

# First Universalist Church Board of Trustees

September, 2014

## Board Packet

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Date: September 9, 2014  
To: First Universalist Board of Trustees  
From: David Bach, President  
Re: September 18, 2014 Meeting

Fall is on our door steps with the shift in temperature and the church year is gaining momentum. We had a wonderful Water Ceremony on Sunday and the Community Circles are forming for the year. We will have had a series of meetings among board, staff and congregants this month by our September 18 board meeting:

- September 10 Faithful Action Conversation
- September 15 Church Leadership Meeting

We will be discussing these meetings on the 18<sup>th</sup> and also have the Racial Justice Task Force present for an extensive discussion of their work. It is my hope that the Task Force can provide some guidance to us as to our role in this important work. See the agenda for more details.

Justin is bringing forward Tisha Moore for approval as an Affiliate Minister of First Universalist Church. Our board packet will have information about Tisha to read before the meeting. We will be missing Dick Niemiec and Karin Wille at this meeting as both will be traveling overseas. We look forward to hearing about their travels. We will welcome Eric Cooperstein back after taking his daughter to college last month.

I also want to mention another important gathering that brought together board, staff and congregants. That was the memorial service for Dan Bishop on September 6. Dan was a member of the Board of Trustees back in the 90s but his work for the church was constant throughout his life. As most of you know, there are very few corners of this church that have not been touch by a hammer, paint brush, or a thoughtful inspection by Dan Bishop. We are walking in the footsteps of those leaders like Dan who have come before us. I am reminded of the words we share with each other with the lighting of the chalice at our board meetings:

*May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.*

Rest in peace Dan Bishop. Thank you for your service and lighting the way for us to follow as we carry on this important work.

See you all on the 18<sup>th</sup>. It is our turn to serve this precious church.

First Universalist Church of Minneapolis  
Board of Trustees Meeting  
September 18, 2014  
6:30 p.m. Cummins Room  
Agenda

6:30 Call to Order

- Lighting of the Chalice  
*May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.*
- Reading
- Check-in

6:55 Items for Approval

- Minutes from August 21 meeting
- Approval of Tisha Moore as an Affiliate Minister

7:00 Conversation with the Racial Justice Task Force

- A short review of the work of the Racial Justice Task Force to date.
- What is the current charge or work of the Task Force?
- What should be the work of the Board in racial justice?
- How can the Board best support and partner with the RJTC in advancing this important work?

7:45 Items from the Senior Minister – Justin Schroeder

- Stewardship and resource development update
- Religious Education fees
- Plan for communications with the congregation

8:15 Items from Monitoring Schedule

- Financial condition including prior year review/audit plans – No report this month
- Attendance and Membership numbers – Justin
- Staff and significant volunteer changes – Justin
- Treatment of staff – job descriptions and position criteria – Lark Weller
- Staff grievance procedure – Lark Weller
- Treatment of volunteers – Lark Weller

7:45 Committee Reports

- Governance Committee – Lark Weller
- Finance Committee – No report this month

8:00 Board Calendar – Pam Vincent

8:05 Items from the President – Dave Bach

- Goals for FY 15
- Discussion of the September 15 Church Leadership Meeting
- Report on the September 10 Faithful Action Conversation
- Racial Justice
- Working Session
- Conversations with the Congregation

8:35 Executive Session

9:00 Adjournment

**August 2014 Board of Trustees Minutes**-Present: David Bach, Lark Weller, Cindy Marsh, Dick Niemiec, Karin Wille, Richard Spratt, ~~Eric Cooperstein~~, Jill Braithwaite, Pam Vincent, Jen Crow, Justin Schroeder

Others present:

**Chalice Lighting**

**Opening Words**- Pam Vincent from John Corrado

**Check Ins/reflections on opening words**

**Consent agenda:**

- Approval of Minutes from July meeting—Moved and second to approve as reported. Motion carried.

**Approval of Mid-term position on the Foundation Board**

Motion to approve Nominating Committee's recommendation of Dennis Haskin to fill mid term vacancy. Motion seconded and carried.

**Items from the Senior Minister (refer to Senior Minister Report for details)**

Jen Crow will attend board meetings. Justin continues to be main contact from/to the board. Clarify fundraising—'revenue generation'. Look at reports from pledge team, look at other models. Other revenue options: engaging some congregants on possibility of UU pre school at some point; may look to an outside tenant short term. Engage long time congregants for discussion on stewardship, need for capital campaign, etc. House that Love Built: some questions last year if HTLB had a negative impact on the pledge drive. Analysis of the numbers (done by colleague at Tulsa UU church) Only 3% of variation of net pledge changes were associated with HTLB. In addition, those who gave to HTLB were associated with a higher positive net pledge amount. Still need to determine what caused the impact to the overall pledge amounts/units.

Update on Great Gathering/Auction.

Sept 15 leadership/staff meeting: agenda is being set.

Finance/database conversion is on track to be completed by end of August.

**Items from Monitoring Schedule**

- Membership and attendance report-Justin: in board packet.
  - Attendance is trending down—perhaps as a result of reduction in Ruth's hours for July. Attendance has been trending down since beginning of church year- not sure of root cause.
  - Membership numbers reflect the clean up of membership rolls.
- Staff and significant volunteer changes –Justin- see report.
  - New admin assistant- Chelsea Burch.
  - Children's choir team interviewed three candidates this week.
  - Abe Levin has given notice of resignation- ready to move into other work. (second week in September)
- Racial Justice team departures: initially planned for one year term; some members are remaining for a second year. Recruiting new applicants to join the team in September.

- Fiscal year-end financials- Dick
  - Year end results as expected. MAP will review finances in the fall—scope of that review is to be determined.
- Strategic Plan (Annual Staff Work Plan)- Justin
  - Draft of work plan distributed. Four focus: communications, shared ministry, establish structures and processes, new paradigm for faith in action. Work plan needs some refinement, showing what is being worked on this year. Add racial justice items; Governance committee to review and provide feedback.
  - Inform congregation of updates to SP, to include racial justice, and postponement of other initiatives. Dave and Jill are working on revisions to SP, will bring to next board meeting.

### **Committee reports**

- **Governance Committee** –Lark Weller
  - Committee Goals for FY 15- included in board packet.
    - First goal-leadership development—would work with Elaine or other staff- will discuss with Jen/Justin. Look at how Board interacts with Nominating committee.
    - Need to summarize congregational survey with report out to the congregation- Justin and David will review.
  - Revised monitoring schedule for approval- see handouts. Table adoption until FMT completes their changes.
- **Finance Committee**- Dick Niemiec
  - Committee goals for FY 15
    - See board packet.
    - Dick is reviewing past records for FMT policies, past FMT minutes to be in compliance with board goals.
- **Board Calendar- Pam Vincent**
  - Shared calendar on Google
  - Regular meetings
  - Working sessions- Sunday Oct 19- start at 11:15 Pam to host.
    - Pam will set up new doodle for remaining Sundays
    - Clarify which sessions Justin/Jen need to attend.
  - Additional meetings/dates
    - Annual meeting- May 31
    - State of the church- Feb 1
    - Pledge drive kicks off Feb 22

- **Items from the President-**
  - Overarching goals for FY 15
    - See board packet for details
  - Preparations for Sept 15 Church Leadership meeting
    - Share board and committee goals
    - Align staff, other key leadership
  - Planning first working session- develop dashboard
  - Racial Justice
    - Use this agenda item for updates, holding space for whatever might be going on in the area of racial justice- what might the board need to address
    - Invite task force to come to board meeting
  - Conversations with the congregation
    - General feeling of happiness and lightness this summer.
  - Some board members met with key staff and consultant Donna DiMenna on Tuesday evening. Started conversation about building stronger partnerships and open communications.

Moved to executive session at 8:59pm

Returned to regular session at 9:09.

Adjourned at 9:09

## **Sr. Minister Report the Board of Trustees, Sept, 2014**

Since our August Board meeting, I've had a few reflections that I'd like to share with the Board.

I love the goals the Board has outlined for the upcoming year. But there's one of them – one word, actually – that I've been thinking about: “define what elements constitute *success* as a church.” “Success” is not a bad thing, but I can't help but wonder if that's the right word for our context? I often remind the congregation that we're not called to be “perfect people” – or “successful-have-it-all-together-people” – instead, we're called to be love's people, incarnating love in our thoughts, words, and deeds. We're called to listen deeply to where love is moving in our lives. I wonder what might happen if the Board changed the language from “define what elements constitute success,” to “define what elements constitute ‘faithfulness’ as a church,” or “define what elements constitute ‘being a deeply discerning church,’ listening deeply to where we are being called kind of church. (**Note:** The Board goals now reflect this change.)

I've also been thinking about the Racial Justice reflection time we had at our last Board meeting. I am so grateful for Jill's invitation to create a racial justice reflection space at Board meetings. In doing this, we are beginning to develop a new muscle, a new discipline, a new lens through which we see, speak, and do our work together. We are beginning to actively ask about the role of whiteness and privilege in the work we do. Of course it will be bumpy, challenging, confusing, and muddled! How could it not be? Think about when a child first learns to walk! It's not easy. But if we move into this space with curiosity, wonder, and open hearts – instead of guilt, shame, and blame – imagine what we might learn together!

I've included links to a few articles to keep these issues front and center for us: “A Mother's White Privilege” (<http://manicpixiedreammama.com/a-mothers-white-privilege/>), and “12 Things White People Can Do Now” (<http://qz.com/250701/12-things-white-people-can-do-now-because-ferguson/>). If you're looking for a good book to read, Tim Wise's, *White Like Me*, is a fine place to start.

### **Volunteer/Staff Changes:**

**Children's Choir Director:** At the end of August, we hired Colleen Schafle as our Children Choir Director. Colleen is a music teacher in the Anoka-Hennepin district, and has done additional training in various areas, including developing children's voices. She is a St. Olaf graduate, and sings in the First Universalist Adult Choir as well as the National Lutheran Choir. The hiring committee was impressed with her energy and skills during her audition.

**Minister of Worship Arts/Youth Coordinator:** As you know, Abe Levine, our Youth Ministries Coordinator, resigned in early September. In part, this was because his hours had been reduced; in part, this was because he wanted to explore other work besides Youth work. Jen Crow and Lauren Wyeth put together a proposal for how to support the Youth Program, moving forward. I'm

thrilled to share with you that Ruth MacKenzie's portfolio will be growing to include overseeing the Coming of Age Program. Her new title will be "Minister of Worship Arts and Coming of Age Program." Here are the specifics: we will hire Ruth for an additional ten hours a week for 30 weeks out of the year. This will bring her to 35 hours a week for that time. Ruth will be in charge of the Coming of Age program. She will also work with the High School Youth Group to lead them in coordinating and planning Youth Sunday, working closely with the adult advisors.

**Change in Supervision of Communication's Manager:** In order to reduce the workload on Diane Gavere's plate, and to allow her to continue to focus on the database and high level financial work, I will begin to supervise Heidi Johnson, our Communications Manager.

**Religious Education Program Assistant Position:** Emily Christie, our Children's Program Assistant is leaving her position. On August 27, she shared this: "It is with mixed emotion that I announce I will be leaving First Universalist Church staff in mid-September. Over the last few months my personal and work lives have felt at odds. My husband is entering his fifth (and hopefully last) year of a PhD program and his workload is increasing steadily. Our ability to juggle childcare is becoming a bigger challenge and I've found myself feeling pulled in two directions. Until recently my love for the work we are all doing together has been so important to me that the juggling act was worth it. I have loved working with each and everyone of you and trust me that this was one of the toughest decisions I've made in a long time. But I began to hear a calling for my life's path to take a different turn, a turn towards slowing down and a turn towards family. Paula Goldade, a church member, will be stepping in serve in this position for one year.

Jeremy Korpi will be supporting Ruth MacKenzie with the Coming of Age class as a Program Assistant, and Emma Paskewitz will be the paid class coordinator for the Sr. High Youth.

**Budget Related Updates:**

As I shared with the Board last month, based on our analysis of the pledge drive, the House that Love Built Campaign *did not* impact the 2014-2015 pledge drive. Here is the write up I shared with the congregation last month:

*"Did the House that Love Built campaign impact giving to the pledge drive?"*

This is a question I've heard from many of you; there has been a concern that the House that Built effort negatively impacted the pledge drive.

To get to the bottom of this, the staff analyzed pledge information from '13-'14 and '14-'15, as well as the size of an individual's House that Love Built Gift (if they made a gift).

According to this analysis, 97% of pledge drive variation (increases or decreases in pledges, from '13-'14 to '14-'15) had nothing do with a House that Love Built gift. In other words, only 3% of pledges were negatively impacted by House that Love Built giving. Additionally, those who gave a House that Love Built gift were associated with higher positive net pledge amounts. Did the House that Love Built impact the pledge drive? No! Not one bit.

What's clear to me, looking back on last year, is that our faith community has significant capacity – human, financial, and spiritual – and we're just beginning to unlock that capacity. Last year, we had a taste of what that looks like as we

raised over \$100,000 for the House that Love Built, and then got busy, building that house! This project stirred us all to action.

**Exploring Other Revenue Streams:** For the time being, I own the “Development/Revenue” portfolio as part of my work. This means I am working closely with the Pledge Team, in touch with the Planned Giving Team, liaising with the newly created Rental Team, creating a team to explore the possibilities and viability of a UU Preschool, and meeting with congregants to explore other revenue options for the 2015-2016 church year.

**Racial Justice Update:** In addition to the three day training with Heather Hackman starting in September, and the Racial Justice workshops and classes we’re offering in 2014-2015, Heather Hackman will be leading a three day “Train the Trainers” in the spring of 2015. Participants who have gone through the G1, G2, and G3 trainings will be invited to consider being a trainer. Assuming 10-15 people participate in this training, this will bring our total number of trainers to approximately twenty five people. This is part of our longer term plan to build the internal capacity to move this racial justice work forward.

### **Middle Bucket Conversations/Items to inform the Board on:**

**Religious Education Fees:** After much personal discernment, as well as listening to staff and congregants, I am uncomfortable with the fact that we charge families a Religious Education fee. For me, this has become a moral and spiritual imperative, and it leads to this question: What kind of faith community do we aspire to be? If our core ministry (Sunday morning worship, choir, Circles, Wellspring, Adult Programming, Racial Justice workshops and more) are all offered as a part of our ministry, supported by the financial pledges of everyone, so they are free of charge, why do we charge our families for their participation in Religious Education? Shouldn’t our core ministries be available to all? Isn’t that how we make the beloved community real and alive?

Based on the staff goals we’ve set for ourselves this year, I feel compelled to respond to this troubling dilemma in a new way, rather than simply deciding to eliminate RE fees, and tweaking the budget to make up for this lost revenue. Working with Jennifer Shuster-Jaeger as the team lead I would like to engage congregants in this question and to create a team to explore the questions and dynamics of charging for Religious Education fees – exploring what works and what doesn’t work, and more importantly, truly reflecting on our core values as church community.

At our Sept. Board meeting, I would like to hear thoughts and perspectives from the Board, so I can make sure these are carried into subsequent meetings.

**New, Weekly Enews Liberal Update:** (From Heidi Johnson)  
Exciting changes are on the horizon for *The Liberal!* Over the past

few months, while *The Liberal* was on its summer vacation, staff were given the opportunity to research and analyze the various publications and ways in which we communicate with one another at First Universalist Church. Our new website, new layout of the Sunday order of service & bulletin, and new design of the weekly e-news are all direct results of congregant and staff ideas and feedback, and throughout this process, we have learned some things about *The Liberal* as well.

We know that producing a monthly newsletter requires considerable resources-of staff and volunteer time, costs associated with mailing and production, and paper consumption. In reevaluating and assessing these points, we've also discovered that a monthly newsletter is perhaps not the most effective way of communicating timely and relevant information with our church community. We also know that there are perhaps better ways for us to strengthen our commitment as a certified Green Sanctuary, via more environmentally friendly publication alternatives.

Taking all of these things into consideration, the staff at First Universalist are excited to announce the launch of *The Weekly Liberal*, an electronic, multi-media publication that will combine the efforts and content of the current Weekly E-News and the 'old' *Liberal*. This publication will include content from staff, congregants, and the greater church community, in addition to photos, videos, podcasts, and other interactive formats. While we are hoping to cut back considerably on paper consumption and mailing costs, print versions for members who don't have internet access will be available via a new opt-in mailing list (details to come!), and copies will also be on hand during Sunday services. While we are still sorting out the details of this new initiative, we wanted to share this exciting news with you now, in anticipation of the changes that are on the horizon. We will be sure to keep you updated every step of the way!

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At the Board meeting, I'll invite feedback about the new online liberal, and will welcome the Board's questions.

**Affiliation Agreement with Rev. Tisha Moore:** Both Jen and I strongly support this affiliation request from the Rev. Tisha Moore. (See below.)

From: Rev. Tisha Moore, Chaplain  
University of Minnesota Children's Hospital

To: First Universalist Church, Board of Trustees

Regarding: Community Minister Affiliation

Date: September 10, 2014

Greetings to the Board,

I am writing to introduce myself and to explore the possibility of becoming an affiliated community minister with First Universalist Church. I have recently been hired as a full-time pediatric chaplain at the University of Minnesota Children's Hospital.

Prior to my move, I was a member at First Unitarian Universalist Congregation in Ann Arbor, MI. I have been in preliminary fellowship with the Unitarian Universalist Association since March 2013. I am a graduate of Meadville Lombard Theological School and I was ordained by Northwest Unitarian Universalist Church (Detroit, MI) in June 2013. My previous career was in healthcare research—focusing on healthcare disparities and healthy aging. I worked at the University of Michigan in the Geriatrics Division for 15 years.

As you are aware, in order to fulfill my requirements with the Ministerial Fellowship Committee, I must be affiliated with a Unitarian Universalist congregation through a formal agreement. After a time of discernment and conversations with Rev. Justin Schroeder, Rev. Jen Crow and Rev. Elaine Aron Tenbrink, I am asking this congregation to consider and potentially approve this agreement.

I have explored potential areas of ministry that I could provide to the congregation and that is presented in the following pages. For instance, earlier this year, I led a Community Circle for individuals impacted by mental health concerns. I imagine this will be a meaningful ministry going forward. I also look forward to becoming a member of First Universalist Church and will appreciate having a home church to attend here in the Twin Cities.

I have outlined an affiliation agreement for your consideration, recognizing that it requires the approval of the Board. Additionally, I refer you to the website for the UU Society for Community Ministers page, Guide to Affiliation for Congregations: <http://www.uuscm.org/GuideToAffiliationForCongregations>

Thank you for your willingness to consider this agreement. I look forward to building a relationship with this congregation—serving it and our wider community. Please do not hesitate to contact me with any questions or suggestions.

In gratitude—

Rev. Tisha Moore  
University of Minnesota Children's Hospital  
Cell phone: 734-274-0070  
Email: tmoore8@fairview.org

Affiliation Agreement Between Rev. Tisha Moore &  
First Universalist Church, Minneapolis

1. The role of the Community Minister (Rev. Tisha Moore) within the  
Congregation (First Universalist Church, Minneapolis)

Rev. Tisha Moore will become a member at First Universalist, making an annual pledge and maintaining voting rights as a member. As her employment is with a health care institution outside the congregation, she will not be a staff member of First Universalist. Tisha will maintain appropriate professional boundaries with other members of the congregation. She agrees to refrain from discussing church business with other congregants, and if church business matters or pastoral care requests are brought to her by congregants, she will refer them to the appropriate minister or staff person. The congregation will make one or more members available to serve on Tisha's Committee on Ministry, as outlined in the renewal requirements by the Ministerial Fellowship Committee.

2. Gratis services provided by the Community Minister:

- a) Tisha's ministry focus at First Universalist Church may include:
  - a. Ministry with individuals struggling with depression and other mental health concerns, aimed at reducing stigma and providing spiritual support. Faith communities play an important role in modeling behavior that is inclusive, affirming, and welcoming. With this in mind, Tisha would like to continue offering a Community Circle for those impacted by mental health concerns.
  - b. When requested, Tisha may occasionally present at the Daytime Connections group for seniors for 90 minutes. This would be an opportunity for Tisha to share her gerontology experience and talk about life transitions and identity shifts as we age.
  - c. When requested, Tisha may occasionally meet with the Pastoral Care Team to lead discussion and learning on aging and/or caring for children and their families.
  - d. Tisha will preach once per calendar year during the summer months.
  - e. Tisha would be available to facilitate a support group (as needed) for families who experience the loss of a pregnancy or the loss of a child.

f. Over the next year, Tisha will be participating in the MidAmerica Region's Clergy Seminar Series in Congregation-Based Spiritual Direction. This could be a potential ministry option in the future—providing short-term, small-group spiritual direction.

g. Tisha will offer pastoral care when requested by the staff, with the approval of the senior minister. She will be available to make visits to congregants hospitalized at the University of Minnesota Medical Center as requested.

### 3. Fee schedule for services provided:

Tisha is available for referral from church staff for weddings and memorial service requests. When the referral is from a non-member, Tisha will make arrangements with the family for payment. If the referral is from a member, Tisha will bill the church for her services, \$250-350 for either weddings or memorial services, depending on the complexity of the arrangements. She will make a suggestion to the family that a donation to the Minister's Discretionary Fund is in order.

### 4. Relationship with Congregational Ministers and staff:

Tisha assumes no supervisory relationship with any staff or minister and will maintain professional collegial boundaries with the ministers following the guidelines of the Unitarian Universalist Ministers Association. If conflict should arise between Tisha and members of the staff or ministers, Tisha agrees to seek assistance with the senior minister or the Committee on Ministry, followed by the MidAmerica Region Good Offices person.

### 5. Limited space use provided by First Universalist Church:

In planning meetings for weddings and memorial services, Tisha might have occasional need to meet with individuals and families in a private setting. The Church agrees to allow Tisha to conduct these meetings at First Universalist free of charge, so long as space is available and does not interrupt other scheduled meetings. Tisha will work with the office manager to confirm space. The congregation will also provide meeting space for the community minister's Committee on Ministry.

### 6. Recognition of the Community Minister's work as ministry:

First Universalist Church recognizes that Tisha's work as a healthcare chaplain is a ministry. She provides emotional and spiritual support to patients (and their families) who are hospitalized at the University of Minnesota Children's Hospital. Tisha's current area of specialization is ministry with critically ill children and their families. While Tisha's ministry is grounded in the Unitarian Universalist tradition,

she also provides an interfaith ministry, working with people from a broad range of faith traditions, including humanist and atheist perspectives.

7. Regular review and renewal of this affiliation agreement:

This agreement is meant to be a living document to allow changes from time to time. Barring immediate concerns, Tisha requests that the Board of Trustees consider a revised version of this document (as needed) in one year's time. The Ministerial Fellowship Committee requires that ministers moving from preliminary fellowship to final fellowship pass through the renewal process three times. Following final fellowship, there would be no official need for further review. Continued affiliation will be negotiated at that time.

Accepted by First Universalist Board of Trustees & Community Minister:

\_\_\_\_\_, Board  
Representative

\_\_\_\_\_, Date

\_\_\_\_\_, Rev.  
Tisha Moore

\_\_\_\_\_, Date

The Affiliation Agreement  
(From the UU Society for Community Ministry website)

Affiliation with a community minister generally begins with a series of conversations. The community minister will speak with the parish ministers first. If supportive, the parish minister will then talk to the congregation's president or board chair. The request for affiliation will then be presented to the board or governing body. Unless the congregation has been in relationship with a community minister in the past, a lot of education is necessary for the congregation's leadership to understand what community ministry is and how affiliation will benefit the congregation as well as the minister. The congregation, parish minister (or ministers), and community minister will negotiate a formal agreement regarding the affiliation which should be voted on by the board or governing body of the congregation. This agreement will describe the parameters and expectations of the community minister and congregation and include a statement recognizing the work the community minister is doing as a ministry.

The Affiliation Agreement includes sections on the following topics:

1. The role of the community minister within the congregation – The agreement should state clearly that the community minister has their primary employment outside of the church and is not on the staff of the congregation. It should clarify that if sought out for ministerial services like pastoral care for congregants, the community minister will refer individuals to the parish minister. Ministerial services will only be provided with the parish minister's knowledge and agreement.

2. Gratis services provided by the community minister – In exchange for affiliation, it is not unreasonable to expect that some services will be provided by the community minister without remuneration. The congregation must remember, however, that the minister's primary employment is elsewhere and sometimes under-compensated and/or consisting of several part-time positions. Uncompensated services should be kept at a minimum and expectations clearly articulated in the agreement. It is not unreasonable to expect the community minister to preach once annually with no honorarium, provide a newsletter article quarterly, report to the board annually, and/or teach one adult religious education workshop. Gratis services should be related to your congregation's needs and the skills of the community minister with the goal of connecting the congregation with the community minister and their work outside the congregation.

3. Fee schedule for other services provided - Services beyond what has been agreed upon should be compensated. For example, if the minister preaches more than once a year then the standard honorarium for a guest preacher is in order. If the community minister provides summer or sabbatical coverage for the parish minister, there should be compensation. If the community minister leads a special training for pastoral associates, the community minister should be paid. If possible, the agreement should include a list of services for which the community minister will be compensated and the rate of compensation. A sentence stating that compensation for services not anticipated when the agreement is written will be negotiated prior to those services being provided.

4. Relationships with congregational ministers and staff – The agreement should describe the community minister's relationship with the other ministers and staff of the congregation. For example, the agreement may include a statement that the community minister is not in a supervisory relationship with any of the staff at the church and is or is not eligible for office support. The community minister and the parish minister (or ministers) should maintain a collegial relationship following the guidelines of the Unitarian Universalist Ministers Association (UUMA). In case of conflict with any church staff, issues should be taken to the Committee on Ministry and parish minister. In case of conflict between the community minister and parish minister, assistance should be sought from a UUMA Good Offices person or the UUA's district staff.

5. Support provided by the congregation – The agreement should list the non-monetary benefits the church will provide the community minister. These may include use of an office in the church, receiving mail at the church, identification

on church letterhead, having the opportunity to officiate at rights of passage ceremonies for persons who are not members of the congregation, etc. The congregation also provides members for the community minister's Committee on Ministry (see "Providing a Committee on Ministry" below).

6. Expectation of church members with the community minister's agency – One of the goals of having an affiliated community ministry is the opportunity for church members to engage in a ministry beyond the walls of their own congregation. This is more or less feasible, depending upon the specific community ministry. If the community minister is working at a service agency (i.e. a homeless shelter, tutoring program), church members may be invited to volunteer at the agency, to take on special projects related to the ministry, or offer an annual fundraiser or sharing of the plate from worship. Some community ministers work in settings not open to such engagement such as a private practice providing pastoral psychotherapy. Where there is the opportunity and expectation of engagement by the congregation in the community ministry, this should be articulated in the agreement.

7. Recognition of the community minister's work as ministry – The MFC expects congregations who are affiliating with a community minister to recognize the work the minister is engaged in as a ministry. In most cases it will be easy to determine that the community minister is performing ministry. Some very clear examples include hospital chaplains, campus ministers, pastoral therapists, spiritual directors, or directors of a hospice center or other agency providing pastoral support. Other examples are less clear: working as a fundraiser in a non-profit organization, for a liberal publishing house, or as a university recruiter. One question to consider, although not the ultimate determining factor, is whether or not the employer accepts the individual as a minister in the role. When uncertain, the congregation can look to the MFC rules and policies [see appendix] or contact the Ministerial Development Director at the UUA for guidance. It is the MFC's responsibility to make the final determination as to whether or not a minister's work is eligible for renewal of fellowship.

8. Regular review and renewal of the affiliation agreement – Affiliation agreements should not be frozen documents, but should be revisited at least annually to make sure the terms are still beneficial for all involved. This can be done with the Committee on Ministry as part of the annual evaluation for renewal of fellowship, or with a different body, such as the Board, at another time. The agreement should state when it will be reviewed and by whom.

Remember that an affiliation agreement is not the same as a Letter of Agreement or contract with your parish minister. The most important aspect of the affiliation agreement is that the community minister and the congregation feel it is just and mutually beneficial for all concerned. [See the Appendix for sample Affiliation Agreements]

# August Attendance

	2014		2013	
<b>Adults</b>	<b>10:00</b>		<b>10:00</b>	
1st week	236		650*	
2nd week	214		250	
3rd week	305		232	
4th week	255		258	
5th week				
Monthly Total	1010		740	
<b>Average for May</b>	<b>252.5</b>		<b>246.7</b>	
<b>RE</b>				
1st week	42			
2nd week	37			
3rd week	31			
4th week	32			
5th week				
Monthly Total	142			
<b>Average for August</b>	<b>35.5</b>			
<b>Combined Average</b>	<b>288</b>		<b>246.7</b>	

**Notes**

Lake Harriet numbers not included.

**First Universalist Church  
August, 2014 Statistical Report  
September 18, 2014**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 1**  
Sarah Heuser and Jack Daniels, Aug. 22 – Rev. Jen Crow

**MEMBERS FOR APPROVAL: 0**

**MEMBERS REINSTATED: 2**  
Terri and Stephen Menke, Edina

**MEMBERS FOR REMOVAL: 0**

**CHILDREN DEDICATED: 0**

	To Date	End of Year Totals			
MEMBERS (Fiscal Year)	2014-2013	2013-2014	2012-2013	2011-2012	2010-11
		46	110	76	98
<b>TOTAL MEMBERS:</b>	<b>923</b>	<b>921</b>	<b>1030</b>	<b>953</b>	<b>927</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 921**

**To be added: 2**

**To be removed: 0**

**TOTAL MEMBERS: 923**

## Governance Committee

Date: Monday, September 8, 2014

Time: 6:30-8:30 p.m.

Attendees: Lark Weller, David Leppik, Karin Wille, Jill Braithwaite, Richard Spratt

### Meeting Summary

- Reading and check-in
- Congregational survey: Discussion of Cyber Coffeehour comments and questions regarding the survey results. Also, David Bach and Justin will be discussing the survey results in their upcoming columns in newsletters.
- September and October monitoring schedule items:
  - September:
    - Treatment of staff - job descriptions and position criteria. We decided to move this item to April as an annual monitoring item, with direct inspection.
    - Staff grievance procedure (written grievance procedures)
    - Treatment of volunteers (provision of general team and committee member expectations, relevant policies and procedures, guidance on how teams, committees, and volunteers should relate with staff)
      - Staff has no materials assembled for this item at this time, per discussion at the Executive Committee meeting last week. Staff seeks recommendation or guidance from the Governance Committee.
      - (Note: the suggestions in this and the two subsequent bullet points are suggestions for the Senior Minister.) Following discussion, the Governance Committee would like to suggest to the Senior Minister that he have staff read the GPH Treatment of Volunteers section and have a discussion about how they're doing at adhering to the policies in their specific areas, and how they might ensure that the policies are adhered to.
      - We also recommend that staff create a quick-reference guide regarding building policies and procedures (e.g., who to call if there is a building emergency, who is responsible for shutting down the building and when [is Tim always shutting down the building and staying till everyone else is done, or not?], how to shut down the building if needed, contacts for key questions about concerns or questions about one's role, basic chain of command).
      - As an additional suggestion, the Governance Committee believes it would be useful for the Senior Minister and each staff member with supervisory responsibility to review

pages 17-21 of the GPH. These sections are Treatment of Staff, Communication to the Board and Congregation, Public Statements, Compensation and Benefit, Annual Budgeting and Long-term Financial Planning. We believe this will help the Senior Minister and supervisors to ensure that staff fully understand these policies and are either in compliance with them or have plans for how to become in compliance.

- Upcoming for October:
  - Ends outcomes. **We recommend to the Board that we eliminate this monitoring item (to be put to the Board in October, along with Finance Committee changes to the monitoring schedule).**
- Updating monitoring schedule
  - We will update the monitoring schedule after we receive the Financial Committee's goals and items to be added (Jill to update and redistribute the document). On hold till October.
- Updated staff workplan—monitoring needs (Lark has requested updated workplan from Jen). Jen is waiting to update this until she gets updated Strategic Plan information. This is likely to be submitted to the Board for approval at the October meeting.
- Past work on Nominating Committee's relationship with the Board, and on leadership development processes.
  - Cindy reported on leadership development and Board working with Nom Com separately as 2 issues. She handed out summaries of that work: Nom Com notes and a summary of findings document.
    - Nom Com role with BOT: BOT questioned whether or not NomCom should be part of the Board; looked at this in 2013. Large church practices under policy governance were reviewed; Doug Smalley, NomCom, and David Bach, Trustee, took the lead on this work. Most NomCom's were separate from BOT. Decided that Nom Com and Board should have a closer working relationship but that it should stay independent from the Board, as a committee of the congregation. To build that relationship it was agreed that Nom Com would be on the agenda of the Board more often. Agreed to share pool of candidates with the Executive Committee early in the church year, with EC able to share feedback/concerns. These recommendations were not as well documented and followed through on as they could have been. Also, some Trustees currently question whether there is clarity around competencies that Nom Com is looking for in leaders and criteria that is being used. Cindy believes that very good practices were established but it is important to make sure these are still in place and being followed.
    - Leadership development: Cindy summarized the components or elements of leadership development: identifying the various talent pools, identifying competencies, skills, experience of the leadership positions, developing a process for identifying who from the pools is ready now, once nominated/selected how do you

orient and train new leaders, what is the career path we might suggest to prepare leaders, succession planning (for officers or key roles). See Johanson article on large church nomination committees which outlines these components of leadership development.

- During Cindy's tenure on NomCom, it saw its role as identifying talent pools, developing competencies/criteria, and evaluating and nominating candidates. It did not see its role as providing the orientation or development for leaders. Nom Com received comments from congregants that there did not seem to be very many roles ("team leaders", "middle managers") to prepare congregants for the senior leadership roles.
  - If GC wanted to take up this work, we could look at these areas again. We could possibly be helpful by looking at these pieces and determining where is a problem or most room for improvement, or where is there an opportunity to significantly strengthen our processes. We also have to be clear about who owns each piece.
  - Apart from the Nom Com, Deb Rodgers, Betsy Allis, Deborah Talen and Cindy started putting together a curriculum for leadership development training. An orientation to leadership at First Universalist was piloted.
- Discussion of what should be GC next steps on this. We'll think about the information we got tonight, find out what staff and Nom Com are currently doing regarding the various components of leadership development – we'll learn about what is happening, where the gaps might be, what things might be done to move the ball forward, and we might consider surveying other churches on leadership development, and any other questions are coming up.
- Next meeting: October 13, 6:30.

**First Universalist Church of Minneapolis  
Board and Board Committee Goals for 2014-15**

Board of Trustees Goals:

1. Determine what constitutes faithfulness to our mission and covenant, then monitor those elements.
2. Continue to refine and implement excellence in leadership as a policy governance board, including shared leadership with the Senior Minister and more discernment on “big picture” issues of the church.
3. Complete a comprehensive review and update of our current Strategic Plan.
4. Further define and refine Board linkage with the congregation, through meaningful opportunities to listen closely to needs and aspirations.
5. Create and implement a system to collect and make readily accessible policies of the Board not included in the Governing Policies Handbook.
6. Continue developing our spiritual connection to each other and as a Board “circle” through readings, reflection and deep listening.

Finance Committee Goals:

1. Create and maintain a meaningful dashboard to monitor issues such as pledges, pledge units, net worth, membership and other church statistics/activities.
2. Resolve divestment policy issue.
3. Verify that draft reserve policy is manageable prior to formal Board adoption.
4. Determine a goal for UUA and Mid-America dues, then develop a plan for attaining the goal.
5. Develop simpler and more transparent financial reporting for the Finance Committee, the Board and the congregation.

Governance Committee Goals:

1. Review use of congregational survey to determine how issues such as participation and communication of results can be improved.
2. Develop a simple congregational covenant to guide how we behave with one another as congregants.
3. Support Board efforts to focus better on big-picture and long-range thinking and leadership, mission and vision (e.g., are we are monitoring the right things, are we doing our work with a racial justice lens). Create practices to regularly evaluate progress .
4. Create guidelines and practices to insure all Trustee and Committee voices are heard in discussions and decision making.
5. Work with Nominating Committee to coordinate with work of the Board, especially regarding leadership development needs.
6. Develop document management system (keeping records of Board actions, policies, documents, templates, etc.).
7. Work with staff on hiring a benefits consultant to review employee benefits; complete review of whole compensation system and determine next steps.
8. Continue last year's goal of reviewing the ministerial contracts.