

**Parish Committee**  
**First Parish Unitarian Universalist of Arlington**  
**May 19, 2020**

**Attending:** Marie Meteer, David Klingsberg, Celia Wcislo, Sara Galantowicz, Steve McMillan, Anne Quaadgras, Maggie Carey, Tom Estabrook, Paul Hollings, Marta Flanagan, Tina Schultz, Chloe Briede

**Financial Report and Financial Projection (David K.)**

- Things look pretty good for this year. Pledges good, expenses down
- Net income down slightly
- Salaries are under
- Projects slight surplus for this year; \$10-25,000 surplus possible
- Market back up in April; Trust funds grew back about \$200,000
- This does not count the PPE we will receive.

**(Vote 1). Consent agenda:** Minutes, Minister's Report, DRE report, Financial Report

- Vote made by Celia, seconded by Maggie. Vote passed unanimously.

**Summer Building use:**

- Left over search committee costs can be used for office set-up and moving costs for the 2<sup>nd</sup> minister.
- UUA recommends only using 40% of capacity (looking for occupancy #s)
- Before use, cleaning required
- Awaiting COVID-19 task force recommendations
- Marta recommends not using all summer
  - Need spacing signage
  - Possible exception for funerals
  - No food prep, or bathroom usage
  - Mariposa rules, drop-off, elevator usage, vestibule area
  - Use by NAAA, AA, funerals-stress equity and very limited use
  - Question of the use of the courtyard for meetings

**Chloe Briede's observations:**

- Thanked us for the opportunity to be our intern
- We are a congregation that is growing vs. declining
- A healthy, well-functioning congregation
- Best RE in New England; vibrant worship and volunteers; great music program
- Volunteer culture unlike others; large and varied
- She has learned how to put her cerebral ideas into spiritual terms here
- Strong staff and budget keep us chugging along, even in a pandemic
- Broad social justice actions
- Wants to think about:
  - Who is not at the table-age, race, education and class?
  - Remember to celebrate and have fun
- Parcom thank Chloe for all her contributions

## **Policy of the Month (Marie and Sara)**

Bylaws. Read:

- ARTICLE VI—Congregational Meetings and Voting,
- ARTICLE 1X -Vacancies

**Proposed Plan for Annual Meeting (from Exec):** Because of the Coronavirus pandemic, and using both state and UUA guidelines, the 2020 Annual meeting will be held as a Zoom meeting, since we have had such success with Zoom Sunday services.

- Push it out to May 31 to give us more time to plan
- Email warrant-put pandemic explanation before warrant
- Conduct the meeting over zoom; make every person register so it fulfills the “not-by-proxy” part of by-laws.
  - See UUA links
  - Need 20 for quorum = 88 attending
- Vote on the officers whose terms are expiring: Marie Meteer, Tom Estabrook, Paul Hollings, and moderator Katharine MacPhail
  - Need to get agreement from the committee members who are scheduled to go off to keep their positions until, say Fall of 2020
- Come up with a simpler form for committee annual reports so we can close out this year.
  - Maybe just collect answers to a couple questions from each committee chair. Sara is working on this.
- Use the meeting to get input from the congregation on “how we go back”, with targeted questions and comments solicited in advance.

**Vote on Warrant (Vote #2):** Motion made by Anne, seconded by Maggie. Warrant passed unanimously with Pandemic explanation prior to warrant.

## **Discussion on Annual Meeting Plan:**

- LDC needs to be notified that the current committee members will carry over until the Fall. LDC should reach out to make sure people want to continue until then.
- Non-member will be able to attend the Zoom meeting as they have in the past
- Need to find a parliamentarian
- People need to register by Friday night at 5:00 PM

**Summer meetings and “retreats”:** Discussion postponed until June meeting

Adjourned at 9:15 PM

## **MOTIONS**

1. Move that we adopt the amended consent agenda.
2. Move that we adopt the warrant as amended.

**ParCom meetings' Host Schedule**

5/31 (*Sunday Annual Meeting*) (*Sunday Brief ParCom meeting with new members*)

6/16 (Host - \_\_)

\_\_6/? (Saturday Spring Retreat?)

**Resources from the UUA on hosting Annual Meeting online**

<https://www.uua.org/leadership/library/it-legal-hold-congregational-meetings-online>

<https://www.uua.org/leadership/library/voting-online>

**Ministers Report March**  
**April 20-May 16, 2020**  
**The Second Month of the Corona Virus Pandemic**  
Rev. Marta Morris Flanagan

This was the month the congregation virtually met Rev. Erica Richmond, who will start as our new Parish Minister in August. Erica offered the homily during zoom worship on May 3 and she met with those who are and who have served on the Parish Committee over the last five years. Over the next month she will hold two other small gatherings online to meet leaders as well as meet with individual staff members.

We are off to a good start! The Second Minister Search Committee has received only positive feedback about Erica, including 17 emails from parishioners. I note how wonderful it is to witness her interactions with leaders and listen afresh to you tell the stories of your commitment to First Parish.

This month we continued to adjust to life in the midst of the corona virus. Governor Baker issues a stay at home advisory on March 23. This is the second month of being a religious community in a pandemic. The meetinghouse is closed; worship and all meetings and programs are online – including the choir, the Youth Group, Coming of Age programs, some religious education classes, covenant groups, three Lectio Divina sessions each week, four Spirit Talk sessions, and more. Through the FP Connection board numerous discussion groups and even concerts are offered. With the coordination of Lori Kenshaft a phone buddy system is connecting approximately 30 pairs of people. Sunday morning worship includes breakout groups, a virtual social time, and sharing on the chat. Attendance at worship remains slightly higher than average Sunday worship in the sanctuary. None of this would be possible without the tech team and many individuals behind the scenes

Thankfully during this month we have had no deaths due to COVID 19 in the First Parish community– though there are individuals who have been symptomatic at home. And several members are grieving family members who have died of the virus and are worried about others who are ill.

Much of the talk at staff and committee meetings is about mastering how to do things well on new virtual terms. There is also much discussion about what eventual phasing back will look like. There are numerous unknowns including timing, best health practices, and costs. As I told staff last week I have not felt this green or inexperienced in the work of ministry since I started at the first church I served 33 years ago. It is exciting and unnerving!

Last week the UUA issued an advisory to congregations encouraging planning for online worship through May 2021. Governor Baker is expected to announce details about any reopening plans tomorrow. For now we will remain a religious community online through Labor Day. Beyond that is still to be determined.

For now we look toward the annual meeting, May 31. I am pleased with the budget the Parish Committee adopted. It is the first budget in more than twelve years in which we have had to cut committee budgets and not give staff COLA increases. But under the extreme financial circumstances the world is under, I am impressed and grateful for our wellbeing as a religious community.

*In your service,  
Marta*

*What follows is a detailed listing of my ministry this month.*

## **Worship**

(Note: Attendance figures listed are the number of households which stayed online for 30 or more minutes. One estimate of total attending is 1.25 of that number. But for greater reliability and consistency, the listed numbers are just the number of households.)

April 19 Online Worship #5 (247 attending)  
Chloe Briede offering homily

April 26 Online Worship#6 (249 attending)  
Marta Flanagan offering homily

May 3 Online Worship #7 (275 attending)  
Introduction of Erica Richmond

May 10 Online Worship #8 (205 attending)  
Chloe Briede offering homily

Average Sunday (mean) attendance was 244 (last month's average was 273)

Monthly Worship Associate Meeting: 4/29

## **Pastoral Care Provided by Minister**

Pastoral appointments and visits

Zoom: 7

Phone: 1

Walks: 2

(themes: grief, prayer, despair)

Monthly Lay Ministry Meeting: 5/5

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

Appointments with lay leaders regarding projects and committee work: 3

Committee meetings attended

(in addition to Lay Ministry and Worship Associates):

ParCom Exec 4/29, 5/13

ParCom Meetings 4/20, 5/6

Second Minister Search Committee 4/22, 4/28

Meeting with ParCom Members for last 5 years with Erica Richmond 5/7

Weekly Meetings with Joan Dyer and Sara Di Long

Individual weekly meeting with

Chloe Briede, Intern Minister,

DRE Tina Schultz

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

Biweekly Program Staff Meetings

(DRE, Office Manager, Music Director, Intern, Minister)

Meetings with Erica Richmond 4/28, 5/12

### **Education and Community Building**

Lectio Divina: twice a week

### **Social Justice / Turning Outward**

Cultural Appropriations Working Group 5/7

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

Greenfield Ministers Study Group 5/11

**FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MA  
PROPOSED BUDGET FOR  
FY2021**

	FY19 actuals	FY19 budget	FY20 budget	FY21 budget
<b>Salary, Benefits &amp; Other Personnel Expenses</b>	<b>514,961</b>	<b>548,867</b>	<b>565,125</b>	<b>641,751</b>
<b>Operating Expenses</b>				
Office Expenses				
Payroll Service	2,026	2,000	0	0
Treasury Costs	11,909	8,500	6,000	6,500
Postage	297	600	600	500
Telephone & Internet	3,837	3,700	3,700	4,000
Supplies/Repairs/Printing	7,316	7,650	7,100	7,300
Office Equip Lease & Maintenance	6,232	6,700	6,900	6,700
Computer Software/Hardware	<u>3,941</u>	<u>3,000</u>	<u>8,000</u>	<u>8,500</u>
<b>Office Expenses - Total</b>	<b>35,557</b>	<b>32,150</b>	<b>32,300</b>	<b>33,500</b>
Contractors & Consultants				
Consultants (bookkeeping)	<u>1,870</u>	-	<u>10,000</u>	<u>8,000</u>
<b>Contractors &amp; Consultants - Total</b>	<b>1,870</b>	-	<b>10,000</b>	<b>8,000</b>
General Expenses				
Cleaning & Supplies (Housekeeping)	3,511	3,700	3,800	3,700
Christmas Eve Service Support		850	850	0
Coffee/Friendship Hour Supplies	2,456	1,500	2,500	2,500
Worship Supplies, Etc.	892	1,100	1,100	1,000
Sound, tapestry, linens Fund	1,000	1,000	1,000	1,000
Stipends/Honoraria for Guest Speakers	900	3,300	3,300	1,200
Staff development			200	200
Sign language interpreter	750	400	400	500
Insurance	<u>10,946</u>	<u>11,766</u>	<u>12,658</u>	<u>11,929</u>
<b>General Expenses - Total</b>	<b>20,454</b>	<b>23,616</b>	<b>25,808</b>	<b>22,029</b>
Property Committee				
Utilities: Gas Heat	16,071	12,000	14,300	19,446
Utilities: Water & Sewer	4,407	6,590	6,000	5,000
Utilities: Electricity	1,726	3,000	2,896	2,588
Solar Power Purchase Agreement	7,414	9,154	7,600	7,563
PowerOptions Membership	175	175	175	250
Property Maintenance Contingency Fund	2,000	2,000	2,000	0
Heating Maintenance & Repair	905	4,000	2,000	2,000
Elevator Maintenance & Inspection	4,469	4,400	4,400	4,679
Other Maintenance & Repair	16,500	18,000	21,000	21,147
Capital Infrastructure Reserve Fund	27,282	26,000	26,000	26,000
Groundskeeping	2,061	1,500	1,000	1,200
Snow Removal	<u>6,441</u>	<u>6,000</u>	<u>6,000</u>	<u>5,128</u>

<b>Property - Total</b>	<b>89,451</b>	<b>92,819</b>	<b>93,371</b>	<b>95,001</b>
Religious Education				
Children & Youth	7,957	8,000	8,000	7,050
Youth Group Trip Coordinator Fund		1,500	1,500	1,500
CORI checks		0	0	0
Training for OWL	<u>800</u>	<u>900</u>	<u>0</u>	<u>0</u>
<b>Religious Education - Total</b>	<b>8,757</b>	<b>10,400</b>	<b>9,500</b>	<b>8,550</b>
Music Expenses				
Music Committee	10,572	10,050	10,000	10,107
Piano Repair	1,000	1,500	1,500	2,250
Organ Fund set-aside	<u>2,500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Music - Total</b>	<b>14,072</b>	<b>13,550</b>	<b>13,500</b>	<b>14,357</b>
Other Committees				
STAR/Adult RE	448	500	500	450
Denominational Affairs	0	0	0	0
HR Committee	0	200	200	180
Lay Ministry	0	150	150	135
Leadership Development	182	200	200	180
Membership	148	800	1,000	900
Parish Committee	3,312	17,000	6,500	5,500
Parish Committee Contingency Fund	2,980	8,000	0	0
Social Justice committee	3,618	2,842	3,000	3,000
Stewardship	1,986	2,000	2,000	2,000
Turning outward	2,543	3,000	3,000	2,700
Racial Justice Coordinating Committee	2,917	3,000	3,000	2,700
Second minister search committee Fund	26,000	-	-	0
Composting	-	-	-	1,000
Other one-time ParCom-approved expenses	<u>8,175</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Other Committees - Total</b>	<b>52,309</b>	<b>37,692</b>	<b>19,550</b>	<b>18,745</b>
<b>Total Operating Expenses</b>	<b>222,470</b>	<b>210,227</b>	<b>204,029</b>	<b>200,182</b>
<b>Dues and Outreach</b>				
Dues/Memberships				
<i>First Parish Membership Count</i>				
UUA	37,019	37,019	35,871	36,000
MBD	0			
Cooperative Metropolitan Ministries	300	300	300	300
UU Partnership Church Council	200	200	350	350
UU Urban Ministry	250	250	250	250
Mass. Interfaith Power & Light	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
<b>Total Dues</b>	<b>38,019</b>	<b>38,019</b>	<b>37,021</b>	<b>37,150</b>
Giving First (=1/2 of plate offerings)	<u>20,293</u>	<u>21,000</u>	<u>19,000</u>	<u>19,000</u>
<b>Total Dues &amp; Outreach</b>	<b>58,312</b>	<b>59,019</b>	<b>56,021</b>	<b>56,150</b>
<b>Other Expense Items</b>				
General expense reserve	0	(15,000)	(16,879)	0
Repayment of loan for capital expenditures	5,000	5,000	5,000	0
Audit reserve	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>



**Total Other**

<b>5,000</b>	<b>(9,900)</b>	<b>(11,879)</b>	0
<b>800,743</b>	<b>808,213</b>	<b>813,296</b>	<b>898,083</b>

**Total Expenses****Income**

<i>Total Pledges</i>		648,000	657,000	639,550
Current-Year Pledges Received	575,174	615,600	624,150	575,595
Prior-Year Pledges Received	64,453	20,000	20,000	54,000
Plate Offerings (including Giving First)	39,497	42,000	38,000	38,000
Trustees' contribution - capital reserve fund	13,000	13,000	13,000	13,000
Agnes Whitman Damon Wellington Fund	10,000	10,000	10,000	10,000
Social Justice - Pie Palace income	3,061	2,842	3,000	3,000
Harvest Moon Fair (net of expenses)	16,681	14,000	14,000	10,500
Other Fundraisers (chili)	940	1,500	1,500	1,500
Executive Assistant salary contribution/second minister fund	4,000	4,000	2,000	70,000
User Donations/Rental Fees: R.E. wing	55,000	53,750	56,125	53,000
User Donations/Rental Fees: All Others	35,339	25,500	25,500	14,000
Parking spaces	6,000	6,000	6,000	6,000
PPP forgivable loan				48,000
One-time Gifts		0	0	0
ParCom special purpose		0	0	0
Interest on NOW Acct	2,340	21	21	1,500
<b>Total Income</b>	<b>825,486</b>	<b>808,213</b>	<b>813,296</b>	<b>898,095</b>
<b>Surplus /(Deficit)</b>	<b>24,743</b>	<b>0</b>	<b>(0)</b>	<b>12</b>

	648,000	657,000	639,550
575,174	615,600	624,150	575,595
64,453	20,000	20,000	54,000
39,497	42,000	38,000	38,000
13,000	13,000	13,000	13,000
10,000	10,000	10,000	10,000
3,061	2,842	3,000	3,000
16,681	14,000	14,000	10,500
940	1,500	1,500	1,500
4,000	4,000	2,000	70,000
55,000	53,750	56,125	53,000
35,339	25,500	25,500	14,000
6,000	6,000	6,000	6,000
			48,000
	0	0	0
	0	0	0
2,340	21	21	1,500
<b>825,486</b>	<b>808,213</b>	<b>813,296</b>	<b>898,095</b>
<b>24,743</b>	<b>0</b>	<b>(0)</b>	<b>12</b>