

UNITARIAN
UNIVERSALIST
CHURCH OF
JACKSON



3209 N. West St. Jackson, MS 39216

December 19, 2023 Board Minutes

Attendance:

President-Elect Jill Morgan
President Gwen Pevey
Treasurer Lisa Dunn
Secretary Dianna Albertson
Trustee Sue Moss
Trustee Evelyn Moore

Agenda:

Chalice Lighting
Approve Nov. Board Minutes
Treasurer's Report
From Resilience to Restoration (FRtR) Guest
Update on \$9000 Grant
Update on Church Rental Agreement
Update on Key Policy
Update on Electrical Usage in Warehouse
Update on Reimbursing Faithify Donors
Update on Taylor's Background Check
Update on Gas Leak at State St.
Update on Dec Warehouse Give-away
Update on UUA Membership Count
Update on Pledge Drive
Other Business
Extinguish Chalice
From Resilience to Restoration (FRtR)

Chalice Lighting

The chalice was lit at 6:33

Approve Nov. Board Minutes

Dianna made a motion to approve the November minutes.
Seconded by Jill.
All approved.

Treasurer's Report

The 2024 Budget Discussion began on Nov 27 via Groupme.

The board discussed Changing Our World's budget: last year none of the \$500 was spent. If the bylaws pass, Changing Our World will be separated into Community Outreach and Social Justice.

A vote was taken via Groupme on Nov. 28.

Gwen motioned to approve the 2024 amended budget.

Jill seconded it.

All approved.

An additional vote was taken on Dec. 7 via Groupme to accept Snowdancer's proposal to amend the 2024 budget proposal to include Snowdancer's proposal to provide financial compensation for the minister work.

Jill made a motion to accept Snowdancer's proposal with Lisa's updated calculations to be presented at the Dec. 10 congregational meeting.

Gwen seconded it.

All approved.

A vote was taken via Groupme on Dec 8th to approve the 2nd amended budget with Snowdancer's proposal included.

Jill motioned to accept the revised budget as presented by Lisa.

Gwen seconded it.

All approved.

Jill made a motion to accept treasurer's report as presented.

Evelyn seconded.

All in favor with one abstention.

From Resilience to Restoration (FRtR) Guest

Lea Campbell did not show up to talk to the board about FRtR.

Update on \$9000 Grant

Esther Newell Margaret received an email reply from Jonathan Green with Step Coalition stating that "The \$9,000 grant was an unrestricted, general support, mini-grant. No reporting is required and you have no further obligations at this time".

SEE ATTACHMENT

Update on Church Rental Agreement and Keyholder Policy

Lisa finished the documents and will upload them into Onedrive.

Lisa sent the following 3 documents for the board members to review:

Church Rental Agreement

Keyholder Policy Agreement

Facilities Use Policy and Procedures

A vote was taken via Groupme on Nov 28:

Dianna made a motion to approve all 3 documents.

It was seconded by Gwen.

All approved.

SEE ATTACHEMENTS

Update on Electrical Usage in Warehouse

Gwen reported that they were unable to locate the issue for the electrical over usage. There is one locked door in the warehouse that cannot be opened.
Jill recommended Eric contact Intergy to troubleshoot.

Update on Reimbursing Faithify Donors

Dave Morgan has reimbursed all the Faithify donors.

Update on Taylor's Background Check

We need to establish a background process. The current company requires an IRS determination letter but we do not have this because of our church status.
Sue and Dianna will look into the UUA recommendations.

Update on Gas Leak at State St.

The board approved using Remalyn's plumber, Hardy Plumbing LLC Brandon, instead of Brad Rodgers. The new gas lines were put in on December 18th.
Lisa will mail the check to the plumber.

Update on the December Warehouse Give-away

Gwen reported that the warehouse give-away was a success. Houseless people were able to take some clothing items and all the water was taken and some of the furniture.
One last give-away will be in January and inventory will be taken at that time.

Update on UUA Membership Count

This will be discussed at the January board meeting.

Update on Pledge Drive

The secretary sent out an email to remind members to make their pledges.
Lisa will provide the list of members who haven't submitted their pledges and calls will be made after the holidays.

Other Business

Lisa, Jill and Snowdancer will be drafting a contract pertaining to reimbursement for Snowdancer's ministerial time.

Jill would like the board to work on recruiting new board members at the beginning of the year for president-elect, secretary and trustee positions.

Extinguish Chalice

Chalice was extinguished at 7:04

From: Esther Newell <esthersmithnewell@gmail.com>
Subject: Fwd: Documentation for MS4GND General Support Mini Grant to UUJxn
Date: November 23, 2023 at 5:06:54 PM CST
To: Unitarian-Universalist Church-of-Jackson <uucj@outlook.com>
Cc: Gwenevier Pevey <gwennypv@gmail.com>, Lisa Dunn <lisadunn0517@gmail.com>

Esther Margaret
Artist - Teacher - Collaborator
(they/she)
esthermargaret.com

----- Forwarded message -----

From: **Jonathan Green** <jgreen@stepscoalition.org>
Date: Thu, Nov 23, 2023 at 6:50 AM
Subject: Re: Documentation for MS4GND General Support Mini Grant to UUJxn
To: Esther Newell <esthersmithnewell@gmail.com>, Kenneth Hollins <kehollins@gmail.com>

Esther:

The \$9,000.00 grant was an unrestricted, general support, mini-grant. No reporting is required and you have no further obligations at this time.

Please refer any future inquiries to the current Financial Lead, Pastor Kenneth Hollins as Step Coalition is no longer affiliated with MS4GND.

Seasons Greetings,
Jonathan

On Wed, Nov 22, 2023, 8:09 PM Esther Newell <esthersmithnewell@gmail.com> wrote:
Hi Jonathan,

Is there any paperwork and/or requirements attached to the 9k UUJXN received almost a year ago? Our congregation is unsure how to move as we did not receive information/documentation from Katie when we received it.

Any information you can provide would be greatly appreciated.

Sincerely ,

Esther Margaret
Artist - Teacher - Collaborator
(they/she)
esthermargaret.com

On Wed, Sep 27, 2023 at 7:07 PM Mississippi Rising Coalition
<contactmsrising@gmail.com> wrote:

Hello Jonathan. Copying Esther Newell of former MS4GND Hub Member org UU Jackson here as she reached out to me with an inquiry about how to obtain a copy of the grant agreement for the MS4GND General Support Mini Grant totalling \$9k disbursed to UU Jackson last year.

As Steps Coalition was the Financial Lead organization at that time and therefore the Grantor of those funds, I'm connecting her with you for further assistance with this matter.

Thank you,

--

Lea Campbell

she | her | hers

Organizer, Mississippi Rising Coalition

Co-facilitative Lead, MS for a Green New Deal

Website: www.msrising.com

Phone: 228.219.1548

**Unitarian Universalist Church of Jackson
Balance Sheet
As of October 2023**

Assets

Current Assets

Bank Accounts

Charles Schwab Account	242,554.27
Cadence Checking - Operating Account	40,479.23
Cadence Checking - Minister Travel Acct	500.00
Cadence Checking - Escrow Account	19,000.00

Total Bank Accounts 302,533.50

Other Current Assets

Deposits Income	2,256.00
Funds Awaiting Deposit	915.00

Total Other Current Assets 3,171.00

Total Current Assets

Other Assets

Change in Value of Investments	(23,096.89)
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Total Other Assets (23,096.89)

Total Assets 282,607.61

Liabilities

Current Liabilities

Escrow - N State Street Lease/Purchase	19,000.00
Deposits Expenses	793.50

Total Current Liabilities 19,793.50

Total Liabilities 19,793.50

Funds

General Fund	112,480.94
Building Fund	35,474.75
Memorial Fund	1,743.10
Special Fundraising	103,907.80
Community Garden Fund	9,207.52
Pass-Through Donations	0.00

Total Funds 262,814.11

Total Liabilities and Funds 282,607.61

Ending Balance

at 9/30/23

Charles Scwab Account Asset Composition	
Bank Sweep/Cash	10,039.33
Equities	184,862.30
Equity Funds	41,391.22
Exchange Traded Funds	6,261.42
Total Account Value	242,554.27

Unitarian Universalist Church of Jackson
Budget versus Actual Income and Expenses
January through October 2023

	Total Actual	Budget	Over (Under) Budget
General Fund			
Income			
1-01 Pledges	22,635.00	27,600.00	(4,965.00)
1-02 General Donations	2,488.05	1,800.00	688.05
1-04 General Fundraising Income	77.39	0.00	77.39
1-04 General Fundraising Income - Faithify	23,910.98	0.00	23,910.98
1-05 West St Rentals	0.00	0.00	0.00
	49,111.42	29,400.00	19,711.42
Administration			
1-07 Interest & Investment Income	104.18		104.18
Administration Total:	104.18	0.00	104.18
Total Income	49,215.60	29,400.00	19,815.60
Expense			
	Actual	Budget	
Administration			
1-11 Board Expenses	843.91	808.00	35.91
1-12 Office Supplies	138.70	250.00	(111.30)
1-13 Storage Expenses	810.00	972.00	(162.00)
1-14 General Fundraising Expenses Faithify Campaign	123.00	100.00	23.00
1-15 Service Charges	598.43	1,000.00	(401.57)
Administration Total:	2,514.04	3,130.00	(615.96)
Affiliation			
1-21 UUA Fair Share Expenses	3,911.00	3,800.00	111.00
Affiliation Total:	3,911.00	3,800.00	111.00
Building and Grounds: Maintenance & Operations			
1-31 West St Utilities & Communications Expense	16,904.55	15,000.00	1,904.55
1-32 West St Repairs and Maintenance	1,549.65	1,500.00	49.65
1-33 West St Janitorial Services	3,363.33	3,972.00	(608.67)
1-33 West St Landscaping Service Expense	1,250.00	2,500.00	(1,250.00)
1-34 West St Insurance	6,535.00	5,000.00	1,535.00
Building and Grounds: Maintenance & Operations Total:	29,602.53	27,972.00	1,630.53
Minister			
1-41 Minister's Salary	0.00	0.00	0.00
1-42 Minister's Housing	0.00	0.00	0.00
1-43 Minister's Benefits	882.00	0.00	882.00
1-44 Minister's Expenses	0.00	0.00	0.00
Minister Total:	882.00	0.00	882.00
Support Staff			
1-51 Support Staff Salaries	679.90	679.90	0.00
1-52 Payroll Tax Expense	0.00	195.30	(195.30)
Support Staff Total:	679.90	875.20	(195.30)
Welcoming Community			
1-61 Welcoming Community Expenses	585.32	500.00	85.32
Welcoming Community Total:	585.32	500.00	85.32

	Total Actual	Budget	Over (Under) Budget
Exploring Our Beliefs			
1-71 Guest Minister/Speaker Fees	4,765.76	10,980.00	(6,214.24)
1-72 Musician and Performer Fees	1,125.00	1,500.00	(375.00)
1-73 Sound and Video Equipment	146.44	500.00	(353.56)
1-74 Music Licenses	317.00	375.00	(58.00)
1-75 Worship Materials	881.73	1,800.00	(918.27)
1-76 RE Supplies	290.97	2,500.00	(2,209.03)
1-77 Flower Communion and Other Special Events	493.65	800.00	(306.35)
1-78 Nursery Attendant	71.50	672.10	(600.60)
Exploring Our Beliefs Total:	8,092.05	19,127.10	(11,035.05)
Living Our Values			
1-81 Living Our Values Expenses	159.94	500.00	(340.06)
Living Our Values Total:	159.94	500.00	(340.06)
Changing Our World			
1-91 Changing Our World Expenses	0.00	500.00	(500.00)
Changing Our World Total:	0.00	500.00	(500.00)
Total Expenses	46,426.78	56,404.30	(9,977.52)
Total General Fund Net Income (Loss)	2,788.82	(27,004.30)	(29,793.12)
Building Fund			
Income			
Buildings and Grounds: Renovations			
2-01 Building the Future Income	4,495.00	0.00	4,495.00
2-02 State St Lease Purchase	17,000.00	0.00	17,000.00
2-03 Insurance Proceeds - N State St Property	25,761.30	0.00	25,761.30
Total Income:	47,256.30	0.00	47,256.30
Expense			
Buildings and Grounds: Renovations			
2-11 Building the Future Expenses	10,285.34	0.00	10,285.34
2-12 State Street Expenses	17,000.00	0.00	17,000.00
Total Expenses:	27,285.34	0.00	27,285.34
Total Building Fund Net Income (Loss)	19,970.96	0.00	(19,970.96)
Memorial Fund			
Income			
3-01 Memorial Fund Income	0.00	0.00	0.00
Expense			
3-11 Memorial Fund Expenses	151.20	0.00	151.20
Total Memorial Fund Net Income (Loss)	(151.20)	0.00	(151.20)

	Total Actual	Budget	Over (Under) Budget
Special Fundraising Fund			
Income			
4-01 Special Fundraising Income	0.00	0.00	0.00
Expense			
4-11 Special Fundraising Expenses	0.00	0.00	0.00
Total Special Fundraising Fund Net Income (Loss)	0.00	0.00	0.00
Community Garden Fund			
Income			
7-01 Community Garden Donations	4,750.00	0.00	4,750.00
7-02 Community Garden Grants	9,000.00	0.00	9,000.00
Total Income:	13,750.00	0.00	13,750.00
Expense			
7-11 Garden Materials	4,542.48	0.00	4,542.48
Total Expenses:	4,542.48	0.00	4,542.48
Total Community Garden Fund Net Income (Loss)	9,207.52	0.00	9,207.52
Pass Through Donations			
Income			
5-01 Pass Through Donations Income	170.00	0.00	170.00
5-11 Pass Through Donations Expense	170.00	0.00	170.00
Total Income:	0.00	0.00	0.00

**Unitarian Universalist Church of Jackson
2024 Budget**

	2023 Budget	2024 Budget
General Fund		
Income		
1-01 Pledges	27,600.00	27,162.00
1-02 General Donations	1,800.00	2,500.00
1-04 General Fundraising Income	0.00	100.00
1-04 General Fundraising Income - Faithify	0.00	0.00
1-05 West St Rentals	0.00	0.00
	29,400.00	29,762.00
Administration		
1-07 Interest & Investment Income	0.00	100.00
Administration Total:	0.00	100.00
Total Income	29,400.00	29,862.00
Expense		
Administration		
1-11 Board Expenses	808.00	1,020.00
1-12 Office Supplies	250.00	250.00
1-13 Storage Expenses	972.00	972.00
1-14 General Fundraising Expenses Faithify Campaign	100.00	0.00
1-15 Service Charges	1,000.00	700.00
Administration Total:	3,130.00	2,942.00
Affiliation		
1-21 UUA Fair Share Expenses	3,800.00	3,801.00
Affiliation Total:	3,800.00	3,801.00
Building and Grounds: Maintenance & Operations		
1-31 West St Utilities & Communications Expense	15,000.00	20,300.00
1-32 West St Repairs and Maintenance	1,500.00	1,600.00
1-33 West St Janitorial Services	3,972.00	3,972.00
1-33 West St Landscaping Service Expense	2,500.00	2,500.00
1-34 West St Insurance	5,000.00	6,500.00
Building and Grounds: Maintenance & Operations Total:	27,972.00	34,872.00
Minister		
1-41 Minister's Salary	0.00	0.00
1-42 Minister's Housing	0.00	0.00
1-43 Minister's Benefits	0.00	0.00
1-44 Minister's Expenses	0.00	0.00
Minister Total:	0.00	0.00
Welcoming Community		
1-61 Welcoming Community Expenses	500.00	650.00
Welcoming Community Total:	500.00	650.00

Exploring Our Beliefs		
1-71 Guest Minister/Speaker Fees	10,980.00	10,980.00
1-72 Musician and Performer Fees	1,500.00	1,500.00
1-73 Sound and Video Equipment	500.00	500.00
1-74 Music Licenses	375.00	375.00
1-75 Worship Materials	1,800.00	1,800.00
1-76 RE Supplies	2,500.00	2,500.00
1-77 Flower Communion and Other Special Events	800.00	800.00
1-78 Nursery Attendant	1,547.30	1,352.00
Exploring Our Beliefs Total:	<u>20,002.30</u>	<u>19,807.00</u>
Living Our Values		
1-81 Living Our Values Expenses	500.00	500.00
Living Our Values Total:	<u>500.00</u>	<u>500.00</u>
Changing Our World		
1-91 Changing Our World Expenses	500.00	1,000.00
Changing Our World Total:	<u>500.00</u>	<u>1,000.00</u>
Total Expenses	<u>56,404.30</u>	<u>63,572.00</u>
Total General Fund Net Income (Loss)	<u>(27,004.30)</u>	<u>(33,710.00)</u>

UNITARIAN UNIVERSALIST CHURCH OF JACKSON FACILITIES USE POLICIES AND PROCEDURES

The goal of the UUJXN Facilities Use Policies and Procedures is to create a welcoming place for liberal religious worship, education, art, drama, music, and fellowship that reflects our mission and values. We must maintain safe, clean, comfortable, accessible, sustainable, and appealing buildings and grounds while we maximize use, minimize abnormal wear and tear, and enhance the appearance and cleanliness of the facilities.

The intent is for UUJXN facilities to be a welcoming space for congregants, friends, and strangers, while at the same time reducing risk from theft and damage. UUJXN's guidelines for facility use reflect our environmental values and our intent to be a safe space for all who visit our facilities.

UUJXN encourages members, friends, and community groups to use our church buildings and grounds when not in use for church activities. All scheduled activities/events in the facilities should be a reflection of UUJXN's mission, values, and principles. If a proposed event appears to be in conflict with our mission, values, and principles, the Board of Trustees will make a determination on the appropriateness of the proposed event. In order to coordinate scheduling and help ensure appropriate use of our facilities, we have established the following policies, procedures, and guidelines.

SECTION 1. USE OF THE FACILITY

All agreements for the use of UUJXN facilities are understood to be between the church and individuals above the age of 18 years old. The use of the facility should be in agreement with UUJXN's mission, values, and principles.

Facility use categories:

1. Member Life Events

- Member of UUJXN in good standing per the Bylaws
- Designated as "Friend" in good standing with UUJXN
- Life events include but are not limited to weddings, commitment ceremonies, naming ceremonies, birthdays, and anniversaries
- Attendance fees should not be charged

2. Affiliated Group Use

- Affiliation must be requested by the group and approved by the board or congregation
- Group must promote or be associated with Unitarian Universalism
- Group should be consistent with UUJXN's mission, values, and principles, under UUJXN member governance, and serve as an outreach for UUJXN

- Purpose of the event must not conflict with UUIJXN's mission, policies, and values
- Events and activities should be open to UUIJXN members and friends
- Attendance fees should not be charged, but donations may be requested; fees for materials used in a program is permitted

1. Rental

- Person or group unaffiliated with UUIJXN
- Purpose of event/activity must not conflict with UUIJXN's mission, values, and principles
- Attendance fees may be charged

SECTION 2. SCHEDULING PROCEDURE

The Secretary is responsible for the UUIJXN Calendar of Events and is the point of contact for all requests for use of the facilities.

1. The member, affiliated group, or non-affiliated renter should contact UUIJXN via the website, email, or mail with a request to use or rent either a building or the grounds. The request should include date, time, responsible person, expected attendance, and purpose of the event or activity. The Secretary may request additional information to determine if the purposes of the event or activity and the group are consistent with UUIJXN's mission, values, and principles. If there is a question as to the appropriateness of the event or activity and group, the Secretary will refer to the Board for a determination.
2. If the event or activity and group are deemed to be consistent with UUIJXN's mission, values, and principles, the Secretary will provide the individual responsible for use of the space with the Facility Use Agreement and Rental Contract. The appropriate fee as outlined in Section 5 will be communicated to the member, affiliated group, or non-affiliated renter and be notated on the Facility Use Agreement and Rental Contract.

For recurring meetings, the Facility Use Agreement and Rental Contract will be dated from the initial meeting through December 31. A recurring rental will be eligible for renewal annually on January 1. The rental amount may be adjusted, if applicable, upon renewal. The renter will be notified of any change 30 days in advance.

If the event and/or group are deemed inconsistent with UUIJXN's mission, values, and principles, the Secretary will respond with a denial of use.

3. The signed Facility Use Agreement and Rental Contract should be returned to UUIJXN via email or mail at least 7 days prior to the event. The reservation is not confirmed and put on the calendar until the signed form and associated fee are received. Upon receipt, the Secretary will confirm the reservation and make the necessary arrangements for access per #4 below.

For a one-time Rental Use, the deposit and the rental fee are due at the time of reservation. The amount due may be remitted via check payable to UUCJ or via PayPal. If the renter requests to pay via PayPal, the Secretary will communicate the instructions to the renter and advise the Treasurer.

For recurring meeting rentals, the deposit and first month's rental fee is due at the time of reservation. Succeeding month's rent is due two weeks prior to the meeting date. The amount due may be remitted via check payable to UUCJ or via PayPal. If the renter requests to pay via PayPal, the Secretary will communicate the instructions to the renter and advise the Treasurer.

4. Access will be granted per Section 3. The Secretary and Buildings & Grounds Chairperson will arrange access for the use of the facilities. The Secretary will include the arrangements in the confirmation to the renter.
5. If cancellation is necessary, the renter should provide notice via email as soon as possible, with at least five days notice being requested. Upon notice of the cancellation, the event will be removed from the calendar and the deposit and rental fees received will be returned to the renter
6. Scheduling priority is as follows:
 - a) Sunday Services and religious education
 - b) Church related functions
 - c) Civic functions in which UUCJ or UUCJ leadership is participating
 - d) Member life events
 - e) Affiliated group events
 - f) Unaffiliated individual or group events

SECTION 3. BUILDING ACCESS

It is the policy of UUCJ to provide access to the facilities on an as-needed basis to individuals approved for such access.

In the following policy, "key" refers to either physical key or access code, depending on the mechanism used to secure the facility.

1. Keys will be distributed by the Buildings & Grounds Chairperson or designee. A Key Log will be maintained by the Buildings & Grounds Chairperson.
2. For rental use, the Secretary will inform the Buildings & Grounds Chairperson of the need for access, whether the access is for one date or recurring, and will then communicate to the Renter arrangements for providing access. The access granted should be notated on the Renter Key Log.

3. Exterior door keys and interior door keys will be distributed to the Board, Ministry Council volunteers, and church staff as needed upon approval of the request and receipt of the signed Keyholder Policy Agreement.
4. For Board Members:
 - a. Outgoing Board Members should notify the Buildings & Grounds Chairperson, surrender physical keys, and request the deactivation of access codes.
 - b. Incoming Board Members should request any access they need by emailing the Buildings & Grounds Chairperson and signing the Keyholder Policy Agreement.
 - c. After each Congregation Meeting during which there is a vote to elect a new Board Member or confirm a new Board Member, the Building & Grounds Chairperson should inventory the keys and access codes to affirm appropriateness of all access granted. The Key Log should be updated with all changes.
5. Volunteers and Staff should send an email to uucj@outlook.com explaining the need for access to the facilities. The Building & Grounds Chairperson, with consultation with the Board as needed, will determine the appropriateness of access and distribute keys as needed upon receipt of a signed Keyholder Policy Agreement. The Key Log should be updated.
6. Once access is no longer needed, keys should be returned and a request to deactivate access codes sent to the Building & Grounds Chairperson. The Key Log should be updated.
7. Temporary access to the facilities should be terminated after the event and notated in the Key Log.
8. The Key Log should be reviewed by the Building & Grounds Chairperson and the Board of Trustees for appropriateness after each Congregation Meeting.

SECTION 4. FACILITY USE

The following guidelines apply to the church property:

1. The church reserves the right to emergency use of the facilities in rare cases. If an event is canceled for this reason, all fees will be refunded in full.
2. Scheduled events may take place between the hours of 7:00 am and 10:00 pm. The premises must be vacated by 11:00 pm. This includes set up time and clean up time.

3. Selling alcohol on church property is strictly forbidden. Use of illegal substances is not permitted on the church grounds.
4. No weapons (concealed or otherwise) are allowed on the premises without prior authorization.
5. The facilities may not be used for events that may have a negative impact on the neighborhood (for example: loud concerts which can be heard outside of the church), and all activities must comply with all federal, state, and local laws and regulations.
6. UUIJXN's name cannot be used in any way as publicity or endorsement of a particular event.
7. Direct adult supervision is required at all times for lit candles or incense. Use of any other fire, smoke or combustible material is strictly forbidden anywhere in the church building or on church grounds without prior permission from the Board of Trustees.
8. No equipment or materials may be stored on church property without prior approval.
9. The person signing the Rental Agreement is responsible for the supervision of those attending their activity and for compliance with the policies and conditions of use. The person signing the Rental Agreement shall be on site at all times the building is unlocked. Any children in attendance at scheduled events must be properly supervised in accordance with the church's childcare policy. If any part of the building is used for childcare purposes, the children must be supervised in accordance with UUIJXN's Safe Congregation policy.
10. The Church office is strictly off limits and shall not be available for use or any purpose by any outside group.
11. UUIJXN's audiovisual equipment is strictly off limits with the exception of the TV in the youth room which can be used for presentations. Renters must bring their own laptop and/or special cables needed. No technical support is offered.
12. Church supplies may not be used by groups that are not affiliated with the church without prior agreement (includes coffee, other perishable kitchen supplies, and supplies in the classrooms).
13. Furniture vulnerable to inclement weather may not be used outdoors. Only vinyl tables and chairs may be used outdoors but must be brought indoors and stored at the end of the event.
14. Renters are responsible for their own set-up and clean-up. If proper cleanup is not done, a cleaning fee will be applied.

15. Limited dishes, pots, silverware, and tablecloths are available for use by groups which have reserved the kitchen area. Each group using the kitchen area must leave it clean and orderly. All leftover food, beverages, and food preparation equipment must be removed. Trash must be removed from the property and trash containers lined with new trash bags. All church items used must be cleaned and returned to their proper places before the group leaves.
16. The facility must be left in a condition comparable to the cleanliness of the space prior to the event. Heating/cooling system thermostats must be readjusted to recommended levels (60 degrees in winter and 76 during warmer seasons). All lights and appliances must be switched off. Failure to return facility to original condition may result in forfeiture of deposit or a fee being imposed.
17. The Buildings & Grounds Chairperson or designee will inspect the property after use by a member or group. The responsible individual will be notified of damages and the cost of repair or replacement.

SECTION 5. DEPOSITS AND FEES

Members

Members are not required to pay a fee to use the facilities for a life event. However, a member may incur fees if the facilities are not left clean and in the same arrangement as before the event. The member will be expected to pay for any damages to the facilities that occur during the event. A refundable deposit of \$50 may be required for future events if the facilities are damaged or left dirty.

Members who wish to use the facilities for an event other than life events would be considered a renter and will need to pay a fee per the schedule below. The member may request either a reduced rate or waiver of the rental fee by contacting the Secretary, who will refer the request to the Board for consideration.

Affiliated Groups

Affiliated groups are not required to pay a fee to use the facilities for events open to the public and to UJXN members and friends. However, fees may be incurred if the facilities are not left clean and in the same arrangement as before the event. The affiliated group will be expected to pay for any damages to the facilities that occur during the event. A refundable deposit of \$50 may be required for future events if the facilities are damaged or left dirty.

Renters

A refundable security deposit of \$50 must be submitted for all rentals. The deposit will be applied to cover damages to the facilities or necessary cleaning if the facilities are not returned to prior condition. In the event of damage or other incurred costs over the amount of the deposit,

the person signing the Facilities Use Agreement and Rental Contract will be responsible for any cost in excess of the deposit.

Refund of the security deposit will be made after return of the physical key and inspection of the facilities following the event. The Buildings & Grounds Chairperson or designee will contact the Treasurer to refund the deposit.

Schedule of Rental Deposit and Fee for Single Event

	Refundable Security Deposit	Whole Church Building	Sanctuary & bathrooms	R.E. Spaces & Bathrooms
Members	No deposit	No fee	No fee	No fee
Affiliated Groups	No deposit	No fee	No fee	No fee
General Rate	\$50	\$150	\$75	\$45

A renter may request a reduced rental rate or a waiver of the rental fee by contacting the Secretary via email. The Secretary will then refer the request to the Board for consideration.

A group who will have recurring meetings will be eligible for a reduced monthly rate. The Secretary will refer this group to the Board for consideration of a reduced monthly rate.

The Board of Trustees may, at their discretion, waive or reduce fees for use of the facilities.

Renters are responsible for their own set-up of tables and chairs, etc., and clean-up. Renters are welcome to bring in their own AV and sound equipment. If renters do not adequately clean and reset the space, the following fee schedule may be enforced.

- Set-Up or Re-Arrangement of chairs in the Sanctuary: \$25
- Clean-Up: \$25-\$150 (depending on amount of cleaning needed.)

At their discretion, the Board of Trustees may amend or waive these fees depending on the amount of set-up required, the availability of staff, and the cost incurred by the church.

UNITARIAN UNIVERSALIST CHURCH OF JACKSON FACILITY USE AGREEMENT AND RENTAL CONTRACT

Name

Organization if applicable

Address

Phone Number

Event

Date and Time

Estimated Number of Attendees

Refundable Deposit Amount

Rental Fee

This agreement for use of the Unitarian Universalist Church of Jackson (UUJXN) facilities is understood to be a covenant between UUJXN and a person over the age of 18, either individually or as representative of a group.

The church reserves the right to emergency use of the facilities in rare cases. If an event is canceled for this reason, all fees will be refunded in full.

The goals, positions, or agendas of the requesting organization or individual may not be contrary to the principles of the UUJXN or the Unitarian Universalist Association.

Scheduled events may take place between the hours of 7:00 am and 10:00 pm. The premises must be vacated by 11:00 pm.

Selling alcohol on church property is strictly forbidden.

Use of illegal substances is not permitted on the church grounds.

No weapons (concealed or otherwise) are allowed on the premises without prior authorization.

The facilities may not be used for events that may have a negative impact on the neighborhood (for example, loud concerts which can be heard outside of the church), and all activities must comply with all federal, state, and local laws and regulations.

UUJXN's name cannot be used in any way as publicity or endorsement of the event without prior approval by the Board.

Direct adult supervision is required at all times for lit candles or incense. Use of any other fire, smoke or combustible material is strictly forbidden anywhere on the facility without prior permission from the Board of Trustees.

No equipment or materials may be stored on the facility without prior approval.

The person signing the Rental Contract is responsible for the supervision of those attending, for compliance with these policies, and shall be on site at all times while the facility is available for the event.

Any children in attendance at scheduled events must be properly supervised by an adult. If any part of the building is used for childcare purposes, the children must be properly supervised by an adult.

Church supplies may not be used by groups that are not affiliated with the church without prior agreement (includes coffee, other perishable kitchen supplies, and supplies in the classrooms).

If requesting use of the kitchen area, limited dishes, pots, silverware, and tablecloths are available for use. The kitchen should be left clean and orderly. All leftover food, beverages, and food preparation equipment must be removed. Trash must be removed from the property and trash containers lined with new trash bags. All church items used must be cleaned and returned to their proper places.

The facility must be left in a condition comparable to the cleanliness of the space prior to the event. Heating/cooling system thermostats must be readjusted to recommended levels (60 degrees in winter and 76 during warmer seasons). All lights and appliances must be switched off. Failure to return facility to original condition may result in forfeiture of deposit or a fee being imposed.

UUJXN will not be held liable for injuries suffered by individuals using the buildings and/or grounds during the event.

UUJXN should be notified of cancellation via email at uucj@outlook.com as soon as possible. UUJXN requests notice of two weeks if possible.

The signed Facility Use Agreement and Rental Contract along with any amount due should be returned to UUJXN via email at uucj@outlook.com or mail at UUJXN, 3209 N West St, Jackson MS 39216 at least 7 days prior to the requested date. Payment may be made via check payable to

Unitarian Universalist Church of Jackson or via PayPal. PayPal payment should be arranged through the Secretary. The reservation is not confirmed until receipt of both the contract and payment.

I agree to UUJXN's Facility Use Agreement as stated above. I agree to rent the facility and I agree to be responsible for any damages to UUJXN's property that occur during the time I rent the property.

Signature _____

Date

Printed Name

To be completed by UUJXN Secretary

Amount received _____

Date received _____

Date the reservation placed on calendar _____

Date deposit refunded _____

Comments:

**UNITARIAN UNIVERSALIST CHURCH OF JACKSON
KEYHOLDER POLICY AGREEMENT**

Name of Keyholder _____

Church Position _____

The term “key” is used to mean both a physical key and an access code to keyless locks.

The security of UUJXN members and facilities is an important matter. Access to UUJXN’s facilities is a responsibility as well as a sacred covenant between the congregation and the individual given access that should be taken very seriously. Violating the trust extended to a member or staff who holds a key could result in loss to the church as a whole and to the members as individuals.

By accepting a key to any part of UUJXN facilities, the keyholder is agreeing to abide by the following covenants.

1. No meetings, gatherings, practices, or events will be held in the church facilities without following the appropriate rental procedure.
2. Keys and access codes may not, under any circumstances, be duplicated, loaned, or shared with another individual for any reason.
3. Absolutely no permanent alterations to the property or facility should be done or arranged without explicit permission granted from the Board of Trustees, Buildings & Grounds Chairperson, or their designee prior to any changes.
4. No church property, including tables, equipment, chairs, games, etc., may be taken away from the facilities without explicit permission from the Board or the Buildings & Grounds Chairperson.
5. If a key is lost, stolen, or otherwise compromised, it should be reported to the Buildings & Grounds Chairperson immediately.
6. Keys should not be marked, tagged, or identified in a way that would disclose the use of the key to others in the event that they are lost, stolen, or compromised.
7. When a keyholder accesses the facilities in the course of their duties, they are responsible for any guests or children that accompany them. The keyholder will be responsible for restoring, cleaning, and locking any room that was accessed or used.

8. Upon leaving the church facilities, the keyholder must ensure that all doors are locked and secure and the security code set to monitor the property. If the temperature in any room was adjusted, it must be turned back to the original temperature. All lights should be turned off.

I have read the Unitarian Universalist Church of Jackson Keyholder Policy Agreement and agree to abide by the policy.

Signature

Date

Printed Name

To be completed by the Buildings & Grounds Chairperson

Key Control Log

PERSON ISSUED:	BUILDING W=West St. Building H= Heffner Hall O= other	INTERIOR/ EXTERIOR	KEY/CODE	DATE ISSUED	DATE RETURNED/DEACTIVATED	LOST KEY
CODE: -----	W	E	WEST STREET MAIN ENTRANCE*			
	W	E	WEST STREET CORRIDOR*			
	W	E	WEST STREET WEST*			
	W	I	WEST STREET OFFICE*			
	W	I	WEST STREET DATA ROOM*			
	W	I	WEST STREET INTERIOR*			
	H	E	NURSERY			
	H	E	HARTFIELD EAST* (middle aged kids room)			
	H	E	HARTFIELD WEST* (sanctuary exterior)			
	H	I	CHURCH OFFICE			

	H	I	SANCTUARY			
	H	I	BETWEEN NURSERY AND MIDDLERS ROOM			
	O		SHIPPING CRATE			
	O		OUTDOOR CHAIN LOCKS			

**Unitarian Universalist Church of Jackson
2024 Budget**

	2024 Budget	Amended 2024 Budet
General Fund		
Income		
1-01 Pledges	27,162.00	27,162.00
1-02 General Donations	2,500.00	2,500.00
1-04 General Fundraising Income	100.00	100.00
1-04 General Fundraising Income - Faithify	0.00	0.00
1-05 West St Rentals	0.00	0.00
	29,762.00	29,762.00
Administration		
1-07 Interest & Investment Income	100.00	100.00
Administration Total:	100.00	100.00
Total Income	29,862.00	29,862.00
Expense		
Administration		
1-11 Board Expenses	1,020.00	1,020.00
1-12 Office Supplies	250.00	250.00
1-13 Storage Expenses	972.00	972.00
1-14 General Fundraising Expenses Faithify Campaign	0.00	0.00
1-15 Service Charges	700.00	700.00
Administration Total:	2,942.00	2,942.00
Affiliation		
1-21 UUA Fair Share Expenses	3,801.00	3,801.00
Affiliation Total:	3,801.00	3,801.00
Building and Grounds: Maintenance & Operations		
1-31 West St Utilities & Communications Expense	20,300.00	20,300.00
1-32 West St Repairs and Maintenance	1,600.00	1,600.00
1-33 West St Janitorial Services	3,972.00	3,972.00
1-33 West St Landscaping Service Expense	2,500.00	2,500.00
1-34 West St Insurance	6,500.00	6,500.00
Building and Grounds: Maintenance & Operations Total:	34,872.00	34,872.00
Minister		
1-41 Minister's Salary	0.00	20,307.00
1-42 Minister's Housing	0.00	0.00
1-43 Minister's Benefits	0.00	0.00
1-44 Minister's Expenses	0.00	0.00
Minister Total:	0.00	20,307.00
Welcoming Community		
1-61 Welcoming Community Expenses	650.00	650.00
Welcoming Community Total:	650.00	650.00

Exploring Our Beliefs		
1-71 Guest Minister/Speaker Fees	10,980.00	2,000.00
1-72 Musician and Performer Fees	1,500.00	500.00
1-73 Sound and Video Equipment	500.00	500.00
1-74 Music Licenses	375.00	375.00
1-75 Worship Materials	1,800.00	1,800.00
1-76 RE Supplies	2,500.00	1,500.00
1-77 Flower Communion and Other Special Events	800.00	800.00
1-78 Nursery Attendant	1,352.00	1,352.00
Exploring Our Beliefs Total:	<u>19,807.00</u>	<u>8,827.00</u>
Living Our Values		
1-81 Living Our Values Expenses	500.00	500.00
Living Our Values Total:	<u>500.00</u>	<u>500.00</u>
Changing Our World		
1-91 Changing Our World Expenses	1,000.00	1,000.00
Changing Our World Total:	<u>1,000.00</u>	<u>1,000.00</u>
Total Expenses	<u>63,572.00</u>	<u>72,899.00</u>
Total General Fund Net Income (Loss)	<u>(33,710.00)</u>	<u>(43,037.00)</u>
Difference		<u><u>(9,327.00)</u></u>

To: Ministerial Search Task Force or Board

From: Rev Jim (Snowdancer) Becker

Date: December 4, 2023

Re: UU Ordination and Initial Contract for Services

I've had a long talk with Rev. John Pepper, who, while living in Mississippi, spoke at our church several times and was a member here. He and his partner, Randy, moved back to Texas. Now, John is retired and works as a non-affiliated UU minister in his home church of the Unitarian Fellowship of Houston.

That is the key. Local UU congregations can choose who their minister will be. The way it works is our church is in association with the UUA. The UUA recommends that churches go to the UU Minister's Association ((UUMA) for their ministers, but that is merely a recommendation for UUA congregations.

A local congregation can choose who their minister will be. They ordain that person, and that person becomes a non-affiliated UU minister. However, that ordination stands and is valid.

I am asking that UU Jackson ordain me as a UU minister and pay for my services with a contract. This official act will give credence to my work as a representative of this church. I will provide the services that UUJXN negotiates with me. As time goes on, we can renegotiate those terms.

I would like a one-year contract. I request there be a six-month review of the monetary arrangements as there may need to be monetary shifts in compensation so that we can complete the whole year. If UUJXN wishes me to not be a paid member of the church, I will resign my membership to be the minister of the church, however, I do not see why that should be a problem.

Items that are not in this initial contract:

1. Pastoral Care/Spiritual Counseling (can be done via Zoom).
2. Extra Meetings as requested or as are necessary (could be done via Zoom).
3. Special sessions for workshops, planning, or classes (could be done via Zoom).
4. Office time (would require being in the office).
5. Administrative work.

If the above are asked for or necessary, the hourly rate initially established, along with mileage (if necessary) would be applicable.

Ministry Item	Standard Fee or Hourly	Travel	# events	Total	Set	Flexible (may not be needed)
Ministry Sundays	315	91.70	X 16 services	6507.00	6507.00	
Funerals	325	91.70	X 2	833.40		833.40
Weddings	450	91.70	X 2	1083.40		1083.40
Hourly Rate	50					

Prep for Non-Min Sundays (Scripts)	50 X 4hr		X 36 wks	7,200.00	7,200.00	
Vespers	50 X 3hr	Zoom	X 24 sessions	3,600.00	3,600.00	
Creativity Matters	50 X 2 hr	Zoom	X 10	1,000.00	1,000.00	
Events that demand minister presence	150	91.70	X 4	966.80		966.80
Rites of Passage	225.00	91.70	X 3	950.10		950.10
Programming for all Sundays	50.00		X 40 hr	2,000.00	2,000.00	
Attendance: GA, SR events, clergy events						4,000.00
Office Supplies	1,000.00 / yr					1,000.00
Travel (if and when needed)		91.70				As needed
Totals					20,307.00	

The set amount would be split into monthly increments over a year's time.

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2024 Amended Budget**

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Changing Our World Total:	<u>1,000.00</u>	<u>1,000.00</u>
Total Expenses	<u><u>63,572.00</u></u>	<u><u>71,098.00</u></u>
Total General Fund Net Income (Loss)	<u><u>(33,710.00)</u></u>	<u><u>(41,236.00)</u></u>
Difference		<u><u>(7,526.00)</u></u>