

COMMITTEE REPORTS

Joint Councils

September 3, 2013

A. Staff Reports

Senior Minister's Report

by the Rev. Dr. Lindsay Bates

For the record, I'm back at work full time now, so there's no reason at all not to call, email, or stop by when I'm in the office (it's always best to call and be sure I'm available, although you're certainly welcome to take your chances!). My plan for this new church year is to be in the office all day on Tuesdays, from late morning into the evening (for Councils, Board and Last Tuesday gatherings; when there are 5 Tuesdays in the month, there will usually be a Hypnotism Intake program on the fourth Tuesday, and I'm still debating what I'll do with Third Tuesday evenings). I'll be in on most Mondays and occasional Thursdays as needed for appointments, but not every week ~ most of my upcoming medical appointments are scheduled for Mondays or Thursdays, so those days need to be flexible. Friday will continue to be my sermon-writing day, and Saturday my day for finishing up Sunday preparations. When I don't need to make Thursday appointments, that will continue to be my Sabbath.

My official medically-prescribed "resting" period ended on August 20, 6 weeks after the second surgery, but I started up again earlier than that, with the annual convention of the National Guild of Hypnotists, August 8-12. It was a slower convention for me this year; I didn't make my usual trip to Cape Cod, nor did we make our usual side trip to see Scot's family. I took far fewer seminars and workshops than I usually do. Still, I was able to take classes in script-writing and script-adaptation, self-hypnosis, auto-suggestion and creating effective suggestions, in preparation for a Self-Hypnosis workshop for interested members of the congregation later this year. I'll be receiving a recording of the seminar on "Caring for the Caregiver" that got good reviews from friends who attended. I participated in the annual meeting of the NGH Clergy Chapter, the Interfaith Sunday Service, and a lot of conversations with colleagues. The Rev. Craig Schwalenberg and Cheryl DeDecker were there; Cheryl has begun a new career as a hypnotist, and is doing quite well. Craig sends greetings back to Geneva. There was an abundance of lobster.

We got back to Illinois on August 12. Since then, my activities have included the August Board meeting, parts of the Leadership Workshop, returning to the pulpit, the first "required" New Members class, the Fall LRE Teachers' Meeting (for the first hour), Last Thursday (21 people in attendance), two wedding-preparation meetings, and six pastoral sessions (by phone, instant messaging and in person). For those who like numbers, I logged 139 hours in August after returning from the Convention, averaging about 46 hours a week for those three weeks I was back working.

I'm out of the pulpit on September 8 so that we can celebrate with our annual All-Music service, led by Cynthia Spiegel. Festival of the Vine activities don't get going until after 10 AM, so there should be adequate parking for those who arrive in time for the service start. There will be no social hour after the service; I'll be doing my best to shoo everyone up to Wheeler Park to help set up for and then enjoy the Annual Fall Picnic. I'm back in the pulpit for the rest of September, starting with Homecoming on the 15th.

I have an off-site wedding on Saturday, 9/28, in Lemont. On Sunday the 29th, I leave right after church for my fall retreat at Christ in the Wilderness. Having had to cancel my last retreat, I'm looking forward with more enthusiasm than usual to this one – 7 days of silence, reading, reflection, and resting in the woods, hills and fields just south of Stockton, IL. I return on Sunday, October 6, but not in time for church. Scot will be covering the pulpit that day.

Thank you for all your patience during my medical adventures. I'm going to have to guard my stamina and healing, I'm told, for about a year before my body really settles into its "new normal." You may catch me cat-napping in my office on all-day-at-church days. But on the whole, things will be going back to what

we'll all recognize as normal, and I can once again put my energies into preaching, pastoral care, and building up the community of UUSG.

Congregational Administrator's Report

by Katie Phillips

Previous Month's Activities:

- Wrote new Congregational Administrator job description based on information from the "Staffing & Supervision" seminar I attended earlier this year. Lindsay is reviewing it now, and I hope to present it to the Board in October.
- Worked with the Facilities Committee on various projects: Pioneer House basement clean-out, basement reconfiguration, Conant Room closets
- Worked out some issues with our trash/recycling company and AT&T
- Created new binders for the new fiscal year's forms and paperwork
- Trained Lisa on a few new items for when I'm gone
- Prepped for vacation
- Created special email blasts for Leadership Retreat and Final Picnic reminder
- Created bulletin board display for picnic
- Attended Councils, Board, Finance, and Membership Committee meetings
- Proofread Mini-Pioneer
- Created Pioneer
- Created text for weekly email blast
- Paid bills and did payroll
- Created monthly financial report
- Send reminder emails to counters
- Answered emails
- Updated online worship outline weekly; notified musicians
- Prepared Council reports and agenda
- Updated various events and activities on the calendar

Upcoming Events:

- I am on vacation through Saturday, September 7 (please note that this is a change from earlier info).
- Lisa is handling specific tasks (and only those tasks) while I'm gone. Please send all Mini-Pioneer, weekly email, and council report submissions to office@uusg.org as usual.
- Pioneer Deadline: 9am on Monday, September 23
- Next Council Reports Due: 9am on Thursday, September 26

Church School Administrator's Report

Report submitted by: Michelle Gibson

Previous Month's Activities:

- Registration
- Curriculum supplies
- Teacher meeting preparation
- Homecoming Sunday preparation
- Teacher Meeting
- Correspondence
- Updating spreadsheets
- Background checks
- Nursery scheduling

B. Administrative Council Committee Reports

Facilities Committee

Report submitted by: Deann Alleman

Committee representatives at the meeting: Deann Alleman

Previous Month's Activities:

- Construction progressing with basement remodeling & closets in the Conant Room
- Coordinated with painter, carpet installer, custodians, LRE & Katie for basement project
- Requested & received approval of additional funding for changes to sprinkler system in basement & installation of heat detectors in new closets in Conant Room as required by the Fire Dept.
- Followed up with Chem-Wise about lawn care
- Conversated & met with surveyor to arrange for installation of property boundary markers
- Conferred with Patrick McGleam about a workday for Landscaping Crew to work on trimming & on cleaning & replenishing the gravel edging around the sanctuary
- Regular watering of new shrubs done by Patrick McGleam
- Set up a new schedule for Building Inspection Team
- Conferred with Cindy Vacek about problem with the kitchen microwave; made arrangements to bring microwave from basement mini-kitchen to main kitchen; asked Jeff Stibal to inspect original microwave to help determine if it can be usable in the future
- Conferred with George Tattersfield about scheduling the installation of new flooring in the kitchen & washrooms
- Contacted Affordable Roofing to schedule roof work on Pioneer House

Issues and/or Information:

On this topic, we are: Sharing Information (no discussion necessary)

Basement construction has proceeded nearly on schedule. Carpet has been patched, painting done, furniture arranged, & carpet cleaned. Once the sprinkler changes have been completed and the city completes the inspection, the final work can be done to finish the ceilings & one wall. As long as we are able to pass inspection to receive an occupancy permit, we will be able to use the rooms on Opening Sunday of Sept. 15th. Completion of other details will not interfere with use of the rooms.

The completion of the closets in the Conant Room is dependent on the installation of the heat detectors and approval by the city. There is no firm deadline to meet for completion of this project, although we hope for timely progress.

Our thanks to Linda Burke & the volunteers she organized for setting up the basement classrooms. The LRE team will finish preparation of these classrooms for opening Sunday on Sept. 15.

On this topic, we are: Sharing Information (no discussion necessary)

I have conferred & met with the surveyor regarding the installation of permanent markers to identify our property boundaries. These will be concrete "monuments" (the term used by the surveyor) sunk into the ground to define the corners of the property. The exposed area, about 5" in diameter, will be flush with the ground. We are also looking into adding metal plates on the markers for a slight additional cost. These would identify & provide information in the future. The surveyor will provide a new survey plat that will show all of our current property. We would like to file this with the Kane County Recorder's Office for ease in verifying this information in the future. Our intent is to provide clear information for current use in clarifying boundaries with neighbors for ongoing needs and groundskeeping work, as well as providing accessible information for the congregation in the future beyond the time that any of us will be around.

Progress on Committee Goals:

Goal: To increase the volunteer support for maintenance, particularly for landscaping work

Progress: Ongoing. We are impressed with the team of volunteers who have come forward to work on landscape maintenance and the support provided by the youth and adult volunteers who have worked to prepare for construction, clear the debris, and assist with set-up of the rooms. Much gratitude to Pat McGleam & Dan Bottoms for their recent efforts.

Goal: To continue to implement environmentally sustainable actions in the ongoing maintenance and improvement of the UUSG facilities

Progress: We have taken steps to recycle items as part of our cleaning-out process.

Goal: Reconstitute the Building Inspection Team to provide monthly inspection of building exteriors.

Progress: The schedule has been updated to provide full inspections quarterly with additional inspections as needed after storms & high winds. The inspection team includes Dan Bottoms, Hal Schulman, Jeff Stibal, & David Tomell with support from Lee Bernard & Jim Jenkins. The checklist is being revised to reflect these changes.

Upcoming projects

- Installation of new gutters over 110 entrance
- Replacement of PH roof sections
- Adding closets in Conant Room in process
- Remodeling of basement in process
- Replacement of sanctuary door
- Storage & closet cleaning ongoing

Finance Committee

Monthly report will be available in early September.

August 2013 Income Summary:

August 4, 2013:	Pledges: \$3955	BOW Donations: \$320
August 11, 2013:	Pledges: \$4678.50	BOW Donations: \$339
August 18, 2013:	Pledges: \$3045	BOW Donations: \$463
August 25, 2013:	Pledges: \$4232	BOW Donations: \$287
Totals:	Pledges: \$15,910.50	BOW Donations: \$1409

Fundraising

Nominating Committee

Personnel Committee

Technology Committee

C. Program Council Committee Reports

Canvass Committee

Committee on Ministries

Communications Committee

Green Sanctuary Committee

Report submitted by: Llona Steele

Committee representative at the meeting: Nancy Goodfellow

Previous Month's Activities:

Harvested herbs, offering half to the congregation and half to the Batavia Interfaith Food Pantry. Recipients were pleased with them.

At our August GSC meeting, we updated the wording to the GSC portion of "Time & Talents" survey and to the GSC Committee Charges.

Issues and/or Information:

On this topic, we are: Sharing Information (no discussion necessary)

GSC is planning to reinstate UUSG's commitment to wind energy. Members of the committee have been discussing energy use with the Community Energy Company and have been obtaining information from the City of Geneva about energy use. There are dedicated funds remaining from the initial wind energy commitment which the committee would like to see invested in this project.

Progress on Committee Goals:

We updated the Committee Charges and sent those changes to Dan Masini and Pam Tilbrook for approval. We also updated the "Time & Talents" survey.

Upcoming Events:

The Harvest Supper is Saturday, October 12. Information will be printed in the Mini-Pioneer around the first of October and in the next Pioneer.

Heritage Committee

Report submitted by: Patricia Ward

Committee representative at the meeting: Patricia Ward

Previous Month's Activities:

Because this committee has not submitted a report since June 2013, this is a three-month summary report. Committee members and volunteers (with varying attendance) met on June 12 and 26, July 10 and 24, and August 14 and 28, to continue sorting documents and identifying photos. We have nearly completed reviewing and sorting at least 50 years worth of documents in the filing cabinet in the Common Room closet.

On May 31, committee chair Pat Ward met again with our volunteer technology consultant, Doreen Christiani, to discuss two issues: (1) does the church copy machine have scanning capability, and, if so, would it be feasible to use the copier to scan documents or, if not, is it time to investigate a stand-alone scanner; (2) reconfirm that the Resourcemeat program has OCR capability. Doreen confirmed with Katie that the copier can be used as a scanner and that it would cost \$0.055 per image scanned. Pat has not yet checked back with Doreen to discuss the second issue.

On July 24, the committee signed up to handle the coffee hour on August 11, 2013. We were bumped from coffee hour duty by another committee, which wanted to tie in coffee hour with Monica Jenkins' presentation from the pulpit on that date.

On July 24, most of us accompanied Deann Alleman to the basement of Pioneer House to view items stored in the basement and to advise Deann, as much as possible, if any items, other than those she had already identified, were of historical significance and should be retained. Most of the stored items were subsequently removed and disposed/recycled in connection with the remodeling of the youth meeting rooms in the addition basement.

In the course of sorting, we have found some Sunday School curricula-type material and children's plays which probably more properly belong to LRE. We have also found records of Sunday School/RE attendance. Future projects for Heritage are to meet with LRE chair and/or members for two primary purposes: (1) to discuss turnover of RE material to LRE; (2) to determine if RE attendance records can be

entered into Church Windows, as we understand has been done for the past several years, and the paper attendance forms be disposed of.

We have been very pleased with the ongoing construction of the Heritage closet in the Conant Room and the plans developed by the Facilities Committee for its features. We look forward to putting the storage closet into use, hopefully freeing up some of the storage space for Heritage materials in the Potter Room closet for other uses.

Upcoming Events:

Regular meetings of the committee and volunteer sorters on September 11 and 25.

Schedule discussion between technology consultant, Doreen Christiani, and Pat Ward about the mechanics of moving forward with scanning documents into a database.

Possible attendance of Pat Ward at a two-day course entitled "Archives: Principles and Practices #1401" at the Campbell Center, Mt. Carroll IL, on Sept. 13-14. The main decision factor is the cost of \$600.

Make arrangements through Katie to take a field trip to the church's safe deposit box at the State Bank of Geneva to do a current inventory of the box contents and possibly digitally photograph some of the documents so that they don't have to be touched again.

Hosting coffee hour one Sunday between January and May 2014.

Other:

Any suggestions from other committees and more creative people than I about the next subject for the display case in the Heritage Room?? Traditionally, it has displayed historical documents and objects supporting an event or theme.

Hospitality & Fellowship Team

Report submitted by: Cindy Vacek

Committee representative at the meeting: TBD

Previous Month's Activities:

- Preparation for the annual picnic September 8th at Wheeler Park in Geneva
- Preparation for the Leadership Retreat in August
- Overseeing the Social Hour Hosts' special requests

Issues and/or Information:

On this topic, we are: Sharing Information (no discussion necessary)

The social hour dates for committee and group hosting have been filled until January. Sign up for January–May begins in November. If your group or committee hasn't signed up to host, please discuss with them what date (s) you're interested in and contact Hospitality & Fellowship for confirmation. By signing up early, you're guaranteeing your first request.

Lay Ministry Committee

No report.

Lifespan Religious Education Committee

Report submitted by: Linda Burke

Committee representative at the meeting: Jenny Montgomery

Previous Month's Activities:

- Completed teacher recruitment, still seeking one teacher for 6th-8th grade
- Held successful start-up teacher meeting
- Created teacher manual
- Cleaned and re-stocked all classrooms
- Created supply lists for all curriculum

- Moved furniture in two newly remodeled downstairs classrooms
- Had first meeting of YRUU advisors.

Issues and/or Information:

On this topic, we are: Sharing Information (no discussion necessary)

To encourage parental involvement, both junior high and high school programs will hold mandatory parent meetings in September.

On this topic, we are: Sending Materials out to Committees for Consideration and Direct Response to the Submitting Committee

LRE has developed a written policy (pasted below) on providing safe and responsible nursery care using our paid staff.

Policy on Providing Childcare for Church Events

Draft date: August 4, 2013

LRE, through our Nursery Supervisor (currently M. Gibson), is willing to schedule nursery care (infants to age 5) for periods of up to 3 hours to support church meetings, provided we can find caregivers who are available.

Request for such childcare should be made at least 4 weeks before the date needed by directly contacting lre@uusg.org. Each committee in charge of the event should ask attendees if they need childcare, and for how many children. The Committee or group sponsoring the event should confirm the need for childcare at least one week before the event, and the Nursery Supervisor will communicate back if caregivers are in fact available.

Childcare will only be provided to children who are registered for our RE program, or who have completed a visitor registration form.

Childcare will not be provided for non-church sponsored events.

If there is a desire to provide childcare for those above the age of 6, those children would need to be in a separate room from the Nursery with age appropriate activities, and supervised by adult volunteers. Those volunteers would need to have background checks. It is the sponsoring group's responsibility to locate these volunteers. LRE will assist in locating appropriate spaces and providing materials.

Our policy is supported by the following information:

- Our nursery space functions for a few children under 5, with two staff and a selection of age appropriate toys. Access to toilet facilities is not ideal, but usually workable.
- Our child care givers were hired with the expectation that they would be working with children under age five for a few hours at a time.
- We do not have the facilities for exercise, sleeping, toileting, or food service that all-day child care requires.
- Our nursery space is not equipped to meet the needs of older children (above age 6), and having them in the nursery at the same time as the younger students has created some problems in the past.

LRE supports, of course, having a nursery care available during Sunday morning services. The job description for our current Church School Administrator includes the task "Manages the church nursery, including recruitment, hiring, and scheduling." With the availability of a staff person, we have accepted that serious responsibility. But it is not part of the LRE committee's charge to provide childcare for non-LRE functions.

MAD Fund

Membership Committee

Report submitted by: Jim Burke

Committee representative at the meeting: Jill Brown

Previous Month's Activities:

August 11, 2013 – committee meeting

Issues and/or Information:

On this topic, we are: Sharing Information (no discussion necessary)

August 18, 2013 - "What It Means to Sign The Book" Membership Preparation Class. 1130am – 200pm

This was the first required class for membership that has been held. Fifteen people attended the class and eleven signed The Book. The session went very well and educated potential new members on the responsibilities of membership at UUSG.

Progress on Committee Goals:

Goal: Begin "Membership Preparation Class" starting in August 2013 and continuing as the 3rd session of the "New UUs" Program

Progress: First prep class is ready to go for August 11 2013.

Goal: Reorganize and rewrite the curriculum for the "New UUs" Program

Progress: Has been discussed at two committee meetings. The committee has reached consensus on what to keep in, what to shorten, what to leave out.

Goal: Meet every other month or only as needed

Progress: On track.

Upcoming Events:

Next 3-week New UUs Program: November 3, 10, & 17, 2013

Social Justice Committee

Report submitted by: Jean Pierce

Committee representative at the meeting: Jean Pierce

Previous Month's Activities

- Friday Flick: *Bidder 70*; 22 people attended.
- Days of Service: People were invited to assist at the Batavia Community Garden

Progress on Committee Goals

Goal: Consider whether/how to continue Lazarus House partnership – particularly overnight commitment;

Progress: We have a cadre of overnighers, and Patricia Betzen will schedule dinners.

Goal: Add a YRUU liaison to the committee

Progress: We've decided it would be a better idea to invite YRUU-ers to take on a project which needs to be covered – scheduling lunches for Lazarus House.

Goal: Develop criteria to know whether we are being effective for our identified, supported projects

Progress: We will invite the congregation to "vote with their money" for different causes – see the progress on the fourth goal

Goal: Refine policies for "Beyond Our Walls" and loose plate collections

Progress: In order to find out what the congregation endorses, beginning in September, we will invite individuals to consciously choose which of 3 causes should get their loose change contributions. For September through November, people will have 3 choices – IYC, Senior care packages, and JAMS school. We would like for people to intentionally choose where they would like their money to be sent, and

write that cause on an envelope. Any money which is not designated will be split among the three causes. While this approach will require more bookkeeping and envelopes, it will give people choices, and it should cause people to make conscious decisions about what they support – rather than simply throwing money into whatever Social Justice chooses. All money not earmarked for UUSG which is donated on the Sunday when the Veterans lead the service will go to a cause identified by them.

Upcoming Events:

- Picnic – Jeannie Scown and Tracey McFadden will lead the group in a SJ –type song like “We Shall Overcome”
- Friday Focus/International Day of Peace Sept. 20-21– There Can be No Peace Without Justice – events are scheduled at the United Methodist Church. Please RSVP to Jean.
- Monthly Day of Service – Sept. 21 – Northern Illinois Food Bank
- Hosting Social Hour on September 29, 2013.
- Healthcare Munch and Learn: 12:30 September 29 – Tom Haslett and Nell Haslett-Brousse
- October 1-2: Healthcare Teleconference – sponsored by Garrett Theological Seminary. RSVP to Jean.

Worship Committee

August service attendance:

August 4, 2013	10am service: 69
August 11, 2013	10am service: 76
August 18, 2013	10am service: 111 (Lindsay back in the pulpit)
August 25, 2013	10am service: 97

WOW Team

Report submitted by: Glenda Peck

Committee representative at the meeting: Glenda Peck

Previous Month's Activities:

- Meals provided for Thom Thomas after a hospitalization. Team member(s) that provided assistance: George and Gail Tattersfield. This ministry is ongoing. Continued outreach has and will be offered.
- Request to borrow infant equipment was made by Debbie Leoni. Team member that provided assistance: Holly Orcutt
- Mary Schweizer was contacted with an offer of help from the WOW Team.
- Bill and Jean Becker needed help with packing in preparation for a move. Team members that provided assistance: Jean & Lou Pierce, Page Poris, and Paul Lichter. This ministry is ongoing at this time.
- Offer of assistance to Jim and Mary Roberts has been extended as Mary recuperates from a serious car accident. This ministry is ongoing.
- Words of encouragement continue to be sent to member/friends of the church by Molly MacKay Zacker and Tracy Rosenkrans

Progress on Committee Goals:

The Leadership team of the WOW Team is considering how we may be more systematic in providing ministry for members of the church with longer term needs. A future meeting has been set to discuss the formation of a Long Term Task Team.

Upcoming Events:

Hosting Coffee Hour on September 15, 2013.