

DRAFT

Unitarian-Universalist Church of Nashua, NH (UUCN)

Meeting of the Board of Trustees

December 13, 2016

Present: Members: David Hudson, Lance Pratt, Mike Wilt, Mary Licking, Rick Spitz, Ellen McCormick, Steve Hedges (by audio and video electronic connection), Brenna Woods, and The Reverend Allison Palm. Guest: Elizabeth Lewis (for the duration of the Stewardship Committee discussion)

David performed the chalice lighting with a poem he wrote, Homecoming. A check-in was performed. Timekeeper was Brenna.

Elizabeth Lewis reported on the Stewardship Committee plans for January through April, the theme being, Building Together, and the effort will tie into the Strategic Plan. Elizabeth Lewis credited the groundwork that has been laid by Harry Purkhiser, last year's Stewardship Committee Chair, as contributing to this year's plans. The BoT members are among the group invited to an event slated for January 7<sup>th</sup> to learn more about the plans for 2016, and the BoT members will be asked to pledge at that time. That event will feature conversation, chocolate, and beverages. The congregation will be invited (per handwritten invitations sent to addresses of record) to events on Friday, January 13<sup>th</sup> (evening light food – likely chocolate and beverages) or Sunday, January 29<sup>th</sup> (lunch) to learn more about the plans for 2016 and BoT members were asked to commit to set-up and/or clean-up duty for one or more of those events. What does it mean to you to be a member of this church? Stewardship Committee will pose that question as part of its presentation. Members and friends will be asked to make a pledge in February. Last year about 173 pledging units give about \$310,000. This year it is hopeful 185 pledging units will give about \$335,000, but those numbers could be revised when more is learned about the needs of the church. Some night during the first half of March there will be a phone-athon to reach those who have yet to pledge. Harry Purkhiser wrote a letter to the church explaining his reasons for not being able to co-chair the Stewardship Campaign the rest of this year and received a lot of positive feedback after the letter's publication. The church auction will be on April 1<sup>st</sup>, co-chaired by Jess Woods and Mary Beth Restivo. It will be an auction featuring services only and have a goal of raising \$10,000 for the church operating fund with anything over that amount going to a community outreach cause. In regards to auctions held in future years there is the possibility that the auction funds can move toward going 50% to operations and 50% to community outreach, depending on circumstances. Steve Ladew of the Stewardship Committee has written an auction planning guide that is meant to be a living document to inform present and future auction operations.

The Reverend Palm gave the Minister's Report (see attached), including the Budget versus Actual Financial statement for December 2016. It was the consensus of the BoT that the Reverend Palm did a nice job regarding the Director of Faith Formation (DFF) Job Description and Draft Letter of Agreement that are attached to the Minister's Report. The Reverend Palm reported verbally that the timetable for the search has been shared informally with Kim Sweeney of the UUA and the feedback to UUCN was that the timetable fits in with UUA calendar considerations. In addition to what was mentioned in the report about the Christmas-related services is that the two Christmas Eve services (5:30 pm and 7:30 pm) will be streamed and the 7:30 pm service will be streamed again on Christmas day. On another subject, there is a new look for the website which is scheduled to launch this week.

## DRAFT

BoT members were asked to look for error such as links that do not work and report them to Sherri Woolsey, Office Administrator. Sherri has done a lot of work on this website project which is based on the UUA template and is mobile device friendly. There was discussion about the Children and Youth Faith Formation registration number and Sunday attendance number in the report, numbers significantly lower than last year's numbers. It was mentioned that the numbers have been on the upswing though, the past few weeks, that this year's ROPES class is smaller than the OWL class, and that the registration number reported for last year was achieved only after spring had arrived. The BoT asked that it be kept apprised of the registration number and Sunday attendance number on a regular basis. The BoT expressed delight in the percentage column that has been added to the actual and budget financial statement, and let The Reverend Palm know that it is helpful.

A vacancy on the BoT has been created by the resignation of former member, Carol Wagner. David received a note from Carol since last meeting that stated the fact of the resignation and included some discussion on that point. David intends to contact Carol to learn more and he notified the Nominating Committee about the vacancy on the BoT that has been created. His instructions to the Nominating Committee were to notify the BoT of a candidate they may have waiting in the wings for the position. When such a notification from the Nominating Committee reaches the BoT, then the BoT has the option of acting upon that knowledge. Considering the resignation, David led a discussion about the dynamic of BoT interactions, providing an opportunity for members of the BoT to express opinions on whether the BoT has been operating within its covenant (see October 11, 2016 BoT minutes for a copy of the BoT covenant).

It was brought to the attention of the BoT at its regularly scheduled November 2016 meeting that UUCN has missed making certain payments to the retirement fund of the Reverend Palm and the BoT broadly approved that UUCN make the payments at that meeting. The Reverend Palm provided at this meeting a listing of the missing payments and the interest that has accrued with a resulting total of \$1370.35 (see attachment). A motion carried made by Rick and seconded by Brenna to approve disbursement of \$1370.35 UUCN funds to be paid into the Reverend Palm's retirement account.

Approved by consensus of the BoT was the payment of the check for the holiday staff dinner, a dinner which has already taken place.

David will send a letter to John Sanders regarding his appointment as Chairman of the Bylaws Review Committee and of the other appointments made.

Under New Business, Brenna volunteered to join Ellen on the BoT Planning Committee to occupy the position left vacant from Carol's resignation. The current work of that committee is focused on planning and visioning.

A Covenantal Check Out was performed. Discussed was what worked well at the meeting, what did not work, whether there are lingering questions or concerns, and how are we working as a group.

Brenna gave the Timekeeper' Report.

The Reverend Palm gave Closing Words.

A motion passed made by Lance and seconded by Steve to adjourn.

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Upcoming issues: 1) required 501c3 revisions that have been approved but not submitted (but is expected to be submitted in September 2016, this month) and 2) IFC policy review a) discuss "IFC Establishment Policy," and b) How do we handle existing mental health fund? (pre-existing donation; May '15 policy proposal).

In the "Parking Lot" (issues for which consideration is to occur at a date yet to be determined): 1) BoT job descriptions & the assessment of the presidential funnel (the pipeline and related issues), and 2) Donation Policy, the discussion of which began in May 2015 but remains unresolved.

Volunteers slated for BoT tasks are named in Lists #1 and #2 below. List #3 below includes upcoming dates of events and List #4 describes attachments to these minutes. Lists #1 through #4:

List #1 Words of Welcome & Church Service Announcements: December 18 David, December 25 Steve, January 1 Mary, January 8 blank, January 15 Steve, January 22 David, January 29 Ellen, month of February and March 5 & 12 are blank, March 19 Mary.

List #2 Chalice lighting: January 10<sup>th</sup> - Brenna; Timekeeper schedule: January 10<sup>th</sup> – blank, February 14<sup>th</sup> – blank, March 14<sup>th</sup> – Mary.

List #3 Upcoming Dates: Event Dates Listing:

Sunday, December 24 – Christmas Eve Services at 5:30 & 7:30 pm

Sunday, December 25, Christmas Day Service in Chapel at 10 am

January 7, Stewardship Committee presentation to BoT

Tuesday, January 10, Next BoT meeting at 7 pm, Youth Room

Friday, January 13, Stewardship Committee presentation to congregation with BoT set-up / clean-up

Sunday, January 29 Stewardship Committee presentation to congregation with BoT set-up/clean-up

March (date to be determined), Stewardship Committee phone-athon with BoT participation

Saturday, March 18, Policy Governance Summit (Leadership Development)

Saturday, April 1, Church Auction to raise \$10,000 for operating fund with rest designated for community outreach

List #4 Attachments to these minutes: 1) Minister's Report for December 13, 2016, including the December 2016 Budget versus Actual Financial statement, 2) Listing of payments and interest UUCN owes The Reverend Palm's retirement account.

Minutes submitted by,

Mary Licking, Clerk,

Unitarian-Universalist Church of Nashua, NH

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**December 13, 2016**

**1. WITHIN**

*The Unitarian-Universalist Church of Nashua is a spiritual home where members and friends experience personal transformation by: Participating in varied and meaningful common worship that nurtures, challenges, and inspires; Exploring religious values and discovering individual truths; Joining in fellowship with other members and friends.*

- Average Sunday attendance this year: 187 (last year's average: 193)
- We have had four Body and Soul services this year, with an average of 24 in attendance.
- I held an informal gathering on the evening after the election. We had 45+ people turn out for this gathering.
- There will be no staff present on Dec. 25, except Sandy, who is taking off Dec. 24 instead and will come in the morning of the 25<sup>th</sup> to make sure everything is ready for the service. Two of our Worship Associates, Laurie Goodman and Sharon Machado, will lead the service.
- We are planning two Christmas Eve services again this year, one at 5:30pm and one at 7:30pm. We plan to have a choir at both services.
- We held a Song Leading Workshop on Dec. 10, led by Matt Meyer. 13 people attended.
- Children and Youth Faith Formation registration is at 73 (last year ended with a registration of 101), with an average Sunday attendance of 43.
- TUUsdays have continued, with an average attendance of 5 (ranging from 1-11).
- The DFF Search Team is working hard to have all of our promotional materials ready to advertise the DFF position starting the first week in January. The Application deadline is February 20, and we plan to begin initial interviews by early March. I have attached the job description and draft letter of agreement that we will be using to advertise the position for your reference.

**2. AMONG**

*The Unitarian-Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by: Creating a beloved community where we minister to one another; Supporting and respecting one another in our daily lives and our religious journeys; Generously giving of our time, talents, and money; Being good stewards of our church resources in pursuit of our mission.*

- As most of you should know, Harry Purkhiser has stepped down from his role as Stewardship co-chair. Elizabeth Lewis (our other co-chair) will be the solo chair for the remainder of this year. The Stewardship Team is stepping up to lighten that burden for her.
- The Stewardship Team has sent out end-of-year pledge reminder letters.
- The Stewardship Team is planning 3 "Stewardship Feeds UUCN" events in January to lead up to the Stewardship Kick-off Sunday on February 5. Watch for your invite!
- The Property Team is working on putting together a Task Force to create a 20-year maintenance plan (as required by our policies).

- We held a very successful Fall Clean-up Day on November 19, with around 60 people in attendance. We finished cleaning leaves from the church and cemetery grounds by 11am!
- Mary Beth Restivo and Jess Woods have agreed to co-chair our Auction, which will be on April 1.

### **3. BEYOND**

*The Unitarian-Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.*

- We welcomed 6 new members on November 20.
- We hosted the Nashua Area Interfaith Council Thanksgiving service on November 22. There was a great turnout and a fabulous Interfaith Choir (directed by Jed and the Music Director from Main Street Methodist/Temple Beth Abraham). One of our Covenant Groups volunteered to serve as ushers and provide a lovely reception after the service.
- Rabbi Jon Spira-Savett and I are still hoping to meet with our two NH candidates for senator to talk about how we can move forward together and heal some of the pain and divisiveness of this electoral season. Because the race was so close, the original Nov. 10 date was not viable. I will let folks know when this is officially scheduled.
- Our Social Justice leadership has chosen Black Lives Matter as our focus issue for the next couple of years, and will be offering a variety of opportunities for learning and action. They are working on plans to announce this to the congregation, and for putting up a banner. One or both of these things will happen on January 15 (MLK weekend). I am meeting with the BLM Team this Wednesday to firm up plans.

### **4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL**

- Current enrollment is steady at 63
- Finances continue to look good. There have been no major unexpected expenses.
- The school has made an initial payment on their contribution to the church for the year. They plan to make monthly payments from here on out.
- The rocks in the playground area and the doorbells continue to be issues identified by both the CWG-WWS Board and the Property Team. Chris and Sherri have been in conversation about these issues and both are on the Property Team agenda for this month.
- The CWG-WWS Board is in need of new members. There has been some attrition and they are down to 7 members (should be 9-11). We are working on new processes for filling empty Board positions.
- There has been some miscommunication and tension between our Sexton and the CWG-WWS staff. Sherri has been facilitating some conversations around this, and believes they are beginning to come to a place of better understanding.

## 5. FINANCES

As I would continue to expect at this point in the year, expenses are outpacing budget. We are 45% of the way through this year. Income is behind at 34.75%. Expenses are slightly less behind at 42.81%.

The negative number in the “Other Income” line is because we just made an order for “100 Questions” books to be printed.

	Actual	Budget	Percentage
<b>INCOME</b>			
Endowment	\$54,878.87	\$133,946.00	32.8%
Fundraisers	\$0	\$11,800.00	0%
Outreach Collections	\$14,491.54	\$35,000.00	41.4%
Pledges	\$101,816.55	\$310,000.00	36.62%
User Fees	\$3,458.97	\$6,000.00	57.65%
CWG-WWS Contribution	\$8,400.00	\$28,000.00	30%
Other Income	-\$420.47	\$800.00	-52.55%
<b>TOTAL INCOME</b>	<b>\$182,625.46</b>	<b>\$525,546.00</b>	<b>34.75%</b>
<b>EXPENSES</b>			
<i>Programs</i>			
Music & Worship	\$4,654.57	\$9,800.00	47.50%
Faith Formation	\$877.47	\$6,350.00	13.82%
Membership	\$1,542.73	\$3,585.00	43.03%
Social Justice	\$13,010.84	\$39,300.00	33.11%
Leadership Development	\$50.00	\$500.00	10%
Discretionary Funds	\$222.68	\$2,000.00	11.13%
<b>Total Programs</b>	<b>\$20,358.29</b>	<b>\$61,535.00</b>	<b>33.08%</b>
<i>Operations</i>			
Administration	\$14,281.99	\$35,844.00	39.87%
Communications	\$1,328.98	\$3,300.00	40.27%
Stewardship	\$0	\$1,800.00	0%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$38,394.65	\$85,200.00	45.06%
<b>Total Operations</b>	<b>\$75,187.62</b>	<b>\$147,316.00</b>	<b>51.04%</b>
<i>Staff</i>			
Minister	\$49,290.46	\$123,932.00	39.77%
Director of Faith Formation	\$33,254.13	\$76,719.00	43.35%
Music Director	\$7,930.69	\$16,516.00	48.02%
Membership Coordinator	\$6,200.91	\$15,906.00	39.98%
Church Administrator	\$16,080.03	\$41,783.00	38.48%
Bookkeeper	\$2,156.74	\$4,575.00	47.14%
Sexton	\$11,473.59	\$27,420.00	41.84%
Child Care	\$2,142.40	\$4,468.00	47.94%
Coffee Crew	\$459.27	\$905.00	50.75%

<i>Total Staff</i>	<i>\$128,987.22</i>	<i>\$312,224.00</i>	<i>41.31%</i>
One-Time Expense: DFF Search	\$256.67	\$4,000.00	6.4%
TOTAL EXPENSES	\$224,789.80	\$525,075.00	42.81%
Difference	-\$42,164.34	\$471.00	

**6. SCHEDULE**

- I will be off on Dec. 25 and Jan. 1.
- The church office is closed Dec. 26-30. I will be traveling in New England during this time. I will be checking email periodically and will be available for pastoral emergencies.
- I will be on Study Leave Jan. 2-6. I will be at an NNED Board meeting in Concord, NH on the evening of Jan. 6 and all day Jan. 7.
- I plan to be back in the pulpit on Jan. 8 and back in the office on the 9<sup>th</sup>.

**Attachment: DFF Job Description & Draft Letter of Agreement**

**Director of Faith Formation  
Unitarian-Universalist Church of Nashua  
October 2016  
Position Summary**

The Unitarian-Universalist Church of Nashua (UUCN) is a congregation of approximately 275 adults and 100 children and youth located in downtown Nashua, NH. The Mission of the Unitarian-Universalist Church of Nashua is to engage people in a search for truth and meaning within a supportive liberal religious community that encourages personal and spiritual growth, embraces diversity and promotes social justice.

The Director of Faith Formation (DFF) has primary leadership and executive responsibility for the creation, implementation, integration and oversight of UUCN’s Faith Formation programs for children, youth, young adults, and adults. The DFF reports to the Minister, supervises volunteer and paid Faith Formation staff, and works closely with both the Children and Youth Faith Formation Team and the Adult Faith Formation Team.

This is a full-time position, with semi-flexible hours that will include weekends and some nights. Salary and benefits are based on experience and training, and follow the UUA Fair Compensation guidelines for Geo Index 5. Ideal start date is July 15, 2017.

**Principal Responsibilities**

***Faith Formation Program Development***

- Provide leadership in the on-going development and implementation of a church-wide culture of lifespan faith formation
- Create, implement, and support FF programs and curricula grounded in current UUA resources, emerging best practices, and curriculum offerings
- Create a welcoming and nurturing learning environment for people of all ages
- Lead and oversee the recruiting, training, and support of FF leaders, teachers, facilitators, and volunteers
- Collaborate with other ministries of the church in deepening experiences of Unitarian Universalism
- Support families in integrating Unitarian Universalism in their daily lives

### ***Worship***

- Collaborate with professional and volunteer staff in the integration of children and youth in meaningful and satisfying worship experiences.
- Collaborate with Minister to develop and lead Whole Church Worship Services.
- Support the Youth Group and Youth Advisors in integrating worship into their program
- Participate in other worship services as appropriate, including leading the Story for All Ages regularly and preaching at least once a year
- Plan and lead a monthly Children's Chapel, in collaboration with Worship Associates and the Music Team
- Assist with Rites of Passage as appropriate (Coming of Age, Bridging of youth, etc.)

### ***Pastoral Care***

- Offer pastoral care as needed to children, youth, adults and families.
- Keep the Minister apprised of pastoral needs that arise
- Collaborate with the Pastoral Care Team when needed

### ***Administration***

- Develop the annual budget for the FF programs and monitor expenditures
- Maintain a database of FF information, program records and attendance
- Promote FF programs for all ages through appropriate communication channels
- Collaborate with other staff to create, implement and monitor church policies, including the Safe Congregation Policy
- Work closely with Membership to foster a welcoming environment and keep families connected to the church
- Attend regular staff meetings
- Supervise paid FF staff, including child care workers
- Oversee FF classroom set up and the organization and maintenance of supplies
- Manage FF curriculum materials, audio-visual equipment, and library
- Collaborate with the Director of Children's Winter Garden with White Wing School as needed to coordinate use of shared resources

### ***Professional Development***

- Maintain membership and participate actively in LREDA (Liberal Religious Educators Association)
- Attend events that will contribute to professional development and collegiality

## **Core Competencies & Qualifications**

### ***Mission Focused***

- Works to further the Mission, Vision, and Ends of the UU Church of Nashua
- Knowledge of and respect for the living tradition of Unitarian Universalism
- Able to nurture the development of UU identity for our children, youth, adults and families

### ***Interpersonal Skills***

- Engages children, youth, and adults warmly and respectfully
- Demonstrates active listening, clear communication, and collaborative problem solving
- Holds others accountable in a spirit of love, while supporting their success
- Compassionately and effectively engages and resolves interpersonal conflict
- Demonstrates sensitivity to others while modeling appropriate and healthy boundaries



- Acts in a professional manner and maintains confidentiality
- Able to connect with members, staff, and others in ways that affirm and empower

***Team Building & Shared Leadership Skills***

- Exhibits strong team leadership and functions effectively as a team member
- Demonstrates initiative and ability to be collaborative in leadership and shared ministry

***Volunteer & Staff Management***

- Experience in managing, coordinating, and guiding volunteers
- Demonstrates ability to select, train, support, and supervise staff

***Other Core Competencies***

- Knowledge of faith formation, learning theory, and curriculum development
- Creativity to build the capacity of this ministry within our growing congregation
- Strong written and oral communication skills
- Ability to multi-task and set priorities, with good organizational skills

**DRAFT Letter of Agreement  
Between the Unitarian-Universalist Church of Nashua, New Hampshire  
and Candidate's Name as Director of Faith Formation**

**Date:**

This is an agreement between *Candidate's Name*, hereinafter the "Director of Faith Formation (DFF)," and the Unitarian-Universalist Church of Nashua (UUCN), NH, hereinafter the "Church."

1. The DFF shall endeavor to to further the Mission and Ends of the Church as expressed in the current policies of the Church.
2. The DFF will carry out the normal responsibilities of congregational leadership of a lifespan faith formation program, as specified in the job description for this position (Director of Faith Formation job description, dated October 2016).
3. It is understood that a full-time position is equivalent to 12 work units, defined as morning, afternoon, or evening periods.
4. Accountability:
  - 4.1. The DFF reports directly to the Minister.
  - 4.2. The DFF works collaboratively with other paid staff, the Children and Youth Faith Formation Team, and the Adult Faith Formation Team.
  - 4.3. The DFF supervises any other Faith Formation staff.
5. Duration of Agreement: This agreement shall begin July 15, 2017 and shall continue indefinitely. Addenda agreed to by the DFF and the Church (such as adjustment in annual compensation package) shall have no effect on any other sections of this agreement.
6. Compensation and Benefits:

- 6.1. The Church agrees to compensate the DFF at the starting rate of \$50,000-60,000 per year (depending on experience and credentialing) payable every other week (a total of 26 pay periods per year), with appropriate FICA deductions to be matched by the Church.
  - 6.2. The Church agrees to pay an amount equivalent to 10% of salary directly to the UUA Retirement Plan effective when the DFF meets eligibility requirements.
  - 6.3. The Church agrees to cover the cost of the UUA Health Plan at the following levels:
    - 6.3.1. 80% of the premium for health insurance for the DFF
    - 6.3.2. 50% of the premium for the DFF's spouse/partner and family
  - 6.4. The Church agrees to pay 100% of the premium for the DFF's Group Long-Term Disability Income Insurance, and for Group Term Life Insurance for two times the annual compensation for the DFF through the UUA Plan, effective at start date.
  - 6.5. The Church agrees to provide financial reimbursement for Professional Expenses up to 10% of salary payable promptly following submission of receipts by the DFF. Professional expenses include travel costs, professional association expenses, expenses related to attendance at professional meetings, UUA district events, General Assembly, continuing education, subscriptions to professional publications and books, office supplies and equipment not otherwise budgeted, etc. Unexpended funds from the DFF's Professional Expense allotment shall revert to the Church at the end of the fiscal year.
7. Leave:
- 7.1. The DFF will be granted four weeks of paid vacation and two weeks of Study Leave during each fiscal year. Scheduling of vacation time must be approved by the Minister.
  - 7.2. The DFF will be granted one Sunday off each month during the regular program year (September to June). These Sundays must be scheduled with approval of the Minister. A more flexible schedule is possible during summer months, as negotiated with Minister.
  - 7.3. The Church will regard the DFF's time spent in participating in Regional, LREDA, and relevant UU events or trainings as part of their professional responsibilities.
  - 7.4. Sabbatical Leave:
    - 7.4.1. The DFF accrues one month of sabbatical leave for each full year of service. Sabbatical leave may accrue up to a maximum of six months.
    - 7.4.2. Sabbatical leave may not be taken prior to the completion of four years of service
    - 7.4.3. The Church will continue full salary and benefits during a sabbatical leave.
    - 7.4.4. The DFF may use sabbatical leave for for study, education, writing, meditation, or other forms of professional and religious growth. The DFF, in conjunction with the Minister, will document the plan and goals for the sabbatical. The dates and duration of any sabbatical plan must be approved by the Minister at least one year in advance. The DFF is expected to work with the Minister to create coverage plans for the sabbatical time. Time spent on sabbatical leave counts toward the DFF's service time.
    - 7.4.5. The DFF may not use the sabbatical leave to search for another position, nor accept one during this time. The DFF agrees not to accept another position or resign from full-time service to the Church for a minimum of one year following the end of each sabbatical leave. If the DFF does resign before the required year of service is over, they will be expected to reimburse the Church for the sabbatical time.
    - 7.4.6. In the event of the DFF's resignation, termination, or retirement, unused sabbatical leave is not compensable.
    - 7.4.7. The Congregation agrees to take no action on DFF tenure during the sabbatical leave.

7.5. The leave outlined in section 7 replaces the guidelines for vacation leave in the Personnel Manual. All other leave (sick leave, bereavement leave, etc.) will be granted as outlined in UUCN's Personnel Policy Manual.

8. Relocation Expenses:

8.1. The Church will reimburse the DFF for reasonable relocation expenses of the DFF and immediate family to the area up to a maximum of \$5,000.

8.2. Reasonable expenses include transportation and hotel accommodations for house-hunting trips as required, the services of a professional moving company, plus automobile mileage, and transportation and temporary housing costs, but not meals.

8.3. This benefit covers moving and relocation-related expenses incurred prior to July 1, 2018

9. The DFF agrees to abide by all policies outlined in UUCN's Personnel Policy Manual.

10. All notes, research, curricula, sermons, and other products of the DFF's work shall be the sole property of the DFF.

11. This agreement is contingent on the completion of a criminal background check satisfactory to the Minister.

Agreed to on \_\_\_\_\_ (Date)

\_\_\_\_\_

*Candidate's Name*, Director of Faith Formation

\_\_\_\_\_

Rev. Allison Palm, Minister

Month	Amount that should have been deposited	Personal Rate of Return X-Nov. 2016	Income lost
Aug-15	\$ 125.57	5.70%	\$ 7.16
Sep-15	\$ 125.57	9.40%	\$ 11.80
Oct-15	\$ 125.57	12%	\$ 15.07
Nov-15	\$ 125.57	8.40%	\$ 10.55
Dec-15	\$ 125.57	9.10%	\$ 11.43
Jan-16	\$ 125.57	9.70%	\$ 12.18
Feb-16	\$ 125.57	13.20%	\$ 16.58
Mar-16	\$ 125.57	12.70%	\$ 15.95
Apr-16	\$ 125.57	6.00%	\$ 7.53
May-16	\$ 125.57	5.10%	\$ 6.40
	\$ 1,255.70		\$ 114.65
		\$ 1,255.70	
		\$ 114.65	
		\$ 1,370.35	