

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

June 12, 2018

Note: Please ignore the “draft” watermark. Although MS Word refuses to remove the watermark, these minutes have been approved.

Present: Steve McMullin (Chair), Marie Meter (Vice Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Maggie Carey (Parish Committee Member), Tom Estabrook (Parish Committee Member), Sara Galantowicz (Parish Committee Member), Julius Pereli (Parish Committee Member), Jeff Roberts (Parish Committee Member), Marta Flanagan (Minister), Tina Schulz (Director of Religious Education)

(1) Consent agenda. *The members of the Parish Committee voted 8-0-0* to accept the consent agenda, which consists of the financial documents and minutes. The report from the Director of Religious Education is in Appendix A.

(2) Appointment to Religious Education Committee. *The members of the Parish Committee voted 8-0-0* to appoint Julie Garry as a member of the Religious Education Committee until the next Annual Meeting.

(3) Ministerial Housing Allowance. *The members of the Parish Committee voted 8-0-0* that the designation of \$54,000 as a ministerial housing allowance shall apply to calendar year 2018 and all future years unless otherwise provided by the Parish Committee.

(4) Accessibility. We discussed options for making First Parish’s worship services available in written form for people who are deaf or hard of hearing. Options include a CART reporter (present or remote), ASL interpreters (two would be needed per service), and speech-to-text software. Options for displaying texts include a screen on a sanctuary wall, cellphones, or tablets owned by First Parish and shared as needed. Concerns include finances, staff and volunteer time, aesthetics, and maintaining a worshipful atmosphere. Perhaps we could start with one Sunday a month?

Maggie, Julius, and Marie will look into options.

(5) Planned Giving. Maggie reported that Jeff Keffer agreed that the Trustees own the planned giving project. He also noted that he is the only returning Trustee.

We agreed that this opportunity is too valuable to miss. The matching grants are available for planned gifts made through December 2019, so we need to put together a plan soon. It would be fabulous if we could get 50 people to do planned gifts of \$100K each – that would mean \$5 million for the endowment and \$500K in cash matches.

Jeff and the other Trustees would need substantial help to make this goal.

Marta said that the only way we will get substantial participation is through personal visits to every member who pledges over a certain amount. To visit 80 members we would need 20 trained canvassers. Marta would help launch such a campaign from the pulpit, once the other pieces are in place. She also strongly recommended an annual dinner for Legacy Society members who have made a planned gift.

The simplest, cheapest, and least error-prone way for someone to make a planned gift is by changing the beneficiary designation for part or all of their IRA or 401K accounts. Most people nowadays can change beneficiaries online, in a process that takes just a few minutes and no legal assistance.

Other options include changing the beneficiary for non-term life insurance (term life insurance isn't eligible) or changing one's will (which usually requires legal assistance).

We need to provide members clear step-by-step instructions that are easy to follow and make sure they meet the Wake Now Our Vision requirements.

Steve suggested that ParCom members go to committee meetings and explain the program. It might be helpful to bring in an attorney to talk about wills after the service some Sunday or someone from the UUA to discuss the Wake Now Our Vision program. But we agreed that there's no substitute for one-on-one encouragement, assistance, and question-answering.

We also need to educate the congregation about the option of designating where their cash matches will go.

The members of the Parish Committee voted 8-0-0 to approve the planned giving match categories of Music, Religious Education, Property, Social Justice, Kitchen Ministry, a Senior Staff Position, the Trust Funds (endowment), and the Operating Budget, with a default of the operating budget if no choice is indicated.

(Kitchen ministry means ingredients and supplies for the kitchen.)

(6) Minister's Report. Marta shared her Minister's Report (Appendix A) and many indicators of institutional well-being during this very busy season in First Parish's annual cycle. The Shared Ministry Committee, led by Elizabeth Hunter, has selected three new Lay Ministers and three new Worship Associates. All Sunday morning RE teaching slots for next year have been filled. Annual Meeting went off without a hitch. Staff evaluations have been completed. The Parish Committee hasn't had to deal with any of this.

Three staff are making transitions to more desirable positions – Steve Carmody is leaving for a full-time ministerial internship, Aisha Ansano is moving up to become our Youth Group Coordinator, and Brendan Shapiro is leaving for the Los Angeles Opera.

There were two significant deaths in the congregation in a month – Carl Schlaikjer and Eileen Eisele. Many people attended each memorial service.

Attendance at Annual Meeting was only four more than quorum. No one used childcare, and very few people who have been members for less than five years attended. This is partly a reflection of a lack of controversies and a confidence that First Parish is being well run, but we may need to do more to help

newer members understand why Annual Meeting is important.

(7) Senior Staff Position. Several people asked questions about additional ministerial-related staffing during Annual Meeting. Marta continues to over-function, and the congregation continues to not get the ministry it should. Marta handed out information about ministerial staffing and possible calendars (Appendix C).

Marta noted that success in such a position requires responsibilities and turf to be very clearly defined. We again agreed that there are many possible ways to divide responsibilities and define a position.

We asked whether a half-time Director is more or less valuable than a full-time Intern. Tina responded that, based on her experience, it depends very much on the quality of the individual. She has seen enormous variety during her time at First Parish – from great contribution, to small contribution, to a negative presence.

(7) Thank-You Cards. Maggie will sent thank-you cards to Sarah Jette, Scott Jones, Andrew Leonard, Barbara McCauley, and Mark Wilke.

(8) Upcoming Dates. The Parish Committee retreat will be on Saturday, June 23. The Parish Committee will meet just once during the summer, on Wednesday, July 25.

The meeting adjourned at 9:05 p.m.

Draft minutes submitted by Lori Kenschaft, Clerk
Approved by the Parish Committee, July 25, 2018

Upcoming hosts: Will be scheduled after dates are set at the retreat.

Appendix A

Director of Religious Education Report to the Parish Committee June 2018

Phew! We're done! Another successful year in the RE wing. Children found a safe home here to explore, make friends, ask questions and learn together. Adults carved time from their busy lives to create interesting and stimulating lessons for the children. Teens led each other in prayer and ritual, marched together for social justice, played games, supported one another through tough times, and delved deeper into their faith paths.

Staffing Updates:

Aisha Ansano will be our new **Youth Group Program Coordinator!**

Meredith Jeremiah will return as our **RE Assistant**, and will work on Sunday mornings and evenings. She has received approval from Harvard Divinity to use this work as field placement for her ministerial training, and will meet regularly with Rev. Bill Gardiner for spiritual counseling/supervision.

Amy Rogers and Katja Ampe will be our **summer childcare** staff. We feel this is a big step forward in our safe congregations practices and will bring continuity for our youngest children.

We will be recruiting a **Service Trip Coordinator** in the fall.

Worship this month:

Our Coming of Age service was one of the best ever! 11 of the 12 youth read their diverse, thoughtful and creative credos aloud to the congregation and were very well received. Special thanks to the mentors – Sara Galantowicz, Carolyn Hodges, Robbie Rinearson and Paul Franzosa for their dedication in working with this special group.

We recognized our seniors during worship with special blessings, crafted by Steve, Aisha and me.

Marta and I dedicated 5 babies/toddlers in a sweet child dedication service.

Time for All Ages topics included growth/nature, respecting our bodies, teacher recruiting, and the seniors' litany including memories of Sunday School and words of wisdom to the children.

Sunday Morning Programming Highlights:

ALL OF THE TEACHERS FOR NEXT YEAR, 2018-2019, HAVE BEEN RECRUITED! 13 are new and have been paired with veterans. Our fall teacher gathering date has been set and invitations to all teachers will go out in August.

Springtime, nature, and growing things have been recurring themes in many of our grades. As much as possible the children have gone outdoors to appreciate the changing seasons and to run!

Attendance has been incredibly unpredictable, although the Nursery and Prek rooms have had consistently steady numbers.

Classroom management truly depends on whomever is in class that week. Grade 2 has had some rough patches and parents have been notified of those challenges. Grade 5 has been mostly fine with when certain individuals attend it can be very tough.

Grade 5 was recruited to cook for annual meeting.

Grade 6 had a successful field trip to the Children's Room.

Sunday Evening Programming:

OWL is going well. Our two group (totally 21 youth) gather together weekly to watch video snippets from the lessons, which helps the larger group stay bonded. The gender guest panel has been organized and is being staffed entirely of our youth group alumni.

COA is over for this year. Members of the youth group cooked dinner for them on rehearsal Friday. At that time they shared information about youth group happenings, played games and getting to know you activities. The mentors helped to reduce end of year stress by creating an earlier deadline and starting the credo writing process earlier.

Youth Group: Youth Group ended on June 10 with a picnic and remembrances. Our last YAC meeting was held before group and members spent time analyzing the year in review – the highlights, successes and areas that might be improved for next year. Co- Leaders for next year are Lucy Voges and Claire Kitzmiller. Steve is doing a brain dump with Aisha and will make himself available for questions and help for a short while in the fall. There are two more youth group activities off site, including a hike and a walk to benefit refugees.

The group voted on next year's service trip destination – West Virginia, which will take place late June/early July.

We will be actively recruiting more female advisors in the fall.

Don't forget to join us at Steve's farewell party on Thursday June 14 at 7:30 or add to his scrapbook of appreciation/memories which will be available at the party.

One Room Sunday School:

Led by Leah Cirker Stark and Rachael Stark, on the subject of magic.

Meetings and Gatherings:

I meet weekly with Marta and the RE staff

I meet monthly with YAC (Youth Adult Committee)

I meet regularly with RE Committee chairs and DRE colleagues

I meet bimonthly with Marta, Joan and Jonathan for staff meetings

Pastoral:

I have met with parents and youth regarding issues about gender identity, grappling with death of family members, anxiety/stress, and eating disorders.

Upcoming Events:

Steve farewell party

OWL gender panel

Fall planning and preparation with co-chairs Wendy Fields and Janis.

Finances in review with out-going RE treasurer Ginger Mara. Sarah Short will be replacing her.

As always, thank you for your support in all we do with our children and youth!

Respectfully Submitted by: Tina Schultz

draft

Staff and Lay Leadership Support Provided by Minister

Appointments with lay leaders regarding projects and committee work: 5 (last month: 4)

Committee meetings attended (other than Lay Ministry and Worship Associates):

ParCom Exec April 25

ParCom Meetings April 3, April 17

Committee on Ministry, April 18

Completed annual evaluations of DRE and Office Administrator

Individual weekly meeting with DRE Tina Schultz, Office Manager Joan Dyer,
and Executive Assistant Sara Haugland

Biweekly weekly meetings with Music Director Jonathan Brennand

Biweekly Program Staff Meetings (DRE, Office Manager, Music Director, Minister)

Education and Community Building

Lectio Divina: weekly

Led "Conversation with the Minister for Newcomers, April 8

Participated in dinner for graduating seniors, April 12

Social Justice / Turning Outward

participated in vigil marking the assassination of Martin Luther King April 4

attended board meeting of the UU Urban Ministry, April 19

Professional Development and Continuing Education

attended Follen Women, UU Ministers Group, April 19

serve as consult to a colleague serving a UU congregation, 4 phone calls this month

attended Greenfield Group, a UU Ministers Study Group April 23-25

Presented paper on resiliency in the African American Tradition

Appendix B

Ministers' Report for the Parish Committee

First Parish Unitarian Universalist in Arlington, Massachusetts

Rev. Marta Morris Flanagan

May 4- June 12, 2018

What a month! Usually things begin winding down in May and June. That has not been the case.

To a great extent this was due to the fact that we mourned two parishioners and marked their passing in memorial services.

Carl Schlaikjer who died May 7 was memorialized on May 18.

Eileen Eisele who died May 26 was memorialized on June 9.

In addition, four parishioners mourned the death of parents. The affect can be seen in large number of pastoral appointments I had this month.

First Parish went through the paces of this time of year with grace and skill.

- The Senior Blessing and the Coming of Ages services were joyous and uplifting occasions.
- The annual meeting went off without a hitch
- Annual Evaluations of all staff were completed by supervisors
- The Shared Ministry Committee received applications and interviewed candidates for lay ministry and worship associates. The following people will begin their terms after the respective trainings. in the fall.

Worship Associates

Amy Anderson, Jo Guthrie and Kathleen Hennessey will join Dawn Albright, Mary-Beth Landy and Jitendra Singh
Pamela Powell will be stepping down.

Lay Ministers

Ann Abbott, Lorraine Colley and Ellen Faran will join David Desjardins, Loren Gomez, Jim Jolley, Natalie Tyler, Al Tosti and Paul Howard.
Kit Hayes and Arleen Kulin will be stepping down.

- The Worship Associates have arranged for all the summer services and conducted a training for the lay worship leaders.
- The Religious Education Committee has nearly all teachers in place for next year.

Staffing

Staff transitions this month included our saying goodbye to Steve Carmody as Youth Program Coordinator and to Brandon Shapiro as Organist/Pianist. Both are off to Southern California in prime positions in their chosen callings. We will miss them both!

The Religious Education Committee promptly set to the task of hiring next year's Youth Program Coordinator. We joyously welcome Aisha Ansano to that position!

The Music Committee with Jonathan Brennand will be securing an interim keyboardist for the start of the program year in September and then looking for a permanent replacement.

Meanwhile this month I approached and explored with colleagues providing sabbatical coverage for First Parish, January through April 2019. I am keeping ParCom Exec informed.

I have also approached and explored senior staffing possibilities with two individuals (not ordained but experienced). They both were only interested in full time work.

Summer

And so, the summer soon begins. All the lay led services are arranged. We hired Rowan Wheeler as the Sunday assistant. The office will provide skeleton coverage one day a week. Tina and Jonathan are on vacation the entire summer. I will be on vacation the month of July and on professional leave the month of August. Our Affiliate Minsiter, Wendy Page, will provide emergency pastoral coverage.

On a personal note, I add that I moved this month from one condo in Arlington to another. Charlie Duffy and I purchased a place in East Arlington. This is a joyous rite of passage for us. We will be settling into our new home over the summer. I am so grateful for the support of First Parish.

May all have safe and refreshing summers!
Marta

A more detailed listing of my activities this month follows this report.

In faith,
Marta

Worship

May 6

Rev. Marta Flanagan preaching (230)
New Member Ceremony

- May 13 **Rev. Aisha Ansano preaching (198)**
Blessing of the Seniors
- May 20 **Rev. Marta Flanagan, “Why do we sing?” (223)**
Introduction of New Songbook
Annual Meeting
Child Dedications
- May 27 **Rev. Leaf Seligman guest preaching (137)**
Memorial Day Weekend
- June 3 **Coming of Age (328)**
- June 10 **Rev. Marta Morris Flanagan, Flower Communion (227)**

Average Sunday attendance was 224.
Last month it was 220

Attended monthly Worship Associate meeting: June 7

Pastoral Care Provided by Minister

Rites of Passage

Conducted May 18 Memorial Service for First Parish member Carl Schlaikjer
who died May 7

Conducted June 9 Memorial Service for Eileen Eisele who died May 26

Pastoral appointments and visit

In my office: 18 (last month: 17, the month before: 9)

In hospital: 2 (last month 0)

In homes: 5 (last month: 0)

(themes: death of family member, marital issues life transition, aging, grief)

Monthly Lay Ministry Meeting: May 16

Staff and Lay Leadership Support Provided by Minister

Appointments with lay leaders regarding projects and committee work: 4 (last month: 5)

Committee meetings attended (other than Lay Ministry and Worship Associates):

ParCom Exec May 16, June 7

ParCom Meetings May 8

Racial Justice Coordinating Committee, June 5

Completed annual evaluations of Music Director and Executive Assistant

Individual weekly meeting with DRE Tina Schultz, Office Manager Joan Dyer,
and Executive Assistant Sara Haugland

Biweekly weekly meetings with Music Director Jonathan Brennand

Biweekly Program Staff Meetings (DRE, Office Manager, Music Director, Minister)

Education and Community Building

Lectio Divina: weekly

Social Justice / Turning Outward

attended RJCC, June 5

Professional Development and Continuing Education

attended Follen Women, UU Ministers Group, May meeting

attended Ministers Meeting at UUA Boston, June 6

Appendix C

To: The Parish Committee
June 2018
From: Rev. Marta Morris Flanagan

RE: **Ministerial Staffing**

As stated in an October 2017 memo I prepared for the Parish Committee

First Parish is understaffed in terms of ministry.

The Executive Committee of the Parish Committee asked me to prepare a memo on ministerial staffing and its costs.

What A Minister Does

Ministry, as conventionally defined, includes:

- preaching (worship)
- pastoral care (counseling and rites of passage)
- teaching (adult programming and worship).

In modern times, professional ministry also includes:

- administration (staff support and supervision)
- leadership/membership development (committee and volunteer support)
- social justice/social witness

Ministry at First Parish

- First Parish has over 400 members. Professional ministry is provided by one full time professional minister who is supported by a half time executive assistant.
- In a congregation of this size, one minister is not able to provide ministry at a level customarily found in smaller congregations in which a single minister has fewer people to tend to.
- Nor is one minister able to provide ministry at a level found in similarly sized congregations where the ministerial responsibilities are taken up by more than one minister or staff person dedicated to certain ministerial
- Due to current workload, the minister is hampered in her ability to provide customary ministry -- especially in the areas of adult programming, pastoral care, and leadership/membership development.

Comparable Staffing

The three UU congregations in the Boston area of a similar size are in Newton, Bedford and Belmont. Each of these congregations have at least **three** of the following on staff:

- full-time minister
- full time second minister
- full or part time intern minister
- part-time adult programs director
- part time membership director/coordinator.

History of A Second Minister

For a number of years during the ministry of Barbara Whitaker Johns (1991-2007) First Parish had a second professional ministerial position alongside its Lead Minister. But the financial strain was too great and the position was eliminated.

Two Sets of Questions to Consider

- Are we living our mission? and well serving the people of First Parish and the area?

We choose to be

a liberal religious community, welcoming to all.

We encourage each other on our spiritual journeys,

(WORSHIP and EDUCATION)

support one another through the changes in our lives,

(PASTORAL CARE and COMMUNITY)

and challenge the excesses and injustices of our time.

(SOCIAL JUSTICE)

Called to love and upheld by joy, we live our faith.

In other words, are we well engaged in the work of spiritual growth (worship and education), pastoral care, and social justice?

Or in the phrase used by leaders over the last several years, are we doing enough to *turn outward, turn inward, and walk side by side*?

Or in a phrase I used on Ingathering Sunday, are we doing enough to *encourage hope, fortitude and kindness in our time*?

- AND what is the financially responsible course?

Updated Cost of Second Minister to First Parish

The UUA provides salary ranges based on geographic index, congregation size and experience, and job description.

(<http://www.uua.org/finance/compensation/program/salary-recommendations>)

Note we are in Geo Index 5.

The estimates below are the midpoint in the UUA salary range PLUS benefits set at 35% of salary The UUA estimate that benefits are 30-40% of salary.

A **full-time associate minister** (salary and benefits) would cost First Parish **117K**

A **full-time assistant minister** (salary and benefits) would cost First Parish **96K**

I note that an assistant minister position is harder to fill.

Other Staffing Options:

A Leadership/Membership Development or Adult Programs Director

The cost of a second minister does raise the question of possible other options – or interim solutions. Instead of an additional ordained ministry position, First Parish might consider staff devoted to adult programming, social justice or membership/leadership development. The closest position in the UUA compensation guidelines is Membership Director.

A Membership Director is defined by the UUA as

A well-developed membership staff position that provides vision and overall strategic congregational leadership, including integration with multiple areas of church life. Directs a comprehensive membership growth, new member assimilation, membership tracking, and volunteer and leadership recruitment program. Works collaboratively within the staff team and operates with a high level of authority within assigned program area(s). May also be responsible for additional areas of program management (e.g., Small Group Ministry, Stewardship, Communications, Adult Education).

A full-time **Director** devoted to Leadership Development, Social Justice or Adult Programming might cost **90K**.

Possible Sabbatical TimeLine

January-thru April (4 months 2019)

Possible TimeLine for an Intern or Minister

September 2018	Intern Search Committee formed and begins work
October/Nov 2018	Intern Search Committee begins interviews
January 2019	Intern offer made; Position to Start September 2019
March 2019	Minister offer made

Possible TimeLine for a Director Position

Spring 2019 Committee formed, posting and interviews, position to begin in August 2019