

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*



## Board Minutes

April 20, 2016

<b>I. CALL TO ORDER 7:03 PM</b>	<b>2</b>
<b>II. CHALICE LIGHTING AND READING</b>	<b>2</b>
<b>III. CHECK-IN</b>	<b>2</b>
<b>IV. CONVERSATION WITH REVEREND SCOTT MCNEILL</b>	<b>2</b>
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<b>A. APPROVAL OF PREVIOUS BOARD MINUTES</b>	<b>2</b>
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2. DATE FOR MAY BOARD MEETING	5
<b>VI. EXECUTIVE SESSION</b>	<b>5</b>
<b>VII. ADJOURNMENT 10:02 PM</b>	<b>5</b>

**Board members attending:** Kathleen Sideli, Von Welch, Arzetta Hulst-Losensky, Deb Hutton, Ann LeDuc, Doug Cauble

**Not attending:** Pat Brantlinger

**Present by invitation of the Board:** Reverend Scott McNeill, Candidate for Associate Minister

**Ministers attending:** Reverend Mary Ann Macklin

Submitted by Ann LeDuc, Secretary

## **I. Call to Order 7:03 PM**

Call to order by Kathleen Sideli, President, at 7:03 PM

Changes to the agenda: None

## **II. Chalice Lighting and Reading**

Chalice lighting and reading by Deb.

## **III. Check-in**

Attendance and check-in.

## **IV. Conversation with Reverend Scott McNeill**

## **V. Main Meeting**

### **A. Approval of Previous Board Minutes**

Motion by Von: to approve the March 2016 Board of Directors Meeting minutes.

Seconded by Arzetta.

Vote: approved unanimously.

### **B. Senior Minister's Report Reverend Mary Ann Macklin**

On April 3, the church hosted Shari Woodbury's ordination into the UU ministry. It was a very nice event and it was an honor to host it. The next day Reverend Macklin met with Rev. Dr. Lee Barker, President of Meadville Lombard, who was here for the ordination, to discuss internships and end-of-life training for ministers.

Delegates for General Assembly (GA) will be chosen soon. Reverend Macklin will attend the Ministry Days at GA and the first part of GA.

Requests for memorials for individuals from outside of the congregation continue to grow.

Another attempt has been made to seal the skylights in the commons. If this attempt fails, replacing the roof and removing the skylights will be the next step.

The church will host a Holocaust remembrance event on May 1. In addition to a remembrance, this event will commemorate the significance of the Holocaust as a catastrophe for the Jewish people, and recognize other groups who were victimized by the Nazis. One goal of the event is to raise awareness and speak out against current examples of oppression, prejudice, injustice, genocide and attempted genocide. Funds collected during the offertory will benefit Exodus Refugee, a local,

grassroots organization that provides assistance to Syrian refugees and others fleeing violence and seeking safety in Indiana. <https://exodusrefugee.org/>

The church has an opportunity to be part of Community Organizations Active in Disaster for Monroe County.

David Keppel has been attending Monroe County Religious Leaders meetings.

A group has been formed to begin work towards a Wellspring program in our congregation. This program is a UU specific approach to increasing adult spirituality. Among other impacts, Wellspring helps clarify a sense of UU identity and calling, and helps develop church leaders. <http://www.uuwellspring.org/>

Reverend Macklin is looking into teaching end of life classes again, and possibly partnering with the Sacred Dying Foundation. This may include training on how to sit vigil.

The new bookkeeper has taken on additional responsibilities. Carol Marks has taken over some tasks from Reverend Macklin. Reverend Macklin has been delegating more tasks to staff.

## **C. Old Business**

### **1. Congregational Meeting April 24**

Ballots will be distributed to members as they sign-in. In order to make quorum, the member must be present in the room at the time a motion is made.

The meeting will consist of an introduction of the process by Kathy, an overview of the search process by the MSC, and the vote.

### **2. Update on Stewardship Campaign**

\$477,789 pledged to date. Last year, about \$80,000 in pledges came in after this point.

Kathy has been working with the Stewardship Committee on calling congregants to remind them to pledge. Kathy will have Drew share the Google doc with the Board so that additional board members may call to remind congregants.

### **3. Guidelines for Healthy Communications**

See attached "The Healthy Communications Committee and Its Duties."

Kathy will ask Pat if the committee would like us to take over the documents from this point, or if they are willing to make changes.

There was a discussion about changes that need to be made.

### **4. Updated LOA for Senior Minister**

See attached "Letter of Call and Senior Ministry Agreement."

Motion by Deb: to accept Reverend Macklin's Letter of Agreement as amended.

Seconded by Doug.

Unanimously approved.

#### **D. New Business**

There was a discussion about the timing of Reverend Wadkins' departure. He will be leaving either the end of June or July, but he will not know exactly when until May when he receives his new interim assignment

##### **1. Monitoring**

<http://www.uubloomington.org/wp-content/uploads/2015/01/2015-11-11BoardPolicies.pdf>

*Postponed from March until May:*

*I. All Ends Statement Policies: Direct inspection by the Board.*

*Required exhibits: Exec Minister Report*

##### **a) II D1. Annual Budgeting, Proposed annual budget**

See attached "Fiscal Yr 2016-2017 Budget 1.4 Draft."

The Board will take under advisement the amount for the Associate Minister's housing and vote at a later date.

##### **b) II E. Financial Condition, Statement of cash flow**

See attached "Revenue and Expenses as of March 31, 2016."

##### **c) III.F Fin Cmte, Written report by Finance Committee**

If pledges are received over our goal, salaries will be increased.

There was a discussion around whether or not the pledge drive could start earlier in the year. The general consensus is that it could.

A generous, anonymous person has donated \$5,000 to the church towards the principal of the church mortgage.

The church's mortgage was refinanced on March 2, 2016 with Old National Bank (ONB). The loan amount is \$187,665.37.

The mortgage maturity date is March 2, 2021. **If the minimum monthly payments of \$2,570.37 are paid, then a final payment of \$61,721.40 is due on March 2, 2021.**

The Finance Committee suggests paying \$3000 a month on the church mortgage. **At this rate of payment, along with the generous donation of \$5000, the final payment will be approximately \$21,000 to \$22,000 in five years.**

The church must determine how to budget for this final payment. One possibility is to put part of the prior year's operating surplus in a T account. Arzetta requested

that the church not borrow money from congregants to pay off this balloon payment.

The mortgage contract does not allow the church to pay more than 20% of the balance in a year, above the minimum payment amount. The church is allowed to pay the most in this first year, since the balance is at its highest.

## **2. Date for May Board Meeting**

The date of the May Board meeting will be May 11<sup>th</sup> at 7:00 PM.

## **VI. Executive Session**

The board met in executive session at 9:47 PM.

## **VII. Adjournment 10:02 PM**

Motion by Ann to Adjourn.

Seconded by Von.

Vote: approved unanimously.

The meeting adjourned at 10:02 PM.

FINANCE COMMITTEE BOARD REPORT

1. The Finance Committee met in March 2016 to discuss and prepare a draft of the Fiscal Year 2016-2017 budget. The committee reviewed the current year's (FY 2015-2016) budget and the UUA's salary recommendations  
[http://www.uua.org/sites/live-new.uua.org/files/salary\\_recs\\_gi\\_ii\\_2016.pdf](http://www.uua.org/sites/live-new.uua.org/files/salary_recs_gi_ii_2016.pdf)
2. Projected Income:
  - a) Pledges are anticipated at \$565,000.
  - b) Most income lines are projected to be approximately the same for 2016-17 as in 2015-16. The two exceptions are Prior Year Pledges and Sunday Plate. Based on the percentage of budget received as of March 23, 2016 these income line amounts have been reduced. Sunday Plate Offering received to date is 61.8% of the budget. This line has been reduced from \$28,000 to \$24,000. We also expect Prior Year(s) Pledges to drop off somewhat. This line was reduced to \$10,000 compared to \$20,000 for the current fiscal year.
3. Proposed Expense Lines
  - a) If sufficient pledges or other income are received, we propose to increase salaries of core staff to equal or come closer to the UUA's recommended mid amounts. The Finance Committee would like to pay the UUA's Fair Compensation mid salary amounts.
  - b) Additionally, if sufficient income is received, we propose to restore the Equipment Reserve budget line to the amount it is currently, \$9,900 as opposed to the FY2016-2017 amount of \$9,000.
  - c) Building Maintenance expenditures as of March 23, 2016 are at 90.1% of the current budget line. We feel a 5% (\$750) increase over the current budgeted amount is needed.
  - d) The cost of the insurance and workman's compensation has increased this year. The amount for 2016-17 is \$7,100.
  - e) Some committee budgets have been temporarily reduced.
  - f) The total Social Justice budget was increased \$500. This was done to allow some start-up funds for task forces.
4. Church Mortgage Loan  
The church's mortgage was refinanced on March 2, 2016 with Old National Bank (ONB). The loan amount is \$187,665.37. Of this amount, \$18,224.00 is for a new HVAC system for the children's wing on the first floor. ONB provided a check to UUCB for this amount. The loan refinance rate is 4.0%. The minimum monthly payment is \$2,570.37 with the first payment due 04/02/16. The loan maturity date is March 2, 2021. If our monthly payments are \$2,570.37, then a final payment of \$61,721.40 is due on March 2, 2021. We propose to pay \$3,000/month. We must also determine how we will budget for making this final payment. One possibility is to put part of the prior year's operating extra in a T account. Arzetta requested that we not borrow money from congregants to pay off this balloon payment. With good planning, we will have the mortgage paid off in five years.

**Revenue and Expenses  
as of March 31, 2016**

	A	B	C	D
1		<b><u>Revenue</u></b>		
2	<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Notes</b>
3				
4	Pledges and Grants	540,000	393,559	72.90%
5	Bazaar	10,000	9,715	20% is given to Women's Alliance
6	Facilities Use	6,100	5,102	83.60%
7	Interest Income	50	0	
8	Investment Income	2,500	3,430	
9	Kroger-Marsh	7,000	2,500	7,207 in T account
10	Misc	6,000	8,338	139.00%
11	Other Fundraising	2,000	30	
12	Prior Operating Extra	12,000	12,650	
13	Prior Year Pledges	20,000	13,798	69.00%
14	Sunday Plate	28,000	17,297	62%
15	Talent Auction	11,000	0	
16	<b>Totals</b>	<b>644,650</b>	<b>466,419</b>	<b>72.40%</b>
17				
18		<b><u>Expense</u></b>		
19		<b>Budget</b>	<b>Actual</b>	
20	Childcare	12,541	6,025	48.00%
21	Committees	13,268	2,901	21.90%
22	Denominational	44,742	32,596	72.90%
23	Ministry - Salary & Hous	152,078	115,875	76.19%
24	Ministry - Benefits	45,171	33,907	75.10%
25	Ministry - Other	13,700	8,990	65.60%
26	Music	40,528	29,176	72.00%
27	Office	116,653	81,371	69.80%
28	Outreach	4,660	88	1.90%
29	Plant	119,236	94,812	79.50%
30	Religious Education	82,381	56,521	68.60%
31	<b>Totals</b>	<b>644,958</b>	<b>462,262</b>	<b>71.70%</b>

	A	B	C	D	E	F
1	<b>Unitarian Universalist Church of Bloomington Indiana</b>				<b>04/12/16 Z</b>	
2	<b>Fiscal Yr 2016-2017 Budget 1.4 Draft</b>					
3			<b>2015-16</b>		<b>2016-17</b>	<b>Notes</b>
4			<b>Budget</b>		<b>Budget 1</b>	
5	<b>Income</b>					
6	2016/2017 Pledges & Grants		540,000		565,000	Includes new and anticipated pledges
7	Bazaar		10,000		10,000	
8	Facilities Us Fees		6,100		6,100	
9	Interest		50		50	
10	Investment Income		2,500		2,000	
11	Kroger-Marsh Fundraiser		7,000		7,000	
12	Miscellaneous		6,000		7,000	
13	Other Fundraising		2,000		0	
14	Prior Year(s) Operating Extra		12,000		12,000	Check this amount in May 2016
15	Prior Year Pledges		20,000		10,200	
16	Sunday Plate		28,000		24,000	
17	Talent Auction		11,000		11,000	
18	<b>Total Income</b>		<b>644,650</b>		<b>654,350</b>	
19						
20	<b>Expense</b>					
21	<b>Childcare</b>					
22	Childcare Wages		11,650		11,650	\$10/hour
23	Childcare Taxes		891		891	
24	<b>Total Childcare</b>		<b>12,541</b>		<b>12,541</b>	
25						
26	<b>Committees &amp; Programs Expenses</b>					
27	Adult RE		100		100	
28	Aesthetics		300		150	
29	Board		500		500	
30	Caring		250		250	
31	Celebrations		1,200		1,200	Ramadan, Thanksgiving, Splash of the Sacred
32	Chalice Circles		1,100		1,100	
33	Communications		100		50	
34	Earth Kin		50		50	
35	Elder Focus		700		0	Elder Focus combined with Caring Cmte
36	Hospitality		2,200		2,200	for tea & coffee supplies
37	Library		100		100	
38	Leadership Cultivation		2,000		1,500	
39	Membership		300		200	
40	Planned Giving		200		200	
41	<b>Total Social Justice</b>		<b>2,168</b>		<b>2,664</b>	
42	Social Justice Fund		1,000		1,000	
43	UUSC		468		464	\$1 per member
44	MCUM		200		200	
45	SJ Other		500		1,000	
46	Stewardship		2,000		1,500	
47	<b>Total Committees</b>		<b>13,268</b>		<b>11,764</b>	
48						
49	<b>Denominational</b>					
50	MidAmerica Annual Meeting		1,630		1,630	
51	UUA Annual Program		28,080		27,840	464 members x \$60 (2015-16 468 members x 60)
52	MidAmerica Annual Dues		11,232		11,600	464 members x \$25 (2015-16 468 members x 24)
53	UUA Conference Support		3,800		3,800	
54	<b>Total Denominational</b>		<b>44,742</b>		<b>44,870</b>	
55						
56	<b>Ministry-Associate Minister</b>					
57	Housing		18,000			Will need housing amt from AM
58	Salary		48,760		64,000	
59	Additional Salary (pd in July & Aug)		2,000			
60	Section 125 Plan					Will need info re: health ins, dental, life & LTD
61	Dental, Life, LTD		0		2,560	
62	Healthcare insurance		7,601		8,753	13.7% of S & H
63	Prof Expenses		6,000		6,400	10% of S & H
64	Retirement		6,876		6,400	10% of S & H
65	<b>Total Compensation - IM and AM</b>		<b>89,237</b>		<b>88,113</b>	



	A	B	C	D	E	F
66						
67						
68	<b>Ministry-Senior Minister</b>					
69	Housing		15,000		15,000	
70	Salary		68,318		68,318	
71	Section 125 Plan					Total benefits are 34% of S & H
72	Dental, Life, LTD		0		1,473	This may change if dental is added
73	Healthcare insurance		9,160		10,419	12.5% of S & H
74	Prof Expenses		7,200		8,000	9.6% of S & H
75	Retirement		8,332		8,332	
76	<b>Total Compensation - Senior Minister</b>		<b>108,010</b>		<b>111,542</b>	
77						
78	<b>Other Ministry</b>					
79	Sabbatical Fund Reserve*		2,500		2,500	
80	Search Fund Reserve		7,000		0	(we hope)
81	Other Ministry		1,500		1,500	
82	Pulpit Guests		2,000		2,000	
83	UU Staff Health Ins Resrv		700		700	
84	<b>Total Other Ministry</b>		<b>13,700</b>		<b>6,700</b>	
85						
86	<b>Music</b>					
87	Music Director		22,309		24,000	
88	Music Director Section 125					
89	Pianist		8,910		9,072	
90	Piano Maintenance		300		300	
91	Program/Special Events/Substitutes		3,750		3,750	
92	Music Director-Children		1,738		2,000	
93	Payroll Taxes		2,521		2,683	
94	Music Honorarium		1,000		1,000	
95	<b>Total Music</b>		<b>40,528</b>		<b>42,805</b>	
96						
97	<b>Office</b>					
98	Administrator Dental, Life, LTD		0		395	
99	Administrator Health Insurance		3,430		4,615	
100	Administrator Prof Expenses		2,000		2,000	
101	Administrator Retirement Plan		3,930		3,930	
102	Administrator Salary		39,300		39,300	
103	Administrator Section 125 Plan					
104	Administrator Payroll taxes		3,006		3,006	
105	<b>Total Compensation - Administrator</b>		<b>51,666</b>		<b>53,246</b>	
106						
107	Book keeper		0		5,928	\$19/hr X 338hrs/yr (starts at \$18/hr in 15-16)
108	Connections Coordinator		13,544		18,000	and Campus Ministry events. 1020 hours/year
109	Conections Coord ProfExp		500		600	
110	Connections Coord retirement		0		0	Eligible after 1 year
111	Multimedia Specialsit		5,120		5,440	320 hrs x \$17/hr
112	Office Assistant		13,325		13,650	\$10.25 & \$10.75/hr for 2 people 1,300hrs/yr
113	Other Payroll Taxes		2,447		3,291	
114	Office Expenses		22,500		22,500	
115	Auditor Reserve*		1,000		1,000	to T Account to fund external audit
116	CPA (Sec125 Plan Updates)		750		750	
117	Data Base Maintenance		2,320		2,320	
118	Investment Losses		0		100	From Vanguard Well. Operating Endowment
119	Legal Fees Reserve*		0		1,000	to T Account
120	Staff Development		800		1,000	
121	Worship Expenses		700		700	
122	<b>Total Office</b>		<b>114,672</b>		<b>129,525</b>	
123						
124	<b>Outreach</b>					
125	Outreach		1,000		1,000	
126	<b>Total Outreach</b>		<b>1,000</b>		<b>1,000</b>	
127						
128						
129						
130						

	A	B	C	D	E	F
131						
132						
133	<b>Physical Plant</b>					
134	Building Maintenance		15,000		15,750	
135	Long Term Maintenance Reserve*		5,300		5,300	
136	Equipment Reserve*		9,900		9,000	
137	Custodial Carpet Cleaning		2,500		2,500	
138	Custodial Salary		18,659		19,507	<b>23 hrs/wk (2015-16 22 hrs/wk)</b>
139	Custodial Sec 125 Plan					
140	Custodial Retirement		1,866		1,951	
141	Custodial Substitute Salary		1,000		1,000	
142	Custodial Payroll Tax		1,504		1,569	
143	Grounds		1,000		1,000	
144	Snow Removal		2,000		2,000	
145	Housekeeping Supplies		2,800		3,080	
146	Insurance		5,300		7,100	
147	Sound Equipment Reserve*		1,800		1,800	
148	Utilities		14,400		14,400	
149	Mortgage		36,284		36,000	<b>3,000/mo X 12 months</b>
150	<b>Total Physical Plant</b>		<b>119,313</b>		<b>121,957</b>	
151						
152	<b>Religious Education</b>					
153	DRE Salary		22,108		22,329	
154	DRE Payroll Taxes		1,691		1,708	
155	DRE Professional Expenses		1,000		1,000	
156	DRE Retirement Plan		2,211		2,233	
157	DRE Sec 125					
158	<b>Total Compensation - DRE</b>		<b>27,010</b>		<b>27,270</b>	
159						
160	Mre Housing		16,000		16,000	
161	MRE Salary		12,165		12,446	
162	MRE LTD Insurance		300		300	
163	MRE Professional Exp		1,600		1,800	
164	MRE Retirement		2,817		2,845	
165	<b>Total Compensation - MRE</b>		<b>32,882</b>		<b>33,391</b>	
166						
167	RE Assistants		13,182		13,494	10.25/hr x 312hrs & \$11/hr x 936hours
168	Payroll Taxes - Assistants		1,008		1,032	
169	YRE Program		6,000		6,000	
170	YRUU Program		1,000		1,000	
171	YUUMS Program/OWL		1,300		1,300	
172	<b>Total Religious Educ.</b>		<b>82,382</b>		<b>83,487</b>	
173						
174						
175	<b>Total Expense</b>		<b>639,393</b>		<b>654,304</b>	
176						
177						
178						
179						
180						
181						

## Letter of Call and Senior Ministry Agreement

<date>

<name>

<address>

<address>

Dear Rev. <name>:

### PROLOGUE

The Unitarian Universalist Congregation of Bloomington, Indiana, hereinafter the Congregation, and the Reverend \_\_\_\_\_, as Senior Minister, hereinafter the Senior Minister, jointly enter into this Letter of Agreement effective \_\_\_\_\_, 20\_\_.

### 1. INTENTION

The intention of this Agreement is to set forth the responsibilities and obligations of the Senior Minister to the Congregation and of the Congregation to the Senior Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Senior Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

Anti-Oppression Awareness: In calling a minister from a racial or cultural group historically under-represented in the Unitarian Universalist ministry, this congregation accepts its responsibility to continue to offer its members and ministers opportunities to increase their ability to function in a multiracial, multiethnic capacity and to address the systemic nature of oppression within Unitarian Universalism. On-going opportunities for growth and reflection will be offered to ensure the success of the professional ministry and will be scheduled by the ministers.

### 2. EXPECTATIONS

#### 2.1. Shared Leadership

2.1.1. The ministers and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

2.1.2. The Congregation looks to its ministers for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Directors and the Congregation's committees.

2.1.3. You will serve the congregation as Senior Minister. The Senior Minister, under our policy governance model, is responsible for the operations of the Church within constraints and expectations set by the Board of Directors.

2.1.4. You will covenant with the other ministers and the Congregation to meet the needs of the Congregation.

## **2.2. Leadership Goals**

The Board of Directors, in consultation with the ministers, staff, and Congregation, defines and maintains a set of Ends Statements, as is typical in Policy Governance, which define the leadership goals for the Congregation and are reviewed annually.

## **2.3. Pulpit and Worship Services**

2.3.1. It is a basic premise of this Congregation that the pulpit is free and untrammelled. The Senior Minister is expected to express his/her values, views, and commitments without fear or favor.

2.3.2. The Senior Minister will be free of Sunday service responsibilities once per month.

2.3.3. The Senior Minister will be responsible for ~~for~~ all worship services, except those performed by other Ministers, as well as working as part of the ministerial team to provide seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services.

## **2.4. Services to Persons**

2.4.1. The Senior Minister will participate in a collaborative pastoral ministry with the Associate Minister, Connections Coordinator, and Caring Committee to serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved. The Senior Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.4.2. The Senior Minister will provide counsel to members of the Congregation without fee or honorarium. The Senior Minister will preside at weddings and funerals of members and such services will be reimbursed by a fee or honorarium as set forth by the congregation and is the property of the Senior Minister. When such services are provided to non-members, such fee or honorarium may be set by and is the property of the Senior Minister.

## **2.5. Services to the Board and Committees**

2.5.1. The Senior Minister will attend regular Board of Directors meetings as a nonvoting participant, reporting regularly and bringing to its attention specific concerns as they arise.

2.5.2. The Senior Minister may form committees, composed of ministers, staff and members of the Congregation, as necessary to achieve the goals of the Congregation. The Senior Minister, or their delegate, will manage committees and confer at least annually with each committee to ensure it has clearly defined goals, it is still performing a relevant function, and determine any assistance it might need. Attendance by the Senior Minister at most committee meetings is welcome but not expected.

## **2.6. Community Activities**

The Senior Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Senior Minister speaks in public, the Senior Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation or Board of Directors has otherwise authorized.

## **2.7. Relationship to Church Staff**

2.7.1. The Senior Minister is responsible for the supervision and evaluation of the performance of professional and lay staff.

2.7.2. The Board and Senior Minister will jointly decide on hiring, discharging, and changing compensation of church staff.

2.7.3. The Senior Minister may delegate responsibilities to the Associate Minister, Minister of Religious Education, staff and volunteers, but retains responsibility for overseeing those responsibilities are fulfilled.

## **2.8. Office Hours and Days Off**

2.8.1. The Senior Minister will maintain regular and posted daytime or evening office hours at least three days per week, with other times available by appointment.

2.8.2. The Senior Minister will maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Senior Minister shall be available only for emergencies.

## **2.9. Committee on Ministry** ~~Transition Team~~

2.9.1. The function of the Committee on Ministry is undertaken by the combination of the Board of Directors and a Ministerial Support Committee, who monitor and nurture the health of the ministry of the Congregation.

## **2.10. Evaluation of the Ministry**

An assessment of the ministry of the Congregation will be conducted annually by the Board of Directors as part of a periodic review and renewal (“Monitoring”) of the leadership and ministry of the Congregation.

### **2.11. Minister’s and Congregation’s Conduct**

The conduct of the Senior Minister and the Congregation will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

## **3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS**

### **3.1. Salary plus Housing (S&H) Allowance**

3.1.1. The Congregation will provide to the Senior Minister a Salary of \$\_\_\_\_\_.

3.1.2. The Board will consider the Senior Minister’s request that a portion of Salary be designated Housing Allowance once the Senior Minister has ascertained the likely domiciliary costs to be incurred.

3.1.3. Salary (and housing) may be paid bi-monthly or monthly (at the end of the month), beginning on \_\_\_\_\_. S&H shall be reviewed annually by the Finance Committee and the Board of Directors.

### **3.2. Other Benefits and Expenses**

3.2.1. The congregation is strongly urged to require the Senior Minister to participate in retirement, health, and group insurance plans. The Senior Minister, together with all eligible employees, should be covered by a long term disability insurance plan.

3.2.2. The congregation does not pay 7.65 percent of S&H in lieu of employer’s FICA.

3.2.3. The congregation will provide rRetirement plan contributions made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate retirement plan, at 10 percent of total Salary and Housing.

3.2.4. The congregation will provide the following insurance premiums (all percentages apply to the UUA insurance plans):

3.2.4.1. Comprehensive medical insurance for the minister, 80 percent of total premium (50 percent for spouse/partner and dependents)

3.2.4.2. Group disability insurance, 100 percent of premium (with premium taken as taxable income by the Senior Minister)

3.2.4.3. Group term life insurance, 100 percent of premium

3.2.4.4. Group dental, 100 percent of premium.

3.2.5. Professional and out-of-pocket expenses. Reimbursable up to the amount so that benefits (~~health insurance, retirement~~) and ~~reimbursable professional~~ expenses) total 30 percent of S&H (~~meaning there is~~ approximately 9% for professional expenses). ~~Expenses are p~~Payable promptly on voucher by the Senior Minister in accordance with an Accountable Reimbursement Plan developed jointly by the ~~Senior Ministers~~, President, and Treasurer. ~~Other E~~expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Senior Minister.

### **3.3. Reallocation**

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$\_\_\_\_\_. The ~~Governing Board of Directors~~ and the Senior Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the Senior Minister with an optimum array of benefits.

### **3.4. Annual Review of Compensation**

3.4.1. The Board of Directors will review the Senior Minister's compensation annually in consultation with the Finance Committee, and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation.

3.4.2. The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual congregational meeting held for this purpose.

### **3.5. Annual Leave**

3.5.1. The Senior Minister will be relieved of all responsibilities and may be absent from the area for a total of eight weeks per year.

3.5.2. Four of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Senior Minister's return, all costs of such return will be borne by the Congregation.

3.5.3. Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Senior Minister's return, all costs of such return will be borne by the Senior Minister.

### **3.6. Denominational Service and Continuing Education**

Ten days during the year will be allowed for professional conferences, not to include UU Ministers' events which are professional obligations and considered regular workdays.

### **3.7 Sick, Medical, Disability, Birth/Adoption, and Family Leaves**

3.7.1. Sick Leave: The Senior Minister shall be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Senior Minister's illness or for the illness of a member of the Senior Minister's immediate family.

3.7.2. Extended Medical Leave: Should the Senior Minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the congregation shall place the Senior Minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Extended Medical Leave, the congregation shall continue to pay all employee insurance premiums (health, dental, life, retirement, and long term disability) as otherwise provided by this Agreement, and no less than 75 percent of the Senior Minister's salary and housing allowance. If the Senior Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the congregation shall retroactively pay the Senior Minister at 100 percent of salary and housing. [see 4.1 for consequent termination]

3.7.3. Health and Dental Insurance at the Conclusion of Extended Medical Leave: At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the 90-day-limit, health and dental insurance premiums will be discontinued and the Senior Minister will be offered COBRA coverage if available.

3.7.4. Disability Leave: In the event the Senior Minister is approved for long-term disability benefits, the congregation will deem the Senior Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the Group Life Insurance contract. Unless otherwise agreed to by both the congregation and the Senior Minister, salary and housing shall not be paid during disability leave.

3.7.5. Parental Leave: In the case of the birth or adoption of a child, the Senior Minister shall be granted six weeks of paid and six weeks of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, dental, life, and long term disability insurance.

3.7.6. Family Medical Leave: After serving for at least twelve months, the minister may take up to twelve weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave should be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, dental, life, and long term disability insurance.



### **3.8. Sabbatical Leave**

3.8.1. The Senior Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of the sabbatical plan must be approved by the Board of Directors and Senior Minister at least one year in advance.

3.8.2. The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.

3.8.3. Every fiscal year, the Congregation will consider sequestering funds for use in funding the Congregation's additional expenses during the Senior Minister's sabbatical. This sabbatical fund is the property of the Congregation.

3.8.4. In the event of the Senior Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

3.8.5. The Senior Minister agrees not to resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

3.8.6. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave.

### **3.9. Intellectual Property**

All notes, research, sermons, and other products solely of the Senior Minister's work shall be the sole property of the Senior Minister. Products created in collaboration with other ministers will be the shared property of all collaborating ministers.

## **4. DISPUTE AND TERMINATION**

4.1. The term of this agreement is indefinite. It will continue until the Senior Minister provides the Congregation with at least ninety days' notice of intent to resign or retire, or until the Congregation provides the Senior Minister with at least ninety days' notice of intent to dismiss, or until the long-term disability or death of the Senior Minister.

4.2. Any dispute concerning the interpretation or performance of this Agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist minister appointed by the Senior Minister, one Unitarian Universalist minister appointed by the Congregation's Board of Directors, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

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4.3. Per the Congregation's bylaws, a decision to dismiss the Senior Minister shall be by majority vote of all members of the congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

4.4. At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

4.5. The Senior Minister will arrange their own housing and in the event of the Senior Minister's death, the Congregation is not assumed to take responsibility for housing the Senior Minister's family.

4.6. In the event of dismissal, salary, housing allowance, and benefits will continue for three months.

4.7. In the event that the Senior Minister's resignation is negotiated, salary, housing allowance, and benefits will continue for three months.

4.8. The Senior Minister may be dismissed with less than ninety days' notice, and without the severance payments described in Section 4.1 of this Agreement, if the Senior Minister:

4.8.1. is convicted of a felony,

4.8.2. has ~~their~~ ministerial fellowship with the UUA terminated or suspended,

4.8.3. is found by the Board of Directors to have engaged in physically or sexually abusive acts toward a member of the Congregation, a Congregation employee, or a child, or

4.8.4. is found by the Board of Directors to have grossly neglected her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

## 5. AMENDMENT

5.1. The terms of this Agreement may be changed by mutual consent of the Senior Minister and the Board of Directors, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.

5.2. This Agreement will be reviewed at least every three years.

5.3. This Agreement is subject to the laws of the State of Indiana and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

## 6. OFFER

This Agreement represents an official letter of agreement between Reverend \_\_\_\_\_ and the Unitarian Universalist Church of Bloomington, Indiana.

Date Letter Extended: \_\_\_\_\_

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For the Congregation: \_\_\_\_\_, President

Date Offer Accepted: \_\_\_\_\_

By: \_\_\_\_\_, Senior Minister

## ACKNOWLEDGEMENT

This Letter was modeled from the “JOINT RECOMMENDATIONS on Ministerial Agreements. Unitarian Universalist Ministers Association and Transitions Office. Unitarian Universalist Association. October 18, 2012” and is believed to be in alignment with the “The UUMA Guidelines for the Conduct of Ministry” (July, 2013).

Major changes from that document are:

- Modifications to reflect letter is intended for a Senior Minister. Changes are systemic and include:
  - Added Sections 2.1.3-2.1.4.
  - Specified distribution of responsibility for worship services in 2.3.3.
  - Changes to 2.7, 2.10 to reflect reporting structure.
- Changes to reflect our use of Policy Governance, in particular Section 2.2.
- Section 2.4.2: We ask members to pay for memorials and suggest honorariums for weddings unless it would be a financial burden.
- Section 2.5.2: Generally re-written to reflect the roles of task forces and committees under our policy governance model. We don't have a Nominating Committee or Committee on Ministry. (The Senior Minister normally participates in our Leadership Cultivation Committee.)
- Section 2.9: The role of the Committee on Ministry is handled by our Board of Directors and Ministerial Support Committee.
- Our Board is referred to as the Board of Directors rather than Trustees.
- Section 2.3: We have no Committee on Worship, the ministers are solely responsible for worship.
- Section 3.2: No payment in lieu of FICA. All insurance assumed to be through UUA. Dental is included. Professional expenses provided up to point benefits reflect 30% of S&H.
- Section 3.6: Ten days are provided as opposed to four Sundays.
- Section 3.10: Clause to reflect shared intellectual property when multiple ministers are involved in creating material.
- Section 4.5: We have no parsonage, the Senior Minister is expected to arrange their own housing. No commitment is made if Senior Minister passes.
- Section 4.7: Three months of S&H are provided on negotiated resignation.