

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes

November 11, 2015

<u>I. CALL TO ORDER 7:04 PM</u>	<u>2</u>
<u>II. CHALICE LIGHTING AND READING</u>	<u>2</u>
<u>III. CHECK-IN</u>	<u>2</u>
<u>IV. MAIN MEETING</u>	<u>2</u>
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6. MSC PROGRESS REVEREND DOUG WADKINS	5
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1. INITIAL AUDITOR'S REPORT ARZETTA	5
<u>V. EXECUTIVE SESSION 8:58 PM</u>	<u>5</u>
<u>VI. ADJOURNMENT</u>	<u>5</u>

Board members attending: Kathleen Sideli, Von Welch, Arzetta Hults-Losensky, Deb Hutton, Ann LeDuc, Doug Cauble, Pat Brantlinger

Present by invitation of the Board: Reverend Emily Manvel-Leite and Adrienne Summerlot.

Ministers attending: Reverend Mary Ann Macklin and Reverend Doug Wadkins

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:04 PM

Call to order by Kathleen Sideli, President, at 7:04 PM

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Ann.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Von: to approve the October 2015 Board of Directors Meeting minutes.

Seconded by Pat.

Vote: approved unanimously.

Motion by Von: to remove the Associate Minister's salary range details from the September 2015 Board meeting minutes in order to not impact salary negotiations.

Seconded by Arzetta.

Vote: approved unanimously.

B. Minister's Report Reverend Mary Ann Macklin

We now have a Racial Justice Task Force. On the evening of November 21st, in coordination with Ferguson's Truth Telling Project, we will host a "Night of a Thousand Conversations." The focus of the evening will be systemic racism.

Von, Carol Marks and Arzetta will attend a workshop on legal issues in congregations.

There is a Leadership Cultivation Committee retreat this Saturday.

Leaders of the Humanist Forum plan to meet with Reverend Macklin to discuss plans for the future of the group.

The round window in the sanctuary continues to cause issues with glare. The glass in the round window is believed to not be tempered glass and is therefore at an increased risk of shattering than if it were tempered glass. A report will be made at

the congregational meeting about progress made towards finding a remedy for the glare from the window.

Shari Woodbury has requested that her ordination take place at UUCB. It is an honor to be asked host her ordination. If we agree to hold the ordination, there is a monetary commitment involved. Reverend Macklin offered documents outlining what would be required of the church in hosting the ordination.

Motion by Deb: to host Shari Woodbury's ordination at UUCB.

Seconded by Pat.

Vote: approved unanimously.

In order for a Social Justice Task Force to be approved, an application must be completed and approved by Reverend Macklin and Jackie Hall, the Social Justice Chair. A few of the questions asked on the application are: how many people are interested in forming the task force, how much financial assistance will be required, who will be the leaders, and why the task force is important to the mission of our church.

C. Staff Update on RE Response to Consultant's Report Adrienne Summerlot and Reverend Emily Manvel-Leite

See attached "Response to Consultancy Recommendations."

The Religious Education program is focusing its vision, mission and philosophy of education. Reverend Wadkins will lead an Appreciative Inquiry workshop in January towards these areas. Because the workshop will decide these key factors, next steps including reestablishing the committee and long-term curriculum planning will not be able to begin until after the workshop.

At the congregational meeting, a report on the progress towards the consultant's recommendations will be given by Adrienne and Reverend Manvel-Leite.

D. Old Business

1. Congregational Meeting Agenda

See attached "Agenda Congregational Meeting January 13th, 2015."

Pat will help with counting attendees for the quorum report. We will find someone to assist Pat.

Kathy will invite the parliamentarian.

Molly O'Donnell will need additional time to present the Paris Pledge.

Order of presentations will be changed to put Senior Minister and Interim Minister reports before the Quorum report, and then the update reports.

Meeting room window update report will be added to the agenda.

In response to the consultant's recommendations, reports will be given on dispute resolution, linkage and the Religious Education program. All Board actions related to the consultant's report will be presented, including the work on the Ends statements, linkage and dispute. We will report on the work towards a Covenant of Right Relations which will include communication guidelines. The Covenant of Right Relations is being sought in light of the consultant's report.

Arzetta will report on usage of the Lundin Fund during the SPF report.

All reports will include bullet points, their process and who is on the committee.

2. MEWG Quarterly Update Deb

MEWG (Ministers Emeritus Working Group) met last week. Clarke Miller and Jack King are very valuable members of MEWG.

3. Board Retreat Follow-up

Reverend Macklin has talked to Carol Marks about staffing changes and she is excited about the possibilities. There has been progress towards bringing a part-time bookkeeper on board.

4. RE Consultant Report Follow-up

See attached "Report to the Board on Linkage with the Congregation," and "Proposed Changes to UUCB Policies 11-2015."

Starting in January, in an effort to improve linkage with the congregation, the Board will provide a monthly informal opportunity for congregants to talk with Board members. This will be called "Coffee with the Board" and occur between services the last Sunday of each month. A minimum of two Board members will be available at a specified booth or table in the Fellowship Hall between services. We will check with Shari Woodbury to see if her new booth is available for us to use.

Motion by Von: to add the proposed explanation and description of linkage with the congregation to the Board policies with the addition of "in policy governance" at the end of the first paragraph.

Seconded by Deb.

Vote: approved unanimously.

5. UUCB Attorney Update Kathy

Paige Freytag's firm has provided a proposed hourly fee for providing legal services to the church. Legal services will occasionally be necessary. Reverend Macklin, Reverend Wadkins, Von and Kathy will set up an introductory meeting with the firm.

A line item for legal fees will need to be added to the budget.

6. MSC Progress Reverend Doug Wadkins

The search committee has submitted the congregational record to the UUA Transitions office. The Associate position will focus on social action organizing, collaboration on and organization of pastoral care, and worship. The Associate will share with Reverend Macklin several areas of ministry.

The MSC will summarize their progress in the congregational meeting.

E. New Business

1. Initial Auditor's Report Arzetta

The auditor was unable to meet with the board this month. The auditor's report said that our biggest weakness is that we do not have an independent auditor to check our financial statements. 95% of non-profits do not have an auditor.

Arzetta will report on the audit in her treasurer's report at the congregational meeting.

Eventually the auditor's report will be posted to the web with our board minutes, after the official report to the board is made.

V. Executive Session 8:58 PM

The board met in executive session at 8:58 PM.

VI. Adjournment

Motion by Arzetta: to adjourn.

Seconded by Pat.

Vote: approved unanimously.

The meeting adjourned at 9:10 AM.

The Religious Education Team at UU Bloomington: The Basics

Reverend Emily Manvel Leite: Minister of Religious Education (24 hours per week)

- Preschool
- K-1
- YRUU (9-12th grade)
- Coming of Age program
- Supervises DRE

Adrienne Summerlot: Director of Religious Education (22 hours per week)

- Childcare
- 2nd-5th grade
- YUUMS (6th-8th grade)
- OWL program
- Supervises RE assistants and childcare staff

Kitty McIntosh: Religious Education Assistant (15 hours per week)

- works closely with MRE and directly with classes/program she oversees
- supports volunteers and program needs
- understanding database; email communications
- shopping for program supplies and helping to monitor budget

Miranda Sanders: Religious Education Assistant (10 hours per week)

- works closely with the DRE and directly with classes/programs she oversees
- supports volunteers and program needs
- understanding database; email communications, attendance, registration
- also serves as childcare team member and direct support for childcare

Childcare currently has 9 paid staff and 1 regular volunteer

141 children and youth currently enrolled in the 2015-2016 Religious Education Program.

100 volunteers per year are needed to run the program.

(77 for the school year and intersession with additional volunteers needed for OWL, Coming of Age, Summer and Religious Exploration Sundays)

Currently there are over 30 teachers trained in Spirit Play method.

Volunteer Teachers for Preschool- 5th grade during fall and spring semesters

- Join a teaching team of 3
- Opportunities to collaborate between 1st and 2nd service
- Ongoing direct support from RE Staff
- Attend a teacher training
- Create a covenant together with RE Staff
- Spirit play teachers attend additional 3 hour training

Volunteer Youth Advisors for 6th-12th grade during fall and spring semesters

- Join a team of 3 advisors (6th-8th) or 4-6 advisors (9th-12th)
- Ongoing direct support from RE Staff
- Youth advisors attend teacher training
- They also have regular team planning meetings
- Advisors covenant with the RE staff and with the youth group

Response to Nancy Heege Report

Points within the letter from the board (accompanying the report) to be addressed:

Religious Education Governance

(There is some confusion regarding how RE committees have changed when we shifted from board governance to policy governance)

Steps Needed to Address this:

- Clear vision and mission statements created with the congregation about RE
- Clear job descriptions for volunteers serving on committees/support teams
- Transparency to the congregation regarding the work these groups are doing

Conflict Resolution within Religious Education & congregation in general

The staff is doing a conflict resolution training with Reverend Barbara Child in January
Congregation Members will be invited to help with this process of reflection & change

^ this is key. we need the congregation to be involved in the process!

“We need to be **intentional** and reflective in approaching change” --board letter

A covenant would be helpful in times of conflict and in events leading up to it.

UUCB Lacks a Staff Covenant -this is recommended by UUA as a Safe Practice for Congregations. (<http://www.uua.org/safe/covenant/24968.shtml>)

(This will be created with new minister, if not before)

Points within Nancy Heege’s Report that RE is Addressing:

CONCERN: CURRICULUM SELECTION

For many years, the curriculum has been selected by the RE staff in consultation with the RE Committee. There have occasionally been interested committee members who help research possible curricula, but for the most part, the RE committees have been informed of the reasons behind the selection of specific curricula, and have approved staff choices. Within the Spirit Play program, the curriculum is set to explore the principles and sources of Unitarian Universalism, but the actual content of the curriculum is largely up to the teachers involved as they select the stories to be shared. The RE staff oversees this process to help make sure that there is a balance of stories from different sources over the course of a child’s experience in each class. We have also followed a traditional curriculum map model where we are looking at

a child's religious education from preschool through high school, this model may not be the best fit with the times and needs of the congregation. We must also consider thematic ministry and decide if we are moving forward into a thematic church model which may require us to reimagine how we plan, choose and utilize curriculum.

CONCERN: NO ROOM FOR TEACHER'S INTERESTS AND PERSONALITY

For the sustainability of our program, we do not want a class to be dependent on 1 or 2 volunteer personalities but rather on an agreed upon content. The structure of our younger classes should also be reasonably consistent over time, as young children thrive in environments where there is predictability and structure from week to week.

That said, teachers bring their own knowledge, interests, and passions to the classroom. In Spirit Play, they often suggest a favorite story to illustrate one of our UU principles or sources. They also bring in their passions including games, songs, artifacts, activities (growing plants, a special art project, exploring animal skulls, etc.).

CONCERN:SPIRIT PLAY STORY SELECTION PROCESS

Some members were concerned that staff selected the stories for Spirit Play classes without consultation with others. Stories have been chosen for the children based on suggestions requested from the congregation in Fall 2013 and Fall 2014. The congregation was again asked for congregational stories on October 18, 2015. The stories are then selected to balance teaching on UU principles and sources, including world religions--Buddhism, Hinduism, Islam, Judaism and Christianity (which necessarily include bible stories to promote bible literacy). A month before each term, all teachers are invited to a story selection gathering, where stories for the term are chosen. The selected stories are then developed by staff members or interested teachers or volunteers.

CONCERN: COMMITTEE STRUCTURE

In response to questions from members, Nancy suggested that re-integrating the Youth and Children's RE committees isn't a good idea. The RE staff agrees. Adrienne has been exploring different ways lay people support the work of religious education in other congregations. There are many possibilities other than traditional RE committees. Emily has experience with an "RE Council" model, where people working with different age groups meet twice a year to coordinate their efforts on recruitment and teacher appreciation. In that congregation, there were groups working on preschool, elementary, youth, and adults. Each group sent a representative to the biannual Council meetings. The exploration that Adrienne has done has opened up other possibilities for support--things like groups working specifically on Spirit Play, teacher support, vision and philosophy of RE, OWL program, integration of children/youth into congregational events, and so on.

Short-Term Goals:

During the consultation it became clear that there were some relatively easy fixes that could occur to help improve communication, clarity around complex issues and transparency of the work that is being done within Religious Education. Here is a look at what we are doing now.

SHORT TERM GOALS	ACTION PLANS	RESULTS
Share RE brochures and make more accessible	Post them on webpage Give them to Greeters Share with UU Board	
Increase understanding of balanced RE calendar year	Create a clear calendar of RE Year to help illustrate more structure/less structure	In consultation with the MRE, the DRE created a webpage illustrating the RE year. Would this be helpful to include in the December report?
Continue work on our breakthrough plan for youth and make it more visible	1) establish a work group for elementary to middle school transition 2)senior year work 3) breakthrough plan put on web	All of these are receiving ongoing attention from the Youth RE committee. Several events have occurred and more are planned.
Work to make spirit Play more accessible for parents	Weekly emails to families in Spirit Play. Visiting Day for parents of Spirit Play children on the last Sunday of each month.	MRE is writing weekly emails for Spirit Play families that contain more information about what Spirit Play is and why it is important to their children's faith formation. Visiting Day has been much appreciated by teachers and parents.
Share the sources of and reasons for staff decisions regarding RE programming with the congregation	share links to articles on Facebook, parent emails, prologue	
Transparency about Youth RE Committee	Create web page for YRE Committee- listing members & contact info Post minutes from meetings Ensure meetings are visible on church calendar and Order of Service	

Mid-Range Goals

Nancy Heege stated the number one priority should be to create a congregational vision for religious education. We concur with this prioritization.

MID-RANGE GOAL	ACTION STEPS	RESULTS
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Explore and create a shared congregational vision for religious education	Appreciative inquiry-based workshop "REvisioning Religious Education" facilitated by Rev. Douglas Wadkins	scheduled for Sunday, January 31- 1-2:30pm
	Identify former teachers and those wordsmiths who can take information from appreciative inquiry workshop and craft a vision statement. Schedule an open session to share and discuss the RE Vision Statement before formally adopting it.	Staff are currently identifying some potential people for this part of the process. Others may volunteer or emerge at the 1/31 meeting.
Raise awareness of religious education as a ministry (intentional sharing of what RE is doing, planning experiencing)	To be addressed from the pulpit by ministers	
Strengthen partnership with senior minister	MRE and DRE now meet monthly with Senior Minister	Began meeting Sept. 2015
Rebuild the Children's RE Committee into a healthy and effective committee or create a new structure to support a thriving program	What might this look like? Needs to include clear job descriptions & term limits How are people recruited to join? **see note on committee structure in the list of concerns addressed above.	MRE & DRE are researching models used by various congregations.

Long range plans:

Create covenants for RE staff group, between RE and parents, between RE and the congregation

<http://www.uua.org/safe/covenant/24968.shtml>

Consider book discussion groups to look at interesting research regarding religious education. Invite the congregation to read things alongside the staff.

Continue to be alert for offerings from the Center for Congregations that can enhance our RE program.

Consider the possibilities for Full Week Faith work: how it might enhance the experience of children, youth, and families and how it could be supported in our congregation (i.e. looking at how staff and volunteer resources could be made available).

Who will be involved in plans? MRE, DRE, RE Assistants, Youth Committee, Interim Minister, Senior Minister, additional interested people.

Additional items to be addressed by RE and the Church as a whole:

Communication

RE Currently Communicates in these ways:

- Prospectus (written publication, also available on the web)
- Weekly emails that are sent to teachers inquiring about how class went
- Weekly emails to registered families about what is happening in their child/youth's class
- Articles and information in the Prologue and Friday update
- Facebook notes, events
- In person- making staff available during coffee hour and by appointment

***Adrienne: "I think perhaps the area we are lacking here most as a congregation is follow up. i.e.: we heard that spirit play seemed unwelcoming. We received that information and made changes, but we didn't let everyone know we made those changes--that we took the concerns that had been expressed seriously and made it a priority."*

Emily: "Now that our awareness has been raised, we are taking steps to change this. For instance, the regular Spirit Play emails are sharing our ongoing follow up on feedback regarding Spirit Play."

Welcoming Newcomers

More could be done in this area, especially in making our vision for children at UUCB clear and understandable on the website. Many folks will have researched us well before they walk through our doors. In person connections are also vital. Both the MRE and the DRE prioritize attending coffee hour and seeking new people. Currently, the DRE follows up on new visitor forms via email and phone as needed.

***Religious education could be more actively engaged with the greeters to make sure they know the basics of RE and who to seek out for more information.*

Understanding Church Growth, Change and Change Management

Church's Mission

- Seeking the Spirit, Building Community, Changing the World,
- We have been intentionally bringing the vision statement into RE programming.
- This will be important to integrate in the visioning process for RE.
- There are definitely opportunities for full week faith development within RE.

Vision

- RE currently does not have a clear vision statement.
- We are prioritizing the creation of a vision statement for RE in the new year.
- Doing this important work well will be key to creating an RE System that has well functioning committees, workgroups, volunteers and staff.

End Statements

We do this well as a staff, but it isn't lifted up to families or Children's or Youth Committees

Are we being transparent about our work? Share more with the congregation.

Policy Governance

It was very evident that there was still lots of confusion around this and active programming would be needed (This does not appear to be in the RE sphere)

Covenants

RE TEAM (MRE, DRE and Assistants) do create a covenant with teachers and advisors at trainings.

Twice a year the congregation participates in our teacher dedication which highlights the congregational commitment to support teachers in their work

RE Team does not have a covenant with one another

RE Lacks a Covenant with Families and/or Congregation at large

Youth RE Committee lack a formal covenant

Children's RE Committee lacked a covenant before disbanding

More covenanting could help create a culture of mutual support and understanding.

Proposed Changes to UUCB Policies

November 2015

Policy III.B: Board Job Contributions,

1. Link between the Corporation and its stakeholders."

As we grow in size it becomes difficult to know everyone and to know what's going on outside of our own areas of participation. This may cause some to feel disconnected with the larger congregation and with the church governance. The process of the Board, Ministers, and Staff communicating effectively with all the congregation is called linkage.

The basis of linkage between the Board and Congregation is two-way communication. This two-way communication informs the congregation of what the Board is doing and likewise informs the Board of the congregation's vision, priorities and goals. This information ultimately informs the Board to what should be addressed by the Ends Statements.

When practicing linkage, the Board may act as a facilitator to connect congregants with the right staff member or committee when they have a problem, concern or suggestion.

It is important to have multiple ways that the congregation is engaged in communication. This ensures that all congregants have a voice, not only the most vocal congregants.

We practice linkage through our website, Prologue articles, congregational meetings, town hall meetings, board meetings, one-on-one conversations, Sunday announcements, letters to congregants and "Coffee with the Board" once a month between services.

Report to the Board on Linkage with the Congregation

11/2015

As we grow in size it becomes difficult to know everyone and to know what's going on outside of our own areas of participation. This may cause some to feel disconnected with the larger congregation and with the Church governance. The process of the Board, Ministers, and Staff communicating effectively with all the congregation is called linkage.

The basis of linkage between the Board and Congregation is two-way communication. This two-way communication informs the congregation of what the Board is doing and likewise informs the Board of the congregation's vision, priorities and goals. This information ultimately informs the Board to what should be addressed by the Ends Statements.

In other congregations, linkage is not part of the grievance procedure, except when the grievance pertains to policy. When practicing linkage, the Board may need to act as a facilitator to connect congregants with the right staff or committee when they have a problem, concern or suggestion.

It is important to have multiple ways that the congregation is engaged in communication. This ensures that all congregants have a voice, not only the most vocal congregants. Common modes of communication for linkage include newsletters, websites, board meetings, congregational meetings, forums, one-on-one conversations, study groups and focus groups.

We currently practice linkage through our website, Town Hall meetings, Prologue articles, congregational meetings, board meetings, Sunday announcements, letters to congregants and one-on-one conversations.

A possible way to improve our linkage with the congregation would be to add a monthly informal opportunity for congregants to meet with Board members and share their priorities and dreams for our church. One idea is to have a "Coffee with the Board" in the library between services the last Sunday of each month. This would not need to be hosted by the entire Board, but just a couple of Board members each month.

**Agenda for UU Church of Bloomington
Congregational Meeting, 4pm December 13, 2015**

4:00 p.m.

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| 1. Call to order | Kathleen Sideli |
| 2. Introduction of Parliamentarian | Jack King |
| 3. Chalice Lighting | Ministry Team |

4:05 p.m.

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| 4. Introduction of Board members and responsibilities | Kathleen Sideli |
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4:10 p.m.

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| 5. Updates: | |
| Stewardship Report | Drew Schrader |
| Planned Giving | Libby DeVoe |
| Leadership Cultivation | TBD |
| Special Purposes Fund | Chris Haynes |
| Green Sanctuary Task Force | Molly O'Donnell |

4:35 p.m.

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| 6. Ministry Team Report | |
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4:45 p.m.

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| 7. Quorum Report | Board of Directors |
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4:46 p.m.

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| 8. Motion for board to approve congregational minutes at a future board meeting | |
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4:47 p.m.

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| 9. Social Justice Grants Announcement | Steve Mascari |
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4:50 p.m.

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| 10. Ministerial Search Committee Update | Amy Taylor and MSC |
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5:10 p.m.

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| 11. Board of Directors | Kathleen Sideli, Board of Directors |
| Treasurer's Report | Arzetta Hults-Losensky |
| Update on Consultant Recommendations | |
| Vote on usage of Lundin fund | |

5:30 p.m.

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| 12. Motion to Adjourn | |
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