
Unitarian Universalist Church of the Desert

Board of Directors Regular Meeting Minutes

December 17, 2024

Attending:

A meeting of the UUCOD Board of Directors was held on Tuesday, December 17, 2024.

Board Members attending in person: Bob Rancourt, President, Julia Alberg-Burbank, 1st Vice President, Frank Riela, 2nd Vice President, Claudia Simmons, Secretary, John Ressler, Director at Large, Walter Gendell, Director at Large, Rev. Ian Riddell, Minister.

Board Member Attending by Zoom: 0

Board Members Not Present: Jerry L’Hommedieu, Treasurer

Others Present: Mel Wilkinson

Others Present by Zoom: Chris Eager, Linda Savard, Velma Wagner

Welcome and Call to Order

Bob Rancourt called the regular Board Meeting to order at 5:05 PST.

Chalice Lighting

Rev. Riddell offered inspirational sentiments and lit the chalice.

Check-In

Bob Rancourt welcomed everyone, and he asked the Board and online friends to check in.

Process Moderation

Process monitor was assigned to John Ressler.

Consent Agenda

- There was a discussion regarding the approval of the November 19, 2024, Board Meeting Minutes. Reverend Ian said that words should be added under Old Business. Specifically, the last bullet point under “Review, Consideration, and Approval of Rev. Riddell’s Sabbatical Leave,” should have these words included: “Reverend Riddell will draft a formal proposal for the Board’s approval at the December 2024 Board Meeting”.
- With a proviso for the specified correction, Walter Gendell proposed a motion to approve the minutes of the November 19, 2024, meeting, which was seconded by Julia Alberg-Burbank. Hearing no objections, the minutes were approved by acclamation.

Voices of the Congregation:

- The Board discussed several Facilities and Grounds issues:
 - Concerns were raised about the future of Facilities and Grounds by current Chairperson, Mel Wilkinson. After 16 years of service, Mel will step down from the committee in July 2025. Afterward, only Carol McDaniel and Sue Caspari will remain.
 - The “Grounds” portion of this committee has been minimal up to now providing basic upkeep. However, a more comprehensive service is needed to address the overall maintenance of the grounds, especially with ongoing upgrades made by Sacred Grounds.
 - Tree pruning has been delayed due to the lack of a qualified company, but an increased budget would allow the Church to hire a proper service.
 - Sacred Grounds has committed to planting and caring for new plants for two years after installation after which the maintenance will transfer to Facilities and Grounds. However, the Church currently lacks personnel to manage the grounds.

Budget and Structural Proposals:

- Mel Wilkinson indicated that the current \$16,000 grounds budget should be increased to \$18,500 for the next fiscal year to secure a higher-quality gardening service.
- A bylaw change was suggested to separate Facilities and Grounds into two committees, allowing each to focus on its respective responsibilities.
- Rev. Ian recommended that Mel Wilkinson, John Ressler, and Rod Belshee develop a detailed proposal for grounds maintenance to present to the Board.

Clarifications and Additional Concerns:

- Walter Gendell requested clarity on Sacred Grounds' responsibilities for the initial two years and when they will transition to Grounds and Facilities.
- Bob Rancourt emphasized the need to define leadership for a new Grounds Committee and noted that Facilities and Grounds will be significantly understaffed after Mel's departure.
- Julia Alberg-Burbank inquired about which committee would handle parking lot maintenance. It was suggested that SGI be brought into discussions to assist in identifying potential volunteers for the committees.

The Board recognized Mel Wilkinson's 16 years of dedicated service to Facilities.

- Review, Consideration, and Response to the Finance Committee's Request for Assistance with FY 2025-2026 Pledge Drive Solicitations.
 - Chris Eager, Finance Chair, expressed the need for assistance with the upcoming Pledge Drive. The Finance Committee has dwindled to five members and requires more help to communicate with the Church's 132 members.
 - In previous years, non-Finance members have assisted with the Pledge Drive, but more volunteers are still needed. Chris Eager requested that each Board member participate in taking responsibility for reaching out to some of the congregants to discuss their feelings about the Church and their ability to contribute for the coming fiscal year.
 - Bob Rancourt asked Chris if Stewardship and Membership help with the Pledge Drive, and the answer was no.
 - Finance is overburdened and would like the Board's help.
 - Walter Gendell made the point that he would not want to see the Board taking on a fallback position for all committees who may need additional assistance.

- It was suggested that Chris Eager assign 5 congregants for each Board member to contact and provide a script for Board to follow.
 - Velma Wagner addressed the topic of eliminating the Order of Service rather than printing paper copies every week. She related the experience of her large congregation in Minneapolis. Rev. Ian suggested that this subject go to the Worship Committee.
- Review, Consideration, and Response to a Committee Chair’s Suggestion to Include Attachments in Draft Minutes.
 - The Board engaged in much discussion around this topic and revisited the question of why the Board was posting ‘draft’ minutes prior to the Board approving said minutes.
 - At this meeting the Board rejected making any changes to the current posting.
 - As there seemed to be questions and concerns from the Board around this topic, Walter Gendell asked that the topic of posting draft minutes to the UUCOD Website be put on the next Board Agenda so that the Board can revisit the topic and open it up for a lengthier discussion.

Old Business

- Review, Consideration, and Approval of Rev. Riddell’s Sabbatical Leave Arrangements and Structure.
 - Rev. Riddell put together a formal plan as to how he will be managing his sabbatical leave over the next two years. Please reference hid Plan document attached.
 - Rev. Ian asks for Board Approval of this Plan.
 - Bob Rancourt asked about the budget for the sabbatical and wondered if it were not already budgeted, and the answer is yes, The Church has budgeted for these expenses.
 - Julia Alberg-Burbank has offered her Casita for travelling ministers to stay at. This will allow the church to access additional funds for an ‘on-call’ minister if he/she needs to come for a visit.
 - Bob Rancourt asked who the hiring person for this temporary position will be. Rev. Ian suggested that someone assist him. The Board suggested that the Committee on Ministry assist Rev. Riddell with managing the hiring process for the part time contractors, and the Board will approve their recommendations.
 - There was also discussion about appointing a Board member to assume the role of Staff Supervisor while Rev. Ian is on sabbatical. Bob Rancourt indicated that he, as an ex-officio Board member at that time, might be able to take on this position.
 - Walter Gendell motioned for the appointment of two contract UU ministers and one Board member or ex-officio Board member to oversee staff during Rev. Ian's sabbatical. Julia Alberg-Burbank seconded the motion, and it was approved by acclamation.
 - The details will be referred to the Committee on Ministry.
- Review, Consideration, and Approval of Rev. Riddell’s Housing Allowance for I.R.S. Purposes.
 - Pursuant to the attached document titled Riddell Housing Allowance Motion, Rev. Riddell brought to the Board’s attention that Section 107 of the Internal Revenue Code permits ministers to exclude from their gross income that part of their compensation that is used as an actual expense in owning or renting a home.
 - Currently, \$52,000 is the amount that is designated as Rev. Riddell’s housing allowance.
 - Frank Riela proposed a motion approve the Riddle Housing Allowance, and Walter Gendell seconded the motion. There being no objection, the motion passed.

- Nomination and Designation of Attitude of Gratitude Note Recipients
 - Jerry L’Hommedieu, in abstention, recommended Joni Paddock and Bill Masco be sent a card of appreciation for their tireless effort in pulling together this year’s toy drive and food drive for the CVUSD Migrant Families Program.
 - Rev Ian asked that the Board send a thank you note to Jim Tong, Choir Director.
 - Frank Riella asked that note be sent to Barbara Fast for jumping in at the last minute to preach.

Unfinished Business

- (Tabled) Consideration, Debriefing, and Discussion of November 2024 Election and Possible Related Future Action Plan(s).
 - This was folded into the Board reading.
- Review, Consideration, and Discussion of Church Management Software System Replacement.
 - Task force has chosen “Breeze” to replace Meminfo.
 - Barb Storms and Rod Belshee are getting our information ready to do the transfer of information.
 - The Breeze program is quite robust and provides many options for data collection. It also integrates with Constant Contact and with the accounting software. The program also tracks donations and provides space to leave private notes.
 - Data security is well protected.
 - The program is well priced for our congregation’s needs.
- Review, Consideration, and Discussion of Selected Board Learning Readings.
 - The Board reflected on readings

New Business

- Review and Discussion of Monthly Reports
 - See attached detailed monthly reports. The following are highlights:
 - Bob Rancourt – of note, The Bake Sale is slated for Sunday, January 19, 2025, right after services. The event will be free to participate, and congregants are signing up now to bake either savory or sweet items. There will be advertising, an electronic registration form, a raffle. Asks that we please spread the word.

Process Moderation

- John Ressler reported that the Board Meeting ran over by 8 minutes, however, everyone had been heard.

Chalice Extinguishment

- Rev. Riddell extinguished the chalice with words of gratitude, acknowledging the responsibility, kindness, and spirit that everyone brings to their work.

Adjournment

- Bob Rancourt adjourned the regular Board meeting at 7:38 pm.

Respectfully Submitted,



Claudia L. Simmons, Secretary

Date Approved: January 21, 2025.

Attachments
Monthly Reports

President's Report



MEETING DATE:	December 16, 2024
REPORTING PERIOD:	Nov. 20 to Dec. 16, 2024
TYPE:	Monthly Board
AUTHOR:	Bob Rancourt

My assigned Board liaison constituencies are the Diversity, Inclusion, and Belonging Ministry (DIBM), Leadership Development Committee, and Personnel Advisory Committee. As time permits, I also volunteer as a greeter and usher for the Membership Committee.

DIBM

Reception to the roll-out of our new Accessibility and Inclusion Liaison, Steven Toporoff (accessibility@uucod.org) has been positive. The team has moved on to the process of researching and drafting a formal proposed church policy on accessibility for Board approval.

Leadership Development Committee

Inquiries about FY 2025 – 2026 leadership positions continue, and nominations are being considered. On December 14, I personally fielded a call from a well-known Member who is considering accepting a nomination.

Personnel Advisory Committee

Nothing to report

Additional Information



I am pleased to report that a working group of UUCOD bakers gathered and outlined our bake-off fundraiser on January 19, 2025. A registration form is available through January 5 for any interested baker to sign up to bake. Paper versions of the form may be requested and submitted through me or the office; the preferred digital form may be found here <https://forms.office.com/r/p4bYwg1SUV> and is also available on the website calendar entry for Jan. 19 and the weekly newsletters.

Please spread the word to participate in the bake-off!

To: UUCOD Board of Directors
From: Julia Alberg-Burbank, 1st VP
Date: 12/17/24

It has been a quiet month. Due to illness, I missed the holiday food boxing. I am scheduled to be WA for Christmas Eve Vespers and I am very much looking forward to it.

In preparation for this meeting, I met with Bob and Rev. Ian to support the development of the agenda.

Additionally, I have been reading the materials provided by Rev. Ian for our development. I have also been reading Rebecca Solnit's *Hope In the Dark*, based on Rev. Ian's recommendation.

In speaking with Jane Zaun there is nothing to report out from the UUA/GA.

UUCOD Treasurer's Report November 2024

November contributions from UUCOD's Members and Friends were exceptional, with deposits totaling slightly less than \$80,000. We received \$22,061 in pledge payments, \$31,410 in auction proceeds, and \$14,000 in unanticipated bequests.

We also collected \$8,122 in donations for our holiday programs, a new record. The Coachella Valley Unified School District (CVUSD) received \$3,016 to purchase toys for migrant families, and we raised \$3,621 to purchase food for food boxes that will be given to migrant families in the Coachella Valley. UUCOD also received \$1,485 to purchase gift cards for residents of SafeHouse of the Desert through our November Share the Plate program. The full value of donations will appear as expenses in our December financial reports.

The only notable expense items were the first installation payment of \$3,095 for property taxes and a supplemental charge of \$829 for our 2023 workers' compensation insurance.

With such a strong financial showing in November, the question of where UUCOD stands in eliminating its \$19,000 budget deficit has been raised. With a projected revenue of \$25,000, the annual auction contributed \$6,400 in unanticipated revenue that will resolve roughly one-third of the deficit. The \$14,000 in unanticipated bequests *could* be used to resolve the remaining deficit, however, these types of donations are generally directed toward building reserves and not used for current operating expenses.

Except for several fundraisers projected to generate \$5,500 in additional income, UUCOD will rely heavily upon pledge payments for the bulk of its revenue for the rest of the fiscal year. To date, we have received \$138,336 in pledge payments against a budgeted goal of \$189,900. New members in 2024 will contribute approximately \$13,000 during the remainder of this fiscal year.

UUCOD currently holds \$120,592 in unrestricted funds but we will run deficits of about \$13,000 each month for the remainder of this fiscal year; a total of \$91,000. Potentially we *may* finish the year with surplus revenues of \$29,000. If there are excess revenues, we should consider funding reserves and expenses we did not provide for in this year's budget. One such account would be the reserve account for the minister's sabbatical.

During November, I was extensively involved in identifying and evaluating a replacement software for our church management software, MemInfo, which is being retired. The team has selected Breeze as the replacement software. I was also heavily involved with auction cashiering and accounting and gift card processing for our three holiday program recipients. I volunteered to load food boxes for migrant families and helped serve migrant families at CVUSD's dinner on December 12th. I have begun preparations for annual payroll tax reporting, next year's budget, and issuance of annual statements which will commence in January.

Jerry L'Hommedieu
December 13, 2024

Board Member at Large Report December 2024

Hospitality

- Nothing to report and all is going well.

Attitude of Gratitude

- Mailed thank you cards to recipients on November 22nd.

Committee on Ministry - Minister Evaluation

- The surveys were mailed to 34 people on November 25th. One survey was returned undeliverable. We asked that all surveys be completed and returned by December 9th. As of December 12th 20 surveys have been received (61%).
- Sarita, Linda and I met on December 12 to discuss contacting members whose survey's we have not received, next steps and how to proceed with the compilation of ratings and comments. We will be meeting again on December 21st and 28th.

Personnel Advisor - Personnel Policies and Employee Manual

- The Manual is now updated and was approved by the Board on November 19th.

Worship Associate

- I was worship associate on December 1st and will be again on December 29th.

Submitted by:

Walter Gendell

Board Member at Large

December 12, 2024

Liaison to Facilities and Furnishings Committee:

During the months of November and December, I attended the monthly Zoom meetings of the Facilities And Furnishings Committee. All members of the committee were present.

As in two previous months, we discussed the health status of the the mature Palo Verde trees on the grounds. In November we decided to hire an Arborist to advise us on their care; and contacted Al Hollinger who has worked for many years with Vintage Nurseries and Landscape who spent over an hour looking at the situation and advising us what to do—at no fee that I am aware of. The upshot of that walkabout was that there is work to be done; and, more importantly, NOT done, with the trees. We also concluded after the tour that we will almost certainly need to replace our current gardening company, which is not serving us well.

Liaison to Sacred Grounds Steering Committee:

There was no meeting of this committee in November, but a hybrid meeting was scheduled for December. Most members of the Committee were otherwise engaged at the scheduled time, so the chair of the committee held the meeting “by e-mail.” I believe the members of the Board received copies of Rod Belshee’s memoranda, so shan’t repeat their content here. But to summarize, our discussions included:

- The Palo Verde situation,
- The status of the new Creosote scrub Habitat Garden and plans for continuing development up to and beyond its formal dedication in January, 2025.
 - More pathways will be delineated with rock outlines and the segment between the Parking Lot entrance and the bench will be hardened to improve access.
 - The same hardening technique has been applied between the Parking Lot and and the Canyon Garden bench, for the same reason.
- Pathways in the Blow Sand Garden area have been delineated with rock outlines by Rod Belshee to allow people to walk through the area without impinging on known locations of the threatened CV Milk-vetch.
- Jack Fitzsimmon’s and Denise Stevens’ design for the plantings intended for our “Pollinator Promenade” Entrance-beautification garden which edges the piazza before the church entrance. Planting for that project is currently underway. It will be beautiful ...and Native!
- Placing additional Milkweeds have been placed in the Butterfly Garden at the north end of the Piazza, which we hope will attract Monarch butterflies on their annual migration to southern sanctuaries. We have noted some success in this endeavour already.

Respectfully submitted on Tuesday, December 17th, 2024, by John Ressler, Director-at-Large.

Monthly Report – December 17, 2024
UUCOD Secretary Claudia Simmons

1. I was present and took the minutes of the November 19, 2024, Board Minutes. The draft has been prepared, reviewed by Board members, and is awaiting approval at the December 2024 Board Meeting.

Nothing else of any import for this month.

Minister's Report to the UUCOD Board

December 17, 2024

The Rev. Ian W. Riddell

Dear ones,

I want to wish you and your loved ones a happy, restful, reconnecting holiday season. I hope that the dark of the night and the light of the stars and candles bring you joy, peace, and hope. And my fond wishes for a peaceful and transformative new year.

In peace and love

Rev. Ian

Summary Outline of the work I've been involved with for the past month. This is not an exhaustive list, but is meant to give you a general idea of what I've been up to as your minister.

A. Counseling and Pastoral Care

- I will be hosting two Holiday Quiet gatherings this week, one in person and one on Zoom, as well as hosting our annual Blue Holiday service for those struggling at this holiday time.
- Our Circles of Caring Energy are continuing to bring comfort and a strong sense of connection to congregants dealing with surgery and illness.
- I continue to meet with congregants in need of connection and conversation by phone and Zoom and in person.
- I am heartened, as always, by the ways I see you all take care of each other when people are in need.

B. Administration, Governance, and Staff

- I meet weekly with Pam Bibo (except when one of us is on vacation or study leave) to check in on work expectations and how things are going.
- The Committee on Ministry is collecting feedback for this year's Ministerial Evaluation process.
- The MemInfo replacement task force has decided that we will move our data management to Breeze, which we felt offered us the services we needed at an acceptable price and which seemed to have excellent customer support. Over the coming weeks Barb, Rod, and Jerry will be working on transferring our data. In the early new year we will begin training for those who will be most connected to data management and then orientation for the larger congregation over the coming months.
- I led the first Mission and Visioning session this past Saturday and will do so this coming Sunday after service. We will offer at least two more sessions in early January (one on Zoom). Those who have not been able to participate will be invited into smaller conversations.

- Our DIBM team is working on developing an accessibility policy for the congregation

C. Membership and Committees

- I meet regularly with several committees. I will participate monthly with Worship, DIBM, Stewardship, CoM, the Board, and Chalice Circles. I will participate in alternate months with Membership and Social Justice.

D. Lifespan Faith-Development

- Chalice Circles continue in a period of discernment. TOne circle is continuing this year, but we are not currently planning to offer new circles. We will work this year to figure out how to continue this important offering.

E. Worship

- We have service leaders, worship associates, and pianists planned through the end of March 2025.
- I continue to lead the weekly Production meetings, though others take the lead when I am out of town or away. In our production meetings, we continue the practice of reflecting on the service the day before and noting any issues we need to address.
- I led or participated in worship several times:
 - November 24 — “A Home for Everybody, a Home for Every Body” with Mel Wilkinson as Worship Associate.
 - December 1 — “Made New Each Day: Crafting Practices of Hope” with Walter Gendell as Worship Associate.
 - December 15 – “Hope Beyond Perfection” with Ginger Hemingway as Worship Associate
- We planned to have Megan Beaman Jacinto in our pulpit on December 8 but a last-minute family emergency meant that she couldn't be here. I'm so grateful to Rev. Barbara Fast for volunteering to be with us that Sunday morning.
- Our Worship Team and a couple of other interested congregants are continuing our work on the UUA's “Worship for Transformation” course. This course, offered through the UUA's UU Institute is designed to deepen and broaden a congregation's worship skills and culture. We will be continuing this work during two sessions in January.

F. Denominational Activities

- The Pacific Western Region of the UUA has reorganized its assignments with the arrival of new staff and our congregational connection person is no Dr. Melissa James (with whom I worked for several years at First UU in San Diego). She and Bob Rancourt and I are working to find a time to meet for introductions and connection.

- I regularly consult with local and regional colleagues on issues affecting our congregations.
- I have been meeting monthly as a mentor to a new minister as he works through his Preliminary Fellowship.
- I am working with a group of UU clergy, professionals, and lay leaders on issues of fat liberation and fighting weight bias. Our current work is planning participation in next year's GA and proposing a Congregational Study/Action Initiative for next year.

G. Prophetic Outreach, Interfaith Activities, and Local Collaboration

- With members of our congregation I attended the annual Trans Day of Remembrance commemoration at Palm Springs City Hall on November 20.

H. Personal and Professional Growth

- I enjoyed participating in a Fused-Glass Hearts workshop at Old Town Art Studio with several congregants. This was an auction item offered by Vikki and Diane.
- Sabbatical Planning: I am presenting a formal Sabbatical Plan to the Board this evening.
- I continue meeting monthly with a coach for ongoing support, learning, and accountability as I minister to the congregation in our diversity transition work. My coach is Rev. Julica Hermann de la Fuente
- I meet monthly with a small group of colleagues in our region in reflection, sharing, and collegial support and learning.

My weekly schedule is as follows:

My day off is Friday. My writing/reading day, which I try to keep free of meetings, will be Mondays and I will work in the office on Tuesdays, Wednesdays, and Thursdays.

Upcoming Travel Schedule:

- I do not have other vacation planned before the beginning of 2025.
- I will be taking a week of Study Leave from January 6 to January 12.

in peace and deep love



Plan for Rev. Ian's Summer 2025 Sabbatical

Context:

Rev. Ian will have accrued 4 months of sabbatical leave at the end of the current church year (end of June 2025). The Board of Trustees and Rev. Ian agreed that he would split these 4 months between two years and take sabbatical in July and August two years in a row: July 1 to August 31, 2025, returning on September 2 after Labor Day; and July 1 to August 31, 2026, returning on September 1.

This document is a description of the formal structure that the congregation will put in place to cover parts of Rev. Ian's leadership roles while he is away on sabbatical in 2025. After the first part of sabbatical is complete, Rev. Ian, the Board, and appropriate leaders will assess whether changes should be made for the 2026 part of the sabbatical.

Worship:

The congregation will contract a Unitarian Universalist minister in fellowship to preach and lead worship 4 Sundays during July and August.

The scheduling of these services will be worked out by the contract minister in collaboration with Rev. Ian and UUCOD's Worship Committee. UUCOD will pay the regular rate for preaching a service plus transportation/mileage costs and lodging if necessary (minister may choose same-day travel or the congregation may provide a home stay for these weekends).

Before Rev. Ian's departure, he and the Worship Committee will have regular worship-planning and communication (with AV Team, Office Administrator, etc.) in place so that all parties have what they need to continue the administration of worship while Rev. Ian is away.

Also prior to Rev. Ian's departure, musicians/pianists for all Sunday services will be scheduled and the Worship Associate for each Sunday will be responsible for communicating and planning with these musicians.

[Actual numbers to be negotiated understanding that there are a set amount of funds in the congregation's sabbatical fund that must also cover the 2026 portion of the sabbatical]

- Round trip to San Diego – 250 miles x 0.67/mile (2024 rate) = \$167.50
- Round trip to LA – 240 miles (very approximate) = \$160.80
- Service Honorarium = \$350
- Lodging = ca. \$131 (Hampton Inn & Suites Cathedral City as an example)

Pastoral Care:

The UUCOD Care Team will continue to provide care and support for congregants and friends: meals, transportation aid, confidential conversation and support, coordination of Circles of Caring Energy, etc.

The congregation will contract a Unitarian Universalist minister in fellowship to provide pastoral care in cases of emergency or in situations beyond the Care Team's abilities. This minister will be on call to provide care by phone, text, and e-mail throughout July and August, and may travel to the Coachella Valley for care in cases of serious challenges or emergencies.

The congregation will pay the on-call contract minister a "retainer" and will agree on an hourly rate for care provided. Actual numbers to be negotiated understanding that there are a set amount of funds in the congregation's sabbatical fund that must also cover the 2026 portion of the sabbatical.

[See attached example Letter of Agreement from Chalice UU in Escondido.]

Staff Supervision:

The UUCOD Board will appoint ONE Board member to assume the role of supervision of staff while Rev. Ian is on sabbatical. It is important that the staff have a single point of contact to avoid confusion and triangulation.

Office Administrator, Pam Bibo: The appointed person will agree to check in with Pam at least weekly to assess any needs that the congregation can support, to help mediate any conflicts with congregants, and to provide a sounding board for decision making or working through issues. The appointed person will also receive Pam's bi-monthly time sheets and will confirm their accuracy, sign them, and forward to the Treasurer.

Choir Director, Jim Tong: Jim does not currently work in the months of July and August, so won't require supervision. Rev. Ian will have worked with Jim before his departure so that Jim can be planning for September's choir start up. If Jim's working months are changed in the upcoming budget year, he will need to have an assigned supervisor for support and collaboration.

Contact with Rev. Ian During Sabbatical:

Because the sabbatical is designed to be a complete break from ministerial responsibilities, there should be no need to contact Rev. Ian while he is on leave. If an occasion arises requiring Rev. Ian's attention, congregants and leaders are asked to reach out to the Office Administrator or the Pastoral Care Contract Minister who will communicate with Rev. Ian as needed. Rev. Ian, in conversation with the PCCM

and the chair of the Pastoral care team, will decide if the occasion requires his participation or return. Congregants are encouraged to wait until Rev. Ian's return to request events such as memorial services and weddings.

Communicating Plans with the Congregation:

This will be the first time that UUCOD has experienced a formal sabbatical for its minister and so we will want to be caring, transparent, and proactive in communicating with the congregation about Rev. Ian's sabbatical.

Rev. Ian will formally announce and describe his upcoming sabbatical in his January newsletter article and repeat this description in a Constant Contact e-mail in the first week of January.

Rev. Ian and the Committee on Ministry will schedule two information sessions about sabbatical after Sunday services in January and February to answer questions, share information, and offer caring support as people learn more about the practice of sabbatical and how we will be living into it here.

Rev. Ian's Sabbatical Plans:

Rev. Ian will be spending the majority of the 2025 portion of his sabbatical leave in San Diego. Rev. Ian will share a general plan for his sabbatical time with the Board and the Committee on Ministry. While sabbatical is a time for rest and renewal away from the congregation's systems, Rev. Ian will also engage in intentional learning and discernment during this time and will share with leaders his plans for this work.

This Letter of Agreement is to help cover pastoral care responsibilities at Chalice Unitarian Universalist Congregation (CUUC) from Sunday, July 3, 2022 through Saturday, August 6, 2022 (five weeks), a portion of Rev. Sharon Wylie’s sabbatical.

The Pastoral Care Minister, Rev. Tania Márquez, will provide a caring presence and confidential support for members and friends of the congregation who request contact.

RESPONSIBILITIES

For the five weeks from Sunday, July 3, 2022 through Saturday, August 6, 2022, the Pastoral Care Minister will be responsible for the following:

- Providing a telephone number for Chalice congregants to use for phone or text to request contact.
- Responding via telephone to congregant phone calls requesting care within 24 hours. If needed, and at the Pastoral Care Minister’s discretion, in-person meetings may be scheduled for conversation and care. This might include hospital or home visits.
- Officiating Memorial Services is not included in the Pastoral Care Minister’s responsibilities and will, if needed, be negotiated separately. (UUMA suggested fees for officiating a memorial service in Geo Index 5 is \$385.)

When needed, the Pastoral Care Minister’s immediate supervisor will be Rev. Wylie. The Pastoral Care Minister should contact Rev. Wylie if there is a situation in which she is unsure about—or if there is imminent danger to an individual or to the life of the congregation. Rev. Wylie should also be contacted if a member of the congregation dies or is in a life-threatening situation.

PAYMENT

- CUUC will pay the Pastoral Care Minister all monies owed after August 6, 2022 (close of contract).
- CUUC will pay the Pastoral Care Minister \$200 as a flat fee for setting aside time for this work.
- Additionally, the Pastoral Care Minister will earn \$60/hour (for up to 25 hours total over the course of the 5 weeks, which is approximately 5 hours/week) as a 1099 Independent Contractor.
- The Pastoral Care Minister will use the Google Spreadsheet provided by Chalice and shared with Rev. Wylie and the CUUC Treasurer for tracking hours and miles. This spreadsheet will be updated and finalized by August 7 so payment can occur.

<https://docs.google.com/spreadsheets/d/15Cx6XDr-rqcBisURNHYdGF15tgK2po6-5qXnP53JD-8/edit?usp=sharing>

In the event that either party wishes to terminate this contract, a minimum of two weeks (14 days) notice shall be given in writing to the other party.

Agreed to this 1st day of July, 2022.

For the Congregation: _____, President

Date: _____

Date: _____

Riddell Housing Allowance Motion

December 17, 2024

The following resolution was duly adopted by the board of directors of The Unitarian Universalist Church of the Desert at a regularly scheduled meeting held on December 17, 2024, a quorum being present:

Whereas, section 107 of the Internal Revenue Code permits ministers to exclude from gross income (in computing federal income taxes) a church-designated housing allowance paid to them as part of their compensation to the extent used for actual expenses in owning or renting a home; and

Whereas, pastor Rev. Ian W. Riddell is compensated by the Unitarian Universalist Church of the Desert exclusively for services as a minister; and

Whereas, the Unitarian Universalist Church of the Desert does not provide pastor Rev. Ian W. Riddell with a parsonage; therefore, it is

Resolved, that the compensation designated as a housing allowance pursuant to section 107 of the Internal Revenue Code, paid to pastor Rev. Ian W. Riddell for calendar year 2025 shall be \$52,000.