Minister's Report  Rev. Sarah C. Richards  July 2018
Reporting period 6/12/18 – 7/8/18

My experiences participating in Ministry Days and General Assembly in Kansas City, and bringing them back to CUF were among the many highlights of the end of the church year.

Worship: Along with members of the first Building Your Own Theology class, I planned and presented the “Blessings of the Journey” service, featuring participants’ reflections from the class. Wrote and delivered original sermon, “No Time for a Casual Faith” sharing some of my experiences at MD and GA.

Set hymns (communicated with Music Coordinators accompanists), selected readings, crafted Orders of Service drafts, Service scripts, and slides for services that I led.

Rites of passage: revised memorial service plan, made multiple back-up arrangements for substitute officiants for the service, which took place during time at Ministry Days. (Thanks to Bob Camp and Janet Harris for being ready to step in, and to Rev. Bill Sasso for officiating). Conferred with family members of non-member (in person, on the phone, online) for interfaith service at CUF, developed the service and served as officiant.

Counseling and Pastoral Care: Made pastoral visits, calls, emails and notes. Met with Pastoral Friends to review pastoral updates and activities, plan for pastoral coverage for upcoming study leave/vacation.

Practical Arts/Administration:
- Wrote and posted monthly Minister's Report.
- Met with BOT President weekly.
- Attended BOT meeting.
- Met with outgoing RE Coordinator Connie Payne weekly (except while at GA); she did a great job completing the list of handover activities by the deadline, including an in-depth orientation meeting with the incoming REC.
- Met with incoming RE Coordinator Jodi Ruffner weekly (except while at GA); she’s done a great job in getting up to speed on the position, as well as coordinating the RE Summer Sunday program. Developed Letter of Employment (now signed and on file).
- Made arrangements with UU musician Andrew Bailey for in-kind exchange of Sunday Service performances and music filing in exchange for fifteen hours’ building use for lessons this summer.
- Communicated with Choir director concerning volunteer for sheet music organization.
- With input from Treasurer, conducted annual performance evaluation of Office Administrator DeSande R. She continues to be an outstanding staff member. Developed Letter of Employment (now signed and on file).
- Met with Office Administrator weekly. Edited the weekly Bulletins.
- Attended Sunday Services meeting, where we completed lay-led Summer Service planning.
- Wrote July-August Minister’s Column, Service Descriptions for July CUF Links.

**Organizational Ministry:**
- Attended 6/27 Caravan to Cuba event at CUF.
- Congratulated first New Member of FY19, Jeletta Brant
- Planned BYOT II session schedule

**Personal Growth:** exercise, daily poetry reading, practicing mandolin.

**Professional Growth:** met with Spiritual Director, Family Systems Coach, mentor, minister peer group, Bi-State UU Ministers. Maintained Friday as Sabbath Day, except for Friday, July 6 (preparations for taking study leave).

**Teaching:** N/A


**Prophetic Outreach:**
- Participated in Juneteenth justice rally (KC, MO) and vigil (KC, KS) during Ministry Days.
- Spoke at 6/30 “Keep Families Together” rally organized by Southern Illinois Immigrant Rights Project, held on First Presbyterian Church grounds.
- Attended Racial Justice Coalition meeting, wrote invitation to new city Compliance & Diversity Officer to speak to the group.