

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

November 13, 2018

Present: Steve McMullin (Chair), Marie Meter (Vice Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Maggie Carey (Parish Committee Member), Sara Galantowicz (Parish Committee Member), Julius Pereli (Parish Committee Member), Jeff Roberts (Parish Committee Member), Marta Flanagan (Minister), Sara DeLong (Executive Assistant to the Minister)

(1) Consent agenda. *The members of the Parish Committee voted 8-0-0* to accept the consent agenda, which consists of the agenda, October 9 minutes, Minister's Report (Appendix A), DRE's Report (Appendix B), and financial documents.

(2) Aisha Ansano's ministry committee. We discussed the request from Rev. Aisha Ansano, our Youth Group Coordinator, for a committee to provide guidance and feedback on her growth in ministry (Appendix C). She suggested nine people whom she thought might be good members of this five-member committee. We voted to determine an order in which Aisha will invite people to join this committee. We also noted that all of the people she suggested were well qualified and that creating a well-balanced committee is valuable but difficult to do through a rank-order vote. Lori will communicate the results to Aisha.

(3) Rehearsal of Second Minister Funding Explanation. Marie explained, using slides, the second minister financial model and how it relates to First Parish's finances more generally. ParCom members gave her feedback on the presentation, most of which was quite positive.

As of November 8, 26 households had pledged ~\$130K to the second minister start-up fund. We began a discussion about how to respond if the congregation does not pledge \$200K to the start-up fund by December 9. We also agreed on a participation goal of roughly 20% of pledging households – about 50 households.

(4) Wendy Page's Covenant with First Parish. Wendy Page reported that being a UU minister is very good training for being an interfaith chaplain, as our understanding of religious identities is appropriately flexible and our language works well for many people. Wendy's covenant with First Parish needs to be renewed annually. Steve, Marta, and Wendy signed an updated version of this covenant (Appendix D).

(5) Intern costs. *The members of the Parish Committee voted 8-0-0* that the Parish Committee's December proposed budget will include an internship cost of up to \$18,000 for benefits in addition to the \$20,000 already approved.

Marta noted that there are apparently only four individuals looking for a UU internship in New England this year, two of whom have already signed contracts with other congregations. Our application deadline is November 15, and thus far we have no applications.

(6) Warrant for January 6 congregational meeting. Lori explained that some members are asking what exactly the congregation will be asked to vote on during the congregational meeting on January 6. She asked the Parish Committee to discuss and approve a warrant for the congregational meeting, on the understanding that the warrant could be changed at the Parish Committee's December 11 meeting if the congregation does not pledge \$200K to the second minister start-up fund.

The members of the Parish Committee voted 8-0-0 to approve the warrant (Appendix E).

(7) Second minister exploratory process. Sara reported that there have been challenges around communication. Some members of the congregation have expressed confusion about why we are asking people to pledge to a second minister start-up fund before rather than after the vote on January 6. More messaging will be needed.

Sara also reported that a pair of members emailed her with an offer to set up some kind of matching program for future pledges. The Parish Committee discussed pros and cons of accepting a matching offer, and decided to do so. Sara will forward this offer to Alan Linov (co-chair of the Second Minister Task Force) and ask him to reach out to these members, thank them and accept their offer, and follow through on details.

(8) Parish Committee nametags for Harvest Moon Fair. Sara DeLong will make blue nametags for Parish Committee members to wear at the Harvest Moon Fair and put them in the nametag rack. Parish Committee members are encouraged to attend the Fair and wear these nametags.

(9) Minister's report on the state of the church and reflection on the election. Tabled for lack of time.

The meeting adjourned at 9:15 p.m.

Draft minutes submitted by Lori Kenschaft, Clerk
Approved by the Parish Committee December 11, 2018

Upcoming hosts: December 11 Julius, January 8 Marie, February 12 Jeff, March 12 Sara, March 26 David, April 9 Steve, April 23 Julius, May 14 Maggie, June 11 Tom

Appendix A

Ministers' Report for the Parish Committee

First Parish Unitarian Universalist in Arlington, Massachusetts

Rev. Marta Morris Flanagan

October 5 – November 7, 2018

The 2018-2019 year at First Parish has begun! The religious education program is up and going. The Youth Group has resumed with Rev. Aisha Ansano serving as Youth Program Coordinator this year. The choir is back leading us in song. New Worship Associates attended the all-day Worship Associate training. The Leadership Development Committee led a Leadership Roundtable with special attention to new chairs and leaders. Town Day occurred with a Pie Palace (though the kitchen renovation meant we went without man made chili this year) And the retreat at Ferry Beach happened with 143 First Parish members and friends (down from last year's high of 160).

These are the ways we kickoff a new year. Together they take lots of our attention and make for an energetic beginning. Of special note this kick off month are the following:

Pastoral Matters

In addition to death of parent, the largest pastoral matter at First Parish these days is marital discord and divorce. This has had a major effect on people's spirit raising issues of trust, betrayal and loneliness. It has also affected children and shifted the economic realities of people's lives.

Staffing Matters

Amidst the rigors of starting up a new program year I note the work your staff have been doing hiring and training new staff.

Director of Religious Education Tina Schultz has been training two staff working in new positions: Rev. Aisha Ansano as Youth Program Coordinator and Meredith Jamison as Sunday morning and evening assistant

Music Director Jonathan Brennand has been working with the Music Committee on the search for a new keyboardist.

Office Administrator Joan Dyer has been working with Finance, Treasurer and the Human Resources Committee in defining the role and soliciting interest in the new bookkeeper position. Joan has also been working on filling the new quarter time Office Assistant position.

And I have been involved with the Intern Committee in creating the description and posting for an Intern for 2019-2020. We expect to interview applicants starting in mid-November.

I have also been preparing for a 3.5-month sabbatical. At the direction of the Executive Committee of the Parish Committee, I have drafted a Letter of Agreement (LOA) with a sabbatical co-minister team to provide coverage during my 3.5-month sabbatical (January 1- April 15, 2019). More news to follow as this unfolds. I note that the cost of sabbatical coverage is taken from the sabbatical fund.

Meanwhile there are three priorities the Parish Committee identified in June. There is much activity coming from the Second Minsiter Working Group. Planned Giving and the revamped website are efforts we have yet to give full attention.

It is remarkable the number of high priority items lay leaders and staff are all juggling. We are shoring up our institutional health to further a message and vision in world so in need. Taped to the lamp over my desk are the words “providing hope, fortitude and kindness in these times.” I remind myself and all of you.

With much gratitude,

Marta

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

Worship

- | | |
|------------|--|
| October 7 | “Somewhere Deep Within Us” (140 attending)
Rev. Leaf Seligman
(Columbus Day weekend) |
| October 14 | Sinn Sermon: Rev. Mariama White Hammond Preaching (311)
Installation of Worksip Associates |
| October 21 | “Getting in the Way of Love” (279)
Rev. Marta Morris Flanagan preaching |
| October 28 | Dia de lost Muertos (251)
Rev. Marta Morris Flanagan officiating
Guest musicians: Sol y Canto |
| November 4 | “What is Most Important” (289)
Rev. Marta Morris Flanagan preaching
Installation of Lay Minsiter |

Average Sunday (Mean) attendance was 265 (last month was 286).

The median was 254 (last month was 313)

Pastoral Care Provided by Minister

Pastoral appointments and visit

In my office: 10

In hospital: 0

In homes: 2

(themes: marriage, life choices, addiction, family conflict)

Lay Ministry Training: Saturday October 27

Monthly Lay Ministry Meeting: 11/7

Staff and Lay Leadership Support Provided by Minister

Appointments with lay leaders regarding projects and committee work: 4

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

ParCom Exec 10/17, 11/7

ParCom Meetings 10/9

ParCom Retreat (in part): 9/15

Committee on Ministry 9/12

Intern Committee 10/24, 11/6

Committee on Ministry 10/17

Second Minister Forum 10/21

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

New UU Class Saturday, November 3

Lectio Divina: weekly

Social Justice / Turning Outward

Panel on Restorative Justice with Jo Bolling McCall, Moderated, 11/4

Professional Development and Continuing Education

Began the 8-week program at Police station: "Citizens Police Academy),
10/11, 10/18, 10/25

Ride Along Shift in Police Cruiser 10/30

attended Follen Women, UU Ministers Group 10/18

Transforming Conversations program, Hebrew College, 10/24

Appendix B

Parish Committee November 2018 Report of the Director of Religious Education

Report to the Parish Committee November 2018

October was a very full month! We managed to get through weeks of vibrant community activities, welcoming newcomers on Sundays, super busy classes with bubbly children, and interesting One Room Sunday School programs. Thanks to the RE Committee and volunteers for making it such a rich experience for our children.

Highlights of morning programming

Attendance was very high in September but has been irregular since then. Newcomers have visited every week since Ingathering, especially in our youngest grades.

We've had to pull in extra helpers for the Nursery weekly because the baby and toddler count is high - ranging from 7-10 on average.

Teachers in grades 1 and 3 need extra support because of demanding behavioral issues. Grade 6, which has been problematic in the past, is currently doing okay.

Grade 4 is piloting a new Hebrew Scriptures curriculum.

Grade 7 has been studying Judaism and Christianity this fall with visits to Temple Beth El and St Agnes Catholic Church. Following the recent shootings in Pittsburg the kids talked about what they and their friends how about Anti-Semitism and how to engage with their families about this important topic.

Two One Room Sunday School programs were held, one led by Meredith Jeremiah and the other by me, on the topics of perseverance and Dia de Los Muertos.

Our children are collecting money for UNICEF and we are gathering Halloween candy to send to veterans overseas.

The children are helping with art projects for the Harvest Moon Fair and will be planting daffodils to help beautify our grounds next spring. Take a look at the fairy garden next time you're in the Vestry – look for a sign by the window near the entry doors by the RE bulletin board.

Highlights of evening programming

The Coming of Age mentors and I will meet next month to review the calendar for that class, which will begin in January. Mentors will be Carolyn Hodges, Robbie Rinearson and Paul Franzosa. There are currently 21 youth in the OWL class and we anticipated 100% participation in Coming of Age. The next OWL class (which begins in March) will be taught by Dave Deakin and Stephanie Franzosa.

Youth Group

I am very impressed by this year's group! It feels less cliquish than other years and the YAC members

are working hard to include freshmen and newcomers. The annual retreat/overnight Cedar Hill happened. More than 30 teens and 6 adults participated. Activities included tap dancing, poetry writing, riddles, debating/baking, fire starting, cooking, a thoughtful worship, and running around in the woods. They also managed to explode a pumpkin using 275 rubber bands.

Elizabeth Hunter has been recruited to be an additional female advisor, and Bill Licea-Kane has recuperated from his leg injury and is back on Sunday evenings!

A Halloween carnival was organized for children in the community and we raised \$125 towards the service trip. There were games, activities, food and a costume parade.

Over the next few weeks youth will be participating in the Harvest Moon Fair and planning for their prom, a service trip fund raising event to be held in December.

Gabriella Hakim, alumni of the youth group and now a young adult living in the Boston area, has been hired to be the service trip coordinator. Our first planning meeting for the trip to Pipestem West Virginia was held last Thursday evening with 12 teens and 3 adults collaborating to get this project organized.

Worship

The Time for All Ages have been led by Jonathan, Jennifer Davis Kay, Amy Anderson, a guest minister and me on the subjects of voting, bias, inclusion, and Latin American music.

We offered an All Ages worship service on the topic of welcoming.

Our One Room Sunday School programs were led by Meredith Jeremiah and me, on the topics of perseverance and Dia de Los Muertos.

Marta and I have been talking about the themes for December worship, including the All Ages and Christmas Eve services. I am recruiting for Christmas Eve readers.

Teachers

I check in regularly with our wonderful teachers, especially those struggling with classroom management. Some classes are getting into a good rhythm and finding strategies that work for them.

We held a muffin gathering last Sunday so teachers could tell RE Committee members opinions and stories about the lessons, classroom management strategies, co-teaching experiences and space concerns. 30% of the teachers participated.

Wendy Fields, RE Chair, offered a teacher workshop on classroom management that was well attended. Another will be held during each of the upcoming teaching terms.

First Parish Happenings

I joined Aisha and members of First Parish at the town vigil following the shootings in Pittsburg.

I attended the New UU class on Saturday, November 3 and spoke about the RE program

I participate in the monthly Religious Education Committee meeting, and met with members of the Stewardship Committee to help them plan parenting events in February.

I joined members of the YAC committee to help plan upcoming weeks of programming for the youth group.

Wendy Fields, Janis Fleishman and I meet bimonthly to review RE issues and plan for our monthly meetings and have begun conversations about budget items for our next fiscal year. RE Treasurer

Sarah Short and I meet bi-monthly.

I meet weekly with Marta, Aisha, Jan and Meredith. Our staff meets bimonthly.

Denominational Connections

I attended a DRE team meeting in Waltham with 15 colleagues to discuss challenges and successes in our program.

I attended a panel conversation on Talking with Kids about Race, which was organized by members of the Follen Church. The RE Committee contributed funds to sponsor this event.

I met individually with the DREs from Bedford, and Follen. Because the Follen church is being renovated we have offered First Parish for their RE retreat, youth group planning sessions and will include their teens in our annual prom.

Pastoral

I met with parents to discuss how to talk with children about death, the challenges of raising children with Oppositional Defiant Disorder, ADHD, twins, teen use of marijuana, and college application stress.

Shared Space

Meredith Jeremiah and I are working hard to create routines and patterns to help us set up and break down the furniture needed in our morning program. Sharing space with Mariposa means that many of our classrooms need tables, chairs, and other materials are carried in and out each week. We continue to work on our challenges with sharing spaces, having access to the Hedge Room during the daytime, and determining who cleans.

Next Steps:

Prioritize RE budget needs for 2018

Lead the One Room Sunday School program on 11/11 about Veterans Day

The curriculum subcommittee is working hard to organize all our lessons into grade folders and to make the folders easier to access and understand.

Marta, the worship associates and I will collaborate on the December All Ages worship service and will plan for the Christmas services.

The youth group will be holding a prom in early December and there will be lots of activity around this fund raising event.

Appendix C

Aisha - Committee on Ministry

I have a request for ParCom as part of my ministry requirements.

As you know, I was ordained by First Parish in April after approval from Ministerial Fellowship Committee (MFC). Once a minister reaches this point, they enter into preliminary fellowship, a status which lasts a minimum of three years and is often longer. During preliminary fellowship, ministers are required to meet monthly with another minister who serves as mentor, and to meet every 4-6 weeks with a Committee on Ministry (COM). A minister must submit at least three rounds of renewal paperwork that gets reviewed by the MFC; after three successful renewals, a minister enters Final Fellowship, and is no longer required to meet regularly with a mentor or with a committee, though many still do. In some ways, it is comparable to the tenure process in academia, or the residency process in the medical field, with several years of more in-depth mentorship and processing.

The COM is made up of 5-7 people, usually all from the context in which the minister is doing their work. Rather than being supervisory in nature, the COM acts as a reflection group, accompanying the minister in preliminary fellowship through their work. One of the big responsibilities of the COM is to submit an evaluation to the MFC at the end of the church year, assessing the minister's work in 8 areas of ministry. This requirement often shapes the ways in which the COM structures meetings, addressing the minister's plans for work in the ministry areas and discussion strengths and areas for growth.

In meeting with Marta, she recommended that we follow a similar process for my COM as is used for the Committee on Shared Ministry, having me propose names to ParCom, which you would then put in a ranked order for asking. She and I discussed folks who might be good, especially thinking about current or former youth group advisors, those with other experience with youth, those who have served or are serving on similar committees, and religious professionals within our congregation. She asked that I send the list to you, with notes on why each person would be a good addition to my COM, and ask you to order the list starting with the person you think would be best suited. I will then invite people to join the committee in that order, stopping the invitations when I've reached 5, unless you think there is a compelling reason to have 6 or 7 people on the committee. I think it makes sense to have at least two youth group advisors on the committee, since they are seeing my work regularly, but a diversity of folks is ideal.

Please let me know if you have any questions at all, and I appreciate your help in this process!

- Aisha

[[names deleted from the minutes for privacy]]

Appendix D

Covenant between The First Parish Unitarian Universalist of Arlington, MA and Wendy Page September 2018

Mission of an affiliate ministry and reason for a covenant

Affiliate ministers expand the ministry Unitarian Universalism offers the world, providing compassion, spurring justice and witnessing to the values of liberal religion. Individual congregations support individual affiliate ministers in their work. Individual affiliate ministers deepen the experience of and the service a congregation provides the larger community.

Wendy Page serves as an affiliate minister of First Parish. First Parish provides Wendy Page with a religious home, opportunities for ministry in a congregational setting, and a formal and ongoing relationship to Unitarian Universalism.

Wendy is pursuing hospital chaplaincy ministry. From September 2017 to August 2018 she worked full time in the chaplain residency program at Massachusetts General Hospital. She continues to work at MGH as a per diem chaplain.

This covenant seeks to clarify the relationship of the affiliate minister with the First Parish and Wendy Page as a minister. This is particularly important because Wendy has a history as a member of the congregation and lay leader. As she reenters the congregation it is important for her, the congregation, the settled minister and staff to be clear about role expectations on both sides.

This covenant and relationship also helps fulfill a requirement of Preliminary Fellowship with the UUA.

The role of the affiliate minister within the congregation

Wendy Page is a member of First Parish. She is also a community minister and has her primary employment outside of the church. She is not on the staff of the congregation.

If she is sought out for ministerial services at First Parish, including pastoral care for congregants, she will refer individuals to the settled minister. Ministerial services will only be provided with the settled minister's knowledge and agreement.

Ministry Provided to the congregation by the affiliate minister

Wendy will preach one or more times per year at the usual honorarium.

Wendy will provide quarterly contributions to the Spire or eNews on her ministerial experiences as a hospital chaplain at Mass General Hospital. This is provided gratis.

Wendy will participate in or lead one or more trainings for lay ministers, worship associates or congregation. This provided gratis

She will provide emergency pastoral coverage when available. This will be provided gratis.

If she is sought out for ministerial services at First Parish such as weddings and funerals, she will again refer individuals to the settled minister. Ministerial services will only be provided with the settled

minister's knowledge and agreement and church fee rates will apply.

Support provided by the congregation

The congregation will provide members for the Affiliate Minister Committee. There will also be members from the affiliate minister's workplace. The committee will provide advice and counsel. This advice and counsel will be formalized in a written midyear review. In addition, the committee will provide a written annual evaluation for renewal of fellowship to the UUA Ministerial Fellowship Committee.

Wendy will be allowed to use First Parish letterhead stationary, be listed on the Website and have access to church resources and materials and staff for church related activities.

Wendy will be a delegate to UUA General Assembly as an affiliate minister of First Parish.

Relationships with congregational ministers and staff

The affiliate minister and the settled minister will follow UUMA guidelines and remain in good standing with the MFC.

As stated in the UUMA's Code of Professional Practice, "The Affiliated Community Minister... will in all ways honor the priority of the Settled Minister's call to the ministry of that congregation."

Wendy will meet regularly with the settled minister. Together they will plan the particulars of ministerial contributions and scheduling. They will maintain confidentiality of congregational pastoral matters.

Wendy will collaborate with First Parish staff members on First Parish related activities but does not expect their services for her outside ministry.

Regular review and renewal of the affiliation agreement

This Covenant will be revisited on an annual basis. The affiliate minister and settled minister will present a draft to the Affiliate Minister Committee for their review. The Affiliate Minister Committee will then present a draft to the Parish Committee for final review.

Affiliate Minister _____

Date _____

Settled Minister _____

Date _____

Parish Committee Chair _____

Date _____

Appendix E

WARRANT

DECEMBER ??, 2018

FIRST PARISH CONGREGATIONAL MEETING

To all members of First Parish Unitarian Universalist of Arlington, Massachusetts:

A Congregational Meeting has been called at 11:30 a.m. on **Sunday, January 6, 2019**, at 630 Massachusetts Avenue in Arlington, Massachusetts. Members empowered to vote by our bylaws are asked to decide the following at this meeting:

- I. To vote whether to approve First Parish conducting a search for a second minister, and to authorize the Parish Committee to form a search committee and to hire a second minister if a suitable candidate is identified.
- II. To act upon any other business that may legally come before the meeting.

By vote of the Parish Committee, November 13, 2018: Steve McMullin (Chair), Marie Meter (Vice-Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Maggie Carey, Tom Estabrook, Sara Galantowicz, Julius Pereli, and Jeff Roberts.

This notice to all members of First Parish Unitarian Universalist of Arlington, Massachusetts, complies with our bylaws, as amended through May 15, 2016.

By: Lori Kenschaft, First Parish Clerk