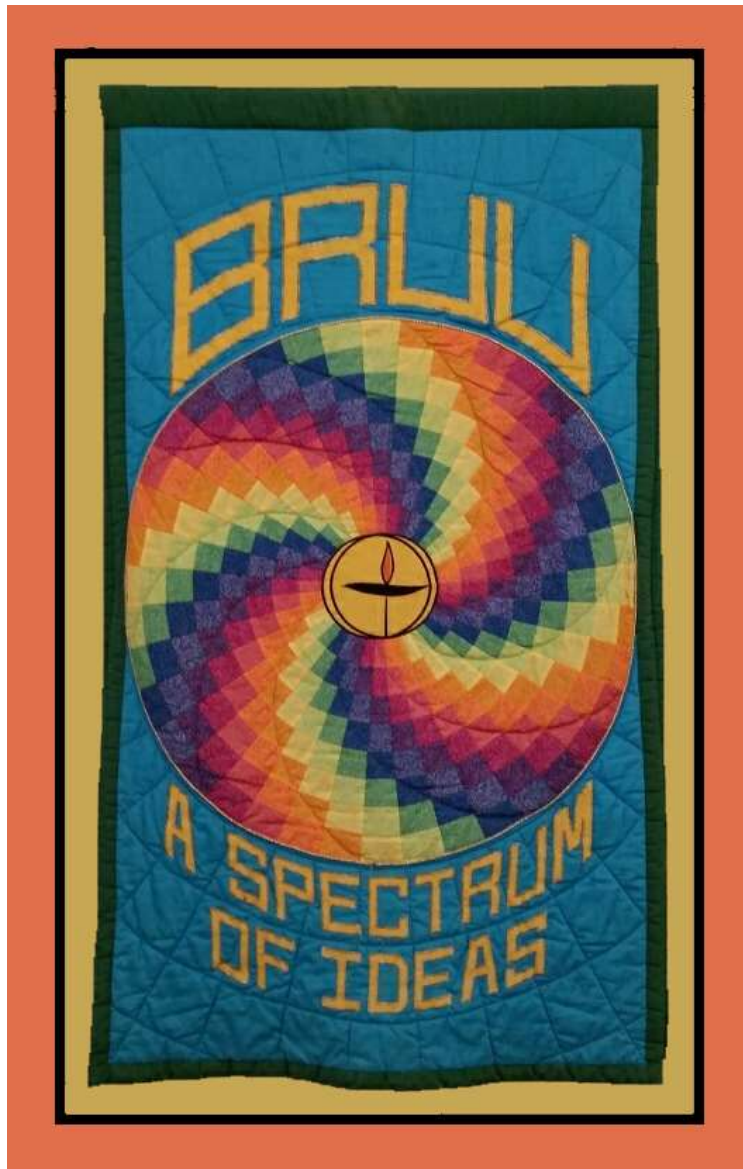


Sabbatical Guide
Our Plans for Rev. Charlotte's Sabbatical



July 1, 2022 - October 31, 2022
Bull Run Unitarian Universalists

Table of Contents

Introduction.....	3
The Sabbatical Team	3-4
Why a Sabbatical?	5
What's Rev. Charlotte's plan for their Sabbatical?.....	5
How can we contact Rev. Charlotte?.....	5
What should we do when we see Rev. Charlotte?	5
What should we do when we see Dr. Lisa, Rev. Charlotte's partner?.....	6
What will BRUU be doing during OUR Sabbatical?	6
What can you do?.....	6
Meet Our Sabbatical Minister	7
Worship Services During Rev. Charlotte's Sabbatical.....	8
Pastoral Care.....	9
Rites of Passage	9
Church Operations	9
Whom do I contact when I have a question?	10-12

Introduction

Entering their fifth year of dedicated service to our congregation, our minister, Rev. Charlotte Lehmann, will take their first sabbatical from July 1, 2022 through October 31, 2022.

The Sabbatical Team has worked with Rev. Charlotte to ensure that their areas of responsibility will be covered during this time of renewal. The Board has contracted with the Rev. Kimberley Debus to be our half-time Sabbatical Minister. Additionally, stimulating and experienced pulpit guests will ensure consistent, high quality worship services. The congregation's strong tradition of mutual care will continue with extra pastoral support provided as requested. Rites of Passage will be available as needed. Our dedicated staff will ensure that normal administrative operations will continue to run smoothly.

This Sabbatical Handbook is intended to answer any questions related to Rev. Charlotte's sabbatical.

Sabbatical Send-Off Service - Sunday, June 12, 2022

Sabbatical Return Service - Sunday, November 6, 2022

The Sabbatical Team

Betsi McGrath, Chairperson

Betsi McGrath, Staff Liaison

Wade Stephenson, Board Liaison

Helena Kennedy, Pastoral Care Liaison

Regina Perry, Worship Liaison

The Sabbatical Team has explored the part Rev. Charlotte plays in the day-to-day life of the congregation, such as:

- preparing and leading worship services
- providing pastoral care
- conducting rites of passage
- assisting committees & working with teams and the Board
- supervising professional staff

Rev. Kimberley will lead nine (9) Sunday services while Rev. Charlotte is away. Rev. Charlotte and the Worship Committee are recruiting UU ministers and other experienced service leaders to fill the pulpit on the remaining Sundays.

The following pages include a list of contacts that will be useful during Rev. Charlotte's absence. This list will help you figure out who to contact when you might have otherwise contacted Rev. Charlotte:

- If you have an issue that concerns the daily business and operations of the congregation, it is best to start by contacting our Administrative Assistant, Tina Cox or Betsi McGrath (703) 675-5852, staff liaison for the Sabbatical Team.
- If you have a question about religious education, please contact our Director of Lifespan Religious Education, Kristin Worthington.
- If you have a question or concern about the “business” of the congregation (policies, procedures, finances, etc.), please contact Board President, Rita Romano.
- If you have a need for pastoral care, contact the Pastoral Care Team (pastoralcare@bruu.org); TJ Maile is serving as the point person. For pastoral emergencies, arrangements have been made with the Rev. Kimberley Debus to provide on-call pastoral care. Helena Kennedy will be serving as the liaison.
- For short term needs for meals or transportation to an appointment call TJ Maile and she will communicate that need to the appropriate Pastoral Care Team member who will coordinate our shared response. You may also reach out via email to pastoralcare@bruu.org.
- Worship Services are being planned and overseen by Charlie Grymes on behalf of the Worship Committee. Regina Perry is the Worship liaison for the Sabbatical Team.
- Arrangements have been made for ceremonies such as weddings and memorial services; please see the Rites of Passage section in this book.
- If you have a concern about the staff please reach out to Betsi McGrath, staff liaison for the Sabbatical Team.

If you have reviewed the descriptions above and are still unclear whom to approach, please contact **any** member of the Sabbatical Team. We are here to help you figure it out and help wherever we can.

Why a Sabbatical?

A sabbatical leave is traditional for Unitarian Universalist clergy. It is a very old concept that relates to a period of rest, usually after four to six years of ministry and provides for a release from the day-to-day routine to assist the minister in renewing their physical, emotional, spiritual, and intellectual well-being. And, it may be a time for study and spiritual growth.

Our Letter of Agreement with Rev. Charlotte provides for one month of sabbatical leave for each year of service. The sabbatical is an opportunity for Rev. Charlotte to put down the mantle of ministry for a time. The goal of this activity is for Rev. Charlotte to return to the congregation renewed and refreshed. Also, this sabbatical offers the staff and the congregation the opportunity to work together in a time of experimentation and discovery.

Sabbaticals are not vacations, but pathways to viewing ministry in new ways, through fresh eyes. Many people travel, experience different cultures, learn new skills. The congregation will benefit as Rev. Charlotte returns refreshed, filled with new ideas, and with rekindled energy.

What's Rev. Charlotte's plan for Sabbatical?

In addition to having time for reflection and spiritual renewal, Rev. Charlotte has several ideas for the sabbatical period. Rev. Charlotte hopes - pandemic travel restrictions permitting - to travel to Samothrace, a Greek island in the Aegean Sea where their grandfather engaged in archeological research; additional European and U.K. destinations of family or spiritual significance are also possible. The 2022 Liberal Religious Educators Association (LREDA) Fall Conference has been rescheduled for October in Birmingham, AL and Rev. Charlotte will combine that with exploration of the U.S. Civil Rights Trail in several Southern states.

How can we contact Rev. Charlotte?

Rev. Charlotte's sabbatical is a time for a complete break from their duties as our minister. They will not be answering phone, email, or texts. Routine matters at BRUU will be managed by the Sabbatical Team. In case of an emergency, Rev. Charlotte can be contacted through Rev. Kimberley Debus, a member of the Sabbatical Team or the Board President (Rita Romano).

What should we do when we see Rev. Charlotte?

Rev. Charlotte lives in Manassas and it is possible that you might run into them during the sabbatical period. If you do, please limit your interaction to a simple "hello."

What should we do when we see Dr. Lisa Stewart, Rev. Charlotte's partner?

Dr. Lisa will be at home in Manassas during Rev. Charlotte's sabbatical. If you run into her, please greet her like you normally would. However, Dr. Lisa will be honoring Rev. Charlotte's sabbatical time, so please do not ask her to relay any messages.

What will BRUU be doing during Rev. Charlotte's Sabbatical?

As we wish Rev. Charlotte well on their spiritual quest, let us remember that this sabbatical is an opportunity for all of us as well.

We have a chance to teach and learn, reflect and renew, explore and perhaps experiment with the ministry of BRUU.

Perhaps we will explore new ways to connect with one another, learn from each other, and share our ministry with those beyond our sanctuary walls. The shared ministry of this congregation will continue as robustly as ever - creating meaningful worship services, caring for each other in need and in celebration, challenging each other to think and act in ever more expansive, loving ways. Rev. Kimberley will undoubtedly provide numerous opportunities for our congregation to experience new worship practices and a different style of ministry.

What can you do?

Take this time to seek your own renewal. Find a way to "recharge" your relationship with BRUU. What spiritual practices have you wanted to try? How might you express your creative energies and expand or deepen our shared ministry? Join a Small Group Ministry (SGM) group, teach a class, sing with the choir, serve on a committee or a team. Try something new or rediscover something you left behind. Renew your relationship with this community.

Meet Our Sabbatical Minister

Rev. Kimberley is an ordained Unitarian Universalist community minister. Community ministers do not serve a congregation as a called minister, but



rather practice their ministry in a community setting. Rev. Kimberley describes her ministry as the Art of Meaning, with a focus on art and music. She provides support to ministers and congregations throughout our area.

Most recently, she served as the Sabbatical Minister for the Unitarian Universalist Society of Oneonta and the Unitarian Universalist Meeting House in Nantucket.

Rev. Kimberley Debus will be serving as a half-time Sabbatical Minister for BRUU while Rev. Charlotte is away. A Sabbatical Minister typically contracts with a congregation to provide different levels of support and ministry during a sabbatical.

The Board has contracted with Rev. Kimberley to serve BRUU in the following ways:

- Plan and lead worship services for nine (9) Sundays.
- Provide support to and meet monthly with the Board, the staff, and the Sabbatical Team.
- Provide On-Call Pastoral support to BRUU members.
- Meet with members and leadership as needed when on-site.
- Contribute to Roundup and Crossroads.
- Rev. Kimberley can be reached at (518) 423-1964 and by email at kgdebus@live.com.

While Rev. Kimberley will not be staying in Manassas full-time, she will be present for BRUU meetings, appointments, and worship services in July (7/3 & 7/10), August (8/7 & 8/21), September (9/11 & 9/25) and October (10/2, 10/16 & 10/30).

We are excited to have Rev. Kimberley Debus with us during Rev. Charlotte's sabbatical and look forward to exploring and experiencing a different style of ministry with her.

For more information about Rev. Kimberley, please see her website at <https://artofmeaning.org/rev-kimberley-debus/>

Worship Services during Rev. Charlotte's Sabbatical

We have an exciting worship schedule planned. Rev. Kimberley will lead nine (9) of the worship services and for the remaining Sundays, we'll have Unitarian Universalist ministers, BRUU members, and pulpit guests we've enjoyed in the past.

July 3	Rev. Kimberley Debus, Sabbatical Minister
July 10	Rev. Kimberley Debus, Sabbatical Minister
July 17	Chris Sexton, BRUU Member
July 24	Martin Crim, BRUU Member
July 31	Charlie Grymes, BRUU Member
August 7	Rev. Kimberley Debus, Sabbatical Minister
August 14	Star Muir, BRUU Member
August 21	Rev. Kimberley Debus, Sabbatical Minister
August 28	Green Team, BRUU Members
September 4	Randy Freed, BRUU Member
September 11	Rev. Kimberley Debus, Sabbatical Minister
September 18	Annease Hastings, BRUU Music Director
September 25	Rev. Kimberley Debus, Sabbatical Minister
October 2	Rev. Kimberley Debus, Sabbatical Minister
October 9	John Sunda and others, BRUU Members
October 16	Rev. Kimberley Debus, Sabbatical Minister
October 23	Kristin Worthington, BRUU Director of Lifespan Religious Education
October 30	Rev. Kimberley Debus, Sabbatical Minister

Pastoral Care

One of our strengths as a congregation is how we care for one another. When one of our fellow BRUU members or friends has a short term need for meals or transportation to an appointment, we quickly organize and provide the needed support. This practice of caring for each other will continue during Rev. Charlotte's sabbatical. As always, our caring for one another starts with a request for help. Personal requests for pastoral care should be directed to the Pastoral Care Team at pastoralcare@bruu.org who will be coordinating requests during Rev. Charlotte's sabbatical, or Rev. Kimberley (518) 423-1964. In the case of an emergency or serious need, arrangements have been made for Rev. Kimberley to be on-call for the congregation.

Rites of Passage

Those seeking an officiant for a wedding should contact the Administrative Assistant, Tina Cox in the Church Office (703) 361-6269 or office@bruu.org. If the date of the wedding is during Rev. Charlotte's sabbatical, Tina can provide names of other local ministers who may be of assistance. If the date falls after Rev. Charlotte's return, Tina will pass the information on so arrangements can be made. Members and friends of the congregation who require a memorial service should contact the Church Office as above. Depending on the date for the service, Rev. Charlotte or Rev. Kimberley may be available to conduct the service.

Church Operations

The Sabbatical Team, Rev. Charlotte, and the staff have been working together to assure that church operations will continue to function smoothly during Rev. Charlotte's absence. Betsi McGrath is the liaison to the staff and will work closely with our Board President, Rita Romano, and Rev. Kimberley to facilitate staff communication, cooperation, and support. The BRUU staff team is committed to maintaining our shared ministry during Rev. Charlotte's sabbatical.

Whom Do I Contact When I Have a Question Regarding...? BRUU Contacts

BRUU General Contact Information

Bull Run Unitarian Universalists	(703) 361-6269 (office)
9350 Main Street	(703) 392-7995 (fax)
Manassas, VA 20110	Hours: T-F, 9:30am-2:30pm

Staff

Sabbatical Minister (kgdebus@live.com): Reverend Kimberley Debus
Administrative Assistant (office@bruu.org): Tina Cox
Director of Music (music@bruu.org): Annease Hastings
Director of Lifespan Religious Education: Kristin Worthington
(dre@bruu.org)

Board of Directors (director@bruu.org)

President (president@bruu.org): Rita Romano
Vice President (vicepresident@bruu.org): Dianne Lane
Secretary (secretary@bruu.org): Michelle Luman
Treasurer (treasurer@bruu.org): Heather Berthold
Program Council Chair (programcouncil@bruu.org): Cathy Ring
At Large Director (director@bruu.org): Sophia Kadlubowski
At Large Director (director@bruu.org): Jon Kostik
At Large Director (director@bruu.org): Susan Kehoe
Youth Member (director@bruu.org): vacant

Sabbatical Team

Committee on Shared Ministry

(COSM)(cosm@bruu.org)

Betsi McGrath (Chairperson, Staff Liaison)
Wade Stephenson (Board Liaison)
Helena Kennedy (Pastoral Care Liaison)
Regina Perry (Worship Liaison)
Liam Arne
Ally Turner Hamilton

Sabbatical Minister

Reverend Kimberley Debus
(518) 423-1964
kgdebus@live.com
<https://artofmeaning.org>

BRUU “Evergreen” Contact Directory

Committee assignments, member/personnel availability, and congregational interests and needs are continuously evolving. The below addresses are regularly updated to automatically forward to the recipient(s) most qualified to receive and respond to emails.

If you can't find what you're looking for or are unsure, try info@bruu.org for guidance.

Auction Committee.....	auction@bruu.org
Audio Visual Team.....	audiovisual@bruu.org
Bruunet Website Administrator.....	bruunet@bruu.org
Bull Run Investment Club (BRIC).....	bric@bruu.org
Childcare Coordinator	childcare@bruu.org
Communications Committee.....	communications@bruu.org
(Newsletter Editor)	newsletter@bruu.org
(RoundUp Editor).....	roundup@bruu.org
Denominational Affairs Representative.....	denominational@bruu.org
Directory Editor.....	directory@bruu.org
Endowment Committee	endowment@bruu.org
Events Management Coordinator.....	events@bruu.org
Facilities Manager.....	facilities@bruu.org
Fellowship Committee.....	fellowship@bruu.org
Finance Committee	finance@bruu.org
Food Pantry Coordinator.....	foodpantry@bruu.org
Fundraising Coordinator	fundraising@bruu.org
Green Team Ministry.....	green@bruu.org
Help Desk	help@bruu.org
Information Desk.....	info@bruu.org
Joy and Sorrow Sharing Coordinator	joysandsorrows@bruu.org
Kitchen Krewe.....	kitchen@bruu.org

Leadership Development Team.....	leadershipdevelopment@bruu.org
Library Committee	library@bruu.org
Lifespan Religious Development Committee.....	re.adult@bruu.org
Membership Committee	membership@bruu.org
Men’s Group Ministry.....	men@bruu.org
Music Liaison Committee	musicliaison@bruu.org
Network Administrator.....	network@bruu.org
Pastoral Care Team.....	pastoralcare@bruu.org
Personnel Committee.....	personnel@bruu.org
PFLAG Coordinator	pflag@bruu.org
Photography and Photograph Collection	photo@bruu.org
Playgroup Coordinator.....	playgroup@bruu.org
Religious Education Council.....	re.council@bruu.org
Rental Coordinator.....	rentals@bruu.org
Safe Congregation Committee	safety@bruu.org
Security Manager	security@bruu.org
Senior Youth Ministry	senioryouth@bruu.org
Social Justice Committee.....	socialjustice@bruu.org
Social Media Coordinator	socialmedia@bruu.org
Society of Audacious Silver Sisters (SASS).....	sass@bruu.org
SOUUP Event Coordinator	soup@bruu.org
Stewardship Committee.....	stewardship@bruu.org
VOICE (Interfaith Community Engagement)	voice@bruu.org
Volunteer Coordination and Support.....	volunteer@bruu.org
Website Administrator.....	webmaster@bruu.org
Worship Committee.....	worship@bruu.org
Young Adult Ministry.....	youngadult@bruu.org