

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

January 8, 2019

Present: Steve McMullin (Chair), Marie Meter (Vice Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Tom Estabrook (Parish Committee Member), Sara Galantowicz (Parish Committee Member), Julius Pereli (Parish Committee Member), Jeff Roberts (Parish Committee Member), Olav Nieuwejaar (Sabbatical Minister), Tina Schultz (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 December 11 minutes, DRE's Report (Appendix A), and financial documents.

(2) Introduction of Sabbatical Minister Olav Nieuwejaar. Olav shared some of his story and answered questions. He has been a minister for 50 years and has worked in parish ministry, interim ministry, as co-Executive Director of the NH/VT District, and doing ministerial settlement at the UUA. At the UUA he helped 24 congregations, ranging in size from 50 to 500, find a new minister.

(3) How to choose a Second Minister Search Committee. We discussed how best to form a search committee and the big-picture timeline of what needs to happen before our job listing is posted.

The members of the Parish Committee voted 8-0-0 to adopt a hybrid of models #2 and #3 of how to select a Search Committee. (See documents in Appendix B for detailed descriptions of these models.)

In brief -- we will basically use the model recommended by the UUA, but we will start with a two-week time when we invite people to respond to an online survey before making personal phone calls.

The members of the Parish Committee voted 8-0-0 to create a nominating team for the second minister search committee and to authorize Tom Estabrook and Lori Kenschaft to populate and lead this nominating team.

General timeline:

Mid-late March: Online survey inviting nominations to the search committee. The survey will include options of requesting a phone call and of not making any nominations.

April: Phone calls to members who did not respond to the online survey or requested a phone call, made by members of the Parish Committee, nominating team, and COM. Phone calls to nominees ask whether they would be willing to serve if selected.

May: Educate the congregation about the candidates. Conduct a vote for 4 members of the search committee at the Annual Meeting on May 19. Prepare a matrix of basic information about the candidates for the Parish Committee to use when it meets in Executive Session after the Annual Meeting to tally ballots and appoint 3 additional members to the search committee, with the goal of creating a well-balanced committee.

June or July: Search Committee has an all-day retreat and starts its work

September: Survey team (led by Sara Galantowicz) conducts an all-congregation online survey about who we are and what we want in a second minister. Survey results are available by early October.

December 1: Search Committee posts the job listing. They will hear about candidates in early January.

(4) Debriefing Congregational Meeting. We discussed how to reach out to members who we believe may be unhappy about the outcome of the congregation's vote to move forward with a search for a second minister.

Sara and Tina estimated that ~44 children attended the baby animals party or watched a movie in the room next door – compared with the 1-2 who usually use childcare during an Annual Meeting. As we hoped, having a good program for children increased parents' attendance at the meeting.

We celebrated the large attendance at the congregational meeting and that nearly 94% of the members present voted to move forward with the search – 138 yes votes, 4 no votes, 5 and abstentions. We shared champagne and sparking pomegranate juice.

(5) Parish Committee Retreat. We decided to reschedule the Parish Committee retreat to Saturday, February 9, because two members could not make the February 2 date.

We plan to discuss where we want First Parish to be in 5 years, where First Parish is now, and what we need to get from here to there. We want to make sure to discuss inward (spiritual), side-by-side (community), and outward (living our faith in the world beyond our walls) aspects of First Parish's collective life. A sub-theme might be creating a map of what members care about, a map of First Parish committees and charters, and comparing the two.

(6) Internship Agreement.

The members of the Parish Committee voted 8-0-0 to approve and sign the Internship Agreement (Appendix C).

We are delighted that the Ministerial Intern Search Committee has identified a likely ministerial intern for the 2019-20 program year. Lori will talk with them about how to share this good news with the congregation in a timely way. Steve will send thank-you cards to each member of the search committee – Sanjay Newton, Mara Prentiss, John Shriver, Tina Silberman, and Cindy Tavilla.

The estimated total cost of the ministerial intern is \$28,125.

(6) Letter to Arlington's Town Manager and Arlington Advocate.

The members of the Parish Committee voted 8-0-0 to approve the letter to Arlington's Town Manager and Arlington Advocate (Appendix D).

Each Parish Committee member present signed this letter, which expresses our regrets at the retirement of Arlington's excellent Police Chief, Fred Ryan, and states our hopes for Arlington's new Police Chief.

(7) Parties!

(1) Julius encouraged us to go to the chili cook-off and celebration of the kitchen renovation that Carolyn Hodges is organizing this Saturday, January 12.

(2) Julius reported that he and Lori are planning a dinner to celebrate and honor the ArCS Cluster, which they started a few years ago and under Eric Segal's leadership has outgrown First Parish – about half of its volunteers are not First Parish people. The ArCS Cluster is currently serving 18 asylum-seeking individuals or families. We agreed that ParCom will sponsor this dinner. We also agreed that ParCom will underwrite the dinner and the Executive Committee will work out the financial details.

To encourage attendance, the dinner will be free. There will be voluntary donations basket at the door, and Julius's experience is that this approach usually more or less covers expenses. Julius will lead making a rice & beans dish, a chicken dish, and roasted veggies – the basics. People will be welcome to bring salads or desserts if they want to, but also welcome if they don't bring anything.

(3) Julius would like to gather people who enjoy cooking for groups and form a Fellowship Committee that provides institutional support for sharing food. Perhaps an ArCS Cluster celebratory dinner could become an annual tradition. Or perhaps the annual tradition could be a celebratory dinner and who is honored could vary – for example, RE teachers or the choir would be worthy groups to celebrate. Perhaps there could be a lunch for members over age 70, many of whom used to be Parish Committee members or other lay leaders and now feel invisible. We supported Julius moving forward with this idea, with the thought that we could include \$500 for the Fellowship Committee in next year's budget, which the committee would use to underwrite as many events as works out.

(8) Budget Update

Steve and Marie reported that David Dreyfus had discovered a mistake in how the FY 2019 budget is being implemented. Due to a "game of telephone" and confusion about benefits, a decision made by ParCom was translated into more generous compensation for one staff member than ParCom intended. David Klingsberg reassured us that the current budget can handle an error of this magnitude. David D plans to correct it in next year's budget proposal.

David D was reluctant to discuss this error at the Parish Committee meeting in December because staff were not yet aware of it. Steve and Marie underlined that Parish Committee members can ask about anything and discuss anything, though it may be best to go into executive session to do so. Another lesson from this experience is that it could be helpful for us to understand benefits better and incorporate them more explicitly into budget conversations.

The meeting adjourned at 9:02 p.m.

Draft minutes submitted by Lori Kenschaft, Clerk
Approved by the Parish Committee, February 13, 2019

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

Appendix A

DRE Report to the Parish Committee January 2019

Happy New Year Friends!

Morning Program Highlights:

- We kicked off the winter teaching term on Sunday January 6th in the Bailey Room. Wendy Fields and I offered words of welcome, introduced the new teachers and talked about being in community together.
- The compliment of our 23 winter teachers includes many veterans, including five men. Two teachers are new and attended the new teacher orientation on Saturday. There are six teen teachers and/or special needs student aides.
- We held a very successful and well attended teacher bagel breakfast in December. During that time fall and winter teachers met to discuss classroom management strategies, rituals, curriculum lessons and space challenges.

RE by the numbers - Attending on January 6:

Nursery: 8, PreK: 20, K: 13, Grade 1: 8, Grade 2: 7, Grade 3: 9, Grade 4:7, Grade 5: 13, Grade 6: 12, Grade 7: 20, Coming of Age: 18 (we retained 18 of the 21 enrolled in OWL).

The next OWL class will begin in March. All 4 teachers have been recruited and one newcomer, Wendy Fields, will attend the weekend long training in January. She will co-teach with Alex Aminoff and the other pair is Dave Deakin/Stephanie Franzosa. Our RE Assistant, Meredith Jeremiah, will also attend OWL training so she and Aisha can co-teach a high school OWL course in the spring.

We offered a One Room Sunday School Program on December 30th, on the subject of community (showing the movie "The Grinch). 17 children attended. In mid-January we will offer another to highlight Martin Luther King Jr's words and actions, led by Lynette Martin and others from the Racial Justice Committee.

Evening Program Highlights:

- Our last OWL class took place on December 16th. We celebrated with diplomas to the youth, food and gifts for the teachers (Lisa Davis/Eric Segal, Leslie Lewis/David Whitford)
- The COA mentors and I led a COA parent orientation on December 16th
- The Youth Group hosted an overnight district conference in December, which was well attended by members of our group.
- December programming included worship, holiday festivities, stress busters and art.
- Aisha and I hosted a Youth Group Alumni Party.
- Service Trip Planning meetings have been taking place bi-monthly, led by Gabriella Hakim. A parent orientation for the parents of youth participating in the trip is scheduled for January 13th.

Worship Highlights:

- All Ages Worship service was held on December 23 including 3 seasonal stories, tree decorating and music from a family choir. I read one story and collaborated with Ken on the musical components and collaborated with Jonathan on the family choir.

- Time for All Ages included topics of advent, light, being in community together, and the art installation.
- I recruited and rehearsed readers for the 3 Christmas eve services and participated in all 3 services.

First Parish Activities:

- I attended stewardship Planning Meetings with Marta, Sue Sheffler and David Desjardins and have collaborated with the team regarding upcoming family events.
- I meet with Marta, staff and the RE team weekly.
- I join YAC meeting to help plan regular youth programming and service trip fund raising events
- Pastoral Conversations with families about gender identity, children with learning disorders and OCD, and teens with eating disorders and in troublesome relationships.

Community Building and Outreach:

- I sent holiday cards to our children.

Upcoming Events and Activities:

- Youth Group Trivia Night to benefit service trip
- Attending Anti-racism workshop co-sponsored by Follen Church and Temple Isaiah
- Attending DRE team meeting in Bedford with colleagues
- Organizing field trips to mosque and zendo for grade 7
- OWL parent meeting in March
- Snowtubing with COA class
- Organizing One Room programs in February
- Stewardship Breakfast, Lunch and Dinner

Special Appreciation and Thanks:

- Sara Galantowicz and family for their work on children's programming (animals!) for the congregational meeting
- Val Rhodes for creating the amazing fireplace for our Christmas All Ages service
- Jen Davis Kay for curriculum writing (Hebrew Stories, grade 4)
- Carolyn Hodges for baking cookies with children and families for between Christmas Eve services
- Paul Franzosa, Andrew Kobayashi and Elizabeth Hunter for advising at the youth district conference when Aaron Kitzmiller had to step back because of his son's surgery

Appendix B

Memo sent before the meeting . . .

Memo: How should First Parish create a Second Minister Search Committee?

A good process for creating a Second Minister Search Committee would increase the likelihood of the second minister having a successful ministry. Most obviously, we are entrusting the Search Committee with representing First Parish to candidates and selecting a second minister, so they need to have the skills and perceptiveness to perform these important responsibilities well. More subtly, First Parish members will be more welcoming to a second minister, and more tolerant of his or her imperfections and finiteness, if they feel confident in the search committee's good judgment and feel like the congregation has been thoroughly engaged in the process.

When Tom, Sara, and I met with Marta in December, she indicated that she thinks the criteria for the search committee should be that the individuals are knowledgeable about First Parish, inclined to present First Parish positively to candidates, have the respect of First Parish members, and be able to work well with others, and the search committee as a whole is well-balanced (demographically and regarding First Parish experience) and have legitimacy in the eyes of the congregation. Marta will work very closely with the lay members of the search committee, and the goal is to select a candidate who both Marta and the lay members are enthusiastic about.

Three models of creating a Second Minister Search Committee seem worth considering. Each model can be tweaked in a variety of ways, but the outline of each is below.

(1) A Variant of the Shared Ministry Model

This model is based on how the Shared Ministry Committee selects Lay Ministers and Worship Associates, with the added step of votes from the Parish Committee and the congregation.

1. The Parish Committee appoints a nominating team. The nominating team creates an on-line written application that includes a variety of questions about applicants' experiences and why they are interested in being on the search committee. An invitation to fill out this application is publicized widely in the congregation, plus the nominating team encourages people who might be good candidates to apply.
2. The nominating team talks with each applicant, either in person or on the phone. One of the purposes of this conversation is to make sure applicants understand what is entailed in being on the search committee. (That will also be in the written materials, but double-checking is important.) Another important purpose is to help evaluate the applicants' skills and levels of interest.
3. Based on these applications and interviews, the nominating team creates a slate of 5, 6, or 7 lay members of the search committee. The criteria include individuals' skills, whether they are known and trusted in the congregation, and creating a well-balanced committee – with people of different demographic groups, different lengths of membership, and experience in different aspects of First Parish.
4. The nominating team suggests the slate to the Parish Committee, which discusses the slate and then votes to approve either it or another slate.
5. At the Annual Meeting on May 19, the Parish Committee presents the slate to the congregation. The

congregation is asked to approve the slate with a yes/no vote.

- This model has the advantage of being familiar to many First Parish members and relatively simple and efficient to execute.
- This model also has the advantage that the nominating team can ensure that the search committee is well balanced in a variety of ways. As Marie pointed out when we were discussing Aisha's ministry committee, a straight vote on individuals often does not create a well-balanced committee.
- This model has the disadvantage that the congregation is only being asked to vote on a slate, not individual members, which could decrease the legitimacy of the search committee in the eyes of the congregation and perhaps spark some members' anti-authority impulses. If during the Annual Meeting someone tries to nominate themselves or another member to join the search committee, and that individual does not have a strong reputation in the congregation, the resulting conversation might be painful and divisive. Whatever the outcome of that discussion, the search committee might have less legitimacy and might not function as well.

(2) The UUA's Recommended Process for Choosing a Search Committee

The following text is quoted verbatim from the UUA's Settlement Handbook (https://www.uua.org/sites/live-new.uua.org/files/settlement_handbook.pdf). The assumption of this handbook is that congregations are looking for a senior minister, but this process can also be used to create a search committee for a second minister.

Selecting a Search Committee

- The search committee should represent the entire congregation.
- The search committee should be trusted by the congregation.
- The search committee should be in touch with the changing nature of the congregation.
- The search committee should be responsible to a good process, the congregation, and Unitarian Universalism.

Selecting a search committee is the work of both the leadership and the entire congregation. While congregational by-laws may indicate a procedure, and while congregations ultimately have the ability to make their own decisions, ministers are more likely to be interested in serving a congregation where the search committee is representative, trusted, in touch, and responsible to the entire congregation.

Years of trial by interim ministers and transitions coaches have yielded this recommended selection process:

The process described below can be time intensive. However, experience has shown that it produces good results and a high degree of respect and trust for both the new Search Committee and the Board.

1. The Board and probably the Nominating Committee divide up all the households in the congregation and place a call to every single household.

2. Each household should be engaged in a conversation around these questions:

- What are the good qualities needed for someone to serve on a Ministerial Search Committee?
- Who in the congregation works well with others?
- Who can represent and serve the whole congregation well (including looking out for the needs of children) and not just a piece or “faction” of the congregation? Who would have no “axe to grind”?
- Who knows the history and culture of the congregation, whether a member of long standing or relatively new?
- Who has been and/or is active in the congregation and has demonstrated both responsible participation and responsible leadership?
- After a high salary, the most attractive quality a congregation can have is selfawareness – awareness of strengths and weaknesses, what the congregation is like at its best and at its worst, as well as on an average day. Who would be able to know and relate all this to potential candidates?
- After thinking about all of these questions, who would you trust to serve on the Search Committee on behalf of the congregation?

The Board or Nominating Committee caller should take down the names listed in response to the last question.

3. Someone in leadership, perhaps the Interim Minister, needs to act as the “nag” who lovingly reminds the callers to get the calls made.

4. Someone on the Board, a good data manager, collects all the suggested names from the callers and makes a spread sheet, noting how many times every person suggested has been named. The whole Board need not see all this data. [I/Lori would be glad to be the data manager.]

5. The data manager reports to the Board the top 12-14 names. It’s best, if possible, to make a ballot list taking into account any natural break in the numbers. For example, the top 13 people get mentioned more than 20 times. Person #14 is mentioned 16 times. The next 3 are mentioned 14 times. The natural break is after person #13.

6. Board members call this short list to see if these people are interested in running and if they agree to give up any other leadership position they hold if chosen for the Search Committee. They should also check on their availability and commitment in the fall and winter (survey/cottage meetings through pre-candidating) of the search cycle. All search committee members should be available for all pre-candidating weekends.

7. It is helpful to have everyone on the ballot fill out an information sheet or prepare a short biographical statement that includes information about why they are interested in serving on the Search Committee. These forms or biographical statements together with pictures should be posted in a prominent location for at least a few days before the election. This is especially helpful in a large congregation where not everyone is readily identified by name alone.

8. A written ballot is prepared with the names listed alphabetically. The voting happens at a congregational meeting [in First Parish’s case, the Annual Meeting on May 19]. Neither self-nomination nor nominations from the floor are considered.

9. At the end of the meeting the Board meets in executive session and counts ballots. The top 4 are elected. The Board then appoints 3 others from the remaining names on the ballot. The appointments are important. This part of the process improves the odds of diversity on the Search Committee instead of a Search Committee composed of just the 7 beloved elders of the congregation. The broader the demographic the better, especially in regards to age, gender, race/ethnicity, and sexual orientation.

10. The Board announces the Search Committee, never telling anyone – including the selected Search Committee members themselves – who was elected and who was appointed.

11. The next Sunday, the Search Committee should be introduced with some fanfare. There might be a commissioning moment during the service when the Committee members are given a charge and they vow publicly to serve and take the charge seriously.

If you follow all 11 steps carefully and thoroughly, you are likely to achieve the best results. Congregations in which this process has been followed with deliberateness and integrity report having a Search Committee that is respected and trusted and one that serves the congregation well.

Ideally this process happens in the time span of a month to six weeks, usually beginning in March and ultimately elected no later than June.

- This model has the advantage of thoroughly engaging the congregation in the process and giving every member (or at least every household) a chance to feel heard. The resulting search committee would have a high level of legitimacy.
- This model also has the advantage that ParCom's addition of 3 people to the search committee, after the congregation has elected their top 4, neatly balances the goal of having a well-balanced committee with the goal of democratic legitimacy. This step of the process would need to be explained to the congregation, so that members understand that ParCom's purpose is to create a well-balanced committee.
- This model has the disadvantage of being very time-consuming. First Parish currently has 321 member households, so we would need both ParCom members and Nominating Committee members to commit to making a lot of phone calls.
- This model also has the disadvantage of potentially adding to feelings that First Parish is inwardly rather than outwardly focused this year and is asking a lot of members. This year we will have a pledge drive for the second minister start-up fund, a pledge drive for the annual campaign, and an all-congregation online survey that we want at least 50% of members to participate in. (This survey will help us refine the second minister job description, and candidates will use it to understand First Parish and will see its response rate as an indicator of congregational buy-in.) Should we also ask members to respond to an all-congregation phone canvass?

(3) A Variant on the UUA's Recommended Process

[Name redacted] suggested that ParCom consider using the UUA's process as described above, but ask members to respond to the questions via an online form rather than personal phone calls.

- This model has most of the advantages of the UUA's process, while requiring much less time and effort from both core volunteers and the general congregation. Unlike a phone call, an online survey can be done at any time of day.
- This model has the advantage that we could make the online survey available to people as the stewardship campaign is winding down, in the second half of March. With the efficiencies of an online survey, we could give people a month to fill out the survey (mid-March to mid-April), and then do steps 4-8 before the Annual Meeting on May 19.
- This model has the disadvantage of not creating opportunities for one-to-one conversations, which can be helpful for many reasons. Such one-to-one contact may be less important, though, for a healthy congregation seeking a second minister than for a congregation in transition that is seeking a senior minister.
- This model could potentially be integrated with the all-congregation online survey. Combining these two purposes would make the survey longer, but it would mean that we ask members to engage with the second minister process only once this spring, rather than twice.

Information shared at the meeting . . .

Goals:

- The individuals on the search committee should be knowledgeable about First Parish, have the respect of First Parish members, be able to represent and serve the whole congregation, be able to present First Parish accurately and positively to candidates, have a history of both responsible participation and responsible leadership, and work collegially with others.
- The search committee as a whole should be well balanced. It should reflect the demographic diversity of the congregation and many different experiences within the congregation.
- The process of creating the search committee should encourage trust in the search committee.
- The process should not require more resources than our lay leaders and members can reasonably provide.
- The process should not interfere with the Stewardship campaign, which will have its kick-off on February 3 and its final Sunday on March 10, with mop-up until the end of April.
- Any congregational votes should occur during the Annual Meeting on May 19.

Three models (all can be tweaked):

1. **Shared Ministry Model.** Process is driven by a nominating team. All members are invited to fill out an application form online. The nominating team does lots of publicity and also reaches out and encourages people they think would be good to apply. Applicants are interviewed by the nominating team. Nominating team makes a recommendation to ParCom. ParCom votes on the search committee members. We could ask the congregation to vote on a slate at the Annual Meeting, or we could argue that only a ParCom vote is necessary for a hired position and a slate-

only vote gives only a flimsy appearance of democracy. (Nominations from the floor could get messy.)

2. **UUA Model.** Personal phone calls (from ParCom and nominating team members) to every member household, discussing the desirable qualities of search committee members and asking for nominations. A data manager identifies ~12-16 people who received the most nominations. ParCom and nominating members call each of these people to see whether they would be willing to serve if selected. The congregation votes on 4 members of the search committee. ParCom appoints 3 more to balance out the committee. No one reveals who was elected and who was appointed.
3. **Variation of UUA model.** Nominating team uses an online form rather than personal phone calls to solicit nominations. We use a variety of media (Spire, pulpit time, etc.) to encourage the congregation to think about the qualities that are important for a search committee.

Note: I invited input on these models from 13 experienced lay leaders who have been involved in the second minister process and/or the search that led to Marta's ministry. 6 of them [names redacted] gave input.

Two people think that ParCom should choose a well-balanced search committee and prefer something along the lines of model #1. Three think that congregational involvement is vital and prefer something along the lines of model #2 or #3. The sixth person suggested that Marta should choose the search committee. [Name redacted] suggested option #3. Those who originally opted for #2 and then learned about option #3 thought #3 was better – as long as we do good congregational education, outreach, and engagement.

Related question: Marta urged the Second Minister Working Group to specifically recruit a chair for the search committee, rather than risking forming a committee and then discovering that none of its members has the time, skills, and willingness serve as chair. In conversation, some members of Marta's search committee suggested that it might be better for committee members to choose their own leadership, even if the process is messy. Which process of selecting a chair does ParCom think best?

Appendix C

Internship Agreement

This agreement is between First Parish Unitarian Universalist of Arlington hereinafter referred to as “the Teaching Site,” and Chloë Briedé, hereinafter referred to as “the Intern,” and covers the period from September 10, 2019 through June 16, 2020.

The Teaching Site agrees to offer an internship position focused on its best understanding of ministry, commensurate with the requirements of the Ministerial Fellowship Committee of the Unitarian Universalist Association. Supervision will be provided by the Internship Supervisor Rev. Marta Flanagan, and the Internship Committee. The Teaching Site will offer a combined stipend and professional expenses of \$2000 per month. Additional benefits include:

- 80% of individual premium for the UUA health plan PPO policy (if the Intern subscribes)
- Long-term disability policy
- Life insurance policy

More complete details on benefits may be found in the Employee Handbook at <https://firstparish.info/index.php/congregationalworkings/policy-and-procedures-handbook/human-resources-and-personnel/employee-handbook-and-personnel-policies>.

The Teaching Site shall be responsible for paying the employer’s portion of FICA, which equals 7.65% of the internship stipend, and will withhold 7.65% from the stipend for the Intern’s portion of FICA. The Teaching Site will also withhold the required Federal and state income taxes from the Intern’s stipend. The Teaching Site will provide office space with a desk.

The Intern agrees to work a minimum of 40 hours per week, not to exceed 48 hours per week. The Intern will have one day per week free of internship obligations, 8 or 9 days of vacation (accruing at the rate of one day per month), and 4 days of professional leave. The Intern will draft the Learning and Service Agreement, mutually agreeable to the Intern, the Supervisor, and the Internship Committee, during the first two months of the Internship to explain in detail the Intern’s specific learning goals and responsibilities.

The Teaching Site agrees to provide a welcoming and nurturing environment, which invites the Intern to become a part of the life of the Teaching Site. Both the Teaching Site and the Intern will work to create a bond of mutuality and trust in their relationship.

The Supervisor, Internship Committee, and the Intern will provide evaluations to whatever educational or credentialing bodies that may require them. The Internship Supervisor will provide weekly meetings of one to two hours. The Internship Committee will meet monthly with the intern for support, reflection, and evaluation.

Should there be sound and compelling reason for either party to terminate this agreement before the end of the contract, a minimum of thirty days’ written notice shall be given. In such an event, the stipend will be paid through the end of thirty days’ notice.

Supervisor

Date

Intern Minister

Date

Internship Committee Chair

Date

Chair, Parish Committee

Date

Appendix D



First Parish a liberal religious community welcoming to all

first gathered 1739

became Unitarian 1829

First Universalist Society organized 1840

First Parish Unitarian Universalist created from their merger 1965

630 Massachusetts Avenue Arlington MA 02476 781 648 3799 www.firstparish.info

Adam Chapdelaine, Town Manager
Town Hall Annex
730 Massachusetts Avenue
Arlington, MA 02476

January 8, 2019

Dear Mr. Chapdelaine,

We, the governing board of the First Parish Unitarian Universalist of Arlington, were very sorry to learn that Police Chief Fred Ryan is retiring. Our minister, Rev. Marta Flanagan, and two members of our board, Lori Kenschaft and Jeff Roberts, have participated in the Citizen's Police Academy. We also have had a variety of other interactions with the Arlington Police Department, including a restorative justice process after one of the times our Black Lives Matter banner was defaced. We are very impressed with Chief Ryan, and we are sad to see him go.

Under Chief Ryan's leadership, the Arlington Police Department became a nationally recognized leader in reducing overdose deaths and addressing the epidemic of opiate addiction, restorative justice, responding to domestic violence, and compassionate responses to people who are struggling with mental health issues. Chief Ryan's commitment to fair and respectful treatment of all members of the public, and to procedural justice in all words, actions, and writings, has been exemplary.

We hope you will ensure that that the new Arlington Police Chief continues these policies, programs, and values. No two people are interchangeable, and any new Chief will bring his or her own interests and talents to the position. As you conduct a search for a new Police Chief, though, we ask that you seek a candidate who will consistently promote the principles of equality, respect, and compassion.

In particular, we hope you will ask all candidates whether they would support and expand the Arlington Police Department's commitment to addiction treatment rather than punishment, restorative justice, effective domestic violence interventions, employing a full-time clinician to assist with mental health issues, training all officers in mental health first aid, training in implicit bias and other aspects of racial justice, strong expectations for procedural justice, and training and requiring all officers to engage in fair and equitable treatment of every individual.

We look forward to meeting Arlington's new Police Chief and to continuing to work with the Arlington Police Department to help make Arlington a safe community for everyone.

Sincerely,

The Parish Committee of the First Parish Unitarian Universalist of Arlington: Steve McMullin (Chair), Marie Meteer (Vice-Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Maggie Carey, Tom Estabrook, Sara Galantowicz, Julius Pereli, and Jeff Roberts

Cc: Arlington *Advocate*