



December 12th , 2019

Tapestry Board of Trustees Meeting Minutes

Attendees: Rev. Kent Doss, Paul Bonfanti, Christine Krueger, Janet Lusk, Jim Bucklin, Dave Weber

Guests: none

Absent: Julia Rampone, Connie Pursell, Jon Eckhardt

In Julia's absence, the meeting was called to order at 7:00 pm by Christine Krueger. A quorum of 5 members was present. In Connie's absence, Dave took minutes. Christine provided opening words by Vesta Kelly, saying individual snowflakes are inconsequential, but look what they can do when they stick together, (and the same goes for people!). Following check-in, we discussed the following:

Agenda – The agenda as provided by Christine was approved (M/S/P).

Approval of Minutes – Minutes of the November 2019 Board meeting were not provided and so their approval was postponed until January. There was therefore no action log to address.

Safety Policy – While further action on the policy was deferred, it was pointed out that Christine has placed a hard copy of the existing policy in the office behind the door and informed Theresa that it's there. We did decide that the door should remain locked when an individual is working alone or a small group is meeting at the church, especially in the evenings. In accordance with this, the door was locked at this time as all expected attendees had arrived at the Board meeting.

Business Themes:

Finance:

Report of VP Finance: Paul sent a report which is attached. He performed a study of where people are on their pledge payments by group (those who pay annually, semi-annually, quarterly, or monthly/weekly), which he provided in his report. For the group which pays weekly/monthly, there are a number of pledgers who are delinquent on their payments. He will contact them to see if they can get caught up by the end of the year. November was (and December will be) a good month financially. The extra end-of-year donation campaign has collected \$450 so far. Paul will send out another e-mail request as a reminder to see if we can get additional funds. Recent scrip sales have been going well thanks to announcements from the pulpit. It was suggested we repeat these announcements, perhaps monthly, and perhaps add an announcement about them in the OOS.

Report of the Treasurer: Dave Weber sent his report via email prior to the meeting which is also attached. He echoed Paul's comments that November was a good month with our Operating fund balance increasing by \$7,000, and that December also will be good. However, pledges are ahead of target year-to-date and may taper off early next year. Also, he reminded us of the need to pay our roughly \$15,000 fair share contribution to UUA/PWD next spring. As a result, additional fundraising and rentals must be pursued vigorously. He also pointed out that cash contributions have tapered off a bit. A suggestion was made to describe the Generosity Recipient's work more fully in the announcements. It was also pointed out that we could be doing more volunteer work as a congregation, such as collecting donations to a food bank and working at Second Harvest, but someone has to step forward to organize these. Dave also warned members about scams. Frequent phishing e-mails are received. (Dave got another request

Minister: Reverend Kent Doss **RECY Director:** Katelynn Riva

Minister Emeritus: Reverend Robert Jordan Ross **Music Director:** Melissa Sky-Eagle

President: Julia Rampone **VP Finance:** Paul Bonfanti **VP Operations:** Christine Krueger

Treasurer: Dave Weber **Secretary:** Connie Pursell **Trustees:** Jon Eckhardt, Jim Bucklin, Janet Lusk

for money from a fake Julia Rampone e-mail account recently) and this week Kent received a disconcerting call from someone pretending to be from Southern California Edison saying that we had not paid our bill and power was about to be turned off if we didn't so immediately. Dave researched this, finding that all the recent bills had been paid and that the checks had been cashed at the bank. He then made a call to SCE establishing that they recognized we were up to date on payments, and relayed this information back to Kent. We all need to be mindful.

Space Theme:

Comprehensive Planning Committee: Two meetings were held after church for volunteers to hear about Tapestry's history and current barriers to growth, and then provide input for where we go in the future. Unfortunately attendance was poor and there wasn't much feedback from those present. It was pointed out that this is a busy season and in particular, there were other activities taking place last Sunday diverting people away from attending. Also the importance of the event may not have been properly communicated to the congregation. Perhaps we could try again in January with better results.

Renter Update: Kent pointed out that we have been advertising on Craig's List and Facebook. Craig's List had been free, but is now charging, so that ad is on hold pending feedback on two potential renters. One is a church group which would meet Sunday evenings and the other is a Woman's Choir that would meet Tuesday evenings. While the choir group would pay a handsome \$500 a month, they would want to store their risers at Tapestry and haul them out for rehearsals. These are large and would challenge our available storage, so this is being discussed with them.

Report of the Minister

Kent submitted his report, which is attached. In addition, he asked that we specify that the Christmas Eve collection go to the Minister's Discretionary Fund as it has in the past. Should the donations exceed \$2000 (last year's take was \$1714), the excess will be put in the Operating Fund. This was approved by the Board (M/S/P). A discussion followed about the criteria for making donations from the fund.

Report of VP Operations

Christine sent a report which is attached. She discussed the recent Coordinating Council meeting.

Infrastructure Theme:

DRE Report: Katelynn submitted a report which is attached. It was noted that attendance has been down lately, averaging about 12 a week. Although the 22nd will be her final day, she has prepared classes through the end of the year.

DRE Search – Our selected candidate Rob Nicolas and the process of selecting him were discussed, along with how extensive the background check should be. Jim agreed to research the cost of adding fingerprints to the background check. An offer has already been made to Rob listing a nominal 15 hour week at a salary of \$20 an hour, rising to \$21 an hour after 90 days. While PTO was not offered, it was pointed out at the meeting that state law requires that, in the absence of PTO, some sick leave be provided. I believe Paul agreed to research how much. While no company-paid retirement was included, it was also mentioned that Tapestry policy may require this for all employees who have surpassed 1000 hours of service, which in Rob's case would come after 66 weeks. This is also being researched. (Retirement is currently being provided to Kent and Katelynn, but not to Melissa. It's not much of an issue with Theresa as it will take her about 5-6 years to reach 1000 hours of service as Bookkeeper.) Dave pointed out that we are exceeding our DRE budget with this offer, even before considering paid sick leave and possible retirement

benefits. We will need to increase the DRE budget for 2020-21. The Board voted to go ahead with the offer of a contract and to sign it (M/S/P).

Katelynn will be asked to work a few hours during January to assist the transition. Hopefully this will not be enough to necessitate a W9 tax form for her in 2020.

Communications Theme:

Newsletter Column

Julia will write the January column which is due Dec. 21st.

What did we decide tonight – We voted to designate the Christmas Eve collection to the Minister’s Discretionary Fund, and to approve the signing of a contract with our new DRE.

What do we need to communicate – We need to communicate the Safety Policy to the congregation. Perhaps this can be put in the newsletter, for instance as part of the Board member column. It should also be posted on the website. We also discussed announcing its highlights from the pulpit.

Acknowledgements for Tapestrians – The RECY committee is having a going away party for Katelynn, but we thought it would be good to also have a thank you card for her on her final day, the 22nd, not just from the Board but from the entire congregation. People will be encouraged to sign it and if they wish, include a cash donation. We also thought it would be a good idea to celebrate our one-year anniversary in the building. We will have a cake on January 5th. This will not preclude the birthday cake two weeks later (you can’t have too much cake).

Closing words were read by Christine. They were something to the effect that, “You can accomplish so much more when you don’t care who gets the credit.” In keeping with the sentiment of this reading, its author is anonymous.

The meeting was adjourned on-time around 9:00. The next Board Meeting will be on Jan. 14th, 2020.

Definitions

Term	Definition
M/S/P	Moved, seconded, passed
RECY	Religious Education for Children and Youth

Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status
	DRE Search	Research Costs and Procedures for Fingerprinting	Jim	
	DRE Search	Research issues on Sick Leave and Tapestry Retirement Policy	Paul?	
	Safety Policy	Communicate Safety Policy in Newsletter	Julia	

VP of Finance Report – Paul Bonfanti

Hi folks,

As always, I'm building this report off of David's very detailed treasurer's report. November was a better month than expected (in part because of one large donor giving a large portion of their pledge). December looks like it's going to a very good one too.

As Julia requested last month:

As of Thanksgiving, here's how we were looking on pledges, divided up by how people made their pledges:(monthly, quarterly, and all at once.) This also reflects who's behind schedule (defined as less than 33% for a monthly person, or 25% for a quarterly or all at once)

Pledge Interval	# of Pledges	# off schedule	Received	Pledged	% Received
Monthly/Weekly	60	11	\$57,088.00	\$140,608.00	41%
Quarterly	7	3	\$3,590.00	\$16,360.00	22%
Half	1	0	\$6,600.00	\$12,100.00	55%
All At Once/Total	24	13	\$28,430.00	\$43,495.00	65%
	92	27	\$95,708.00	\$212,563.00	45%

My priority for this month will be gently connecting with the monthly and quarterly people (and maybe the all at onces) that are behind in their pledges.

As of 12/8, we have 53% of our pledge income in, which means we've gotten a lot in the last two weeks. Being ahead sounds like a good thing, but as a reminder, this means that pledges will slow down in the second half of the year.

in terms of other fundraising, 4 people have given to the "special year end giving" for a total of \$450. I will do an email reminder this weekend. This is giving us a little bit of "otherr fundraising" but we still need more

Scrip sales definitely go up every time someone makes an announcement from the podium, so with three announcements in the last month and a half, it's doing well. But rental income continues to be slow.

In January, it's time to start planning for the pledge drive, so stay tuned!

Please let me know if you have any questions

Treasurer's Report – Dave Weber

Income:

November was an excellent month for income, with Operating revenues exceeding budget expectations by \$9.1K. Here are the details:

November was a good month for pledges. Revenue was \$24.8K, about \$5.8K over budget. Our Pledge income has been on a roller coaster this year, mainly because large annual or semi-annual pledges, which seem to arrive randomly, create peaks and valleys, September was a great month, October was very poor, and now November has come in well above budget expectations. Total pledge revenue YTD is now \$7.9K ahead of budget.

I had assumed we had already received all make-up pledges for the prior fiscal year, but a \$1.4K make-up donation was received in November. This brings to \$3.6K the total donated to the 2018-19 pledge drive during the current fiscal year, exceeding YTD budget expectations by \$0.6K.

Plate income continues to lag just slightly behind budget expectations. This month's collection totaled \$455 vs. a budget of \$541, with a slightly larger amount, \$515, going to our Generosity recipient, Jardin de Mariposas. YTD the total plate income collected is \$2.5K, about \$200 below budget. While the shortfall is slightly disappointing, we have generated nearly \$3.0K for our Generosity recipients so far this year, a notable accomplishment. This month we also collected over \$1.2K in a special collection for Rev. Kiyimba's Uganda UU church, so it was a good month for generosity.

November was also a very successful month for Fundraising. We collected \$2.4K in late payments for the Fall auction, which finished up with a final net income of nearly \$13K (when the gross income of \$14K is adjusted for expenses and Bookkeeping costs). In addition, "Tapestry has Talent" brought in nearly \$1.1K. YTD service auction income is \$1.4K over budget and Ways and Means "Fun" Raising is \$0.6K over budget.

Rental income reached a new monthly high since our move to Bircher, totaling \$1.1K. This was however still \$0.9K below budget and we are now \$7.5K short of expectations YTD. "Other Fundraising", which we had hoped would have raised \$3.5K by this time in the year, has been non-existent. However, we are hoping a letter sent out by Paul asking for additional year-end donations, will bring in revenue which we can attribute to this category.

YTD, our pledge excess, good fundraising results, and RE Contributions have balanced our shortfall in rents and Other Fundraising so that our total revenue five months into the fiscal year is \$0.9K above budget expectations, \$132.4K, vs. a budget of \$131.5K.

Thanks to a generous purchase of gift cards by Judy Tracy and announcements from the pulpit promoting the purchase of cards for the holidays, Scrip income was \$0.6K this month, exceeding budget by \$0.4K. This brought total Scrip income, which had previously been lackluster, up close to budget expectations YTD.

Expenditures:

Expenditures shown in the Budget vs. Actual report were about \$1.5K below budget expectations for November. Staff Expenses were \$1.1K below budget, mainly as a result of no insurance or professional expenses this month. Utilities were just \$0.1K over budget (electricity costs are coming down now that summer weather is ending). Committees underspent their budgets by about \$0.3K. Other expenses were close to expectations. However, there were also \$2.6K in payments made to Camp de Benneville Pines against deposits that had previously been stored in the Operating Account. These were placed in a "Camp Deposits" asset account that is not figured in the Budget vs. Annual report. Taking these and some miscellaneous expenses into account, into account, expenditures were \$1.8K above budget.

YTD, employee expenses are close to expectations, at about \$0.2K below budget. Office expenses, insurance, and miscellaneous expenses have exceeded budget by \$1.1K largely because insurance expenses occurred early in the year. Utilities, mainly driven by AC, have exceeded budget by \$0.8K, but they should be coming down as the weather cools. Committees have underspent their budgets by \$1.5K, making up for much of the excess expenses in other areas, so total expenditures YTD are just \$0.3K over budget at \$122.6K.

The Capital account received \$0.6K in donations toward a new water heater for the dishwasher, which has yet to be ordered, and \$0.3K from our insurance company for the damage from the vehicle that ran into our building, to partially compensate for the \$0.9K that we spent on repairs.

Conclusions and Discussion:

Pledge income recovered from its October shortfall and is now \$7.9K ahead of budget YTD. Much of the excess is due to early pledge payments, so we may see declines against budget in the coming months. Fundraising, including Ways and Means "Fun" events and the auction, also did well this month, bringing in \$3.5K. YTD, it is about \$2K above budget. Our weekly Generosity Recipient program has greatly increased the good work we are doing in the community and together with our one-time donation to Rev. Kiyimba, indicate that we are making a significant difference to the world beyond Orange County, one of our stated goals. Rentals are improving but remain well below budget expectations.

Despite our ups and downs, both YTD Revenue and Expenditures are close to budget five months into the year. However, with pledge income expected to fall in coming months, we still need to work at increasing income, especially from rents, if we are to make it comfortably through the year.

With excess revenues and below-budget expenditures (except for November payments to Camp de Benneville Pines and miscellaneous expenses), the Operating Account balance saw an increase of \$7.1K in November, ending the month at \$20.5K. The Capital reserves increased by \$0.9K to \$53.1K, and Operating reserves remain unchanged at \$27.0K. FOCD funds remain unchanged as well at \$53.3K.

Minister's Report – Kent Doss

The Past Month

November 21 - 28 Rev. Mark Kiyimba was visiting Tapestry from Uganda. He was traveling on a limited budget, so we provided home hospitality. His stay was unexpectedly extended a couple of days. Sue and David Dearing were exceptionally gracious hosts. In addition to his speaking on Sunday morning, Rev. Mark was a guest speaker for our viewing of the film God Loves Uganda.

November 28th was Tapestry's first Thanksgiving. I was not there, but I heard some really good things. I suspect this will become a tradition going forward. It was a little bit rushed this year, so next year we need to identify hosts well in advance.

December 3 the team of people working to confront homelessness met again. The team is gravitating toward the name Welcoming Neighbors Home. The leadership team includes Rona Henry, Dave Salahi, Bev Huff, Julia Rampone, Ryan Lenney, and me. We are building a plan that includes advocacy, activism, and direct services. Advocacy work focusses on the early stages of city planning with zoning and housing plans. Activism involves mobilizing people to attend City Council meetings to speak up for our values. Direct Services will include things like providing food and other necessities to people experiencing homelessness. A full written report of the strategy will be ready to present in January.

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December 5th the Committee on Share Ministry met and we settled on a form to be used for evaluation of my ministry. It is still being edited. The form will go to the Staff, Board, Committee on Shared Ministry, Worship Committee and Caring Committee. The COSM is requesting Julia, as Board President collect and compile the feedback.

December 8 the Comprehensive Planning Committee held a focus group to discuss what we have come to see as Tapestry's history in a nut-shell and to look at some of the likely impediments to growth.

As you have seen from Christine's email, we are in the final stages of hiring a DRE. Three candidates were interviewed. Two were invited to teach on a Sunday morning. Quite a lot of time went into this process. I will work this week on background checks, a letter of agreement, and other hiring necessities. Also, Sarah Gibbs-

Milspaugh or some other staff from the Pacific Western Region will meet with us for a short retreat to help get the new DRE settled in.

Upcoming

There is a lot of fun worship coming up soon with a multi-generational Grinch Who Stole Christmas this Sunday, an advent communion service the evening of 12/22 and our usual Candle Light Christmas Eve service on 12/24.

I am working with Rev. Rayna to schedule another memorial for our neighbors who died without homes in January. That will be followed up by an event to launch Welcoming Neighbors Home, our homelessness ministry on February 20.

January 20-23 I will be in Arizona for the UU Ministers Association meeting.

Notes for Leadership

I don't want to create extra work, but it might be worth tracking how much we give away. I know we can track the gifts for Sunday collections. We should also keep a count of the gift cards given to Families Forward and other similar projects. Tapestry has proven to be a generous congregation, but we don't know exactly how generous. It would be good to track those numbers to celebrate the impact we are making on the wider world.

VP of Operations Report - Christine Krueger

- 1) **Routine Tasks** - I continue to check the Tapestry admin email 3x per week, answer/forward emails, follow up and liaise with others, review the Tapestry website calendar about 1x per month for errors/omissions.
- 2) **Coordinating Council** – met on Nov 17, minutes posted below:

Coordinating Council Minutes:

New publicity form to publicize Tapestry events - <https://tapestryuu.org/publicity-request/> Dave Salahi created an electronic form for committees to request that Tapestry events are forwarded to reliable community contacts that may post our events. There is no link to it on the website as we don't want anyone outside the congregation using it. You can attach only a single file (e.g., a photo or a PDF). For more files send multiple requests. But if that's too cumbersome Dave S. can enhance it to allow multiple files.

Committee Reports

Aesthetics – Linda Yeargin: ongoing discussion of having a donor wall posted in the building

Audio Visual- Dave Salahi: Dave Kinnear reported that sometimes the monitors are going off and they are working on it. They have to reboot. Dave knows what is causing the issue.

Board – Julia Rampone: she is applying for a diff type of tax exemption with the county to give us more flexibility in types of renters.

Building and Grounds – Richard Boote: we received about \$450 for new dishwasher separate heater, electric and plumbing work. Finishing kitchen counter and trim left.

Caring – Linda Yeargin: making calls, cards, ~45 flu shots provided. CPR scheduling in future

Communications – Jeff Gothard: discussion of a logo rebranding, Karen maintaining database for notifications for publicity. Maybe having memorabilia when new logo. Rona has a logo vendor. Dave S made a publicity form. Action: send out to Comm. Chair. Wanting more comm. Members. Digital maps sometimes send people to back of bowling alley or the old address, Apple maps not Google. Julia just set up Jeff on Breeze. Upcoming events showing on screen.

Comprehensive Planning- Lynn Cowan: Dave Kinnear reported working on two upcoming cottage meeting dates to go over what Tapestry story is (collectively). Present this info to the congregation. Meetings focus on “this is who we are/our history” and “what we want to be”

Committee on Shared Ministry – Rona Henry: Homeless initiative, Karen stepped up for the Thanksgiving dinner, drafting a survey for minister’s annual review. Lighting issue in parking lot for night events. Julia to send Association about this. Amanda brought up beer bottles, etc. then a discussion ensued about more of this happening and the possibility of homeless living around the area. Rona also mentioned about homeless services in the area and that more people from Tapestry have come forward to discuss how to help the homeless, and whether that could be done closer to us. Laguna Hills is looking into supportive habit. Activating our members in a variety of ways; now is a good time. Paul says Aliso Viejo is discussing use of homelessness use for the vacant Lowes building.

Finance – Paul Bonfanti: we are doing okay financially but below where we need to be. A few people who came forward to work with him on next pledge drive in spring. Still looking for renters.

Friends of OC Detainees – Peggy Thompson: FOCD status is much the same as I reported at the last CC meeting. As Kent mentioned in his sermon last Sunday, we made our 10,000th visit a week ago and we continue to have a need for more volunteers.

Green Sanctuary – Carol Semelroth: Collection for American Solider Network ~ 70 pairs of shoes collected. This helps veterans dealing with raising funding & awareness for psychological and emotional battles on the home front; PTS, CTE, TBI, homelessness and unemployment. Clean Air Day held on October 20th. Great involvement by members who shared their vehicles with 12 clean air vehicles exhibited, but a little disappointing that more members didn’t take time to talk to the owners. Bill was able to get a representative from Sun Country Solar panels to be in attendance, but he arrived pretty late to talk to very many people. A recipe book of sustainable recipes was prepared and distributed. Currently, supporting the collection of toys and gifts for the Families Forward holiday program November 18 through December 8. The collection is held early to allow enough time for the families to shop in the Families Forward “store”. Only Brand New items should be donated. Scrip Gift Cards are also wanted.

2020 – Possible Programs

Reinstating the Meatless Monday Dining Out

Investigating getting involved in some type of feeding or other homeless program.

Looking at the possibility of holding another informative program on harmful chemicals and toxins in our environment.

Researching Eco Choice, Eco Share, Community Choice Energy programs so that we might be able to make to make recommendations to congregation.

Hospitality – Judy Tracy:

Nominating – Penny Kinnear/Amanda Standish Wainwright: will meet in new year

RECY – Katelynn Riva sent: We are still running three classes, all classes are learning world religions, they are currently learning about Buddhism. The holiday play is "How the Grinch Stole Christmas" and will be on Dec 15 if anyone is interested in helping with props or decor. We always need more teachers so if anyone wants to try volunteering in RE talk to Katelynn or simply sign up on the calendar upstairs. We ran OWL 4-6 this fall, today is our last class. Jan Stevens left the committee and Jennifer Guys has joined, I updated Breeze. **Molly added:** Katelynn going away Dec 15, Paul and Linda coordinated food. RE working on safety policy. Working on hiring process. Katelynn last day Dec 22.

Ways and Means – Kathy Spahn:

Welcoming/Membership – Amanda Standish Wainwright: recently had 12 new members, skipping Dec brunch, Dec 31 NY party 20s Theme. Karaoke and games. Dressing in 20s attire, mandatory RSVP, kids activities. End at 9 pm. If anyone wants to be Membership chair, let her know.

Women's Rights Action Group – Karen Nichols: OC Human Trafficking event, IF Project about 50 people some from UCI and Vanguard Univ.

Worship – Greg Cline:

Rev. Kent: Tues Oct 22 meeting of Tapestry leaders about homelessness to set priorities and strategies. They will support an affordable housing project in the development phase in Lake Forest. I have committed to engaging in the public advocacy piece of the work at City Council Meetings. Sat. 11/23 we have a special event with the film "God Loves Uganda" and the minister of the Unitarian Universalist church in Uganda. Rev. Mark Kiyimba will also lead worship the following morning at Tapestry. Transgender and Our Faith Community film series is finishing.

DRE Report – Katelynn Riva

Dear Tapestry Board,

Thank you for being such a wonderful supportive group. I have enjoyed working at Tapestry and my family and I would like to attend when that becomes possible, once the DRE is established. Shannon Stoker and I had planned to run the 10-12 OWL class in the spring and I would still like to do that with your blessing. Christine Krueger has agreed to let us run the class at her house, which would keep me out of the way. Please let me know if I may teach the class this Spring.

Thank you, Katelynn Riva

Attendance

Date	Nursery	RECY Class			Total
11.17	1	2	5	3	11
11.24	2	2	2	3	9
12.1	1	5			6
12.8	3	5	7	5	20

*A note on Nursery attendance: A few children usually play in the nursery before the Time for All ages and then attend the Preschool class; I do not double count them.

New/Return Visiting Families

Dad Patrick with Daughter Xena (age 2) has visited three times

Another family with two young children, Beau (1.5) and June (3) have also visited a few times

2019-2020 Budget: 1100 (1777.71)

Registration Income: 885

OWL Income Online: 600

Total Earned: 1,485.00

Youth Seminar 85.00

RECY Supplies 343.94

Owl Supplies 378.35

Total Spent 807.29

The Past Month

- Classes have been going well; we finished Buddhism and talked about Confucius and Chinese folk religion, and Taoism.
- The World Religions curriculum will finish in February because I have been modifying and writing the lessons. Because of this the committee choose pre written curriculum for the new DRE. The Prek-1 class will be doing Picture Book of Unitarian Universalism. The 2-4 and 5 and Up classes will both do Sing to the Power, a Tapestry of Faith curriculum from the UUA.
- I have been preparing for the Grinch, we had a lot of kids interested in speaking roles so hopefully the next RE play will have a lot of speaking roles. Bill has practiced three times with the kids. Melissa rehearsed with our Cindy Lou and we all rehearsed last Saturday. Should be a fun day on the 15th.
- I did the online calendar and hardcopy calendar through May. We already 10 slots filled which is awesome this early.
- I am finishing up the world religions lessons and the winter folders.

My last Sunday is Dec 22