

Parish Committee Agenda

First Parish Unitarian Universalist of Arlington

February 15, 2022

Attending: Marie Meteer, Celia Wcislo, Carolyn Hodges, Anne Quaadgras, Rev. Marc, Rev. Erica, Alan Tosti, Sara Galantowicz, Jeff Keffer, Tom Estabrook, Tina Schultz, Steve McMullin

Call to Order - Marie expressed gratitude to the Parish Committee for our support during her time as Parish Chair.

Reading and Chalice Lighting.

Two minutes of silence (let us bring our best selves to this meeting)

Financial Report & dashboard (Carolyn)

- Revenue continues to be above budget and expenses are still low.
- Plate collection is still low but trending in a better direction as in-person attendance increases.
- Committee and office expenses are still under budget.
- Salaries are low because of delayed hiring dates in the fall. Additionally, the benefits budget includes potential costs not being used.
- We are still expecting a fundraiser in the spring.
- A conservative revised forecast was provided for review. Even with the worse-case scenario, First Parish will likely end the year with about a \$65,000 surplus.
- Some new Property maintenance expenses are expected:
 - A replacement dishwasher (deposit already made)
 - Potential repair or replacement of our sewer line (getting estimate).
- We transferred excess cash to a Leader Bank “sweep” account, to ensure full FDIC insurance coverage. This will result in slightly higher interest.
- The transfer of the Chase credit card has still not happened.
- Attached is the monthly financial template. If a member wants the detailed financial report, please email that request to treasurer@firstparish.info

(Vote 1, Discussion). Consent agenda: Minutes, Financials, lead Minister’s Report, Parish minister’s report, RE report. Motion made by Tom, seconded by Al and Steve. Motion passed unanimously.

Vote for new Parish Committee Chair and Vice Chair

- Current slate for Chair: Sara Galantowicz
- Current slate for Vice Chair: Anne Quaadgras
- Call for additional nominees: No additional nominations
- Vote 2: Motion made by Celia, seconded by Jeff and Tom. Motion passed unanimously.

Updates and Votes

- Stewardship (Rev. Erica)- Rev. Erica gave a quick update on the stewardship campaign. We have a goal of \$743,000 in pledges. The drive will end at the end of March, and the draft budget will be voted on in April. As of this meeting, we were at 33% of our goal. Cottage meetings are planned for lead donors.
- Fundraising (Marie)
 - Aaron is leading work on the May 7 Yard Fest this year.
 - Possibility of a June Porchfest to be held at First Parish
 - Include Man Made Chili, Pie Palace and music
 - Maybe a dog biscuit booth or cookies.
 - Possibly a combined ARC (refugees) event on Town Day.
- Retreat (Sara)
 - To think about how to best use this year's surplus to move First Parish's mission. The retreat will be March 5, from 1-3 in the Parlor.

Annual Meeting

- Timeline and ParCom Representative
 - Date will be Sunday May 22nd, 2022
 - Need a Coordinator from the Parish Committee.
 - No special Warrant items this year.
 - Need for a quorum of 90.
 - Possibility of entertainment, raffle, etc.
 - Tom Estabrook and Steve McMullin volunteered to coordinate the Annual meeting with Celia.

State of the church (Rev. Erica & Marc) - See attached minister reports

- The work of First Parish seems balanced, both inward and outward.
- There was quick support for the fire victims at the Arlington tower. Two members lived there.
- The death of Lydia Thayer has touched many members. Her service will be at the end of April or early May.
- Rev. Marc noted the loneliness and exhaustion of some older single members.
- Need to support parents, maybe with a "parents' night out" event.
- Rev. Marc loves our ministry to each other. We aren't just a "social club".

CAWG for Environmental Stewardship Assessment (Bill Gardiner)

- Climate Action Working Group (CAWG) is requesting \$500 for an energy assessment of our building.
- This is a continuation of the original Green Sanctuary work.
- The energy assessment will be conducted by MA Interfaith Power and Light. It will look at current energy use and heating system
- There will be short and long-term goals, including our ventilation system. An assessment was done 11 years ago and will be a baseline.
- The assessment will look at total building, including RE wing and the Kitchen
- Al mentioned that 5-6 years ago we looked at geothermal usage, but it was found that our ground could not handle a geothermal system.
- The findings and discussion should be in an open meeting to the congregation and be educational.

Vote 3: Motion to provide \$500 to CAWG for an energy assessment of the meetinghouse. Funds will be provided from the parish Committee contingency budget. Motion by Anne, seconded by Al. Motion was unanimous.

Trustees & ParCom update

- Changes in contributions:
 - 3% from the Damon fund for Minister housing costs.
 - 3% from the General Fund for property and infrastructure.
 - Parish Committee will continue to put \$13,000 into Capital Infrastructure Fund yearly.
 - Parish Committee, Trustees and Property will meet yearly to set projects. These projects will be reviewed by the Parish Committee through the year.
 - The final agreement on contributions will be signed off on by Parish Committee, Trustees and Property Committee.
- Implications for FY22-23 budget
 - Good discussion with the Trustees. They have agreed to contribute 3% based on a 5-year rolling average.
 - Once the funds are agreed upon, the Parish and Property committees will work together to implement the plan. The Trustees will not “manage” the funds.
 - These funds are not for operating funds.
 - Carolyn mentioned that there will be a discussion at our Fall retreat about a 5-year plan for a capital campaign. Trustees will attend that discussion
 - The exact amount for this year’s budget is still being determined.

Motion made to adjourn at 9:15 PM. Motion made by Anne, seconded by Steve. Motion was unanimous.

Attachments: January Minutes, Financial Documents, Ministers’ reports, DRE report

MOTIONS

1. I move that we adopt the consent agenda.
2. I move that the new chair (Sara Galantowicz) and vice chair (Anne Quaadgras) be elected by the Parish Committee
3. I move that the Parish Committee provide \$500 to CAWG for an energy assessment of the meetinghouse.

ParCom meetings’ Host Schedule

Date	Proposed Mode	Reader/Host
February 15	Online	Al Tosti
March 15	TBD	Celia Wcislo
March 29, COM	In person	Tom Estabrook
April 19	TBD	Jeff Keffer
April 26, Budget	In person	Steve McMullin
Annual Meeting May 22 ?	In person	--
May 17	TBD	Anne Quaadgras
June 21	TBD	Al Tosti

Acting Lead Minister Report
January 18- February 15th
Rev. Erica F Richmond
First Parish in Arlington Massachusetts

Dear Par Com and CoM and others who read this,

Here we are in February. The second month of Marta's sabbatical and the second month of being joined by Rev. Marc Fredette.

There is so much muchness. So many challenges and so many joys. There is so much muchness.

I am so proud of us, so in awe of our community. We have been together in the muchness. And that is not a given, not something everyone can count on in various areas of lives.

There is so much work behind the scenes. I am so grateful to our staff, to our lay leaders, and our members. Because of all this work, our congregation churns forward. Not as a shiny perfect product, but as a group of covenanted seekers.

I visited someone on home hospice this week. Because of COVID, I had never met her in person before. But what a smile she had when I told her I came bearing the love of our congregation.

The Racial Justice Coordinating Committee just finished a three-part series on the book Here to Equality. There were heartfelt and challenging conversations about reparations.

Lectio continues to provide a spiritual touchstone for so many in our congregation. As Worship Associate Amy Anderson reminded us last week, there are many ways to pray: by donating blood, by clearing the sidewalk of snow and ice, by writing someone a card when they need it most.

I have to admit I started this report on Wednesday in the middle of a long day of meetings and programming. I had a First Parish thing at 3, 4, 5, 7, and 9 pm- and that was just the after lunch schedule. The muchness felt overwhelming. But now I am finishing my report after prioritizing a morning of self-care. I started my day by going cross-country skiing with another UU minister in the brisk sunshine. What a difference that made! So here is a note recognizing the importance and value of ministerial rest. I appreciate that we are congregation that honors that need. I hope that each of you in your busy lives also finds a way to prioritize what restores you.

*So glad to be in this journey with you,
Rev. Erica*

PS. It is so helpful and encouraging if leaders pledge early in our Stewardship campaign and I thank you in advance for your gifts to our congregation!

Worship:

I continue to update the worship numbers on this google doc:

https://docs.google.com/document/d/15qiRUUuOKyUgkrUbG95qoJUb2UDEmcR_KFa367rLoJc/edit?usp=sharing

Please note that we have been multiplying the number of Zoom boxes by 1.25 to account for those households that have multiple people viewing via one device. The number in the online column reflects that equation.

January 16th: MLK weekend, Rev. Bill Gardiner preached

January 23rd: Rev. Wendy Page, affiliate minister

I joined Tina in the courtyard to led outdoor family worship for our RE program
January 30th: Music Sunday, Jim Scott was the worship leader, SNOW DAY
February 6th: Rev. Marc

February: Rev. Erica, Stewardship Sunday

I continue to lead weekly Wednesday chapel. Four of them have been on Zoom and one was in-person in the meetinghouse parlor. Tristan Jantz provided vocals and guitar for the in-person one. About 20 people have been logging into the Zoom gatherings and about 10 of us gathered in person. They have been such a treat again this winter.

Pastoral Care Provided by Minister

Individual pastoral care sessions: 8, including one home hospice visit
Individual meetings with committee leaders: 10

Themes included end of life, relationship stressors, and spiritual distress.

I note that our DRE Tina Schultz's sister, Laurie, passed away on 2/8 and we have all been sending fierce prayers to the family.

Rev. Marc has been such a welcomed addition in this area, he has really connected with folks and provided much needed support.

Lay Ministry:

Rev. Marc is working with LM during Marta's sabbatical. Right now they are supporting a lot of members within our congregation and thinking about succession planning as their fabulous chair Loren Gomez steps down at the end of this program year.

Staff and Lay Leadership Support Provided by Minister

The programmatic full-time staff team continues to meet weekly. I also meet with various staff members, either weekly or biweekly, for supervision.

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ParCom Exec: 1/26 and 2/9
Committee on Ministry: 2/16
Covenant Conveners Meeting: 2/2
Indigenous Justice Working Group: not this month
Membership Committee: not this month
Leadership Development Committee: 2/9
Racial Justice: 2/10
Social Justice: Not this month
Stewardship: 1/23, 1/30, 2/6, 2/8, and 2/9
Worship Associates: 2/9

As you can see, Stewardship takes up a lot of my time during this season. We hosted two trainings for our individual stewards. One was Sunday, 2/6 and one was Tuesday, 2/8. We have about 27 volunteers to do outreach to individual households. We have sent out the pledge mailing to around 400 households.

Adult Programming: Education, Spiritual Deepening, Community Building

I led two sessions on Exploring Our Sexuality, January 13 and 20th. About 30 folks participated. I was struck by people's willingness to share, be vulnerable, and learn new things. Here is a note I sent after the fact to those who had participated:

Dear Lovely Participants,

Thank you, thank you, thank you for engaging in these two sessions with myself and Rev. Marc. I appreciate the vulnerability and honesty in which we delved into these conversations.

Here is a link listing out several resources, please follow up with me if you have any questions.

<https://docs.google.com/document/d/1OJfjkUNdb1cIX5sq0NMB36zFdXsHJZG7q8DM1jI0qDg/edit?usp=sharing>

Thank you for filling out the survey. Feedback is always appreciated and it is helpful when thinking through future offerings. I do want to name two observations though. There was a wide range for comfort and experience levels in our group. Some felt the sessions were too basic and some felt that they were anxiety-producing. It feels important that we offer grace to both ends of this spectrum. And second, when we gather, it is normal to sometimes hope for perfection. I have found that to be the enemy of the good more often than not. So while, for some, parts of the sessions fell short, I want to encourage us to celebrate the success of simply starting these important and sacred conversations.

Yours in this journey,

Rev. Erica

PS. Please reach out to myself or Rev. Marc if personal follow up would be helpful in any way. :)

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On January 30th at 2 pm, Ellen Faran hosted a panel on local mental health resources. About 20 folks attended. It was an incredibly meaningful and helpful explanation of what is available to folks. It was especially good to be reminded of the peer support groups in the area.

I have been working closely with the convent group conveners over the past two months. They have revised their handbook and tackled good topics such as confidentiality, safety, and community norms.

New UU Class is March 5th and 12th!

Social Justice / Turning Outward

- 30 folks were in a three-part discussion on the book Here to Equality. Thanks to RJCC for sponsoring that and to David Whitford for facilitating.
- The IJWG has been hard at work creating a page on the FP website about their work and hosting a book discussion on Braiding Sweetgrass
 - The Climate Justice Action Group is hosting two evenings with Arlington's state representatives about legislative agendas and actions. They have also rehanging the clean energy banner on our meetinghouse lawn to encourage those signups.
- The Parish Committee donated \$1000 to the Chestnut Manor Fire Relief Fund, this was matched with an additional \$1000 from the ministers discretionary fund. Two of our members live at that housing complex. They had to evacuate but were otherwise unharmed.
- RJCC and member Sanjay Newton are hosting two events 2/23 and 2/27 about the town's study committee's recommendations for police oversight in Arlington. I will be facilitating both those sessions and hope our congregation can learn more about what will be presented to the Select Board and Town Meeting this Spring.
- Just a note that I continue to volunteer with Boston Immigration Justice Accompaniment Network and cover the detention hotline twice a month.

Professional Development and Continuing Education

Monthly session with a Spiritual Director

Monthly consultation with my ministry mentor

Monthly gathering with Follen Women colleagues group

**DRE Report to the Parish Committee
February 2022**

Hello Friends,

It was wonderful to see Marie being celebrated in the worship service yesterday. It's hard to believe that she has been the chair for the entire COVID period, and I am so appreciative of the leadership she - and all of you - have provided to the community during this unprecedented time.

Here is a very brief synopsis of what's been happening in the Religious Education Program since your last meeting. We have met both inside, via Zoom, and outside, with regular attendance of between 15-20 children in the morning, and strong numbers (14 in OWL and 30 in Youth Group) in the evening. We had 7 requests for more information from visitors!

Outdoor Gatherings included:

- Childrens' Chapel with Rev Erica and walk to Spy Pond
- Family hike at Habitat Wildlife Sanctuary

Zoom topics included:

- Animals in winter
- Love/Community/Giving
- African American Heroes
- Guest musician/songwriter Liz Buchanan

Family Outreach:

- Valentines were mailed to the children at their homes

Evening Programs:

- OWL classes on Zoom 3 weeks and last class/celebration in person on Feb 13
- Youth Group preparations for their worship service in March

Upcoming Happenings:

- Zoom on Sunday morning Feb 20 with Dancer Lella Barnes
- Family Hike on Feb 27 at dog friendly Whipple Hill
- Family Campfire Sing Along Feb 24, co-sponsored with Jonathan and the Music Committee
 - Dinner Church with Rev Aisha Ansano
 - Coming of Age Parent Orientation and Owl Prowl hike to kick off the program ●
 - Teacher Orientation for March/April Teaching term, which begins, in person, March 6 ●
 - New UU Class March 5

I want to thank our ministers, RE Chair Ellen Robie, OWL teachers Eric Segal and Leslie Lewis, Youth Group Coordinator Rose Sawyer Marsh and RE Assistant Jan Penney for their support over the past few weeks while I was able to spend time with my sister and her family in

Vermont. I am so grateful to have been by her side to hold her hand at her death, and to be with her husband and children during those last days and hours.

Respectfully Submitted by: Tina Schultz, Director of Religious Education

First Parish UU Arlington 2020-2021 Property Projects as of 12/15/21					
acct:	2402		2411		3107
	Prop Rollover		ParComm Maint. Contingency		Capital Infrastructure Fund
purpose:	capital exp recorded here		Sanct paint, HVAC, Sanct window, pews, courtyard		Annex incl Ventilation (net of ins reimb), music rm (net of ins reimb)
bal 9/1/20	0.00		7,079.65	bal carry forward	71,046.00
	-5,947.49	Music rm	A		
	-24,502.14	Annex	B		
	-10,000.00	sanctuary-paint	C		
	-900.00	sanctuary-pews	G		
	-33,279.67	Annex ventilation	B		
	-3,200.00	HVAC	B		
	-2,543.45	courtyard furn	E		
	-1,980.00	HVAC sanctuary	H		
	-1,487.50	window- deposit	D		
	41,987.75	ins reimb-annex	B	80,000.00	fund from Cap infr 3,245.00
	7,273.76	insurance reimb - music rm	A		
30-Jun	-34,578.74			87,079.65	74,291.00
	-1,100.00	Annex	B		
	-180.00	HVAC	H		
	-2,800.00	sanctuary-paint	C		
	-1,487.50	window-final	D		
	-3,456.00	sanct paint- alarms	C		
31-Jul	-43,602.24	Balance		87,079.65	Balance 74,291.00
31-Aug	-23,000.00	sanctuary-paint, final payment	C		
31-Aug	-66,602.24	Balance		87,079.65	Balance 74,291.00

		To record completed projects:				
30-Sep	39,256.00	Sanctuary painting	C	-39,256.00	Sanctuary painting	
	2,975.00	Window replacement-sanctuary	D	-2,975.00	Window replacement-sanctuary	
	2,543.45	Courtyard improvements/ Furnishings	E	-2,543.45	Courtyard improvements/ Furnishings	
	900.00	Sanctuary pew painting	G	-900.00	Sanctuary pew painting	
	20,094.06	Annex Flooding, net of insurance reimbursement	B			-20,094.06
	-1,326.27	Music room flooding, net of insurance reimbursement	A			1,326.27
30-Sep	-2,160.00	Balance (HVAC- in process)		41,405.20	Balance	55,523.21
31-Oct	-23,218.70	Edge/ ventilation capital improvement	H			
31-Oct	-25,378.70	Balance (HVAC- in process)		41,405.20	Balance	55,523.21
30-Nov	-5,253.72	carpeting bal due- Annex Empire Today (from credit card)	B			
30-Nov						26,000.00
30-Nov	23,218.70					-23,218.70
30-Nov	2,160.00					-2,160.00
30-Nov	5,253.72			-5,253.72	Annex Flood	
30-Nov	0.00	Balance (HVAC- confirm completion)		36,151.48	Balance	56,144.51
1-Dec-21				5,253.72		-5,253.72
1-Dec-21						-26,000.00
1-Dec-21						3,250.00
1-Dec-21						-13,000.00
12/1/2021	-49,400.21	property projects- Infrastructure				49,400.21
12/1/2021	26,000.00					

					-407.00
	-23,400.21		41,405.20		64,134.00
1/31/2021					-23,400.21
1/31/2022	23,400.21				
					3,268.00
1/31/2022	0.00	2020-2021 Infrastructure projects complete	41,405.20		44,001.79
1/31/2022	-5,958.75	dishwasher replacement-deposit			

2020-2021					
Project status		thru 12/15			
A	Music rm	1,326.27	2411	complete	
B	Annex	-25,347.78	3107	complete	
C	Sanct paint	-39,256.00	2411	complete	
D	windows	-2,975.00	2411	complete	
E	courtyard	-2,543.45	2411	complete	
G	Sanct pews	-900.00	2411	complete	
H	HVAC- sanctuary	-25,378.70	2411	complete	

Please email treasurer@firstparish.info if are interested in more financial detail

	Current Month Actual	Current Month Budget	Variance	%var	YTD actual	YTD Budget	Variance (amt)	Variance (%)
Income								
Pledge	38,545	50,049	(11,504)	-23.0%	513,363	441,443	71,920	16.3%
Plate	6,245	3,333	2,912	87.4%	23,073	23,332	(260)	-1.1%
Fundraiser		125	(125)	100.0%	273	14,875	(14,603)	-98.2%
Tenant*	5,050	4,416	634	14.4%	33,144	30,913	2,231	7.2%
Other Building	5,005	2,125	2,880	135.5%	15,405	14,875	530	3.6%
Contributions	8,966	8,667	299	3.4%	63,757	60,668	3,089	5.1%
Other and one time gifts	1,000	750	250	33.3%	21,554	5,250	16,304	310.6%
Other Income (trustee funds)	10,000		10,000	100.0%	23,312	23,000	312	1.4%
Total (sum)	74,811	69,465	5,346	7.7%	693,880	614,356	79,523	12.9%
All Income	74,910	69,615	5,295	7.6%	694,638	615,406	79,232	12.9%
% explained	99.9%	99.8%			99.9%	99.8%		

Expense								
Salary*	44,569	41,769	(2,800)	-6.7%	283,518	292,382	8,864	3.0%
Benefits (all)*	4,753	12,701	7,948	62.6%	73,961	88,905	14,944	16.8%
Utilities	1,606	4,340	2,734	63.0%	7,165	18,224	11,059	60.7%
Property- maint	243	3,649	3,406	93.3%	39,918	47,465	7,547	15.9%
Office & General exp	5,587	6,592	1,005	15.2%	48,352	66,644	18,292	27.4%
Committees	1,890	4,010	2,120	52.9%	15,694	28,218	12,524	44.4%
Outreach	15,978	12,663	(3,315)	-26.2%	45,948	44,939	(1,009)	-2.2%
Total (sum)	74,626	85,724	11,098	12.9%	514,555	586,777	72,221	12.3%
All Expense	70,263	86,391	16,128	18.7%	519,443	591,445	72,002	12.2%
% explained	106.2%	99.2%			99.1%	99.2%		
net position	4,647	(16,776)	21,423		175,195	23,962	151,233	
		ck	21,423				151,233	