

First Universalist Church Board of Trustees
August 18, 2022
Board Packet

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First Universalist Church of Minneapolis
Board of Trustees Meeting
August 18, 2022
6:30-9:00
First Universalist Church
Cummins Room & Zoom (multiplatform)

- I. **Welcome (6:30-6:35)**
 - a. Call to Order and Agenda Approval
 - b. Lighting 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.

- II. **Consent Agenda**
 - a. *Monitoring*: Acceptance of attendance and membership numbers and trends
 - b. *Monitoring*: Acceptance of staff and significant volunteer changes
 - c. *Monitoring*: Treatment of staff and volunteers
 - d. *Monitoring*: Staff grievances procedure
- III. **Executive Session (6:35 -7:15)**
 - a. Somatic Grounding - Daryn
 - b. Spiritual Community Building - Rev. Jen
- IV. **Board Orientation (7:15 ~ 8:00)**
 - a. Minister Leadership, Board Leadership, Shared Leadership
 - i. Shared Leadership Big 3 for 22-23 Church Year
 - b. Roles and Responsibilities for Board Members
 - i. Why are We Here
 - ii. Google Classroom - Online Resource
 - c. Executive Committee Collective Leadership Model 22-23 Church Year
 - i. What Does It Look Like
 - ii. Quarterly Feedback Necessary
- V. **Break (8:00 - 8:05)**
- V. **Board Orientation (Continued) (8:05 ~ 8:55)**
 - a. Change Team
 - i. Review Charge
 - ii. Affirm Direction
 - b. Visionary Goals
 - i. Outline on the Current Process
 - c. Fundraising Overview
 - i. Board Engagement on Touchpoints
- VII. **Gratitudes (8:55-9:00)**

Adjourn - 9:00

Senior Minister Board Report
Prepared by Rev. Jen Crow
August 17, 2022

I. Monitoring Items

A. Attendance and Membership Numbers

Included below.

B. Financial Condition - As we are only one month into our new fiscal year, and as staff are working to close out our previous fiscal year over the next few months, financial reports will be provided at next month's Board meeting.

C. Staff and Volunteer Changes

In July, we welcomed Jie Wronski-Riley as our new Bookkeeper, working alongside Brad Schmidt, Finance Manager. Jie comes to us with experience in administrative work with the Church of the Larger Fellowship, and it is a joy to welcome them to the team.

This summer, Rev. Kate Tucker, our Minister Emerita, graced the pulpit with 10 weeks of worship coordination, preaching and supporting the worship leaders of several church members and friends. Kate's position ended on August 14, and Rev. Jen and Rev. Kate will have a follow-up conversation next week to reflect on the experience.

Lore Stevens has begun as our new Cummins Ministerial Intern, and we are delighted to welcome her to First Universalist and our ministry team. Lore comes to us as a recent graduate of Harvard Divinity School and as a member of the First UU Congregation of Nashville, TN - where she also served as Membership Coordinator. Over the next few weeks, we'll be identifying Lore's areas of focus for the year ahead - please welcome her to our congregation and to our Board meetings.

Dr. Glen Thomas Rideout has resumed full-time employment with us as of August 1, and we are grateful for his return and good health.

At her request, Rev. Karen Hutt will remain out on personal leave through the end of the calendar year. Rev. Karen is grateful for this time and space, and for all of the words of love and care that she has received. She feels a deep connection to our church and her ministry here, and we are hopeful that we will be able to welcome her back in January.

In accordance with our [2021 Draft Hiring Policy](#), Rev. Jen and Rev. Arif have been conducting a search for a part-time [Assistant Minister](#) to join our staff. Interviews have been conducted over the past two weeks, and we hope to have a decision later this week. We have been very excited about the candidates for this position and our work together this year.

D. Staff/Volunteer/Congregant Grievances

There have been no staff, volunteer, or congregant grievances.

- E. Treatment of Staff** - All staff members (except Rev. Arif and Rev. Jen) have accurate job descriptions and position criteria in place - these two job descriptions will be updated in August. Job descriptions and position criteria will be provided to the Board officers for direct review.

F. Staff Grievance Procedure

As Outlined in our Employee Handbook:

Employee Complaint Process: It is the intent of the Church to create an environment which is consistent with, and expressive of, the stated principles of the Unitarian Universalist Association. The principles that apply most directly are those that call us to honor the worth and dignity of all people, and to promote justice, equity, and compassion in human relations. Affirming these principles, the Church has provided resources and established procedures to enable resolution of problems in the workplace. These include employee performance evaluations, probationary periods, and staff development resources. Any staff member experiencing problems in conducting her or his work is encouraged to make use of them at the earliest recognition of conflict.

The procedures are intended to promote clear communication and articulation of existing policies within the context of the continuing employment relationship. The goal is to foster a harmonious environment and to provide a safe atmosphere in which conflicts between individuals may be addressed, and to provide support to assist them in renewing the trust and cooperation necessary for a healthy working relationship.

No set of procedures can achieve these purposes alone. All staff members share in creating expectations, practices, and customs which together constitute the "culture" at First Universalist. Therefore, staff members must regard their work as the ongoing creation of a "culture of caring."

To supplement the formal aspects of any problem-solving or grievance procedure, it is expected that each person take personal responsibility for promoting attitudes that enable the procedures to function effectively. Respect for the feelings and privacy of each person involved in a grievance necessarily implies that what is said in any meeting or hearing under these procedures should be held in confidence by those in attendance. In addition, refraining from discussing a situation known to be the subject of a grievance provides an opportunity for the process to function without the distraction of having to quell rumors.

The welfare of the staff depends on the reliability, fairness, expedience, and goodwill brought to these procedures. While interpersonal misunderstandings are to some extent inevitable, individuals working together to create a culture of caring will find ways of addressing differences and conflicts which affirm the worth and dignity of all concerned.

Every employee at First Universalist, regardless of position, has the right to ask internally (via Direct Supervisor or, Rev. Jen Crow, or ultimately, the Board of Trustees) for assistance in resolving conflict or in asking for help in communication with her or his supervisor or any other employee. It is never appropriate to bring staff related conflicts or grievances to congregants.

When conflict or dissatisfaction relating to work arises, employees are encouraged to first contact the person with whom they have the complaint. In doing this, employees are following our staff covenant of right relations, which calls staff to address conflict directly. If the complaint remains unresolved, employees are encouraged to contact their immediate supervisor. If the matter remains unresolved, or if the complaint is with an employee's immediate supervisor, employees may talk to Rev. Jen Crow. If none of these avenues resolve the complaint, the employee may file a formal complaint with the Board of Trustees.

G. Treatment of Volunteers

Volunteer opportunities are well-defined and opportunities are publicized widely. Volunteers are supported by staff through trainings, and through the use of the anticipation/action/reflection model of learning and spiritual growth. This fall, as we - like all congregations and community organizations - operate with lower volunteer engagement than pre-pandemic, and as we come out of the intensively staff-reliant pandemic times - we look forward to rebuilding and reshaping our shared ministry together.

June Attendance	2022				2021			
	Sun. 10a Sanctuary	Sun. 10a Livestream	YouTube	Totals	Wed.	Sun. 10a Webinar	YouTube	Totals
1st week	155	95	51	301	49	247	119	296
2nd week	238	77	195	510	51	406	235	457
3rd week	93	6?	138	237	56	139	134	195
4th week	172	94	169	435	50	248	204	298
5th week					35			35
Monthly Total	658	272	553	1483	241	1040	692	1281
Average for June	165	68	138	371	48	260	173	256
RE								
1st week				0				0
2nd week				0				0
3rd week				0				0
4th week				0				0
5th week				0				0
Monthly Total				0				0
Average for June				0				0
Combined Average	165	68	138	371				256

YouTube views recorded 7/13/22 at 11 a.m.

Statistical Report for June 2022

Board Meeting August 18, 2022

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 1

Aly VanMom

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 0

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1060

To be added: 1

To be removed: 0

TOTAL MEMBERS: 1061

End of Year Totals

Fiscal Year	2021-22	2020-21	2019-20	2018-19	2017-18
New Members Joined	15	18	21	81	66
Total Membership	1060	1058	1061	1058	1049

July Attendance				2022					2021
Adults	Sun. 10a Sanctuary	Sun. 10a Livestream	YouTube	Totals	Wed.	10:00 AM	YouTube		
1st week	103	75	117	295	46	*	168	46	
2nd week	101	55	89	245	34	151	103	185	
3rd week	145	91	246	482	26	139	114	165	
4th week	140	57	45	242	32	139	109	171	
5th week	104	45	120	269				0	
Monthly Total	593	323	497	1533	138	429	494	567	
Average for July	119	65	99	307	35	1075	124	113	
RE									
1st week				0				0	
2nd week				0				0	
3rd week				0				0	
4th week				0				0	
5th week				0				0	
Monthly Total				0				0	
Average for July				0				0	
Combined Average	119	65	99	307				113.4	

Youtube views recorded 8/17/22 at 11:40 a.m.

Statistical Report for July 2022

Board Meeting August 18, 2022

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 4

Lee Engfer

David Yaffe

Bradley Schmock

Angie Glasow Donnay

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 0

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1061

To be added: 4

To be removed: 0

TOTAL MEMBERS: 1065

End of Year Totals

Fiscal Year	2021-22	2020-21	2019-20	2018-19	2017-18
New Members Joined	15	18	21	81	66
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Visionary Goals Development Timeline

Last year, the Board made two key decisions regarding the development of new Visionary Goals: one was to postpone the process for a year given the ongoing nature of the COVID-19 pandemic and its impact on the congregation, staff, and board, and the second was to engage Laura Park from Unity Consulting as our guide, working with Julica Hermann de la Fuente, to review the process of developing new visionary goals with a racial justice lens and to recreate it centering the experiences, liberation, and joy of people of color. Julica and Laura met over the summer to develop this process, and together outlined this timeline for our ongoing work with Laura and a new co-facilitator.

Using the Board's focus from last year as a guide, and building on the Visionary Goals that expire in June of 2023, Laura and Julica focused on building a process around the [Powerful Question](#), "What does our future hold when centered in BIPOC joy and liberation?"

Timeline

August

- Identify a facilitator of color to co-lead this process with Laura. Invite them in to help shape the process.
- Board leadership and ministers meet with Laura and co-facilitator to review and adjust process.
- Focused Board meeting and preparation: 1.5 hours
 - DKDK (recognize this as a learning moment in which you don't know what you don't know), What covenant do you need in the DKDK moment?
 - Process overview, including caucuses
 - Distinction between ends and means
 - Start considering Oct publicity process
 - Identify shepherding team of 3 Board members

September

- Congregational Preparation/Framing 1.5 hrs - mid- or end of Sept - led by Laura and co-facilitator
- Board: process congregational framing
- Convene Accountability Council (through October)
- Identify BIPOC voices (congregant, staff, other UU voices to include)

October

- Workshop: Gather BIPOC congregant stories, focused on joy and liberation
 - Appreciative focus, trauma informed; pastoral support available
 - 10am - 2pm, with lunch; stories captured first, then lunch, then choosing which stories to tell. End with ritual.

- Focus groups and/or interview BIPOC staff
 - BIPOC staff tell their own stories
 - Reflecting on congregational stories, comparing to personal experience
 - Choosing what part of staff stories to share
- Congregational prep/publicity - end of October
 - Article in newsletter - what's in it for me/for the congregation; use some stories already collected
 - Sunday service - centered around BIPOC voices and stories of joy
 - Q&A with the Board - what to expect
- Accountability Council training and covenant - end of Oct

November

- Congregational Engagement Part 1
 - Hear BIPOC stories of joy and liberation ideally connected with the congregation but elsewhere if not
 - How is BIPOC joy and liberation tied up with your own?
 - All congregants tell their wishes *for the congregation* in relationship to these stories
- Analyze output, create themes, check in with Accountability Council (into the 1st week of December)

December

- Break

January

- Themes analysis and homework assignment
 - Board takes in the data, shares back to the congregation: "Here's what we heard:"
 - Centering BIPOC voices
 - Gaps between BIPOC and white wishes
 - Board and accountability council meet, board gets feedback and support
 - Back to the congregation: "In response to what we heard, we'd like to ask you to do this prep before congregational engagement part 2..."
- Congregational Engagement Part 2 - end of January
 - Create the future vision for the congregation
 - How is your church changing lives? Tell the story with art and creativity
 - Groups of 4, caucuses by choice

February

- Analyze output, create themes
- ½-day Board and LT retreat - end of February
 - Response to themes (how do you feel about them?) Accountability Council joins for this part.
 - List ends topics (board and LT only)

March

- Laura drafts Visionary Goals in response to the topics
- ½-day Board and LT retreat to edit Visionary Goals - end of March

April

- Run ends by the Accountability Council - early April
- Additional Visionary Goals edits

May

- Finalize Visionary Goals
- Develop plan to share Visionary Goals
- Set up follow-up coaching: 3, 6, and 9 months out
 - Ongoing engagement with generative board work - what stories are we telling and enhancing?