling the brick pavers on the walkway in front of Sandy Hill office, and painting kitchen Sandy Hill office, and electrical room doors. B&G also purchased 10 new umbrellas for the Amphitheater. B&G is obtaining quotes to stain the exterior of Founders Hall. It looks like the cost will be about \$10,000 and we are anticipating coming to the Board within the next month for approval, maybe needing some funds released from the Facilities Reserves.

Campus Safety and Security (Board Liaison - Sarah Miller)

Communications (Board Liaison - Liora Kian-Gutierrez)

Nothing to report.

Design Review (Board Liaison - Cathy Leach-Phillips)

Currently Monitoring: Admin Building rebuild, FEMA projects (including device selection and placement), water fountain for Core building, newly found banner & its possible use.

Dream Builders (Board Liaison - Andi MacLeod)

Finance Committee (Board Liaison - Angie Knappenberger)

Committee advised that the Board accepts their recommendation to do four designated Sunday offerings this fiscal year: 2 for RE and 2 for Music Sundays. The first would be the first Music Sunday , Dec 11th, and would be explained as an experiment. The next Finance Committee meeting is October 11th.

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

Kitchen (Board Liaison - Louise Lin Garrett)

A request has been made to have the porcelain coffee cups used for the Coffee Hour by Debbie Hecht. She stated that she and Betsy Gilpin would be responsible for setting out the cups and placing the cups in the dishwashers and obtaining more volunteers for the Kitchen. This request is being addressed by the Board. The paper cups and plates that are being used are compostable. I had not made the request to the set up guys, but all the waste with the paper cups and plates can be put in the Compost Bin located in the lower parking lot. Until there are more volunteers in the Kitchen, Trent is not being called away early to go to his employment, the number of attendees who use cups, and for the health safety of myself, I am not putting out the porcelain coffee cups to be washed each Sunday.

The Kitchen has had several classes for children from RE Sunday Class and on Saturday morning for science Demonstrations in the Kitchen. There is a Potions Class in connection with Halloween, Science explanations, planned for October 29 at 9:30 to 11:30 in the Kitchen.

The Kitchen Elves have planned a Chili Cook Off for the month of October and have invited the other UU churches to participate.

They have also planned for Thanksgiving and Christmas Day Lunches and a Holiday Decorating Party/ PotLuck Luncheon on December 3 at 1:00 till 4:00. The time is so children and people who do not drive at night can attend the party.

There is a new marble counter under the new roll up door for food pass through. New locks were placed on the kitchen door. Unfortunately, someone removed one of the keys that opens the food pass-through door and left the key holder in the drawer.

At the beginning of August, all food was removed from the refrigerators and the refrigerators were sanitized. Ed and Chris repaired and replaced several parts in the refrigerators that were causing a leaking problem. Chris found replacements for the sprinklers and changed the height of the sprinkler in the three sink area so that the sprinkler is more efficient. All the linen, potholders, and aprons are new and in the proper drawers.

There are signs on the refrigerator doors that no food will be allowed to remain in the refrigerator unless it is labeled by the person using the food. A copy of the Board Approved Kitchen Guidelines and checkoff sheet has been placed in the Kitchen. There was a sign in sheet of who is using the Kitchen and signed off that everything was left in order and clean.

No equipment from the Grant has been purchased until a method of securing some of the equipment can be planned.

There was a potholder that was badly burned and placed back under other potholders so as not to be noticed. If a fire burns something, a note should be written on the check out sheet by the person using the kitchen. There is now a book in the kitchen for notes to be recorded of found destruction or misuse of equipment.

Leadership Development (Board Liaison - Andi MacLeod)

Library (Board Liaison - Cathy Leach-Phillips)

Nothing to report.

Membership (Board Liaison -Liora Kian-Gutierrez)

Nothing to report.

Music (Board Liaison - Cathy Leach-Phillips)

Onboarding Music Director Steve Milloy. The first Choir rehearsal is scheduled for Thursday, 29 September.

Nominating Committee (Board Liaison - Angie Knappenberger)

Nothing to report

Pastoral Care (Board Liaison - Livia Walsh)

The committee met with Rev Ellie for the first time and discussed needs of the committee to include expanding the committee and pastoral care training. Rev Ellie agreed to offer a pastoral care workshop on November 20th for all those interested in training and offering care at different levels of skills and interests.

Personnel (Board Liaison - Angie Knappenberger)

P&P submitted; pending Board approval

Planned Giving/Endowment (Board Liaison - Livia Walsh)

No update

Policies and Procedures (Board Liaison - Livia Walsh)

The committee chair will be assisting Fun & Fellowship chairperson to develop that P&P.

Religious Education (Board Liaison - Liora Kian-Gutierrez)

Chair and board liaison are working on a 15 hr a week job description for the RE Coordinator. The full time RE Coordinator job description is ready for board review/approval when it is needed.

Right Relations (Board Liaison - Mary Anne Trause)

Kathryn Sturch and I talked. She said the committee will look at Rev. Ellie's schedule and try to set up a time to meet with her.

Social Justice Action (Board Liaison - Andi MacLeod)

Staff (Board Liaison - Mary Anne Trause).

Joe, Byrht, Tracey, Rev. Ellie, some members of the worship committee and board met on 9/21/22 and on Zoom to create a plan for where umbrellas should be in the amphitheater to maximize shade without interfering with the line of sight of the video cameras. It was an efficient productive meeting that resulted in a plan.

I met with our new Music Director, Steve Milloy, provided him with my contact info as the liaison, and invited him to our next staff meeting on October 12 at 1.

Stewardship (Board Liaison - Angie Knappenberger)

Chair, Rich Macdonald met with Rev Ellie on 9/21 to offer overview of philosophy and fundraiser scheduling for this fiscal year. Rev Ellie agreed that Stewardship is a year round activity; not just a one month pledge drive and was supportive of efforts to increase pledges and decrease fundraisers. Rev Ellie agreed to do the kickoff service at the start of our 2022-2023 pledge drive. One item discussed was the minimum pledge and it was agreed that this will go to the Board for a possible ByLaws change. Rev Ellie advocates for a "donation of record" practice. Also unresolved was our practice of fundraising for specific groups/committees and "off budget" accounts. .

Worship (Board Liaison - Cathy Leach-Phillips)

Started working with Rev. Ellie. Nothing else to report.

Minister's Report

Rev. Ellie Kilpatrick (she/her)

9/28/2022

Big Picture: The big picture for the congregation is that the excitement in the air is palpable. For myself and for the board, the job becomes how do we ensure that the excitement doesn't fizzle out but rather is channeled into sustaining nourishment.

Worship and Rites of Passage:

This is one of the major areas that I am focusing on. Since our last board meeting, I have not led a worship service (since it's only been 10 days), but worship is generally going well and communication has also felt great between the worship team and myself. We begin planning two weeks in advance so that we can all be on the same page. We are also in the process of ensuring that those who are on zoom feel more participatory in the service. I have asked Joe to share joys and sorrows on zoom so that we feel like more of a cohesive community during worship. I am overjoyed that so far my services have been well received, and I hope that continues!

Pastoral Care and Presence:

This is the other main area of my focus. So far, I have met with a number of people, including a group of members that called themselves "the old timers," and it was wonderful to get some of the rich history of the fellowship from them. Although I am having one on one conversions, and some group conversations as well, I want to add that some of my focus will also be on systemic pastoral care. For this reason, when I do workshops, they will be focused on the fellowship's journey towards further self awareness and actualization. Two upcoming examples of this will be my worship service on "expectations," and a workshop I have planned on November 20th on pastoral listening and boundaries. This will be available to the entire congregation, and I hope will help to facilitate healthy communications, especially when conflict arises.

Spiritual Development for Self and Others:

One of the elements that has come up in the context of where there is substantial need for healing is not surprisingly RE. After reading up on some of the history, and having a few conversations, I have decided that part of my "pastoral" work will be to show my investment in RE through being present for RE meetings, and being a general guiding presence on big picture questions. Although I am aware that there are very different people involved now in RE than in the past, as part of the bigger picture work, they'll need to know that the board and the minister is, in many ways, "one of them." After an antagonistic relationship in the past, we have an opportunity to reform that relationship to be one of deep collaboration and investment. I will also recommend that the board liaison come to every meeting.

Social Justice in the Public Square:

This is an area that I am intentionally not focusing on at the moment, but justice will come into my preaching.

Administration:

This is another area that is not a major focus of mine for the year. At the same time, as part of my pastoral approach with the board, some of the work that I will be doing is facilitating awareness and policy as to how the board governs (from a macro, policy perspective), and what the infrastructure can/should look like. One such example is the minister's discretionary fund. We had a person call with a housing crisis, and I was able to figure out a way to get the individual housed for two more days, but there was not a clear process or set of guidelines. How can we facilitate clarity and ease for situations like this in the future? Once we begin to answer questions like these, and come to a consensus we'll want to be transparent about the processes and the results, with the congregation, in part because it can lead to a huge amount of congregational healing.

Serves the Larger Unitarian Universalist Faith:

I love bringing UU history into services, as well as engaging interfaith sources. I am in the midst of getting to know my local colleagues, including Rev. Justine at First UU San Diego. At the moment, this isn't my top priority, as I am seeking first to form trusting relationships among members. In time, I will do more to bring more UUA affairs to the congregation, but for now, I believe the personal relationship needs to be prioritized.

Leads the Faith into the Future:

In many ways, everything we do relates to this. I am of the strong belief that the best way we can lead into the future is through living in the present: the joy, the grief, and all of the complexity. My focus is trying to meet people where they are, not where I want them to be, or where they want them to be. And I will simultaneously invite members to meet me where I am as well, so as to model that process.

Status of moving forward with compliance with CA State law regarding vetting of staff and volunteers who work with children within our organization.

Submitted by Susan Hahm, RE Committee Chair on 10/02/2022

AB 506

It has come to our attention that the California Assembly Bill 506, signed into law by Governor Gavin Newsom, creates some significant new requirements for congregations that serve children and youth. These new requirements were effective January 1, 2022, but publicity has not been widespread, so congregations of many faiths are just learning about the new expectations.

California law now requires three things for all adults who work with children and youth, including administrators, employees, ministers, and regular volunteers. These requirements are:

- Training in identifying and reporting child abuse and neglect.
- Background checks that comply with Section 11105.3 of the California Penal Code.
- Policies and procedures for child abuse prevention.

UUFSD needs to:

- Get a **training program** together and learn more about the Mandated Reporter thing. (Alison handled this previously, we have no idea how well or if anyone else was ever trained.)
- Get **set up to administer LiveScan and appropriate background checks** in parallel
 1. List of volunteers: Currently about 22 People
 2. All staff

- **LiveScan**

First step is to apply for an "ORI" number (Originating Agency Identifier). Angie is working with Tracey to initiate this. This process can take months. Once a congregation receives an ORI number, they can access the state's LiveScan fingerprinting system. More research on this topic is needed. There will be a cost (TBD) associated with running LiveScan checks.

(TBD, but It looks like the costs for LiveScan are about \$62-\$67/person "\$20-\$25/person for the fingerprinting; \$32/person for the run search. The \$32 for the run search is waived for volunteers, but not for employees. Plus, this only covers fingerprinted related crimes in CA, so it is recommended to do an additional scan for outside CA for about \$15.)

- **Background Checks**

Alisa can help with the background checks ONLY, working with our background check provider company to ensure we check the appropriate level of criminal backgrounds to comply with the new Assembly Bill 506 requirements. There will be a cost (TBD) associated with running background checks.

- **Review/ develop/ communicate the necessary policies and publications around working with children:**

1. Formal Vetting policy, approved by the Board. (A task force to draft the policy)
2. UUFSD Policies: amend as necessary re background checks, training, and Mandated Reporter
3. Employee handbook: amend as necessary re background checks, training, and Mandated Reporter
4. Forms: Any related forms needed for processing of staff and volunteers through these processes
5. Website references: amend as necessary re background checks, training, and Mandated Reporter
6. Training program: Identify and adapt for UUFSD
7. Brochure for parents and marketing purposes: Create
8. Job Descriptions: amend as necessary re background checks, training, and Mandated Reporter
9. Job Postings: amend as necessary re background checks, training, and Mandated Reporter

From: Sarah Millspaugh <SMillspaugh@uua.org>

Date: Wednesday, June 1, 2022 at 2:15 PM

To: Eric Bliss <EBLiss@uua.org>, Annie Scott <AScott@uua.org>

Subject: New legal requirements for California congregations -- update from the UUA

Dear Leaders of UU Congregations in California,

This spring it has come to our attention that the California Assembly Bill 506, signed into law by Governor Gavin Newsom, creates some significant new requirements for congregations that serve children and youth. These new requirements were effective January 1, 2022, but publicity has not been widespread, so congregations of many faiths are just learning about the new expectations.

California law now requires three things for all adults who work with children and youth, including administrators, employees, ministers, and regular volunteers. These requirements are:

1. Training in identifying and reporting child abuse and neglect.
2. Background checks that comply with Section 11105.3 of the California Penal Code.
3. Policies and procedures for child abuse prevention.

It is our belief on staff that all California congregations are going to need to make some changes in training, policies, and procedures to comply with this law, even those that have robust Safe Congregations systems in place. The key things that are likely going to need to change for your congregation are as follows:

1. **Training in identifying child abuse and neglect:** you need to plan for regular, specific training for your staff and volunteers who work with children and youth. This requirement can be met through the state's online mandated reporter training (offered by the Office of Child Abuse Prevention), by online training with MinistrySafe, by hosting an in-person training at your congregation, or through other sources. Your congregation's insurer may be able to alert you to other trainings that comply with AB 506. The law is not specific about the content of the training beyond the requirement that it cover the topics of mandated reporting and identification of abuse.
2. **Background checks:** the PWR UUA staff strongly recommend that you go above and beyond AB 506's requirements for background checks. The new requirement is for fingerprinted background checks that are connected with the California Department of Justice. However, that particular kind of background check only shows California-based crimes and does not connect with the National Sex Offender Registry or any other states' departments of justice. If you already have a service you use to conduct national searches with background checks, please continue using that service in addition to anything this new law mandates.

We have heard that the implementation of this new fingerprinted state-based background check system has been hampered by abundant red tape. In order for a youth-serving non-profit like a congregation to use the system, the non-profit needs to apply to the state to get an "ORI" number. This process can take months. Once a congregation receives an ORI number they can access the state's LiveScan fingerprinting system. [Learn about the process on the state website](#). Access the [forms to request an ORI](#) and get started.

Some volunteers may have a legitimate objection to giving the state a copy of their fingerprints as a condition of working with children and youth in the congregation. We are not experts, however the training that we attended seemed to indicate that a complete criminal background check is quite feasible without fingerprints. The letter of the state law requires fingerprinting through their system, however the spirit of the state law calls for a more robust background check than what

the state requires. We strongly encourage a robust background check that searches databases in all US jurisdictions, coupled with the more limited CA DOJ LiveScan background check that is required by law.

3. **Policies and procedures for child abuse prevention:** many of our congregations already have Safe Congregation policies in place to protect children and youth. (If you don't, or if you need a refresher, see our online [Becoming a Safer Congregation Handbook](#).) Your congregation's insurer may have its own requirements for policies and practices, as well. According to Gregory Love, JD, the policies and procedures that AB 506 requires are these:
 - No less than two trained (and unrelated) adults with children and youth at all times.
 - Policies for youth and children's safety in the congregation's and/or youth group's use of social media and electronic communication.
 - Communication and reporting policies for when abuse is suspected or when safety policies are violated.

For more information: [MinistrySafe](#) has excellent [AB 506 FAQs and two webinars](#). They also offer online training for staff and volunteers.

Our gratitude goes to Rev. Roger Jones and our Sacramento UU congregation for bringing these to our attention, so that we might bring all of this to your attention.

We will share more with you as all of us collectively learn what this new legislation means, and how we can adapt our policies and practices to comply with the law and help the children and youth in our midst experience a high degree of safety, support, and love.

Feel free to contact any of the three of us with questions and concerns regarding how to implement this in your congregations. We may not know the answers, but we can at least be thought partners and point you to additional resources.

With faith, hope, and love,
Annie, Sarah, and Eric

Annie Scott (she/her), CRE, Safe Congregations co-specialist, ascott@uua.org
Rev. Sarah Gibb Millspaugh (she/her), Safe Congregations co-specialist, smillspaugh@uua.org
Eric Bliss (he/him), youth ministry specialist, ebless@uua.org

Unitarian Universalist Association

Pacific Western Region
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UUFSD Policy and Procedure Document**Policy ID: 000****Title: Personnel Committee**

Date Approved: October 2, 2022 by the Board of Directors

Purpose

The Personnel Committee is the lay group of UUFSD members that is responsible for advising the Board of Directors and the Minister on best practices related to human resources.

Policy

Responsibilities of the Personnel Committee:

- Assist the board in developing and updating personnel policies, including revisions and updates of the UUFSD Employee Handbook as deemed necessary by the Board
- Ensures that UUFSD is in compliance with applicable laws as an employer
- Ensures that UUFSD is in compliance with applicable requirements for insurance and retirement plans for the minister and staff.
- Assists in the search process for hiring new staff by working with the Minister, Congregational Administrator, staff, Board of Directors and/or search committee(s)
- Researches and makes recommendations for fair hiring practices
- The Board of Directors would reserve the authority for hiring and firing
- The Board of Directors along with the appropriate search committee(s) would reserve the authority to establish appropriate job descriptions and salary ranges for new and existing staff members.
- The board would reserve the authority to form an ad-hoc task force to investigate any staff grievances. The personnel committee should not hold that authority

Procedure

The Personnel Committee shall consist of 1 to 3 UUFSD volunteer members appointed by the Board.

The Personnel Committee maintains the UUFSD Employee Handbook, an electronic copy of which is also maintained by the Congregational Administrator. Upon hiring, employees shall receive a printed copy of the handbook from the Congregational Administrator and sign the last page of the document for inclusion in their employee file.

Yearly health, dental/vision, long term disability and life insurance policy renewals shall be forwarded to the Personnel Committee for review and approval. Major changes to coverage levels and/or policy premiums, other than standard rate adjustments shall be submitted to the Board for review.

The Board may call upon the Personnel Committee to assist in organizing and establishing necessary Search Committees. Job applicant inquiries are reviewed by the Personnel Committee and forwarded to the chair of the appropriate Search Committee.

The Personnel Committee chair shall provide a monthly report to the Board Liaison.

DRAFT 2

Job Posting Draft 9/27/2022

Congregational Administrator

The Unitarian Universalist Fellowship of San Dieguito (UUFSD) is seeking an Administrator for our office operations, starting January 3, 2023. This will allow our retiring administrator to provide a few weeks of training for the new person. At UUFSD, we are diverse in faith, ethnicity, history, and spirituality, but aligned in our desire to make a difference for good. We strive to be a vibrant congregation that models and promotes both locally and globally: love, spiritual growth, service, social justice, right relations, and sustainable living. The following link provides more detail about Unitarian Universalists. [Our Unitarian Universalist Faith | UUA.org](#)

The Administrator is responsible for a wide variety of general office management responsibilities, but most importantly represents the face of the Fellowship in many dealings with our members, vendors, neighbors, and other organizations. Strong communication and organizational skills, the ability to work with a variety of personalities, and the ability to multi-task are required for success. This position reports to the Staff Liaison of the Board of Directors. A detailed job description can be found [HERE](#) .

Our UUFSD campus is located in Solana Beach on 6.5 acres and offers a beautiful and unique location from which to work. Everyone, including staff, who is 5 years or older, on our campus is required to be fully vaccinated against COVID-19. Unvaccinated candidates will not be considered for employment.

This position is non-exempt and full time (35 hours/week) with normal working hours 9am – 5 pm with an hour off for lunch, although actual hours may vary depending on the Administrator's daily duties. There may be an option to work remotely 1 day/week, after training is completed satisfactorily. Pay is \$26 - \$28/hour, depending on experience. We offer full medical/dental/life and long-term disability insurance, paid sick and vacation leave, and 10 paid holidays. The successful candidate will be required to pass a background and credit check, as well as employment references.

If you are interested, please submit a cover letter and resume to jobs@uufsd.org . For more information specifically about UUFSD, please visit <https://uufsd.org/>

Job Description for: UUFSD Congregational Administrator

Position is non- exempt, 35 hours per week

Job Summary: The Congregational Administrator plays a vital role in promoting the values of our religious community by acting as a leader, resource, and liaison for Fellowship members, committees, officers, the Minister and the Board. The Congregational Administrator presents the face of the congregation in many of our dealings with vendors, neighbors, and other organizations. The position requires strong communication and organizational skills. This is a full-time (35 hours a week) position that reports to the Board of Directors. The Congregational Administrator coordinates contract facilities workers and temporary event workers.

Principal Duties and Responsibilities:

Office Administration and Personnel

- Provides administrative support to Minister
- Supervises AV Specialist, set-up staff and custodian as well as potential contractors.
- Trains/orients new employees
- Participates in staff meetings a minimum of once per month
- Maintains personnel files
- Oversees functioning of the office, including keeping Fellowship files and records, maintaining office equipment, purchasing supplies
- Manages business with insurance companies with Board and Finance Committee support as needed.
- Manages annual/bi-annual reports due to various organizations with the help of staff and treasurer
- Manages Fellowship publications, including Sunday orders of service, weekly newsletters, and general correspondence
- Manages UUFSD mail and answers phones
- Maintains Fellowship calendar
- Maintains membership records
- Updates online membership/friends directories as needed
- Updates and maintains Google Groups (committee email aliases)
- Is familiar with UUFSD By-Laws and Policies and Procedures
- Performs various business errands (i.e.; picking up/dropping off postal mail, taking used toner to store for recycling, picking up Fellowship supplies, snacks, etc.) as needed.
- Responsible for ensuring that newly generated documents that are on the permanent records retention are appropriately archived online and that any temporary documents older than 7 years stored in the online archive are deleted on an annual basis (see P&P 170)
- Assists bookkeeper with compiling checks and expense requests for processing

Resource/Liaison

- Functions as a resource person for Minister, Board, Fellowship members, staff and committees
- Serves as liaison to Sandy Hill Pre-School
- Attends Board meetings as requested
- Prepares materials for Board and Executive Committee meetings, and other meetings as requested
- Provides administrative support for special congregational events and activities, such as the annual pledge drive and other fundraising.
- Supports healthy communication and right relationships between the Fellowship and its constituencies including neighbors, vendors, staff, committees, members and congregants

Approved by the Board of Directors September 18, 2022

Facilities

- Coordinates facilities maintenance in coordination with Building and Grounds Committee, including security, repairs, landscaping, and cleaning contractors
- Schedules rentals, prepares rental contracts, arranges for appropriate staff as needed
- Coordinates events
- Keeps master calendar of activities and building usage

This is not an exhaustive list. From time to time the Minister or President of the Board of Directors may assign additional duties.

Schedule:

The Congregational Administrator is generally present on campus from 9am – 5pm with one hour for lunch. Office hours of operation are 9:00 a.m. to 5:00 pm with a 1-hour lunch break, although actual hours may vary depending on Administrator's daily duties.

Qualifications:

- 5 years minimum experience in office management; experience in not-for-profit organizations a plus.
- Ability to work with minimal supervision.
- Bachelor's degree preferred.
- Excellent communication, collaborative and problem-solving skills.
- Ability to organize and prioritize multiple tasks.
- Competency with computers, including internet, word processing, and database programs (experience with Google Calendar and Breeze Church Management Software); demonstrated expertise in MS Office applications is required. MS Publisher is used for Order of Service and other publications.
- Respect for Unitarian Universalist values and principles
- Must maintain confidentiality in all aspects of Fellowship interactions
- Able to use good judgment in deciding what information needs to be conveyed to the Board and/or the Minister, especially regarding complaints or negative experiences of staff and congregants.
- Calm presence while dealing with complex issues and a sense of humor is always helpful.

Salary Range and Benefits:

- **\$26 - \$28 per hour**
- **This position is non-exempt and is paid according to state and local laws**
- (\$47,320 - \$50,960 range based on 35 hours/week)
- Full Medical/Dental/Life and Long-term Disability Insurance
- Paid Sick leave; accrual starts at date of hire
- 70 hours Paid Vacation per year; vacation accrues and rolls over to next year, subject to cap on accrual
- 10 paid holidays (holidays paid at 7 hours/ day)