

First Universalist Church Board of Trustees

October 15, 2015

Board Packet

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Date: October 8, 2015
To: First Universalist Board of Trustees
From: Cindy Marsh, President
Re: October 15, 2015 Meeting

What a glorious season – with outstanding fall weather and engaging and inspiring sermons and opportunities at First Universalist Church! I hope our Board meetings will likewise continue to be engaging and inspiring.

Remember to review the reading and reflection question(s) in the Senior Minister's report. Also, please review the memo and information Justin sent out in an email on September 24, which will inform our discussion on "Living into our Racial Justice Resolution". The purpose of this discussion is to reaffirm our commitment to the resolution, clarify our position on various questions from congregants, and decide how to communicate this information.

Other major agenda topics slated for our October meeting include reviewing the staff work plan and discussing and finalizing our Board goals. Be prepared to use our racial justice framework as we review the decisions and opportunities within these documents. The staff work plan, prepared by Justin and Jen, outlines key annual staff objectives and initiatives related to our mission, visionary goals, and strategic plan. The 2015-16 Staff Plan may be found in the Senior Minister's Report.

It is important that we solidify our Board goals, as these will be used to shape our agendas and work going forward. (Note: Board goals were modified slightly since last month given additional input.) Please note that the goals from the Finance Committee are included with the Finance Committee materials. The Governance Committee minutes and goals will be distributed at the meeting, as the Committee is just meeting October 12.

As part of the goals discussion, I've included "clarify direction for the Resource Development Planning Committee". Justin and I came away from last month's discussion somewhat unclear about the Board's thinking about a "comprehensive campaign" and believe that broad and clear direction needs to come from the SM and BOT. Positively, Michael Dotson and Conrad Carlozzi have agreed to join the Committee following our decision to add two members in order to broaden the perspective of the committee.

See you all on the 15th. I hope you all have a chance to take a break from your busy lives to enjoy our beautiful fall weather!

First Universalist Church of Minneapolis
Board of Trustees Meeting
October 15, 2015
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/thought question
- Reflections on September meeting

6:55 Consent Agenda

- Approval of minutes from September 17 meeting
- Acceptance of attendance and membership numbers
- Acceptance of Affiliate agreement with Rev. Ashley Horan (Executive Director of MUUSJA)

7:00 Senior Minister items (see written report; opportunity for clarification)

7:10 Living into our Racial Justice Resolution (30 min)

- Expected outcome/decision(s): Reaffirm commitment to Racial Justice Resolution, clarify questions from congregants, and determine how to communicate.

7:40 Review of Staff Work Plan (15 min)

- Expected outcome/decision: approve plan or determine what is missing and how to address missing items or initiatives.

7:55 Break

8:00 Board Goals (30)

- Expected outcome/decision(s): Fine tune and approve Board 2015-16 goals; clarify direction for Resource Development Planning Team (strategies to meet current and future financial needs of First Universalist Church)

8:30 Finance Committee Report (15))

8:45 Governance Committee Report (15)

9:00 Items from the President

9:05 Adjournment

First Universalist Church of Minneapolis

Board of Trustees Meeting

Minutes

September 17, 2015

I. Attendance.

Trustees Present: Dave Bach, Marion Bauer, Jill Braithwaite, Eric Cooperstein, Cindy Marsh, Christina Nicholson, Dick Niemiec, Richard Spratt.

Absent: Karin Wille

Staff Present: Rev. Justin Schroeder, Rev. Jen Crow.

Guest: Lark Weller.

The meeting convened at 6:33 with the call to order and chalice lighting.

The Trustees discussed a reading and spiritual reflection question from Walkers with the Dawn, by Langston Hughes.

II. Consent Agenda – moved and approved.

- Approval of minutes from August 20 meeting
- Acceptance of attendance and membership numbers
- Acceptance of staff and significant volunteer changes
- Acceptance/approval of Letter of Agreement with Rev. Kate Tucker

III. Items from the Senior Minister

Rev. Crow reported on the integration of Temple Israel preschool. Everything has gone pretty smoothly so far. Families Moving Forward was a success. There were 106 volunteers who helped out during that week.

IV. Follow-up: Building the Senior Minister Team and BOT Partnership

Trustees received a summary of the work that was done in Executive Session at the last meeting, focusing on board and senior minister staff communications and collaboration. The board discussed different methods of keeping the suggestions derived from the executive session, including a post-meeting survey of the Trustees regarding their reflections on meetings.

[task: take first cluster and put in a Survey Monkey for distribution to board]

V. Applying a Racial Justice Lens to chartering a Resource Development Planning Committee

Lark Weller, a former Trustee and current member of the Governance Committee, facilitated a discussion amongst the Trustees of how a racial justice lens should be applied to the selection of the members of the Resource Development Planning Committee (RDPC) and the work the RDPC will do.

Long discussion of how to apply the Choice Points framework to identifying members of committees, the qualities of members of committees, the framework for future fundraising, including Choice Points discussion in wider fundraising leadership meeting scheduled for Oct. 22.

The Trustees agreed to expand the membership of the RDPC to include two additional members who represent other constituents within the congregation, as well as to consider inviting other congregants not in leadership to the Oct. 22 meeting.

VI. Board Goals

Because of the time devoted to the racial justice lens discussion, goals were tabled until next month.

VII. Finance Committee Report

Rev. Crow gave a brief report on the year-end numbers for 2014-15. The Trustees had a discussion regarding what types of reports should be provided to the Board each month.

VIII. Governance Committee Report

Richard Spratt, Chair, reported. The Governance Committee has been working on the Congregational Covenant.

IX. Items from the Monitoring Schedule

- Annual Work Plan (deferred to October BOT meeting)
- Treatment of Staff – job descriptions and position criteria - complete
- Staff grievance procedure – complete.
- Treatment of volunteers – not complete; staff will follow up.

X. Items from the President

President Marsh raised an issue that several congregants raised with another trustee about our racial justice work and our Church's relationship, if any, to the Black Lives Matter movement. This item will be planned for the next month's agenda.

The meeting adjourned at 9:29 p.m.

September Attendance

	2015				2014		
Adults	9:30	10:00	11:15		9:30	11:15	
1st week		202		202	262	255	517
2nd week	*		266	266	285	271	556
3rd week	234		203	437	296	289	585
4th week	281		288	569	256	298	554
5th week							
Monthly Total	515	202	757	1474	1099	1113	2212
Average for September	257.5	202	252.3333	368.5	274.75	278.25	553
RE	9:30	10:00	11:15				
1st week		38		38			
2nd week	14		16	30			
3rd week	222		220	442			
4th week	209		232	441			
5th week							
Monthly Total	445	38	468	951			
Average for September	148.3333	38	156	237.75			
Combined Average	405.8333	240	408.3333	606.25			

Notes

*No data collected for 9:30 service.

One 10:00 Service 1st week

**First Universalist Church
SEPTEMBER 2015 Statistical Report
October 15, 2015**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 1
By Rev. Elaine Aron Tenbrink

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 0

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS (Fiscal Year)	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
TOTAL MEMBERS:	920	920	921	1030	953

TOTAL MEMBERS AS OF THE LAST MEETING: 920

To be added: 0

To be removed : 0

TOTAL MEMBERS: 920

FROM: Rev. Ashley Horan, Executive Director
Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA)

TO: First Universalist Church
Board of Trustees

RE: Community Minister Affiliation

DATE: October 5, 2015

Dear Board Members,

Greetings to all of you! For those of you whom I do not yet know, please allow this to serve as an introduction. I am a lifelong Unitarian Universalist, a UU community minister, and the Executive Director of the Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA). I grew up at Unity Church-Unitarian in St. Paul, and am now living in South Minneapolis with my partner, Rev. Karen Hutt, and our two children. Before taking up this current ministry, I received my Masters of Divinity from Meadville-Lombard Theological School in 2012, and then served as the Consulting Minister to the Universalist Unitarian Church of Joliet, IL, for two years. I worship with the First Universalist family on occasion (and recently had the privilege of being in your pulpit for the first time!), and have worked closely with many members of your staff and congregation on social justice issues and events here in the Twin Cities since beginning my ministry with MUUSJA.

As you are likely aware, Community Ministers in Preliminary Fellowship are required to affiliate with a Unitarian Universalist congregation. This is a reflection of our tradition's understanding that as a covenantal people, the nexus of our connection to one another and the wellspring of energy and love that empowers us to work for justice in the wider world is centered in our shared congregational life. Affiliating with a physical congregation is a way of deeply affirming that the community minister is working on behalf of and in relationship with the living tradition of Unitarian Universalism, as embodied by real people in real time.

I write to you today, therefore, with respect and joy to ask this vibrant, justice-centered congregation to support my ministry by entering into a covenant of affiliation with me. I have already been granted two of three required renewals since I was welcomed into Preliminary Fellowship as a Unitarian Universalist minister in 2011; since I am now in a new, non-parish based community ministry, I am seeking a congregation with which to affiliate for this final renewal cycle. While there are many wonderful UU congregations here in the Twin Cities, my relationships with your clergy staff and many of your members, as well as the fact that I live in South Minneapolis in the same community as the church, have led me to discern that the time is right to seek affiliation with First Universalist.

I have been in conversation with Rev. Justin Schroeder about my request and this agreement; now it requires the approval of the Board. I have outlined an agreement below for your consideration. 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 answering any questions you may have about it, or receiving your suggestions to make it more amenable for both parties.

Blessings and gratitude,

A handwritten signature in cursive script, appearing to read "Ashley Horan", is centered on the page. The signature is written in black ink on a light-colored background.

Rev. Ashley Horan
Executive Director
MUUSJA: The Minnesota Unitarian Universalist Social Justice Alliance

Affiliation Agreement between Ashley Horan, Executive Director of MUUSJA & First Universalist Church, Minneapolis

1) The role of the Community Minister (Ashley Horan) within the Congregation (First Universalist Church, Minneapolis):

Ashley Horan's employment is with the Minnesota Unitarian Universalist Social Justice Alliance (hereafter MUUSJA), and therefore Ashley will not be considered a staff member of First Universalist Church. She will maintain appropriate professional boundaries with members of the Congregation, and will be cognizant of the complexities of working with MUUSJA Board members and other volunteers who are also members of the Congregation. Ashley agrees to refrain from discussing church business with congregants, and if church business matters or pastoral care requests are brought to her by congregants, she will refer them to the appropriate staff person or to Rev. Justin Schroeder.

The congregation agrees to make one or more members available to serve on Ashley's Committee on Ministry, as outlined in the renewal requirements by the Ministerial Fellowship Committee of the Unitarian Universalist Association.

Ashley will maintain her membership at Unity Church-Unitarian, but will attend worship at First Universalist Church whenever time permits.

2) Gratis services provided by the Community Minister:

Ashley will make herself available to preach from the First Universalist pulpit one-two times per year. Ashley will offer pastoral care or rites of passage to individual members when requested by the staff, with the approval of the Senior Minister. Should committees or groups of the congregation seek consultation for justice-related work through MUUSJA, Ashley will first consult with the Senior Minister. She will be available to lead workshops or RE classes as negotiated, with the particular goal of connecting the congregation to her work in Unitarian Universalist social justice organizing. If requested, Ashley will provide newsletter articles, work with Staff on Faith in Action/justice issues, and make an annual report to the Board of Directors about this affiliation.

3) Fee schedule for services provided:

Ashley is available for referral from church staff for weddings and memorial service requests. When the referral is from a non-member, Ashley will make arrangements with the family for payment according to the established guidelines published by the Unitarian Universalist Ministers' Association. If the referral is from a member, Ashley 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:

Ashley assumes no supervisory relationship with any staff or minister, and will seek to maintain professional collegial boundaries and right relationships with the ministers following the Guidelines and Professional Code of Conduct of the Unitarian Universalist Ministers' Association. If conflict should arise between Ashley and members of the staff or ministers, Ashley agrees to seek assistance from the Prairie Star UUMA Chapter's Good Officers and/or her Committee on Ministry.

5) Limited space use provided by First Universalist:

As one of the 26 Minnesota congregations served by MUUSJA, the Congregation agrees to occasionally provide space for events or meetings free of charge, so long as space is available and does not interrupt other scheduled meetings. Ashley will continue to work with the office manager to confirm space.

6) Relationship between MUUSJA and the Congregation:

First Universalist Church and its members have been staunch supporters of MUUSJA's mission and work since MUUSJA's founding, and the Congregation has been an example of faithful and effective justice building to the wider Minnesota Unitarian Universalist Community. Ashley's official affiliation with the Congregation represents an opportunity for both organizations to benefit from deepening their mutual support and collaboration together. To this end, Ashley will act on behalf of MUUSJA to ensure that Congregants will be regularly invited to volunteer, to join other MUUSJA constituents in public witness and programming, and to occasionally support MUUSJA's work through a Sunday morning offering. Ashley will also promote the Congregation's justice-centered events that are open to the larger community through MUUSJA's communications platforms. Likewise, the Congregation will continue to alert its members to opportunities for action, learning, and witness through involvement with MUUSJA.

7) Recognition of the Community Minister's work as ministry:

First Universalist Church recognizes that Ashley's work at MUUSJA is a ministry. She is a pulpit guest and presenter in UU churches and those of other denominations; she collaborates with interfaith partners and clergy colleagues in building faith-based movements for justice; she coordinates fundraising activities for MUUSJA, helping donors deeply connect theology, values, and generosity; she works on the state and national level with denominational leaders; and – most significantly – Ashley understands her call to ministry to be one of nurturing the spiritual health and wholeness of the larger movement for justice. MUUSJA benefits from having a clergy member as its Executive Director, and this work is a clear expression of Ashley's ministry.

8) Regular review and renewal of this affiliation agreement:

This agreement is meant to be malleable enough to allow changes from time to time. The Ministerial Fellowship Committee requires that ministers moving from Preliminary Fellowship to Final Fellowship pass through the renewal process three times, and during those years, remain in formal affiliation with a Unitarian Universalist Congregation. Ashley has already received two approved renewals from her previous ministerial work. Barring immediate concerns, Ashley requests that the Board of Trustees review this agreement annually until she is granted Final Fellowship. Thereafter, this agreement shall remain in effect as-is until such time as it requires amendment because of changing roles or circumstances, or one or both parties find the affiliation to no longer be in the interest of either Ashley or the Congregation.

Accepted by First Universalist Board of Trustees & Community Minister:

Board Representative

Date

Ashley Horan, Community Minister

Date

Opening Reading and Sr. Minister Report, Oct. 15, 2015

FIRE ~ Judy Brown

What makes a fire burn
is space between the logs,
a breathing space.
Too much of a good thing,
too many logs
packed in too tight
can douse the flames
almost as surely
as a pail of water would.
So building fires
requires attention
to the spaces in between,
as much as to the wood.
When we are able to build
open spaces
in the same way
we have learned
to pile on the logs,
then we can come to see how
it is fuel, and absence of the fuel
together, that make fire possible.
We only need to lay a log
lightly from time to time.
A fire
grows
simply because the space is there,
with openings
in which the flame
that knows just how it wants to burn
can find its way.

Reflection Questions: What open spaces are you hoping to build in your life? In what areas of your life are the logs pack in too tightly? How is the flame - the spirit of your life - wanting to burn right now?

Senior Minister Report

The church is feeling alive! Sunday morning worship is calling us into life's deepest questions; our Choir and other musicians soothe our souls with their beautiful music, and the Choir will be singing at "The Events," at the Guthrie at the end of this month; our racial justice work is growing and deepening: we just hosted a "Community Conversation" about Mde/Bde Maka Ska, and in November, Debby Irving, author of *Waking Up White*, will speak at church. We've eliminated Religious Education fees, are approaching record registration in our Religious Education Program; we have a new tenant in the building. Our adult offerings are varied and diverse and we are growing leaders in nearly every area of the church.

Updates:

1) New Offering Option: Square Cash

Don't carry cash or checks? You can now easily donate right from the pew using your phone!

First, download the Square Cash app (iPhone or Android) for free. Then, set up your account - you'll need your debit card; on *some* phones you'll need to make up a \$cashtag (your user name), and you'll choose to create either a personal or business account.

Once your account is set up, simply:

- 1) Enter the amount you want to donate
- 2) Click "pay"
- 3) In the \$cashtag space, enter \$FirstUniv
- 4) In the For space, enter "offering plate"
- 5) Click "pay"

Money from your bank account is deposited directly into First Universalist's account. You may also donate online at [cash.me/\\$FirstUniv](https://cash.me/$FirstUniv). Thank you for your generosity!

A few dozen people have been using Square Cash and the reception has been positive. It's incredibly easy to do and I've been using it on Sunday mornings.

2) **Development Work:** Thanks to the generosity of a Leadership Circle of church members, I have raised \$10,000 to support this initial year of working with a Development Consultant and Coach. In the past two months, Liz Loeb and I have met with half a dozen groups that are connected to our development work, in preparation for our Oct 22 meeting (with a follow up meeting, Nov 11, from 6-8:30). These meetings have been rich and informative.

In addition to these meetings, the Pledge Team and I, working with Liz, have become to re-imagine ways we might "redefine" what a top donor is and how they are recognized. For the Pledge Drive the year, we will not hold a "Top Donor Appreciation" as we have in years past.

Instead, we are planning to reallocate resources from the Top Donor event to Pledge Day itself, so Pledge Day can be even more inclusive, resourced, and successful. We will continue to recognize and thank our top donors, but in new and different ways. We are also developing systems and processes to thank all who support the church and its ministry. For example, beginning this month, I am calling a number of church members to thank them for their pledge and support of our ministry, whether their pledge is \$10,000 or \$100, because every gift matters, every family matters, and every person matters. .

3) First Universalist Community Solar Garden Project Status

The MUUSJA Solar Garden project is progressing very well. The four UU churches (First Unitarian, Unity St. Paul, MN Valley, and First Universalist) have completed the Subscription and Community Partner Agreements with Novel Energy Solutions (NES) and MN Community Solar (MNCS). We are currently working with each of the churches to complete the signing of the Community Partner Agreement, which establishes the working relationship between NES-MNCS and the church, and provides finders fees for new garden subscribers.

The MUUSJA Solar Team is also beginning to plan for the subscription campaign by forming marketing and subscription teams in each of the churches. The First Universalist Environmental Justice Team is coordinating this effort in our church. Subscription campaign accessibility targets will offer zero-down, nine percent monthly savings, lowest transfer fees, to credit-qualified low income/minority populations at no additional financial risk or staffing workload on the church. Current NES-MNCS workforce composition is twenty percent minority, with their commitment to maintain or increase minorities whenever reasonable. An optional minority job training scholarship program, funded by finder fees, is being considered.

Campaign plans call for training the marketing and subscription teams when formed, and utilizing developer resources including web pages, brochures, and educational events to aid in the November-December sign-up drives.

Approval of solar garden applications by Xcel is still moving slowly. NES-MNCS has told us that our garden is high on the to-be-approved list, and should receive approval soon, with a mid-2016 start up.

Please let us know if you have questions: Bill Elwood (elwood39@gmail.com) or Stan Sattinger (sattinss@aol.com)

4) **The Racial Justice Leadership Team** now has four working groups, helping to move various dimensions of our racial justice work forward. The four working groups are: 1) Internal focus: Organizational Systems & Structures, 2) External Focus: building partnerships and acting in the world 3) Internal Focus: Education/Training

DRAFT Staff Workplan - 2015-2016 DRAFT

The 2015-2016 church year is a year of great potential. We are entering the fourth year of our five year strategic plan. Though we will not accomplish everything we set out to do when the plan was created in 2012, we have taken great strides toward our goals. We have restructured staff positions to allow staff to fully utilize their greatest gifts in their areas of strength. We are beginning to apply a racial justice/racial equity lens to all that we do, and we are implementing a Faithful Action Leadership Council, which promises to transform the way that we do our Faithful Action ministry. Worship, Circles, Religious Education, Public Witness, Pastoral Care Team, Congregational Care, and so much more, all remain central components of what we do and we are sustaining and in many cases building on them, in 2015-2016.

However, in 2015-2016, we are focusing our attention on “resources and infrastructure,” implementing systems that allow us to be more effective in our ministry, building out the church’s development and stewardship capacity, and ensuring that staff have the training and skills they need to succeed and thrive in their new roles. I believe that we’ve been in a season of “consolidation” for the past two years, working on implementing solid systems, structures, and processes.

We are still in that season of “consolidation,” but now we are creating systems and support structures that allow us to dream again and prepare for another period of growth. We are strong and stable as we move into 2015-2016, ready to build on the strengths of last year - the elimination of Religious Education Fees, spiritual growth and deepening in our Circles and Wellspring Groups, a Racial Justice Resolution, and a strong sense of “shared ministry” between staff, lay-leaders, and Board members. Our programming is strong and our vision is clear. Our focus this year is on systems, resources, and infrastructure.

Below, in each of the five highlighted area, we’ve identified key goals, tied to key elements of the Strategic Plan, for 2015-2016. We’ve also noted areas and objectives that are no longer a priority. A final note: this work plan does not include all of the specific goals from each staff member. Many of those goals are embedded in the larger goals listed here, and it truly takes our entire staff team, working together, to realize these goals.

Worship

In 2015-2016, we will continue to offer outstanding worship, Sunday after Sunday, that involves congregants of all ages - as speakers, musicians, chalice lighters, and designers. Worship is the heartbeat of what we do, and we continue to craft services that inspire, challenge, and heal. (Ruth and Justin)

...we will invite the People of Color Circle to help lead a worship service to elevate the group's visibility and highlight this important dimension of our Racial Justice work. (Ruth and Justin)

...in partnership with congregants and staff, explore the possibility of adding a third worship service in the fall of 2016. (Justin).

We are not currently working on livestreaming or any additional worship resources beyond what we are already offering.

Faith Formation

We will continue to offer classes, Circles, retreats, Day Time Connections, faith formation opportunities and more, to congregants of all ages.

We will continue to invest in our Coming of Age program, as this program grows youth leaders, adult leaders, and spiritually grounded Unitarian Universalists. Under the leadership of Rev. Ruth MacKenzie, our Coming of Age graduates will land in a variety of ministry areas - as worship associates, as musicians, and spoken word artists. (Ruth.)

We will rewrite and pilot our Neighboring Faiths curriculum with an eye to race, racism, and whiteness. (Lauren)

In 2015-2016, we will offer two 24-hour trainings with Heather Hackman, as well as a variety of other classes, Circles, videos, and book discussions, related to our faith and racial justice. (Justin)

We will actively invite ministers, elders, and lay leaders to participate in RE classes and Children's Chapels, and we will actively develop various leaders by offering Circles for them. (Lauren)

In October, we will hold our first ever multigenerational Sabbath Sunday, a day of rest, renewal, faith formation, worship and play. (Lauren and Elaine.)

Additionally, in 2015-2016, we will experiment with new content for our Small Groups, piloting one "Soul Matters" groups. (Elaine.)

Supportive Community

We will look to partner with local UU congregations on one or two big events this year, whether public witness or programming events. (Justin)

We will develop a "robust communication plan." This is underway, already evidenced in the weekly Liberal, order of service, and our Social Media. The website will also be redone, so that navigation is intuitive, and next steps are easy to take for guests, visitors, and church members as they connect with us via the website. (Jenn)

While creating a formal "leadership development" track is not a goal for this coming year, leadership development continues to happen in Religious Education, Pastoral Care, Faithful Action Leadership Council, Circles, Wellspring, and countless other areas of church life. For example, in our Religious Education program, we are intentionally cultivating, coaching, and empowering lay leadership, as Lauren gets out of the "middle person" role and helps her lay leaders take charge. In addition, staff members are leading Circles to help lay leaders grow in their ministries, and as spiritual leaders. (Justin)

New this year, the Pastoral Care Team will be present for Sunday morning support, available to folks in the congregation, and the Congregational Care Team continues to find ways to provide real life services to members in times of transition and crisis. (Jen)

We will re-examine our definition of membership and our membership practices, including the ways we invite members into deeper engagement and leadership in the congregation, so that by the end of the church year, we will have a draft document of learnings and proposed next steps. (Elaine)

Faithful Action

In the summer of 2015, we will...

...launch (we did launch!) our first ever Racial Justice Jam Camps led by youth for youth. (Lauren)

...host Families Moving Forward for two or three weeks in 2015-2016, giving hundreds of congregants, of all ages, a chance to act on their faith. (Justin; Jen helped launch this, it's now in Justin's portfolio)

...create a multi-generational Holiday Giving Team to build on the successes of the House that Love Built campaign, as we support the work of Beacon Interfaith Housing Collaborative. (Justin)

...launch the Faithful Action Leadership Council, creating a high visibility of this Council. We'll hold a Faithful Action Fair in the fall to highlight the new Council, how we do our Faith in Action work (through partnerships, and with a Racial Justice lens), and roll out a formal application process for organizations to become official church partners (the partnerships will be grounded in key racial equity requirements.) (Justin)

...continue to integrate the Environmental Justice and Racial Justice perspectives whenever possible. (Justin)

Resources and Infrastructure

We will...

...build up and support the staff team, integrating new staff members, and living into a successful restructure of the team, as staff move into new roles. We will ensure that new staff roles, especially the Executive Minister role, are successful, as the Executive Minister serves a key role as a "one person bridge" between the Program Team and the Operation Team. (Jen and Justin)

...review and re-imagine employee benefits so we meet legal and ethical standards, with an eye toward being an outstanding place to work. (Jen)

...create a Master Communication plan, and begin to work on the development of the church's brand, including templates, logos, and updates to the website. In addition, we will put effective communication systems in place for collecting information for the Weekly Liberal, order of service, website, and more, in ways that are both congregant and staff friendly. (Jenn)

...create a comprehensive stewardship and development plan, including plans for a capital/comprehensive campaign, and provide leadership for its implementation. (Justin)

...work with MAP, Finance Committee and the staff to move to a modified cash basis of accounting; implement previous recommendations from MAP. (Jen and Brad)

...work to create a multi-year budget (Jen)

...begin development of "Dashboard" to track key church metrics.

...ensure that the transition to having a full time tenant is successful, and doesn't negatively impact our Religious Education program. (Lauren, Bree)

...ensure that the entire staff is working on one shared platform (Google Apps), and is utilizing the tools available to share information, workplans, important communication, and more, in the most effective manner. (Multiple leads)

...update our technology, including moving to a higher speed internet provider, phone services, and AV equipment in the classrooms. (Bree)

First Universalist Church of Minneapolis
Board and Board Committee Goals for 2015-16
Draft for Discussion 15 October 2015

Board of Trustees Goals:

- 1) Implement the shared leadership model and best practices developed by the Board and Senior Minister Team in order to build a trusting and effective partnership; periodically evaluate our progress in implementing these practices. Complete analysis on Board operations (use of committees, meeting times, selection of officers, and so on) and implement needed improvements.
- 2) Continue leading on racial justice, using the groundwork established through the passage of the Racial Justice resolution, specifically:
 - Continue educating ourselves about race, racism, and whiteness.
 - Define and then consistently apply what we mean by a “racial justice lens”: a framework or set of questions we can use to evaluate critical decisions, opportunities, and other choice points.
 - Create and review policies to ensure they reflect our racial justice work and commitment.
- 3) Take a broad look at strategies to meet the current and future financial needs of First Universalist Church and develop a plan to address them, incorporating congregant input.
- 4) Work with Nominating Committee and through our own efforts to increase diversity and inclusion (age, tenure with church, race, and other demographics) among leaders in our senior leadership roles: Board of Trustees, Foundation Board, and Nominating Committee.
- 5) Develop and implement a process to gather the input needed from the congregation to refine and adopt the Congregational Covenant (GC leads).
- 6) Further define and refine Board linkage with the congregation through meaningful opportunities to listen closely to needs and aspirations.
- 7) Continue developing our spiritual connection to each other and as a Board “circle” through readings, reflection and deep listening.

Finance Committee Goals:

Governance Committee Goals:

First Universalist Church
Racial Justice Resolution
Approved by the Congregation at the
May 31, 2015 Annual Meeting of the Members

Whereas:

- We are witnesses to a crisis in our nation regarding systemic racism and oppression in education, employment, government and our justice system;
- Systemic racism has been highlighted in the news media because of the pervasive mistreatment, including recurring killings, of African Americans and other people of color by law enforcement officers in communities throughout the nation;
- We are guided by the following definitions: Racial Justice is the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all; a Racial Justice Lens focuses on ways in which race, racism, and whiteness shapes experiences with institutional and cultural power, access to opportunity, treatment and outcomes, both today and historically;
- The impacts of systemic racism are fundamentally at odds with our Unitarian Universalist beliefs, and confronting racial inequity and oppression is essential for our humanity and spiritual life;
- First Universalist Church has made a commitment to Racial Justice through intensive education and training of our congregation on the historical and current impacts of systemic racism and white privilege on society and the environment;
- We have created a Racial Justice Leadership Team and a Faithful Action Leadership Team to provide guidance for our Racial Justice work;
- First Universalist Church has undergone an extensive Racial Justice mapping process to define the most strategic areas for change, within our church structure, that will have the most impact on eliminating structural racism within our church;
- We have made a commitment to looking at our worship services, religious education curricula, board meetings, committees, and all our programming with a Racial Justice Lens; and
- Members of our congregation and clergy are standing next to our brothers and sisters in public protests, on social media, and in our communities to support efforts to address racial injustice;

Therefore, be it resolved that:

First Universalist Church of Minneapolis publicly declares its commitment to:

- Continuing the fight for Racial Justice through ongoing changes to the processes of the church, education, advocacy, self-reflection, and relationship-building; and
- Addressing structural racism and whiteness in First Universalist Church through intentional efforts in every area of our ministry and work.

Using Choice Points to Advance Equity and Inclusion

1. Where are the decision-making points that affect outcomes?
2. What decisions/actions may be reinforcing the status quo, implicit bias and current inequities?
3. What alternative action options could produce different outcomes?
4. Which action will best advance equity and inclusion?
5. What reminders, supports and accountability systems can be structured into routine practices to keep equity as a high priority?



Using Choice Points to Advance Equity

1. **Identify a Choice Point:** What is one of your points of opportunity to make or influence a decision that may affect equitable outcomes?
2. **Assess Impacts:** What are the impacts of current decisions and actions that may be unintentionally reinforcing bias, barriers or inequities?
3. **Generate Options:** What are some alternative action options that could produce different outcomes? (Try to generate several of them.)
4. **Decide Action:** Which option will generate the most leverage, momentum or gain towards advancing equity and inclusion?
5. **Change Habits:** What reminders or “equity primes” can be structured into you routine practices and protocols to make equity an ongoing priority and habit? What relationships, supports, incentives or accountability measures could help?

First Universalist Church – Finance Committee Minutes
Thursday, October 8, 2015
Cummins Room

Attendance: Present – Nate Ahlberg, Eric Cooperstein, Christina Nicholson, Dick Niemiec, Karin Wille, Rev. Jen Crow

Dick Niemiec convened the meeting at 6:00 pm.

The committee approved the September 14, 2015 minutes.

Jen suggested readings might be found in the back of the hymnal or in the Church library.

Dick mentioned setting the committee's annual review of our investment portfolio with our investment advisor, Accredited Investors. He will check Ross Levin's availability in November and then send the committee, Jen and Brad Schmidt a Doodle Poll to schedule the meeting.

The committee discussed the divestment of fossil fuels in our investment portfolio. At the November meeting with Ross the current level of divestment will be covered. The committee felt the scope of the review should include:

- Is divestment limited to fossil fuels? Or should it include other socially responsible issues – the environment, weapons, sweat shops, tobacco, etc.?
- How should the racial justice lens be applied to our investments?
- How should the UUA position on divestment influence our review?

The committee then discussed scheduling "listening sessions" with the congregation before finalizing a recommendation for consideration at the Church's annual meeting in June.

Jen presented the August revenue and expense statement, and the August balance sheet. The financials represent only two months of the fiscal year. Jen discussed the impact of moving from an accrual basis to modified cash on July 1 and several seasonality issues in comparing the actual results to the budget.

Jen mentioned that she would present the first quarter (September) financials in November with a full analysis and a year-end projection. The analysis will involve consulting with all the department managers. The committee asked Jen to pay particular attention to the impact of the Temple Israel revenues and expenses.

Jen discussed the financial assessment of the 2014-5 fiscal year to be performed by MAP. She will get MAP's checklist and will determine when the review will be completed. Christina said the Powderhorn Park Neighborhood Association (PPNA) where she is the board treasurer also uses MAP for financial reviews. She will check the

scope of the PPNA review. The committee agreed that a full financial audit would be considered in the future.

The committee asked Jen about progress on the capital improvements projects. She said the parking lot project has been delayed to find a more environmentally-friendly solution.

The meeting adjourned at 6:50 pm.

Submitted by Dick Niemiec, committee chair

**First Universalist Church – Finance Committee
Goals – 2015-6**

- Review going to a modified cash basis as recommended by MAP
- Consider other MAP recommendations from the February financial assessment
- Develop financial statements that are simpler and more transparent including a "1-page" summary
- Consider modifications to the current monitoring schedule
- Consider divestment of fossil fuels in our investment portfolio in conjunction with Ross Levin
- Modify the budget variance policy
- Review staff policy & procedures manual with the committee
- Develop a three to five year financial forecast
- Develop a racial justice lens for financial affairs
- Determine how the church's database can be valuable in managing financial affairs
- Determine utility of a church-wide "dashboard"

Date : 10/06/2015
Time : 4:10:26 PM

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Summary
1. General Operating
July to August 2015

Note: The Report Option to include Open Transactions is selected.

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Revenues			
Pledges	\$207,014.47	\$182,875.00	\$1,097,250.00
Contributions Unrestricted	\$7,476.45	\$14,416.68	\$86,500.00
Fundraisers	\$25,151.48	\$21,000.00	\$126,000.00
Program Fees	\$315.00	\$2,016.66	\$12,100.00
Dividends & Interest	\$596.64	\$1,666.66	\$10,000.00
Rental Income	\$10,146.20	\$18,074.00	\$108,444.00
Realized Gains & Losses	\$0.00	\$0.00	\$0.00
Unrealized Gains & Losses	(\$279.10)	\$0.00	\$0.00
Other Income	\$556.00	\$555.56	\$3,333.33
Total Revenues	\$250,977.14	\$240,604.56	\$1,443,627.33

Date : 10/06/2015
 Time : 4:10:26 PM

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Summary
1. General Operating
July to August 2015

Note: The Report Option to include Open Transactions is selected.

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Expenses			
Salaries & Wages	\$112,465.57	\$125,638.34	\$753,830.00
Payroll Taxes	\$4,854.57	\$5,401.14	\$32,407.00
Employee Benefits	\$10,656.11	\$22,827.48	\$136,965.00
Professional Expenses	\$3,215.41	\$4,248.34	\$25,490.00
Temporary Labor	\$1,715.91	\$4,400.00	\$26,400.00
Program Expenses	\$20,129.14	\$9,076.46	\$54,459.00
Miscellaneous Program Expenses	\$16,995.05	\$2,041.68	\$12,500.00
Membership Program Expenses	\$1,369.35	\$1,450.00	\$8,700.00
Fundraising Expenses	\$12.20	\$1,800.02	\$10,800.00
Administrative Expenses	\$15,798.49	\$16,444.98	\$98,670.00
Miscellaneous Expenses	\$55.96	\$1,200.00	\$7,200.00
Insurance	\$4,079.27	\$3,543.00	\$21,258.00
Dues & Memberships	\$0.00	\$7,076.68	\$42,460.00
Utilities	\$6,566.41	\$9,333.34	\$56,000.00
Repairs & Maintenance	\$3,291.68	\$5,333.32	\$32,000.00
Other Building Related Expense	\$10,470.52	\$11,741.94	\$70,451.62
Offering Plate for Community	\$525.00	\$1,250.00	\$7,500.00
Total Expenses	\$212,200.64	\$232,806.72	\$1,397,090.62
Net Total	\$38,776.50	\$7,797.84	\$46,536.71

Date : 10/06/2015
Time : 4:28:06 PM

First Universalist Church of Minneapolis

1

Balance Sheet
1. General Operating
August 2015

Note: The Report Option to include Open Transactions is selected.

Accounts

Assets

Current Assets

Cash & Cash Equivalents

1-1001-001 - U S Bank - Checking	(\$460.72)
1-1015-001 - U S Bank - Savings	\$416.61
1-1020-001 - Sunrise Bank - Checking	\$5,450.63

Total Cash & Cash Equivalents **\$5,406.52**

Investments

1-1101-001 - Schwab- Church Operating	\$15,883.13
1-1108-001 - Schwab - Church Reserve	\$309,378.90
1-1109-001 - Sunrise - Church Reserve	\$184,013.35
1-1110-001 - Schwab - Don Carter & Mary Carter	\$62,738.30
1-1111-001 - Schwab - Temporarily Restricted	\$100,243.03

Total Investments **\$672,256.71**

Total Current Assets

\$677,663.23

Other Current Assets

Other Current Assets

1-1416-001 - Prepaid Loan Expenses	\$8,285.83
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Total Other Current Assets **\$8,285.83**

Total Other Current Assets

\$8,285.83

Fixed Assets

Fixed Assets

1-1501-001 - Land	\$250,000.00
1-1503-001 - Building & improvements	\$3,282,532.23
1-1504-001 - Accum Depr - Bldg & Impr	(\$1,897,982.26)
1-1506-001 - Furniture & Fixtures	\$216,035.50
1-1507-001 - Accum Depr - F&F	(\$150,880.87)

Total Fixed Assets **\$1,699,704.60**

Total Fixed Assets

\$1,699,704.60

Total Assets

\$2,385,653.66

Liabilities, Fund Principal, & Restricted Funds

Liabilities & Equity

Current Liabilities

Accounts Payable

1-2000-001 - Accounts Payable	\$26,053.80
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Total Accounts Payable **\$26,053.80**

Total Current Liabilities

\$26,053.80

Other Current Liabilities

Benefits Payable

1-2103-001 - Insurance Payable	\$1,049.09
1-2105-001 - 401K Payable	\$2,194.97
1-2107-001 - Employee Flex Spending	\$1,123.58

Total Benefits Payable **\$4,367.64**

Accrued Expenses

1-2205-001 - Accrued Vacation	\$8,003.24
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Total Accrued Expenses **\$8,003.24**

Deferred Revenue

1-2301-001 - Deferred Revenue - YCE	\$18,856.73
1-2302-001 - Deferred Revenue - Youth Trips	\$3,367.19
1-2307-001 - Deferred Revenue - RE	\$4,725.00

Total Deferred Revenue **\$26,948.92**

Misc Other Liabilities		
1-2401-001 - T-Mobile Taxes Escrow	(\$2,711.08)	
1-2402-001 - Wellspring (National)	\$14,384.90	
1-2501-001 - Damage Deposits	\$7,291.70	
Total Misc Other Liabilities	\$18,965.52	
Long-term Liabilities		
1-2600-001 - Mortgage Payable - Long Term	\$615,206.32	
1-2601-001 - Mortgage LOC Advance Payble	\$166,121.03	
Total Long-term Liabilities	\$781,327.35	
Total Other Current Liabilities		\$839,612.67
Total Liabilities & Equity		\$865,666.47
Fund Principal		
Undesignated Net Assets/Equity		
1-3001-001 - Church Equity	\$1,475,081.62	
Total Undesignated Net Assets/Equity	\$1,475,081.62	
Designated Net Assets		
1-3101-001 - Board Designated - Memorials	\$3,191.88	
1-3102-001 - Board Designated - Future Debt	\$51,627.96	
1-3103-001 - Board Designated - Contingency	\$271,109.21	
1-3104-001 - Bd Des - Undesignated Bequests	\$65,332.22	
Total Designated Net Assets	\$391,261.27	
Unrestricted Net Assets		
1-3200-001 - Unrestricted Net Assets	\$662,660.73	
Total Unrestricted Net Assets	\$662,660.73	
Temp Restricted Net Assets		
1-3201-001 - Miscellaneous Funds	\$15,018.59	
1-3202-001 - C&M Olson Fund	\$23,806.75	
1-3203-001 - Minister's Discretionary Fund	\$5,603.35	
1-3204-001 - History Hounds Fund	\$3,568.31	
1-3205-001 - Music Fund	\$3,945.89	
1-3206-001 - Children's Offering Fund	\$3,047.58	
1-3207-001 - Library Fund	\$7,132.52	
1-3208-001 - Captial Campaign Fund	\$6,624.04	
1-3209-001 - RE Music Fund	(\$154.57)	
1-3210-001 - Event Salaries	\$2,454.19	
1-3231-001 - Miscellaneous Offering Plate	\$34,392.59	
1-3232-001 - Augsburg Fairview Academy - Other	\$1,450.63	
1-3233-001 - Offering Plate - Habitat	\$304.83	
1-3235-001 - Offering Plate - Simpson Meals	\$820.43	
1-3236-001 - Augsburg Fairview Academy - Coats	\$18.15	
1-3237-001 - Families Moving Forward	\$5,779.34	
1-3299-001 - Gain/Loss on Temp Restr Funds	(\$597.73)	
Total Temp Restricted Net Assets	\$113,214.89	
Excess Cash Received	\$38,776.50	
Total Fund Principal and Excess Cash Received		\$2,680,995.01
Restricted Funds		
Total Temporarily Restricted	\$0.00	
Total Permanently Restricted	\$0.00	
Total Restricted Funds		\$0.00
Total Liabilities, Fund Principal, & Restricted Funds		\$3,546,661.48