Team & Staff Reports
Joint Councils
July 5, 2016

the Rev. Dr. Lindsay Bates, Senior Minister

Report submitted by: the Rev. Dr. Lindsay Bates

Previous month's other activities and accomplishments (as applicable)	• regular meetings: Staff, Assistant Minister (weekly); Council, Board President, Board (monthly); day off is Wednesday; Sabbath is Thursday • 11 pastoral sessions, 2 other office meetings • 40.5 hours per week average; total of 162 hours logged in June June 3 Follies rehearsal June 5 Ministry on Ministries (now on hiatus unless needed until September) June 12 Worship Ministry Team June 12 Lay Ministers & WOW (the two now meet together) June 13 Follies rehearsal June 16 wedding rehearsal June 17 non-member church wedding June 18 Board/Leadership Orientation & Retreat June 20-28 working at home during Swedish Days, mostly reading, but also working on 2016-17 worship services, pastoral phone calls and emails, 175th Anniversary book chapter on UUSG's professional ministry since 1992, upcoming program preparation June 25 Carol Dooley's wedding in St. Charles June 28 spiritual direction session
Upcoming Events & Projects	• July – organizational meeting for the UUSG Prayer Circles, UUSG Follies (which you don't want to miss; I'm still not sure how I got roped into performing) • August – I'm gone the first half of the month for a week of vacation followed by the annual convention of the National Guild of Hypnotists, then I'm hoping we'll have the organizational meeting for the 175th Anniversary Celebration Team in the second half of the month

the Rev. Scott Talbot Lewis, Assistant Minister

Christine Imielski, Congregational Administrator

Report submitted by: Christine Imielski

Previous month's other activities and accomplishments	• Communications - Updated Swedish Days bulletin board and Sign Up Genius as needed. - Assisted with Facebook posts. - Daily updates to website as needed. - Sent out Swedish Day Pizza Booth emails - Created Sister Suppers Sign Up • Facilities - Ushered chipmunk out of Sanctuary - Gave out door key codes as needed - Coordinated Room Reservations • Technology - Created 30 email forwarders (after they had been deleted) - Updated email forwarders for incoming team leaders/board members • Other - Trained with Katie on Quickbooks (Bills/Payroll/Deposits) - Updated New2U database - Met with Hal Schulman for Leadership Orientation Binder preparation - Updated Leadership Orientation Materials and created 30 binders. - Added training information to Wiki - Purchased books for LRE - Confirmed charity status with PayPal - Created report for Welcoming Team of new members. - Sent out pledge reminders • Monthly Responsibilities - Attended meetings: Board, Staff (weekly), Council, Finance - Created Finance Report - Processed Paypal donations - Deposited Change for a Change money - Paid bills, ran payroll, made weekly deposits - Paid reimbursement requests - Created Mini-Pioneer bulletin - Created weekly email blasts - Created Pioneer - Sent weekly reminder emails to counters, greeters, and hosts. - Answered emails and phone calls - Updated online worship outline weekly - Prepared Council reports - Updated Various events and activities on the calendar - Recorded attendance data and new visitor information in Church Windows database

Upcoming Events & Projects	• Next Council Report due: 9am on Thursday, July 28 • Pioneer Deadline: 9am on Monday, July 25

Lisa Rittenberry, Administrative Assistant

Communications Team

-Routine PR and Social Media activities (emailed by Dave Moore)

Facilities

Report submitted by: Sherri Casterline
Team representative at meeting: Sherri Casterline

Agenda Items	• What to do with old fabric wall hangings
Previous month's activities and accomplishments (as applicable)	• Created a "welcome to the team" binder for new team members and conducted an orientation • Created a draft of a detailed process flowchart for sanctuary exterior projects • Updated/expanded the preferred vendor list • Created a project/budget tracking spreadsheet • Obtained document sharing recommendation from Doreen (Evernote) • Made repairs on flat roof • Determined creative solution to gutter issues on sanctuary and exterior of office (Tom, Ron).
Upcoming Events & Projects (July-September)	• Replace curtains in Potter Room with Determine if HPS regulations apply to gutter work • Various maintenance repairs (handyman) • Set up document sharing (Sherri, Doreen) • Clean & install new stone in the "stone gutter" around sanctuary. (Volunteer needed) • Replace/paint doors between Heritage and Common Rooms • Identify seamstress/fabric for replacement of cream-colored curtain at front of sanctuary • Replace Nursery door (Craig Smit)
Other	We are looking for the following: • People to serve on the aesthetics sub-team to develop a long-term color scheme and plan for replacing the flooring and carpet in the sanctuary • One person to serve in an oversight capacity regarding our compliance with lead paint requirements

Finance Team

The monthly report will be available after this month's Finance Team meeting.

Green Sanctuary Team

Heritage Team

Report submitted by: Patricia Ward
Team representative at meeting: Patricia Ward

Previous month's other activities and accomplishments (as applicable)	Met on May 11th and 25th, June 8th. Continued consolidation of file folders to eliminate duplicates and boxing of folders in related or logical groups. Made a research request to the Geneva History Museum for complete listings of all church-related documents and photos in their collections. The request was promptly fulfilled, and now we must decide which, if any, of the items we may want to cross-reference in the church archives. All projects on-going and likely to last another 1 to 2 years, minimum.
Progress on Team Goals (if applicable)	Goal: To write Volume 2 of Pulpit & Pew Tales, covering church history from 1992 to 2017, for the church's 175th anniversary in 2017. Progress: In process; all writing to be completed by August 31, 2016. Goal: To finish the inventory of the church safe deposit box and provide greater preservation for some objects. Progress: Third – and hopefully final – visit to the bank to complete the inventory, including at least one photo of each item, to be scheduled as soon as possible. Goal: To reprint the original Pulpit & Pew Tales for sale to congregation and public. Progress: Investigating republication of P&PT in electronic format as an e-book and print on demand. Goal: To purchase software to create digital archives. Progress: Decision made on software to be purchased. Funding will be sought. Goal: To move the remainder of artifacts from the Potter Room to the Heritage closet or filing cabinets. Progress: On the team agenda but towards the bottom.
Upcoming Events & Projects	Meetings on July 13th and 27th. 175th Anniversary of UUSG in June 2017. Retirement events for Dr. Bates in May or June 2019.

Hospitality & Fellowship Team

Lay Ministry – no report this month

Lifespan Religious Education Team

Make A Difference (MAD) Fund

Report submitted by: Rev. Dr. Lindsay Bates
Team representative at meeting: Rev. Dr. Lindsay Bates

Previous month's other activities and accomplishments (as applicable)	• Opening bank balance $ 9923.15 • Disbursements • Donations • TOTAL BANK BALANCE $ 9923.15 • Cash on hand, 6/1 280.00 • Cash disbursements 20.00 • Cash on hand, 6/30 260.00 • ACCOUNT TOTAL $ 10183.15

Ministry on Ministries – no report this month

Nominating

Report submitted by: Jim Frazier
Team representative at meeting: Jim Frazier

Nothing to report.

Personnel Committee

Social Justice Team

Report submitted by: Jean Pierce
Team representative at meeting: Bill Scown

Previous month's activities that directly support the	• Goal: Growth to Achieve Our Vision • Progress: • Goal: Make a Positive Difference in Our Community

current Congregational Goals (as applicable)	• Progress: 11 Young adults participated in Habitat, and 23 YRUU'ers participated in Feed My Starving Children. We are currently discussing whether it is meaningful to estimate and tally the number of hours spent, or whether it would be more of a measure of impact to report on "Thank You Notes" For instance, Laura Laughlin shared this perception after the young adults' Habitat trip: **"Larry and Brandon Pickeral, who have been part of the YRUU Habitat trips to Minnesota for many years (several of us feel as though they are honorary members of our church), were on this trip too. They met our kids in Iowa and contributed their expertise in construction and community building. I spoke with them as they drove back home to Minnesota from the Habitat Chapter in Iowa. Larry said, "They were great teenagers, they are even better young adults. I forgot how awesome they are." It was Brandon who said, 'I'm not exactly sure how to say this, but your church community raises great kids. Do you think you could tell them?' I said I'd try."** We also received this expression of Thanks from the Voices for Creative Nonviolence coordinator after we hosted 10 Peace Marchers: **" Thank you for all your help which made the walk to Thomson possible. It was an extraordinary gift to meet you all!"** • Goal: Increased Congregational Engagement • Progress: At least 310 separate individuals participated in social justice opportunities this year. • Goal: A Facility & Staffing that Supports Our Vision • Progress: • Goal: Align Finances To Realize Our Vision • Progress: $631 was raised to sponsor/pay tuition for Varon at JAMS School in Kenya
Previous month's other activities and accomplishments (as applicable)	• UUSG Recognized as Volunteer Organization of the Year by Northern Illinois Food Bank, thanks to Kevin Beyer and Ellie Radvanovsky •
Upcoming Events & Projects	• Friday Flick July 22: *Guns, Greed, and the NRA* • Beyond Our Walls recipient for July: Pottawatomie Habitat for Humanity

Stewardship Team

Technology Team

Welcoming

Report submitted by: Jim Frazier
Team representative at meeting: Jim Frazier

Upcoming Events & Projects	• Taste of New UUs and MPC in July •

Worship Ministry Team

Report submitted by: Rev. Dr. Lindsay Bates
Team representative at meeting: Rev. Dr. Lindsay Bates

Previous month's activities and accomplishments (as applicable)	June 5, Rev. Scott & the LRE Team, Intergenerational Moving Up celebrations June 12, Rev. Lindsay & Rev. Scott, Intergenerational Flower Service June 19, Rev. Scott, Father's Day June 26, no services – Swedish Days Sunday We began our single-service Sundays on June 5. Attendance is following the usual summer pattern of dropping significantly. Our June Sundays this year were lower than in previous years. We're hoping that trend will reverse as the summer moves on. June attendance: 101 over the three single-service Sundays A note to Board members and Team Leaders: Growth is one of our shared goals, along with increased participation by everyone in church activities. A lot of great things happen during Summer Services. If you're in town, please show your UUSG commitment by showing up in church. People do notice who is – and is not – there.
Upcoming Events & Projects	• July 3, Rev. Lindsay, Conant's 4th of July Oration • July 10, Rev. Scott, You & Me & the Beloved Community • July 17, Rev. Lindsay, Tracy Rosenkrans, et al., Ethereally Serious: On Being Grateful for a Daisy • July 24, Rev. Lindsay, This Little Light: The Story of the Flaming Chalice • July 31, Rev. Lindsay, This Refulgent Summer: The Divinity School Address •

Other	• Please see the weekly MiniPioneer and the monthly PIONEER for details from our Music Ministry, directed by Tracy Rosenkrans. The music is always outstanding. •

WOW Ministry: JULY 2016

Report submitted by: Glenda Peck
Team representative at meeting: Glenda Peck

Agenda Items	• A member of our church is undergoing chemotherapy and needs our assistance. In June, meals were delivered by Gail and George Tattersfield and Donna Amburgey. Personal assistance was also freely given by Debbie Leoni and Jamie Carroll. This friend has been contacted many times throughout her medical difficulty and we continue to offer support for her recovery. • We continue to monitor the progress of our member who is struggling with back pain and mobility. She is progressing and is able to leave her home more easily, therefore our direct care has tapered to just check-ins. • Transportation for doctor appointments and therapy sessions for a member and his daughter were provided this month by Jenny Montgomery, George Tattersfield, Jamie Carroll, Donna Amburgy, and Lou Pierce. This is an ongoing ministry. • A friend of the church asked for some help with meals for her family of 5 while her husband recuperated from a serious illness. WOW Team members who provided meals for June were George and Gail Tattersfield, Manya and Bob Prahl, Donna Amburgey, and Glenda Peck. This represents a meal for each Monday and Wednesday for the month of June. We will continue to monitor this need through the month and into July. • Gary and Kathie Noll have, for many months now, generously given transportation to and from Sunday church service to an elderly member of our church. This member would not be able to attend church without their assistance and we are all very grateful to the Nolls. This is an on-going ministry. • Notes of encouragement, sympathy, concern, and congratulations continue to be sent by Tracy Rosenkrans and Molly McKay Zacker. These two do a wonderful job building strong ties of community in our UUSG congregation.
Previous month's activities that	• Goal: Growth to Achieve Our Vision • Progress: • Goal: Make a Positive Difference in Our Community

directly support the current Congregational Goals (as applicable)	• Progress: All our outreach efforts, by design, are building and creating stronger community bonds. • Goal: Increased Congregational Engagement • Progress: Most of our ministries are direct and practical, however, one positive result of our ministry is that the recipients often become more involved in the life of the church. Members of the WOW Team also tend to be very active in the life of the church and this is, in part I believe, a result of their WOW Team engagement. • Goal: A Facility & Staffing that Supports Our Vision • Progress: • Goal: Align Finances To Realize Our Vision • Progress: Our ministry has operated within and below our allotted budgeted monies. Our team members are very generous in that they seldom turn in receipts for the expenses they incur while performing a WOW Team task.