

**Coordinating Team  
Report to the Board of Trustees  
June 2020**

We continue to forego our typical format for this Coordinating Team report. What follows is our effort to inform you about the activities of our community in this past month and to call particular attention to a few essential matters.

- Sunday services—real time (at 11:15 on Sunday morning) viewer counts on services (to follow up on a question from last month’s Board meeting) are between 115 – 150 unique access points. We obviously have no way of knowing how many of those devices are being used by more than one viewer. We continue to experience visitors who view the services as they stream and other comments from those who access our services at some time after its initial screening.

- Children and Youth programming—We are now moving to new experiences for our kids in summer programming. In addition to having weekly Sunday morning experiences, there are other opportunities for our kids to connect during each week.

- Adult programming—We have experienced a challenge programming for adults in this time. To this point, many seem to prefer lighter content. We are hopeful that the larger commitment to being a virtual congregation may encourage others to participate.

- Caring for our community—Our professional staff has continued to be proactive in reaching out to members. Our Congregational Care Team is making contact with many of our older members, checking in to see how they are doing and how they are experiencing us as a virtual congregation.

- Planning for Summer and 2020 – 2021 Focus: Building on the work we’ve done over several weeks, we have now developed a comprehensive theme for our summer programming: “Celebrating Community: ‘knowing that the place is shared.’” Our intent is to engage members in providing content for services that celebrates our individual and collective experiences of “community.” We’ll explore the theme in a variety of ways, each intended to be upbeat and joyful. We’ll supplement the Sunday morning experiences with other forms of programming for children, youth and adults.

- Intersectional Justice Team: The congregation has been informed of a new “co-conspiracy” with the Reentry Housing Alliance. Members are being invited to

be trained to participate in this work in sessions on Sunday, June 14 and Thursday, June 18 led by Reentry Housing Alliance member Chablis Dandridge. The work they are inviting us into is completely doable during a time of social distancing. We're excited about this new work.

Team members are communicating with the leaders of each of our Engagement Groups. They are asking: "Where are you with your work?" "What do you need?" and "How can we help you move forward?" We are encouraging our engagement groups to get reactivated and to explore new ways for us to be involved in the community beyond our walls.

We have had several of our members participate in various actions—marches, vigils, protests—during recent days. The Team has provided financial support to the work of jail support and to the work of one of the key organizers whose leadership has been particularly important during this time.

### **ITEMS FOR YOUR FOCUSED ATTENTION**

• **Environmental Justice Core Group** - The 2019-20 EJ Core Group held its final meeting on June 2. We reviewed all the topics we had treated during the year, reviewed the congregation's structure for doing our justice work and reviewed the criteria used by our Engagement Groups as they select partners. Similarly as with the Racial Justice Core Group the members of the EJ group displayed resolute commitment to the investigation we embarked on in early fall, even as our interactions became virtual in response to the pandemic.

• **Racial Justice Core Group**- The RJ Core Group will meet for its final session on Thursday, June 18. We'll review the structure of our Intersectional Justice process and invite participants to find their way into this work. We'll also explore what members have learned and how that might be shared with the larger congregation. This group has continued with determined commitment even as our sessions have become virtual. A reflection by group member Cyndi Martinec in our upcoming issue of *Soundings* attests to how deeply impactful this experience can be.

• **Paid Family and Medical Leave Policy** - In keeping with the Board's guidance, our Paid Family and Medical Leave Policy has been revised. This new policy will be included in the personnel policy manual:

## **Paid Family and Medical Leave**

The UUCC is committed to a culture that helps our professional staff members meet the demands of family and employment responsibilities. Therefore, it is our policy to provide up to 8 weeks of paid family and medical leave in a 12-month period to eligible staff as defined below. This leave may be extended by up to two additional weeks through the use of already accrued PDOs.

### Eligibility

To be eligible for paid family and medical leave (PFML), a professional staff member must:

Have been employed as a full-time or part-time professional staff member for 12 months before leave is to begin, and

Require leave from work for a reason covered by this Family and Medical Leave Policy, as explained below.

### Reasons for Leave

An eligible professional staff member can take PFML for any of the following reasons:

For the professional staff member's own serious health condition;

For the birth of the professional staff member's child, and to care for the newborn child;

For the placement of a child with the professional staff member for adoption or foster care; or

To care for the professional staff member's spouse, domestic partner, child, or parent who has a serious health condition.

### Use of PFML, Rate of Pay and Benefits While on Leave

PFML will be subject to the following general requirements:

Generally, a professional staff member is entitled to take up to 8 weeks of leave in a single 12-month period for the reasons specified above.

Any PFML taken for the birth/adoption/foster care placement of a child must be completed within one year after the date of birth or placement.

Professional staff members will be compensated at their regular rate of pay and all eligible benefits will continue during the leave.

### How to Request PFML

If a professional staff member requests leave for a reason that they believe qualifies under this policy, the professional staff member must give timely notice. In general this requires a minimum of 30 days' notice. In the case of dire emergencies, this requirement may be waived.

### Reinstatement

Upon return from PFML, the professional staff member will be reinstated to the same position held when leave began with equivalent benefits, pay and other terms and conditions of employment.

Before returning to work from PFML for a professional staff member's own serious health condition, a professional staff member may be required to submit certification from a health care provider that a professional staff member is able to resume work.

•**Focus 2020** - Revised Articles of Incorporation have been submitted to the Secretary of State, and subsequently resubmitted (due to a technical error), in order to make our name change official. The Focus 2020 Task Group has held an extended discussion around creating a new tagline to accompany our new name, one that points to our vision and mission in a way that could be heard by those who share our interest in transformative change. The Task Group has also solicited proposals from graphic design firms for the work involved in "refreshing our brand." We are negotiating a contract with the preferred firm.

•**UCC Website** - Staff and the Website Refresh Group have been working on creating a new UCC website for over a year now. The two main goals are 1) to make the website easier to update by nontechnical folk (our staff) and 2) to have it reflect our current direction based on the 2016 Vision and subsequently-adopted guiding statements. The Website Refresh Group to seeking to dovetail our efforts with those of the Focus 2020 Task Group. We are hopeful we will be

able to incorporate our new name and branding materials (logo, tagline, etc.) and switch over to the new website later this summer.

•**Facility issues** - Last month we reported on a “spate” of facility issues which we thought may have been caused by an electrical surge during one of the spring storms. We have since investigated each of the issues separately with the help of our outside tradespeople and contractors and are pleased to report: the HVAC unit is up and running after we fixed an electrical connection; the elevator failure was traced to an aging hydraulic line, which has been replaced without cost under our maintenance agreement; our solar array is still functioning -- it simply stopped communicating its output, an issue that can be easily addressed. Other facility issues: the irrigation system has been fixed at a cost of \$1,000; rainwater is leaking into the building during big storms (at the base of the rear stair tower) and, so far, we have not been able to locate the path of the water -- we are continuing to investigate.

•**Transitions Task Group** - Board members are now aware of the eblast sent to the congregation on Thursday, June 11 regarding our plans to remain a mostly virtual congregation through the end of this calendar year. We welcome any reflections on this decision.

•**UUCS Tech Squad** - A group of tech-savvy members have agreed to serve as the UUCS Tech Squad. Janan Jones will act as point person for the group and help connect congregants who reach out for tech help that will allow them to better participate, or begin participating, in the virtual programming and services we’re offering.

•**Staff Retirements** - The end of the month marks the end of exemplary years of service to the UUCS by Martha Kniseley, Adult Programming Coordinator, and by Doug Swaim, Director of Administration. No words can adequately express the debt of gratitude we owe to these two members of our professional staff. Each has impacted our congregation deeply and both are leaving a lasting legacy from their committed service to us. We have seen an exponential expansion of our adult programming under Martha’s leadership, a reach that has informed, touched, cared, comforted and challenged us in so many ways. Our operations and facility have been so dramatically altered by Doug’s leadership that it is difficult to remember how drastically different we were before he assumed his

role on our staff. We know that the Board will join us in offering your own form of appreciation to these two retiring members of our professional staff.