

Bull Run Unitarian Universalist
Congregation Committee Annual Reports
Compiled May 26, 2024

Chris Sexton, BRUU Board Secretary

Building & Grounds (Facilities)
Annual Report ~ FY 2023-2024

Chairperson(s) of core committee

Christine Sunda with John Sunda as second & John Calvin as backup

Current Committee Membership

Infrastructure: Christine Sunda, John Sunda; Facilities Management: John Calvin-chair, Mike Freeland, Cathy Ring, Sterling Rush; Landscaping: Amy Hamilton-chair; Library: Annaliess Trommatter-chair; Grants: Rita Romano; Aesthetics: Kathy Sobrio-chair, Sandra Fox, Jan Mosso, TJ Maile, Rogan Flowers, Zarina Credle, Devin Swan. (Listed but NOT under building & grounds is Kitchen Krewe, Leases, & Safer Committee (we do however have building safety under Facilities Management such as future cameras)

People who served during year, but are no longer on committee

Theo Abramovitch, Josh Rachford

Mission Statement

The mission of the Building & Grounds Core Committee is toFacilities Management – Maintain and enhance our infrastructure, keep BRUU safe and secure. Project Teams: Aesthetics, Building Use, Infrastructure Team, Grants, **Kitchen Krew**, Landscaping, **Leases**, Library, Maintenance, **Safer Congregation**, Security, Workdays.
The following 3 committees are NOT under us. Leases is under Finance, Safer Congregation under Covenantal ministries & Kitchen Krewe under Community Engagement!

Goals

The Building & Grounds Core Committee has the following goals:

- Maintain the building & grounds—both macro & micro; Provide a safe & secure environment; secure grants and other monies for building projects were possible; provide an aesthetically pleasing building; a beautiful garden; and a lovely library!

Committee Accomplishments & Highlights for FY20__-20__

- Core leaders met with Personnel to define the job duties of the new custodian/sexton.
- Infrastructure: Main item was repairing the stained glass windows with monies from a gift by the Kostik family. John Sunda oversaw this difficult (the company we worked with) project. Due to lack of funds nothing else on Infrastructure has occurred.
- Library: With the reorganization, the library came under B&G purview. We recruited Annaliess Trommatter to take on this project and are slowly removing unneeded

furniture in the room. Annaliess has great ideas for next year and a redo of the room is also in the works.

- Facilities Management: 1. We had three workdays this year where we had a good turnout and many projects were completed: we painted the music room; touched up throughout the building; installed grab bars in some of the restroom stalls; Cleaned & organized BRUU kitchen pantry, MAC room (including removing old paint), storage room on 3rd floor, mop room, & program closet (formerly Social Justice closet); Repaired many items through building; removed excess furniture from library & conference room; repaired & replaced drywall in hallway outside kitchen; blocked where mice were coming in building. 2. Also, under Facilities replaced boarded windows in Coffee Shop with glass and repaired the HVAC Mini-split system for \$2,500. 3. Sterling & Helen removed the leaking water fountain outside Fellowship Hall and then touched up paint in the area. 4. We painted the outdoor emergency metal stairs from the Sanctuary & touched up the lending library paint. 5. We took over space behind the chancellery to store vases & holiday decorations, including moving said items from the 3rd floor. 5. Facilities management continues to use the document linked in Roundup for anyone in the building to report a broken or non-functioning item. 6. We installed new window treatments in the music room. 7. Continue our regular jobs including adjusting room temperatures for meetings; removing trash twice weekly; overseeing contracted custodian care; adding/subtracting people to entrance code security; replacing light bulbs; arranging cleaning after events and much more.
- Grants: Rita Romano worked on securing a \$250,000 grant from the National Trust for Sacred Places and worked hard to write the Letter of Intent to Apply for this. We are awaiting a response to hear if we are going to be invited to apply. Others also had input on the letter.
- Landscaping: Amy Hamilton continues to maintain all the plants & mulches in the spring.
- Aesthetics: 1. Finished a total refurbishment of the Flamingo Lounge including new furniture, repairing & painting walls, new art. Then held a grand reopening. 2. Now refurbishing the conference room including painting walls, ceiling & woodwork, moving furniture, replacing art pieces, & new window treatments. 3. Did the holiday decorating of BRUU including coordinating volunteers. 4. Monitor aesthetics of signage including recycling bins (listing what can be recycled) and in rooms in general.
- Building Use Committee: though this committee is very much needed, no recruits have been found. Meanwhile, Taylor, the administrative assistant, has been monitoring the building use, making rental agreements, notifying us of HVAC needs and security entrance needs, and other building use needs.
- Building & Grounds core leaders have started creating a google document to track all projects. This was a suggestion by John Calvin

Community Engagement Core Committee Annual Report ~ FY 2023-2024
Chairperson(s)
Randy Earl, Mary Kadlubowski
Current Committee Membership
People who served during year, but are no longer on committee
Mission Statement
In development The mission of the Community Engagement Core Committee is to form and support good relationships internally within the congregation and externally.
Goals
The Community Engagement Core Committee has the following goals: <ul style="list-style-type: none"> • Increase visibility outside of BRUU • Support relationship building within BRUU through food, fun, and interest areas • Formalize relationship-building and communication with underserved groups • Increase service participation in activities • Foster a culture of caring
Committee Accomplishments & Highlights for FY2023-2024
<ul style="list-style-type: none"> • First Friday popcorn and marshmallow roast- internal group presentations • Increased nonfood related activities • Supported dietary inclusivity (vegan, vegetarian, gluten-free) • Decreased potluck events to quarterly per congregational feedback. • Manassas Event Presence (Jubilee, 1st Fridays and Pride) • Continuing Voice and Housing initiative engagement

Report on Covenantal Ministry

5/26/2024

Mike Cleary has agreed to chair the Committee on Covenantal Ministry, but the committee has not yet been recruited or organized. No timetable is offered yet.

The purpose of the committee is to nurture our congregation and attend to its communal needs.

The first thing the committee needs to do is determine how best to carry out this purpose. Certain ideas already suggest themselves:

1. Formulate a strategic plan to be submitted to the Board or Program Committee
2. Review the Congregational Covenant to determine if it needs any revisions, and make proposals if any are recommended
3. Organize a right relations committee or program
4. Determine how best to promote the Congregational Covenant in congregational life
5. Help organize one or more services since we have lost our minister

DIRECTOR OF LIFESPAN RELIGIOUS EDUCATION

Report FY 2023-24

Religious Education program for children and youth:

Currently BRUU has 36 children and youth in the BRUU RE program, with an average Sunday attendance of 31. Official registration was not taken this Fall.

Seven children and their families participated in OWL grades 4-6. Six youth and families participated in the Coming of Age program.

This year our RE program was facilitated by 15 volunteer adults and 2 paid nursery employees on Sunday mornings; four adult facilitators for special programs and 6 COA mentors for youth.

Highlights:

- DLRE Conducted Fall teacher orientation, met frequently with teaching teams to support needs
- RE teachers managed the program on their own during the Fall!
 - Explorers classroom had one teaching vacancy, filled by a rotation of the class' parents.
- OWL Grades 4-6 met in retreat format
- Senior Youth teas and road clean ups; Seekers (11-13 yrs.) visited a variety of faith homes; Questers (8-10 yrs.) year included exploring the "new" values; Explorers (ages 4-7) particularly engaged in anti-racist lessons.
- Summer 2023 RE for 3-7 years of age held in courtyard: Earth based holidays and "Teddy Bear Month," led by adults not usually involved with Sunday RE.
- Summer Camp planned for July 2024: Eco-Justice theme

Adult Life Enrichment

- Began first Monday format – fellowship dinner with a choice of 3 workshops for all ages. Highest attendance was 57 participants in February, lowest 18 in June. Generally well received with a list of offerings for next church year in place.
- Continuously meeting groups: Tao study has ended; CUUPS continues to grow; newly formed Buddhist/Meditation study is meeting.
- Facilitated "Sacred Arts" Wellspring program for adults.
- Organized and facilitated Forum on Proposed Article II changes.

Worship

- Regular participation in planning weekly services and presenting Time for All Ages
- Produced Bridging Service; Coming of Age Service
- Initiated and planning Multigenerational Summer Services, designed to include participation of a variety of members, and include a variety of activities to reach different learning styles.
- Initiated and produced 5th Sunday "Service Sundays," benefiting Sinclair elementary school, SERVE Family Shelter, Merrimac Farm/Prince William Conservation

Alliance, and Casa BruMar with volunteer efforts. Each Sunday's offering was dedicated to a corresponding UUA initiative. Plans for 24-25 5th Sundays are underway.

Professional Development

- Continued involvement in Wellspring programs for professionals, including participation in a training video for future facilitators.
- study in inclusion of AROMAC voices, diversification of texts in classrooms, inclusion/support of trans individuals
- Currently in UUA Credentialling program, Meets monthly with Credentialing mentor
- Representative UUA GA, June 2024
- Member of Executive planning Team, Faith Development Week held on Star Island 2024
- Participated in training webinars: Managing Change; 8th Principle study group; Shared Ministry; Community Safety
- Participated in regional RE events, member of Greater Washington Religious Educators, Liberal Religious Educators Association.

Looking ahead 2024-25

- Increase opportunities for collaborative events/projects between church ministries
- Re-launching Adult OWL workshops
- Examine all aspects of Lifespan Religious Education offerings with a lens inclusive of all genders, identities, abilities and make changes necessary to be radically welcoming to all.

Financial Stewardship Core Committee

Annual Report ~ FY 2023-2024

Chairperson(s)

David Hamilton

N/A

Current Committee Membership
Christine Sunda, Dorothy Greenhouse, Gwen Talbot, Helen Elkin, Richard Firth, Robin Fegeas, Terrie McClure (i.e. Finance Project Team)
People who served during year, but are no longer on committee
Mission Statement
<p>The mission of the Financial Stewardship Core Committee is to promote financial responsibility and accountability.</p> <p>Project Teams: Auction, Bookkeeping, Budget, Canvass, Finance, Fundraising, Stewardship.</p> <p>The Finance Project Team is responsible for recommending financial policies, goals and budgets that support the mission, values, and strategic goals of the Bull Run Unitarian Universalists (BRUU) congregation. This project team reviews BRUU's financial performance against its goals and proposes major transactions and programs to the Board.</p>
Goals
<p>The Financial Stewardship Core Committee has the following goals:</p> <ul style="list-style-type: none">• Provide guidance and coordination of Financial Stewardship Project Teams<ul style="list-style-type: none">○ (i.e. Auction, Bookkeeping, Budget, Canvass, Finance, Fundraising, Stewardship).<ul style="list-style-type: none">• Solicit input from all BRUU Project Teams across all Core Committees for proposed budgetary expenditure requirements.• Propose the annual operating budget to the board.• Hold regular meetings recording meeting minutes.• Review and, if deemed necessary, propose revisions to policies and procedures.• Coordinate at Program Council.• Submit Financial Stewardship Core Committee Annual Report.• Have fun!
Committee Accomplishments & Highlights for FY2023-2024
<ul style="list-style-type: none">• Incorporated Project Team solicited input into operating budget planning.• Proposed annual budget to board.• Held regular meetings and recorded meeting minutes.• Reviewed policies and procedures.

- Coordinated at Program Council.
- Submitted Financial Stewardship Core Committee Annual Report.
- Had fun!

Green Team Annual Report for 2023-2024

- Purchased sufficient carbon offsets from Terra Pass to neutralize BRUU's carbon footprint.
- The Green Team sponsored an "I'm Going Green Challenge!" in which members of the congregation were challenged to take at least one action that would make the planet more sustainable. The challenge will end at this year's annual meeting. As of May 22, 65 congregants, had performed such actions and qualified for an "I'm Going Green Challenge" award, consisting of a ribbon designed to be attached to their name tag.
- Our Equal Exchange (EE) Fair Trade fundraiser (which we refer to as our "Booth") is almost back to normal operation now. We are able to sell during coffee hour most Sundays. Our inventory monitoring and sales accounting system has been simplified, and payment options expanded (allowing payments via Zelle or Paypal), making selling and buying easy and fun!

The profits realized from EE sales are dedicated in full to pay for BRUU's carbon offset for the year.

Ribbon award for Challenge winners:



BRUU MUSIC PROGRAM ANNUAL REPORT 2023-2024

We continue to offer quality, live music for services and community outreach, with all ages participating, singing, and playing instruments.

This year, the congregation participated in a music survey to express their preferences regarding the direction of the music program at BRUU. Based on the survey, it was decided that David Maley would become BRUU's official music director. From the music survey, tentative goals were created for the expansion of the music program:

- *Reestablish youth & children's choirs
- *Provide occasional evensong services
- *Organize a "coffeehouse" style concert
- *Provide more opportunities for musicians to participate in community outreach *Continue to provide opportunities for orchestral and band musicians to do music together. *Start a handbell choir

BRUU choir attendance has increased, with about ten new/returning singers this season, five of which are youth/children/young adult. The choir sang anthems on the 2nd and 3rd Sundays of each month.

Two all-music Sunday services were offered this year. The December music service was titled, "Sharing the Light," and featured songs and candle lighting ceremonies from the traditions of Judaism, Christianity, Kwanza, and Yule. The June music service, titled, "The Forms of Love," will be a service of songs related the greek words for love: agape (universal love), philuatia (love of self), philia (friendship), eros (passion/romance), pragma (committed love), and storge (love of family). The music services showcase BRUU's many talented instrumentalists and vocalists.

Kelly Muzzin, current head of the musical liaison committee, prepared congregants to play music and sing at the Manassas Winter/Christmas Festival, in 2023, and the Manassas Pride Festival, in May 2024.

All Souls Unitarian in D.C., hosted a regional UU choral day, at the end of April 2024. About seven BRUU singers participated in the event.

Choir awards will be presented at the all music service in June.

The Annease Hastings award will be presented at the congregational meeting on June 2nd.

The music director is planning to attend AUUMM music conference in Albuquerque, NM, in August 2024.

Dorothy Greenhouse is planning to organize a "coffeehouse," style concert.

The meditation group may host a music & meditation evensong service this summer. The choral music library continues to expand with new music.

Office Administrator

Annual Report – 5/16/24

Chairperson(s)

Taylor Johnson, Office Administrator

Current Committee Membership

Taylor Johnson

People who served during year, but are no longer on committee

Ashley Iraheta briefly served as Office Administrator in August and September 2023. Taylor Johnson started in November 2023.

Mission Statement

The mission of the Office Administrator position is:

To serve and support the BRUU Congregation, Board, and Staff through general administrative work, including but not limited to: managing and upkeep of the office; maintaining and coordinating the building use calendar; receiving and directing general inquiries to the organization; designing and distributing various mailings, notices, and publications (e.g., *Round-Up* and *Crossroads*); providing the Order of Service and related documents for the congregation and A/V during Sunday services; and administrating the Community Assistance Fund.

Goals

- A. To provide general administrative assistance to BRUU in order to relieve volunteer workload and mitigate burnout.
- B. To assemble and distribute weekly *Round-Up* emails, monthly *Crossroads* newsletter, and weekly Order of Service documents, to keep BRUUers informed and connected with BRUU activities and events.
- C. To administrate and manage the Community Assistance Fund on behalf of BRUU, in order to continue providing much-needed emergency assistance to those facing housing insecurity, eviction, or homelessness.

Committee Accomplishments & Highlights for FY2024

After some instability in the job position, found a stable candidate who has remained in the position and fulfilled the duties described in the posted job description since November 2023. Through that time, the Office Administrator has:

- Supported A/V Committee and Communications Committee by taking on the composition and distribution of *Round-Up*, *Crossroads*, and the weekly Order of Service and accompanying documents. Many thanks to the persons on those committees (or otherwise involved with those publications) who helped train the new Office Administrator on those processes, including but not limited to Star Muir, Jerome Hruska, Charlie Grymes, Lisa Stewart, Tony Main, and others.
- Supported Membership Committee through processing of Connections Cards and upkeep of database and mailing list; also kept BRUU member list up to date with UUA for *UU World* mailings.

- Supported Social Justice Committee by creating and printing documents and signage for Food Pantry.
- Supported Buildings & Grounds by facilitating building use/rentals, including signing contracts, giving tours to interested parties, processing payments, and facilitating communication between BRUU and renters.
- Supported Financial Stewardship by taking on basic bookkeeping tasks such as sending payments for Community Assistance Fund cases and rental refunds, and documenting such payments in PowerChurch.
- Conducted initial conversations with applicants, and distributed Community Assistance Fund resources on behalf of ten households in the area who were facing eviction or struggling to pay their rent. Many thanks to Angie Carrera for initial training and ongoing advisement on this process.
- Provided support to the Galvin family in preparation for the Celebration of Life for Paul Galvin (April 2024).
- Developed and documented processes for office tasks and provided SOPs and best practices for inclusion on BRUUnet.

Emergency Food Pantry Interim Annual Report~ FY2024 DRAFT
Manager (Team Leader)
Laura Crowne, Pantry Manager (Gretchen Almstead serves as Asst. Mgr.)
Program Volunteers – Number & Names
Please see next page.
People who served during year, but are no longer serving
Our program uses long-standing and intermittent volunteers.
Mission Statement
The mission of the Emergency Food Pantry is to distribute food to needy families who live nearby. We receive food items from congregation members and purchase food donated to Capital Area Food Bank and discounted food from local supermarkets.
Goals
<ul style="list-style-type: none"> • To provide food insecure community members with a safe, dignified, and efficient way to shop for needed pantry items in a grocery setting twice monthly. • To supply resource information (housing, emergency community funds and ESL learning opportunities) to “shoppers,” whenever possible. • To coordinate volunteer service effectively and efficiently while ensuring a safe work environment and to formally and informally recognize their service.
Committee Accomplishments & Highlights for FY 2022-22
<p>Pantry Manager Laura Crowne coordinates food delivery from Capital Area Food Bank (CAFB) and local donors, manages volunteers serving prior to and for Pantry Day, and provides quarterly reports to the Capital Area Food Bank. Beginning in mid-September, Terrie McClure stepped in to serve as USDA/TEPAC Manager, began ordering food from USDA/TEPAC and reports families served data to USDA. This is a combined report to BRUU leadership. NOTE: Beginning next fiscal year, this report will only reflect May 1 through April 30 statistics for a full year review with no follow-up at the end of BRUU’s fiscal year after June 30..</p> <p>As of May 1, <u>2024</u>, an estimated total of 804 households (shopping for received help from BRUU’s Emergency Food Pantry over twenty-six Pantry Days during the fiscal year. These households include “repeat shoppers” in an estimated total of 4929 individuals (2386 adults, 2391 children, and 152* senior adults) being provided food. *seniors had just begun to be counted in mid-September.</p> <p>Angie Carrera recorded data on volunteer hours from Volunteer sign-in sheets as well as the CAFB Families Served data from May through mid-September. Ed Stewart provide data entry and reporting for USDA and CAFB families served from mid-September on. The data for volunteer statistics is critical to both the pantry and future grant requests and is noted here. A total of 34 volunteers, (composed of BRUU members and some non-members called “community volunteers”), provided an estimated 1,016 hours service during the year for various tasks, including truck unloading, food stacking, set-up and break-down of shelving</p>

and tables, greeting families and obtaining required data from shoppers, and guiding shoppers, as well as maintaining the pantry storage area and equipment.

Special thanks for most hours to Gretchen Almstead (87 hours), and Ralph Giffen (79 hours) and all the wonderful volunteers who helped the Pantry run without interruption and with welcoming spirit to all our shoppers!

Volunteers serving BRUU Emergency Food Pantry 2023-2024

VOLUNTEERS
Almstead, Gretchen
Campbell, Valerie
Carrera, Angie
Connolly, Lori
Costley, Mimi
Covin, Dave
Crowne, Laura
Dixon, Sandy
Earl, Randy
Elkin, Helen
Engel, Merle
Freeland, Mike
Giffen, Ralph
Hempen, Ann
Jenkins, Dave
Jenkins, Trace
Kolta, Reda
Maile, Scott
McClure, Terrie
McClure's Friend
Muirhead, Martha
Mullinax, Melissa
Norton, Eileen
Rush, Sterling
Sinclair, Susan
Sosa, Beccs
Stewart, Ed
Tamer, Deedee
Trumbull, Eric
Walsh, Martha
Fagnani, John
John (youth?)
Michael (youth?)

Personnel Committee Annual Report ~ FY 2023-2024
Chairperson(s)
Jim Amaral
Current Committee Membership
Jim Amaral, Art Muirhead, Eileen Connolly Norton
People who served during year, but are no longer on committee
Cathy Ring, Mike Cleary, Angie Carrera
Mission Statement
The mission of the Personnel Committee is to provide assistance to the Board of Directors on personnel matters at BRUU.
Goals
<p>The Personnel Committee has the following goals:</p> <ol style="list-style-type: none"> 1. Ensure up-to-date copies of job descriptions for employment positions are available to the Board of Directors. 2. Maintain a Personnel Manual. 3. Make recommendations to the Finance Committee & Board of Directors regarding salary and benefits for all staff. 4. Make recommendations regarding the evaluation processes and evaluation instruments for annual staff evaluations. 5. Make recommendations to the Board of Directors regarding new covenants for all covenant staff positions. 6. Assist Board of Directors in filling paid positions, as needed. 7. Provide advice to the Board of Directors regarding possible termination of staff.
Committee Accomplishments & Highlights for FY2023-2024
<ul style="list-style-type: none"> • The committee reviewed and updated BRUU’s Personnel Manual. Updates were made to the following sections: Termination of Employment, Harassment, Safety Concerns, Insurance, Sick Leave, Extended Medical Leave, and Jury Duty leave. The following sections were added to the manual: Use of Personal Electronic Devices, Use of Congregation-Provided Electronic Devices, Working Remotely, and Safety Concerns. • The committee made staff salary recommendations to the Finance Committee for FY2024-2025 that are in alignment with UUA recommended salaries for a congregation of our size located within our region. • The committee made salary recommendations and drafted a job description and an Employment Opportunity announcement for a Sexton (to be hired in FY2024-2025). • In response to a discussion about the formation of a Human Resources Core Committee, the committee brainstormed ways that the Personnel Committee might be able to assist in mitigating volunteer burnout. • The committee responded to questions from the Board of Directors regarding employee-related matters.

