

Minutes  
First Parish Unitarian Universalist of Arlington  
November 19, 2019

**Present:** Steve McMullin (Chair), Marie Meter (Vice Chair), Celia Wcislo (Clerk), David Klingsberg (Treasurer), Maggie Carey-via phone (Parish Committee Member), Sara Galantowicz (Parish Committee Member), Paul Hollings (Parish Committee Member), Anne Quaadgras (Parish Committee Member), Marta Flanagan (Minister), Chloe Briede, (Ministerial Intern), David Dreyfus (Finance Committee), Carolyn White (Stewardship), Rev. Marta Flanagan (Minister), Tina Schultz (DRE)

Consent agenda was accepted. (See Attachments). **The motion passed unanimously.**

Comments from Treasurer on finances: We appear to be in good shape still. Pledge income is high which is typical at this time of the year because of prepaid pledges. Plate income and salary costs are a bit under budget. The treasurer's report passed unanimously.

David Dreyfus presented a baseline budget which included: expenses for a second minister, no ministerial intern, 1.5 FTEs of administrative support and no communications person. The salary line item did not include any COLA or mid-point adjustment. Some minor line items were moved to other lines. The baseline budget includes the unavoidable increases in the budget: FP's UUA contribution(dues) was assumed to increase 3% (FP's UUA dues are based on budget size). The actual number will be known prior to the final budget that will be presented at the annual meeting. The Property line item is larger because of the increased cost of heat and the increase in maintenance needs based upon the 3-year average.

The baseline budget assumes a slight increase in rental fees based upon the 3-year average as do several other line items in the baseline budget.

A lengthy discussion of budget priorities followed with various pledge increase projections for next year depending upon which expenses were chosen to be included in the proposed budget.

David Dreyfus presented some alternative choices for Parcom to consider (see Appendix ). The Parish Committee voted on a list of additional proposed expenses, to set a list of priorities as we move forward.

- 8 votes for COLA for staff
- 8 votes for having 2 FTEs for administrative staff
- 6 votes to increase Stewardship budget
- 6 votes to increase climate action budget; composting
- 3 votes to increase music budget
- 3 votes to increase RE and service group budget
- 3 votes to increase ministerial professional fees
- 2 votes to move all staff to the mid-point range

The themes drawn out from this might be:

- We value and support the professional role of our staff
- We want to focus on increasing communications both internally and externally, and we need to spend if we want to continue to grow
- We need to continue to reach outward.

Parcom adjourned at 9:20 P.M.

## ATTACHMENTS

### **Minister Report**

October 11 – November 14, 2019  
Rev. Marta Morris Flanagan  
First Parish in Arlington Massachusetts

This month the lay ministers were launched into another year with a Saturday training, a Sunday installation and annual roll out of our wider network of care. Both Chloe Briede and I led the training with help from Loren Gomez, this year's Lay Ministry chair.

This was another month for me with a large number of pastoral contacts with members. As a community we are grappling with illness, both our own and our family members, both physical and mental. In addition, I am aware of the circumstances of at least a dozen members but do not have the time to initiate contact with them. I am pleased that Chloe Briede is beginning to establish relationships with people in the congregation and is becoming better positioned to initiate pastoral care.

But I remain pained that we are not providing more pastoral outreach to our members. And frankly I carry with me the fact that they are neglected. For me that burden is exacerbated by my not being able to respond to requests that I lead spiritual programming such as the silent retreat this year or as requested by a member this month, an adult program on spiritual journaling. I do wonder how much the lack of such ministry contributes to what may be a plateau in membership growth over the last four years (The number of members since 2015 was ranged between 425 and 438).

This month four people signed the membership book after attending the New UU class. New UU classes have been smaller in number the last couple of years. Seven attended this most recent New UU class. However, having 4 of the 7 signing the membership book right there in the class is a bit higher than we have come to expect.

Behind the scenes this month, budget preparation and the second minister search received much of my attention. The work of those engaged in these efforts may not be visibly apparent but many folks have given an extraordinary amount of their time. Please thank them when you see them.

The Harvest Moon Fair is soon upon us with all its vitality and community focus. It will be quickly followed by the winter holidays. Amidst the holiday season as a congregation we will engage the Beyond Categorical thinking program of the UUA related to our thinking outside the usual demographic categories when considering hiring a second minister. Worship and a workshop following worship on Sunday, December 8 will also be a chance for everyone to be updated on the search process. The Sunday after, December 15 will be the Shinn Service with Rev. Kathleen McTigue of the Unitarian Universalist Service Committee preaching. Our First Parish continues to have engage of concerns and activities!

*In your service,  
Marta*

*For your reference at the end of this report is a full listing of staff and their hours.*

## **Worship**

October 13	Sometimes We Fail Chloe Briede, Intern Minsiter, preaching Columbus Day weekend	(137 attending)
October 20	To Forgive and Repair Marta Flanagan preaching Choir singing	(253 attending)
October 27	Dia De Los Muertos Observance Marta Flanagan officiating	(243 attending)
November 3	Election Sunday: On Political Intolerance Marta Flanagan officiating	(196 attending)
November 10	Becoming Our Full Selves Chloe Briede, Intern Minsiter, preaching Choir singing Veterans Day weekend	(193 attending)

Average Sunday (mean) attendance was 204 (last month was 242)

Monthly Worship Associate Meeting: 10/30

## **Pastoral Care Provided by Minister**

Pastoral appointments and visits

In my office: 12

In hospital: 0

In homes: 2

This is as many as last month

(themes: grief, illness, relationship discord, self-worth, parenting, despair,  
family illness, spirituality)

Monthly Lay Ministry Meeting: 11/6

Lay Ministry Training: Saturday 11/8

## **Staff and Lay Leadership Support Provided by Minister**

Appointments with lay leaders regarding projects and committee work: 6

Committee meetings attended

(in addition to Lay Ministry and Worship Associates):

ParCom Exec 10/23

ParCom Meetings 10/15

Second Minister Search Committee 11/12

Committee on Ministry 10/16, 11/13

Individual weekly meeting with Chloe Briede, Intern Minister,  
DRE Tina Schultz and Executive Assistant Sara Haugland

Biweekly weekly meetings with Music Director Jonathan Brennand  
and Joan Dyer, Office Administrator

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

## **Education and Community Building**

Lectio Divina: weekly

New UU, Saturday 10/26

## **Social Justice / Turning Outward**

Met with Police Chief Julie Flaherty 10/16

## **Professional Development, Connection and Continuing Education**

none this m

## Staff at First Parish Arlington MA 2019-2020

**Called Minister ... Rev. Marta Flanagan** (began 9/2009) (FT: Full Time)

**Ministerial Intern...Chloë Briede** (9/2019) (FT)

**Executive Assistant ... Sara DeLong** (8/2016) 20 hours x 48 weeks (0.46 FT)

**Director of Religious Education ... Tina Schultz** (9/1994) (FT)

**Youth Program Coordinator.. Rose Sawyer Marsh** (9/2019) 24 hours x 42 weeks (0.5 FT)

**R.E. Assistant....Jan Penney** (9/2016) 12 hours x 40 weeks (0.23 FT) } (880 total hours  
**R.E. Assistant ... Lucy Voges** (9/2019) 5 hours x 40 weeks (0.1 FT) } per year)

**Nursery Supervisor ... Amy Rogers** (9/2003) 2 hours x 52 weeks (104 hrs per year/ 0.05 FT)

**Nursery Assistant ... Grace Brennan** (9/2019) 2 hours x 52 weeks (104 hrs per year/ 0.05 FT)

**Service Trip Coordinator... NA** (165 hrs per year/ .08 FT '18-'19)

**Office Administrator ... Joan Dyer** (10/2009) (FT)

**Interim Administrative Assistant ... Sara DeLong** (10/2018) 20 hours x 52 weeks, (.5 FT)

**Facility Maintenance Sexton ... Sarah Bunch** (2/2018) 8-10 hours x 52 weeks (0.25 FT)

**Weekday Sexton ... Derrick Banks** (11/2015) 18 hours x 52 weeks (936 hours/ 0.45 FT)

**Sunday Sexton ... Youth Team** 4-6 hours x 52 weeks (312 hours/ 0.15 FT)

**Music Director ... Jonathan Brennand** (9/2014) 26 hours x 40 weeks (0.5 FT)

**Director of Music, Emeritus... Kenneth Seitz** (9/2008) N/A

**Interim Organist ... Kenneth Seitz** (9/2018) 13-15 hours x 40 weeks (0.3 FT)

**Affiliate Minister/Hospital Chaplain ...Rev. Wendy Page** (9/2017) N/A

\*Full Time = 2080 hours per year  
 calculations for (.x FT) = x hours times x weeks divided by 2080

## **DRE Report to the Parish Committee – November**

Dear Friends,

We are just beginning to fall into a rhythm on Sunday mornings and evenings, having had a very full September and October. It has taken time since Ingathering to juggle sharing spaces and room setup with Mariposa. We've looked at classroom numbers and room size to determine the best rooms for our large and lively classes. Some groups begin in one space and divide into smaller groups in the Parlor or hallways for more intimate conversations. We move tables and chairs and classroom supplies in and out of the rooms, but it's becoming systematized and manageable. We recently purchased more lightweight tables and chairs, and have special carts to transport them (by grade) into the classroom spaces.

So many positive things have been happening!

**Programming:** Our teachers are settling in with their children and curriculum. The RE Committee continues to strive for teacher feedback to ensure that all the wonderful "extras" our volunteers add to the lessons are documented and repeatable. We are organizing field trips to temples, mosques and local churches for our 7<sup>th</sup> grade class. This Sunday our 7th grade will visit St. Paul AME Church in Cambridge, a highlight of the fall term. Our 6th graders will visit Keefe Funeral Home as a part of their Lessons of Loss program. Our children are planting bulbs for next spring, coloring sidewalks with symbols of peace and joy, talking about world events, welcoming Muslim guests to celebrate Mohammed's birthday, creating a First Parish sukkot, visiting a worm condominium, singing reggae and drumming, and hearing

- Milestones and Key Dates:
  - 12/1/19: UUA Application Portal opens 12/1/2019
  - 12/8/19: Beyond Categorical Thinking – Jane Dwinell, facilitator. Includes Sunday Sermon, Lunch and Afternoon Workshop (all are welcome)
  - 12/14/19: Joint Meeting --Parish Committee Leads, Stewardship, and SMSC to prepare for the 2020 Every Member Canvass (7:30 pm Parlor)
  - 1/12/19: Survey SAYS.... Afternoon session to review survey details, presentation, lunch and small group break-outs planned (all are welcome)
  
- 2019-2020 SMSC Program Budget Projection – just so you know:

• BCT workshop (UUA application, meal, presenter fee)- Dec 2019	\$800
• Candidate visits/ lodging & travel expense (3)– Feb/Mch 2020	\$6,000
• Meet the Minister weekend (travel & lodging, welcoming events)– May 2020	\$2,000
• UUA Ministerial Evaluaton (recommended) split costs (FPUUA share)– Aug 2020	\$1,000