

Team & Staff Reports

Joint Councils

September 4, 2018

Team Reports

Communications Ministry Team

Emergency Response Team

Report Submitted By: Hal Schulman

All quiet in August. Will be contacting the Interim Ministers and Board President to schedule a September "come on board" informational and action planning meeting.

Facilities Ministry Team

Report Submitted By: Kevin O'Neill

Sometimes the little things are the big things. Thanks to Patrick McGleam for creating and hanging Lindsay's portrait in the Heritage Room alongside Dr. Little's and Augustus Conant's portraits. Additional thanks to Dave Hansen for repairing the two fluorescent lights in the Common Room, to Jeff Stibal for coordinating the installation of WiFi routers, to Dave Tomell for cleaning the gutters, to Tom Lichtenheld for organizing our paint inventory, and to Jan Miller and Christine for cleaning and organizing the storage room in the basement.

The Facilities Team has big plans for September. The replacement of the Common Room roof is scheduled to begin on September 19th, weather permitting. Klemm Roofing will do the work and it will take a few days. Don't be surprised if you see a big dumpster behind the Common Room during the project. Also, the Facilities Team is planning to replace the floorboards on the Pioneer House porches on Saturday and Sunday, September 22 and 23. Another dumpster will be needed, and it will be placed along 2nd Street.

Tom Haslett and I met with Laura Braasch, a Risk Control Consultant with Church Mutual, from our property and liability insurance company. Laura thought we had implemented many measures to improve the safety of our building, e.g., AED, first aid kits, emergency maps and directions. Big thanks to Hal Schulman, and the Emergency Response Team, for being vigilant and proactive. Laura also informed us of several safety programs Church Mutual has available that might be of interest for LRE, YRUU and the nursery. I'll share more information at the meeting.

The Facilities Team is looking for members and volunteers. If you're interested in seeing our historic site preserved, meeting space improved, and our classrooms enhanced, then please contact Kevin O'Neill.

Finance Ministry Team

Report Submitted By: Christine Imielski

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

Green Sanctuary Ministry Team

In July, we published Project SnowFall's letter #3 on Environmental Privilege and in August, letter #4 on Environmental Justice.

Copies of these letters were mailed to 11 different elected representatives.

22 stamps to send approximately 6,000 virtual letters.

(300 congregants x 11 recipients x 2 times).

We have received a response to the first of these letters from Senator Duckworth. It was opened and read aloud in the sanctuary to several in attendance after services on Sunday, August.

As part of SnowFall's interfaith outreach, the Unity Church of Batavi has agreed to sign on to our future letters.

SnowFall is working to add an environmental scorecard to the monthly letters. We have collaborators. Stay tuned.

Styrofoam collection for recycling continues. None the less, we are however approaching a point of drowning in single use or disposable plastic items. Some consider it equal in threat with climate change to possibly ending our civilization. See "The Plastics in the Sea, the Plastic is in Us".

Green Sanctuary itself has been on hiatus for the summer and is planning to restart meeting in September.

And for the benefit of those who do not study the Green Sanctuary section of the Pioneer, an important article you may have missed: (Big margin here, see next page)

For those who missed the major dust up in environmental journalism last week: A scientific paper with 16 authors reported that our lack of action on climate change was increasing the risk of catastrophe:

[Trajectories of Earth Systems in the Anthropocene](#) (they are scientist, not poets).

Several articles appeared last week contending that the paper foretold doom. The writer from Grist interviewed some of the original authors about this interpretation. See that slightly reassuring article here:

[Don't despair - do something](#)

Heritage Ministry Team

Report submitted by: Patricia Ward, for months of June, July and August 2018

Team representative at meeting: Patricia Ward

Previous month's activities that directly support the current Congregational Goals (as applicable)

- Goal: Growth to Achieve Our Vision
- Progress: N/A
- Goal: Make a Positive Difference in Our Community
- Progress: N/A
- Goal: Increased Congregational Engagement
- Progress: When we are up to speed with the digitizing software, we will be inviting volunteers to contribute time to scan photos & documents, activity suitable for middle-school age and older.
- Goal: A Facility & Staffing that Supports Our Vision
- Progress: N/A
- Goal: Align Finances To Realize Our Vision
- Progress: Ongoing practice of minimizing budgetary expenses.

Previous month's other activities and accomplishments (as applicable)

- Met on June 13 and 27, July 11 and 25, and August 8 and 22 for regular team business of continued consolidation of file folders to eliminate duplicates and boxing of folders in related or logical groups. In addition, 2 members met twice to begin a two-person job of rearranging box contents in more logical groups and re-boxing folders to eliminate non-standard boxes.
- Second printing of *Pulpit and Pew Tales* has been published; we are discussing an announcement to the congregation.
- Participated in planning and support of events connected with Dr. Bates' retirement.
- In the process of getting Dr. Bates' portrait hung in the Heritage Room, done by Patrick McGleam, learned that conservation will need to be done to the Conant portrait. Patrick explained that the portrait has a wood backing, and the resin from the wood will eventually infiltrate the portrait canvas. At my request, Patrick is getting an estimate of the cost of professional conservation, so that appropriate measures may be considered.

Progress on Team Goals (if applicable) -- *Updated for 2018-19, removing completed goals*

- 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 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.

- Goal: To create a retention schedule for transferring church documents, including those born-digital, to the church archives on a scheduled basis for permanent retention.
- Progress: Under study.

Upcoming Events & Projects

- Meetings on 2nd and 4th Wednesdays continue.
- Installation and learning to use ResourceMate archival software.

Hospitality and Fellowship Ministry Team

Lifespan Religious Education

Make A Difference (MAD) Fund

Nominating Committee

Social Justice Ministry Team

- BOW Collection
 - July - We collected \$1,352 for Raices and ACLU Immigrant Families funds
 - August – Northern Illinois Food Bank
 - September - Lazarus House
- We decided to focus on collaborating with the League of Women Voters on voter registration for the months of September and October. We have 11 League of Women Voters trained UUSG voter registrars and several people more interested in receiving training.
- We intend to discuss collaboration with World Relief / Immigration on ideas for UUSG engagement in November.

Stewardship Ministry Team

Technology Ministry Team

Welcoming Ministry Team

Worship Ministry Team

WOW Ministry Team

Report Submitted by: Glenda Peck

Team member representing WOW at Council: Glenda Peck

Service provided this month:

- The WOW Team provided transportation to and from St Charles Park District for the daughter of a member of the church for this summer. This young person was working a summer job and needed rides to and from the St. Charles Park District facility for approximately 45 days - from mid June to mid August. Many members were helpful with this transportation request. Thanks go to George Tattersfield, Deb Brod, Betty Bristol, Sally Jones, Maureen McKeough, Rhonda Robinson, David DeCorliolis, Trish Beckjord, and Page Poris.
- We continue to provide regular transportation for the daughter of a former member of our congregation. This woman is disabled and is very appreciative for the bi-weekly transportation runs we provide for her. This ministry has been ongoing for approximately 5 years. This month, her volunteers were Kurt Heinz, Glenda Peck, and Page Poris.
- Meals were provided for our new interim ministers in an effort to welcome them to our community and congregation. Thanks go to Jean Pierce and Julia Friesen for providing the meals. Also, Glenda Peck was on hand to assist the family on move-in day.
- Outreach was extended to a couple in the church who are struggling with personal matters. WOW as well as Rev Jennifer extended words of concern and care.
- Carol Myers helped a member of the church with transportation to and from a doctor visit.
- A long time member of UUSG is struggling with serious life changes. Leadership contacted others in the church who are close to this person to alert them to offer help and comfort.
- Many expressions of care and concern went to our dear friend who lost her husband this month. Offers of meals were made, but at this time, help was graciously declined. This outreach will be ongoing. WOW will continue to keep this friend close and offer practical assistance in whatever way is helpful.

Other Actions and Concerns:

The WOW Team will sorely miss our dear co-leader, George Tattersfield. He was the nuts and bolts behind this wonderful ministry, and one of the main reasons WOW is so very successful. Carol Myers has volunteered to step up and help with fielding WOW requests for the time being, therefore her email, as well as Rev. Jennifer's email were added to the wow@uusg.org emailer to help with screening and handling the requests that come to WOW.

As a reminder, WOW Leadership wrote a short paragraph to the congregation concerning the procedure for making a request from the WOW Team. Over time, many in the church were simply emailing George directly with their requests. This reminder was published in the Pioneer as well as the weekly news blast.

Staff Reports

Rev. Jennifer Innis, Interim Co-Minister

Rev. Patrick Price, Interim Co-Minister

Christine Imielski, Congregational Administrator

Highlights for the month:

1. Onboarding month for our new Interim Co-Ministers, Rev. Jennifer Innis & Rev. Patrick Price. Assisted them with completing appropriate employment paperwork such as W-4 forms, I-9s, Direct Deposit authorization. Researched Clergy Tax Law in order to set up appropriate withholding from paychecks. Corresponded with UUA offices and billing departments for insurance transfers. Met with Doreen Christiani to order new laptop and equipment for Revs. Patrick & Jennifer. Set up phone system with new minister information. Made business card, new office signs, updated bulletin boards, website. Realm training. Prepared payment for moving expenses. Prepared Leadership Orientation Binders with updated information for both ministers. Gathered information on past minister letters of agreements, job descriptions, and other personnel information. Met with Revs. Jennifer & Patrick to answer questions about various aspects of UUSG: finance, personnel, facilities, administration, LRE, communications, etc.
2. Compiled and sent out 2017-2018 Annual Report to UUSG Members & Friends.
3. Rev. Jennifer & Rev. Patrick gave me permission to bring back Printed UUSG Directory. I have created new tutorials, bulletin board display and other information to begin this process. Feedback from UUSG Members has been great--people are happy that it is returning and so am I! Special thanks to Jim Frazier who will be taking directory photos on September 2nd.
4. Worked with LRE Team Leaders to order supplies for the upcoming school year, update website with new registration information, send out announcement for LRE registration, and I will be entering data for new registrations and cross-referencing data to ensure correct information is in Realm database.

Previous month's other activities and accomplishments

·Communications

- Daily updates to UUSG website
- Facebook Postings.
- Edited Mini-Pioneer bulletins
- Sent weekly reminder emails to counters, recruited new counting assistants
- Answered emails and phone calls.
- Special Email blasts for Memorial Service, Annual Report, LRE Registration, Printed Directory
- Created, designed, and edited Pioneer
- Updated various events and activities on the calendar
- Created/Edited/Updated Sign Up Genius for Luncheonettes, Counters, Greeting, Women's Circle, Picnic, Choir, Photo directory, women's circle

·Facilities/Emergency Response Committee

- Art Wall coordination
- Gave out door key codes as needed

- Coordinated room reservations and Building Use Agreements
- Garbage and Recycling out weekly
- LRE
 - Miscellaneous correspondence and answered questions on Sundays
 - Registration updates and data entry.
- Technology
 - Updated email forwarders as requested
 - Updating member & friend info in Realm, adding new visitor information
- Finance/Stewardship
 - Created Finance Report, Check Report, and Credit Card Report
 - Corresponded with congregants on Pledge Balances and record keeping
 - Processed Paypal donations
 - Paid employment taxes, filed Federal and State reports
 - Paid bills, ran payroll, made weekly deposits
 - Corresponded with appropriate parties on BOW collections, sent donations to appropriate recipients.
 - Paid reimbursement requests
 - Reconciled Bank Statements with Dave Moore
- Other
 - Attended meetings: Staff (weekly), Finance, Council, Board, Meetings with incoming President David de Coriolis, Interim Co-Ministers
 - Updated online worship outline weekly
 - Arranged for pickup/drop off of various items for congregation members

Lisa Rittenberry, Administrative Assistant

- Create weekly Mini-Pioneers & E-blasts
- Edit and proof Pion
- Press Releases
- Post Office & Process Mail
- Create name tags
- Tidy Sanctuary weekly
- Attend staff meetings weekly
- Attend various meetings with Revs. Patrick and Jennifer
- Document Shredding
- Fill in Worship Outline
- Fill chalices with oil weekly
- Creation of various documents, reimbursement envelopes, funds transmittal envelopes, weekly finance docs
- Facilities Meeting August 15
- Maintain Handyman List
- Lost & Found table and removal of remaining items for Good Will
- Replace pledge envelopes in Sanctuary
- Inspections: Arranged for furnace inspection in September
- Inspection and thermostat replacement
- Joys & Concerns Project, UUSG News Project
- Contact City for tree trimming, Contact Sundek for concrete work, City of Geneva for parking, Gary Granberg for tree removal quote, City of Geneva for tree trimming, various research projects for

- Rev. Patrick
Special Projects determined by Christine