

**Coordinating Team
Report to the Board of Trustees
February 2024**

The Coordinating Team (CT) brings the following items
to the Board for your attention and awareness:

Board Monitoring Report: Church Mutual Insurance

submitted by Alesia Hutto, Director of Administration

Please see information included in the board reports for details.

UUC Professional Staff Covenant

submitted by Alesia Hutto, Director of Administration

During the months of November and December the Professional Staff under the leadership of Interim Minister, Rev. Lisa Bovee-Kemper worked to develop a staff covenant. As outlined in the covenant, the purpose is “to forge and maintain strong positive relationships among each other and with the congregation in support of the congregation’s mission and vision. It is our goal to promote healthy behaviors and sustainable work practices in support of the congregation’s intent to nurture loving community, inspire spiritual growth, and encourage personal, societal, and environmental transformation.” Going forward this covenant will be used to guide our work with each other and the community.

The Professional Staff Covenant can be found here:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:cb56f214-7e7b-4047-a2b7-96db9a93f21e>

Pet Policy

submitted by Alesia Hutto, Director of Administration

Pets make our lives better in so many ways. Pets are also a responsibility, and their presence at our facility presents challenges for people for various reasons that we must respect. Unitarian Universalism is an inclusive faith, and the presence of pets excludes the interests of those who have allergies, fears, or phobias surrounding animals. There are also legal and safety considerations for limiting pets. This Community, including the facilities, is designed for people. Therefore, with the exception of service animals, no

pets are allowed in the property at 234 North Sharon Amity Rd., Charlotte, North Carolina 28211.

Emotional Support Animals (ESA) are companion animals who help their owners cope with the challenges associated with emotional and mental health conditions (such as depression and anxiety) by providing comfort with their presence. Unlike service animals, emotional support animals are not expected to perform specific tasks related to their owner's condition, nor must they adhere to any behavior standards or training.

ESAs are not allowed without prior approval. ESA approvals are given on a case-by-case basis. With this in mind, persons who wish to attend services and events at the UCC with their ESAs are considered a unique situation and may be considered as an exception to the service animal policy. If you are the owner of an ESA or the caretaker of an owner of an ESA, you may call (704) 366-8623 or email ucc@ucccharlotte.org to request an in-person appointment to discuss an exception to the service animal policy.

The full Pet Policy can be found here:

<https://ucccharlotte.org/wp-content/uploads/2024/02/UCC-Pet-Policy-Adopted-January-2024.pdf>

Memorial Endowment Trust

submitted by staff liaison, Alesia Hutto

Members of the 2023-2024 MET board include Mary Ann Hendrick, Ellen Holliday, Tom Nunnenkamp (chair), Karen Parker, Rita Heath Singer and Randy Whitt.

The Memorial Endowment Trust (MET) of the UCC provides an opportunity for members to contribute financially to the life and well-being of the congregation through legacy gifts, memorial contributions, and other means of celebrating or honoring lives within our community. Members are invited in regular appeals to consider including the MET in their legacy giving.

Years of careful cultivation and management by MET trustees have resulted in a balance sufficient to generate significant income. Each year the trustees determine the portion of that income available to support and enhance the work of the congregation through grant funding. The Memorial Endowment Trust awards grants for worthy projects that might not fit cleanly into our operating budget, but which support our Community's Vision and Mission.

[The Endowment Trustees are pleased to announce that there is \\$48,300 available for potential grants for the 2024-2025 congregational year.](#) The MET Board invites recognized UUCC Teams and groups to apply for projects that meet the grant program's guidelines. Over the next six weeks, staff members will work with their teams and groups to shore up potential grant proposals. [Applications](#) are due by March 31. Team and Groups are currently doing their due diligence to shore up potential grant projects. The grant requests are reviewed in the month of April and May. The grants awarded will be announced at the annual Congregational Conversation in June.

In addition to grant season, the MET is currently working to update their brochure. The updated brochures will be used as a marketing tool for anyone who wants to know more about the Memorial Endowment Trust and ways to give.

Open Door School

submitted by staff liaison, Alesia Hutto, Director of Administration
Team Members: Terry Draper, Kimmie Hirst (ODS FCA Representative) Jen McGuire, Alesia Hutto (UUCC staff liaison), Suzy Moore (ODS Director), Elaine Peed, Erin Stoodly and Jim Van Fleet (chair).

All classes for the 2023-2024 school year have continued to be fully enrolled except for the Monday-Thursday 4/5's class. We have continued to recruit for that class with most families looking for a spot in the coming year. This is the second year in a row that we have had difficulty maintaining enrollment with this age group (4's). We have now discovered that this gap in enrollment is due to the expansion of Charlotte Mecklenburg School's (CMS) Pre-K program. If this trend continues, the team will explore other options, including offering another class during that time slot.

Open enrollment for returning families began on Tuesday, January 16 and enrollment for new families began on February 1. To date all class spots are claimed. Class placements are announced in April when deposits are due.

February is the month when ODS has most of their required inspections which include fire health and state licensing. The school is fully prepared for all of them.

ODS has worked hard this year to rebuild the community bond after several years of the pandemic. The school's administration resumed offering their Parent Education forums, which were virtually during the pandemic and now are in person. One of the new offerings this year is a monthly book club. Parents gather on the 2nd Wednesday of each month in the Schweitzer Room to discuss a book about early childhood development.

The Children's Theater is back offering an annual play for the whole school. This year's offering will take place on Wednesday, February 21.

The school has a fully staffed Family Community Association (FCA). This is amazing news after three full school years of having no full team. This gathering is open to all ODS parents. So far this year, the FCA has held their annual coat and book drive and resumed some of their most beloved fundraising programs such as the Harvest Bake Sale and sales of ODS swag (t-shirts, bumper magnets, photos and mugs.) If you would like to purchase ODS swag contact the ODS office at 704-364-1521. ALL proceeds benefit their scholarship fund. For the first time in three years the school will host its [Annual Silent Auction](#) in-person. The Auction is the biggest annual fundraiser for their scholarship fund. The date of the Auction is Saturday, April 20. More details about the event will be available soon.

Ongoing Activity

- **Congregational Care**

submitted by Kelly Greene, Director of Member Relations

Team members:

In December, Congregational Care sent 93 cards to members who experienced hardship within the previous year or who were no longer able to attend in person. They provided meals to 13 members and visited eight people. One member of the team stayed with someone after surgery. In coordination with our music program's choir concert at Carriage Club, they delivered goodie bags to our members there. In January, they sent cards to 11 people, provided one prayer shawl to a grieving member and gave a ride to one member who needed help. This month, they also delivered goodie bags to members at Windsor Run in coordination with the music program's outreach concert there.

In an effort to expand the care the team is able to offer our congregation, some members of the team are participating in spiritual care training offered by the UU Institute. This training is helping us learn appropriate and supportive care to people experiencing a variety of hardships. UUCS members who expressed interest in visiting other members who cannot attend (through the member interests survey) were sent direct invitations. The wider congregation has also been invited through an article in *Currents*.

In addition, all who knit, crochet, or quilt were invited to contribute shawls and lap blankets that can be given to people in our community experiencing hardship. This is in addition to the prayer shawls Healing Threads provides to KinderMourn and to members who have experienced specific losses and serious illnesses. Members who have named handcrafts as an interest in the member interests survey will also get direct invitations.

This team continues to explore options to expand our memorial garden. They plan to survey the membership to help determine what options members might prefer to use (columbarium, for example). In 2025, they plan to submit a Memorial Endowment Trust grant application based on what members expressed they would use.

•Family Ministry

submitted by Paula Gribble, Director of Lifespan Religious Education

Family Ministry Programming is just in the planning stages, as it has not been offered in the recent past. A lot of the work right now is building relationships among families and developing ideas on serving families.

Second Friday Family Fun Nights (F3N)

We have continued to host F3N. They have been well-attended. In January we had 40 people attend, and in February we had 26.

The time eating and hanging out together has allowed kids of different ages to get to know each other better, and parents a chance to talk recreationally.

The time we have at F3N where we are separate (age group separations, and a group for parents) has been a great builder for relationships among the parents.

Observations on Family Current Family Dynamics

We have been observing that families are feeling overwhelmed right now with activities their families already have. Everyone would like more connection...and also everyone is finding it hard to find the time. Paula will continue to seek places and events that meet families where they are.

Future Plans include:

- Family Ministry Quarterly e-newsletter
- Classes specific to parenting UU kids
- Whole community events celebrating that all people are family, both as individuals connected to one another and as whatever makeup their family is.

