

Parish Committee Agenda

First Parish Unitarian Universalist of Arlington
October 20, 2020

Attending: Maggie Carey, Paul Hollings, Tom Estabrook, Rev. Erica, David Klingsberg, Celia Wcislo, Marie Meter, Anne Quaadgras, Steve McMullen, Tina Schultz, Rev. Marta

Marta informed Parcom of the poor condition of long-time FP leader David Terkla. He is currently in the hospital and has taken a turn for the worse. UPDATE: David passed away Oct. 21, 2020.

Financial Report – David K.

- The year end guestimate is a projection.
- Some discussion of whether the monthly report should show the weighted budget line item.
- David could use help in tracking pledges
- Property and utilities are flat because of the COVID-19 closure of the building

(Vote 1, Discussion). Consent agenda: Minutes, Financials, LDRE Report, lead Ministers Report, Parish ministers report.

State of the church (Marta & Erica)

- We have had 3 deaths of parish members in the last five weeks: Brian Buckley, Kristin Muniz and Maia Raduazzo
- Mac McBurney has been on a ventilator with Covid-19 for 2 weeks.
- There is sadness and stress on the church from politics and Covid-19. People are tired, fatigued and touchy
- Need to focus on what matters, not just perfection. Have contingency plans
- Attendance is dwindling (same as last Fall)
- People with young children are not attending because kids are tired of Zoom. Tina is considering some family worship instead.

Votes

- Approval of Wendy Page's Covenant with First Parish as Affiliate Minister. Covenant is the same as last year. Vote passed unanimously.
- Vote on wording for the banners-Planning on posting a John Lewis quote on the banner. Parcom made suggestions about increasing readability and font size. Vote passed with one against it.
- Vote on the "VOTE" sculpture- Suggestion to place the high school vote sculpture on the front lawn. Vote passed unanimously

- Task force to look at finances from a “consumer” viewpoint and make recommendations for how to track our performance.

Financial Overview education: David K, David Dreyfus and Julian Chu

- FinCom explains their process for putting together the budget (
- ParCom explains their process for approving the budget and taking it to annual meeting)
- Discussion of the intersection points (prioritization Nov/Dec and Parcom approval April/May))
- Treasurer explains the monthly financial tracking process (skipped)
- Discussion of tracking this year’s budget given the uncertain times and recommendations for leading indicators
- Initial budget discussion is usually presented in December
- Priorities should be settled by Parcom in Feb., so stewardship can get to work.
- Set up a task financial taskforce to set key determinates to judge our financial health.- Motion by Sara and Steve. Passed unanimously

Meeting ends at 9:05 PM

MOTIONS (proposed wording that will be adjusted based on the discussion of the Parish Committee)

1. I move that we adopt the consent agenda - Celia and Tom - Unanimous
2. I move that we approve the Affiliate Minister Covenant between Reverend Wendy Page and First Parish Unitarian Universalist of Arlington MA- -Marie and Steve - Unanimous
3. I move that we accept the message for the banner proposed by the emergent issues task force.- Marie and Celia – Passed with one member against it.
4. I move that we allow the Arlington high school students to display their “VOTE” sculpture on the church lawn from now to the election with the agreement that they will remove the sculpture on November 4th – Steve and Paul - Unanimous.
5. I move that the Parish Committee form a task force to determine a set of key indicators of our financial health and recommend how best to display that information to the Parish Committee and the larger community that will be implemented by the treasurer, bookkeeper and staff.- Sara and Steve - Unanimous

Lead Minister Report
September 12 – October 17, 2020
Rev. Marta Morris Flanagan
First Parish in Arlington Massachusetts

These first five weeks of the program year have been marked both by activity and sadness in our congregation and by anxiety and tumult in the larger world.

In the world the number of people suffering from the corona virus has been slowly increasing and included the US president, his family and a dozen or so staffers begin treated for the virus. The last five weeks have also included fires and hurricanes, a presidential debate, and talk of voter fraud and possible demonstrations and even violence following the election on November 3.

In the congregation, people have been deeply affected by the sudden death of 57 year old Kirstin Muniz on October 4, the sudden death of 38 year old Brian Buckley, son of Laurie Rapson, on September 13 with the memorial service on September 21, the entering of hospice care by 70 year old Marie Raduazzo, and the uncertain condition of Mac McBurney who is on a ventilator in the ICU due to a mysterious infection.

All of which is to say that anxiety and worry, grief and fatigue is running high as we end the seventh month of restrictions and online congregation life of the corona virus

Among the significant events of these five weeks:

- The online memorial service for Kristin Muniz and private committal service, October 17. Much thanks to the tech team (Anne Quaadgras,tech lead; Amy Anderson, Aaron Kitzmiller, and Alan Schweitzer) for an extraordinary job! Officiated by myself. Over 350 attended on zoom.
- Memorial Service conducted in the Memorial Garden officiated by Rev. Erica Richmond, 50 people attending and practicing healthy spacing
- Involvement and Reflection over the Actions and Response of Arlington Police Officer Rick Pedrini to the Community in light of his published statements online.
- Both our religious education programs and our music programs continue to find ways to connect, support, comfort and inspire our members.
- Rev. Erica is in her third month with us as Parish Minister. Sara Hidalgo is in her 9th week with us as Office Administrator. Orientation, adjustment, exactment, training continue! We are building a staff team – despite the challenges of online life.

What follows is a more detailed accounting of my activities. In these tough times I am enormously grateful for our community that provides both comfort and challenge to a world in need.

Marta

Worship

September 13	Ingathering Sunday,	247 attending
	Rev. Erica Richmond preaching	(# online screens >30minues)
September 20	Rev. Marta Flanagan preaching	195
	“Awakening to the Sweetness of Life”	
September 27	Rev. Marta Flanagan preaching	190
	“Awakening to Inner Truths”	
October 4	Rev. Erica Richmond preaching	193
	“Turning Toward Emerging Truths”	
October 11	Coming of Age Service	171

Average Mean online screen attendance: 199
Perhaps numbers of individuals is 1.25 x 199 or 249

Last year the first five worship services averaged 254 individuals. I note anecdotally that in conversations at local UU clergy gathering, colleagues report higher attendance at summer lay led services online compared to summer lay led services in years past and lower attendance at the beginning of the program year. Our average attendance online this summer was 100 screen this year compared to 65 individuals in 2019.

Monthly Worship Associate Meeting: 9/30
Worship Associate Training: Saturday, 10/3

Pastoral Care Provided by Lead Minister

Pastoral appointments and visits:

Online: 9

Outside: 9

Hospice: 2 (indoor)

(themes: spirituality, wedding, family conflict, loss and grief, illness, family death, call and discernment)

I also officiated at the online memorial service and the private outdoor committal service for Kristin Muniz on October 17.

I also note that I attended the first session of a two-session training for lay minister organized by Rev. Erica 9/24

Staff and Lay Leadership Support Provided by Lead Minister

Appointments with lay leaders regarding projects and committee work: 3

Committee meetings attended:

(in addition to Worship Associates and Adult Programming Committees):

ParCom Exec 9/23, 10/14

ParCom 9/15 and 10/6

ParCom Retreat 9/12

LDC/VIPC Convenors (Leadership Development, Program Council) 9/22

VIP-C (Program Council) 9/20

Committee on Ministry 9/23

Weekly individual meetings with Parish Minister Rev. Erica and DRE Tina Schultz

Biweekly weekly meetings with Music Director Jonathan Brennand

Weekly Program Staff Meetings (Ministers, DRE, Office Manager, Music Director

Monthly meeting with Rev. Erica and Consultant Larry Peers

Adult Programming Activities of Lead minister

Lead Lectio Divina: twice a week (attendance 12-23)

Co-led with Rev. Erica "Ministerial Musings, Sept 15, 22, 29 (attendance 18-31)

Attended Covenant Group Convenors meeting 10/7

Attended meeting of Spirit Talk Convenors weekly

Social Justice / Turning Outward of Lead Minister

Officer Rick Pedrini's Apology and Repercussions

Attended online town apology program 9/22

Attended First Parish Debrief led by Rev. Erica 9/24

Met with Police Chief Julie Flaherty and Town Manager Adam Chapdelaine 9/30

Professional Development and Continuing Education of Lead Minister

Attended monthly women minister support group "Follen Women," 9/24, 10/15

Attended meeting of the Mass Chapter of the UU Ministers Association 9/17

Attended UUA webinar on online Holidays plans 10/7

Report to the Parish Committee September 2020

Hello Friends,

It's great to be back and gearing up for the Religious Education fall term.

I have been meeting regularly with RE Chair Ellen Robie, Youth Group Coordinator Rose Sawyer Marsh, the OWL teachers and our Coming of Age mentors to formulate some kind of plan to offer to our families.

As you can imagine, it's not easy!

Here is what we have done so far:

Created a survey for families with children Prek-7, which was emailed last week
Purchased new curriculum which is thematic based (to tie in with worship themes) and targeted to on-line learning and fun
Found adult volunteers willing to teach virtually
Revamped OWL learning
Streamlined Coming of Age for youth presentations during Sunday morning worship (October 11)
Determined a Phase 1 calendar with a shorter fall term so we can analyze successes and areas to improve for pivoting into Phase 2
Brainstormed ideas for family events to reinforce connection and community building
Solicited help from RE Committee members to send out hard copy invitations for fall classes

In Youth Group:

Met with co-leaders to set up fall calendar
Created virtual orientation for incoming freshmen
Continued successful programs (baking, games, etc) until first session of youth group
Established connections with UU Youth Ministry and UUA sponsored programs
Service Trip Planning meetings have begun for spring/summer 2021

For Worship:

A team of Time for All Ages worship planners have met and found time for all ages leaders for September and October
Rev Erica and I have met and plan to lead Family Worship together on September 20
The COA mentors and I are planning their Sunday morning worship service on October 11

Other happenings:

I meet weekly with Marta, Rev. Erica, Rose and attend staff meetings
I have been meeting over the summer with the RE Committee Re-Entry task force
I meet weekly with DRE colleagues in neighboring congregations
I meet bi-monthly with UU District Religious Educators
I attend "Soul Matters" educational forums

I am educating myself and volunteers about safe on-line practices in working with children and teens

What's Next:

Educating the congregation in upcoming RE plans via announcements, web page updates and newsletters

Teacher Orientation

Working with task force to plan family fun events

Calling stakeholders to learn more about ways to support families once school has begun

Respectfully submitted by: Tina Schultz, Director of Religious Education

**Parish Minister Report
September 13 2020-October 13 2020**

Rev. Erica F Richmond

First Parish in Arlington Massachusetts

I am in my second official month of serving as your Parish Minister, what a joy it has been so far. It has been an invigorating time for me and for the congregation. I keep using the metaphor that I jumped into a fast-moving river, the current is strong and I have been finding my own way to move upstream with you all. Building trust is relational and often requires time and patience. This feels especially true during COVID. This is all to say, that year one will be one of starts and stops, of relationship building with the congregation and the staff, and all of you on Par Com. It is going very well so far- this is just a reminder (perhaps to myself) of that reality. Thank you for welcoming me so well.

Worship:

Marta and I are both sharing worship leadership and preaching, though she is the point minister for the worship associates. To that end, I attended as a participant the Worship Associate training on October 3. I have preached twice: 9/13 and 10/4. I also co-led family worship with Tina on 9/20. I am preaching again on 10/18. When I am not preaching I assist with other service elements, such as prayer or ritual. We have installed both lay ministers and worship associates during Sunday worship. And I supported the CoA service on 10/11- it was wonderful to have the youth voices highlighted so well. Marta and I continue to think through ways to tighten worship, there are some rituals and patterns that do not translate as well to Zoom and it is moving target for all of us.

Pastoral Care Provided by Minister

I have done both phone calls, zoom appointments, and in-person (masked and distanced) pastoral visits. I also officiated the memorial service for Brian Buckley, adult son of congregant Laurie Rapson. Themes of pastoral care: illness, chronic loneliness, concerns with supporting children during a pandemic, and grief.

Courtyard Visits (10-minute slots)= 24 meetings

Lay Ministry:

I am the point minister for lay ministry and it has been a source of energy and joy for me. I led the training for returning and new lay ministers: 9/24 and 9/26. We then installed the three new members. I have attended the committees meeting so far and provided ample guidance about framing and delivering lay ministry within the congregation. I am encouraging folks to provide spiritual and emotional support, beyond simple friendship and companionship. I think this is an important growing edge for the committee and one I am excited to support.

Staff and Lay Leadership Support Provided by Minister

I am the supervisor for our new office manager, Sarah Hildago. She is onboarding beautifully and I am thrilled that she is part of the team. I meet with her and Sara DeLong every Wednesday morning about office details.

Marta and I are taking turns leading our Thursday programmatic staff meetings and I have facilitated two so far. We are doing a staff read: Cant' Even- How Millennials Became the Burnout Generation by Anne Helen Petersen.

Marta and I contracted for six more months of support with coach, Larry Peers, we are splitting the cost of a monthly meeting from each of our professional expenses.

I have spent the past month getting to know the various committees I am serving. Some of them have required immediate time and attention, like the Racial Justice Coordinating Committee, and have divided up my time accordingly.

Committee meetings attended:

ParCom Exec 9/23, 10/14

ParCom: Retreat, 9/12, 9/15, 10/6

Committee on Ministry: 9/23

Membership Committee: 9/20, 10/11

LDC/VIPC: 9/8, 9/20, 9/22

Racial Justice Coordinating Committee (RJCC): 9/27, 10/8

Transition Team: 10/6

Stewardship: 10/7

Adult Programming: Education, Spiritual Deepening, Community Building

Marta and I presented three ministerial musings sessions, very well attended and good learnings occurred. This week Rose Sawyer Marsh and I are hosting a young adult lunch for 20s and 30s.

Twelve folks attended a Newcomers Zoom with myself and the Membership Committee on 9/20, it was wonderful to see new faces checking out our community. I

have done two courtyard sessions- the transition team invited folks to sign up for 10 minute slots to meet with me, for two hours at a time. Every slot was filled and we are doing two more additional sessions in response to that success.

Social Justice / Turning Outward

As the point minister for social justice, I have attended RJCC, CAWG and SJ meetings. I attended the town’s forum on Officer Pedrini and then led the First Parish debrief of that event (9/24)

I also continue my involvement with Boston Immigration Justice Accompaniment Network- I answer the detainee hotline every Monday, every other month. September was an “on” month.

Professional Development and Continuing Education

- Attended women minister support group “Follen Women,”
- 9/24 Attended a UUA meeting of ministers starting during COVID:
- 9/29 Coaching session with Larry and Marta: 9/30
- Individual meeting with colleagues in the area: 3

First Parish Unitarian Universalist of Arlington					
Budget vs. Actuals: FY21 P&L					
July - September, 2020					
Major areas of sensitivity:	Pledges	Plate	Salary expense	Properties - Maint & repair	Properties - Heat, util.
	4100	4200	5110	5520,5530	5510
September YTD budget	239,247	9,500	121,995	5,787	8,712
September YTD actual	228,658	9,526	102,075	6,079	2,125
Variance	(10,589)	26	(19,920)	292	(6,587)
%	-4.43%	0.27%	-16.33%	5.05%	-75.61%
FY21 Full year budget	629,600	38,000	488,000	23,150	34,850
FY21 Year end projection	604,000	40,000	425,000	24,000	34,850
Variance	(25,600)	2,000	(63,000)	850	0
%	-4.07%	5.26%	-12.91%	3.67%	0.00%
September FY21 YTD results favorable, pledges (acct 4110) slightly under budget according to seasonality trending established in prior years.					

As of 10/15 Mariposa has not paid rent for September or October.

Second minister funds being drawn down each month, \$70k spread out over the current year or \$5.8k per month.

PPP loan being written off gradually each month, \$48k spread out over the current year (1/2 of total loan) or \$4k per month.					
	Total				Annual
	Actual	Budget	Variance	% of Budget	budget
Income					
4100 Pledges					
4110 Current and Prior Year Pledges	228,658	239,247	(10,589)	95.57%	629,595
Total 4100 Pledges	228,658	239,247	(10,589)	95.57%	629,595
4200 Plate Offerings	9,526	9,500	26	100.27%	38,000
4300 Fundraisers					
4310 Fair	0	2,625	(2,625)	0.00%	10,500
4330 Other Fundraisers	0	375	(375)	0.00%	1,500
Total 4300 Fundraisers	0	3,000	(3,000)	0.00%	12,000
4400 User Donations (Building Fees)					
4410 Mariposa rent	7,500	13,250	(5,750)	56.60%	53,000
4420 Other building use	3,060	3,500	(440)	87.43%	14,000
Total 4400 Building Fees	10,560	16,750	(6,190)	63.04%	67,000
4500 Other Contributions					
4510 Parking revenue	1,500	1,500	0	100.00%	6,000
4520 One-Time Gifts	17,560	17,500	60	100.34%	70,000
4525 Social Justice		750	(750)	0.00%	3,000
4530 Insurance reimb, other	7,274	0	7,274		0
4540 Non-recurrent income (PPP loan)	12,000	12,000	0	100.00%	48,000
Total 4500 Other Contributions	38,334	31,750	6,584	120.74%	127,000
4600 Interest	384	375	9	102.30%	1,500
4700 Trust Fund Contributions					
4730 Trust Fund-Wellington	0	2,500	(2,500)	0.00%	10,000
Total 4700 Trust Fund Contributions	0	2,500	(2,500)	0.00%	10,000
4900 Other Income		3,250	(3,250)	0.00%	13,000
Total Income	287,462	306,372	(18,910)	93.83%	898,095

Expenses					
5100 Personnel					
5110 Salary	102,075	121,995	(19,920)	83.67%	487,979
5120 FICA	6,242	9,155	(2,913)	68.18%	36,618
5130 Workers Comp	1,656	970	685	170.62%	3,881
5140 Pension (UUA)	9,272	10,212	(940)	90.79%	40,849
5150 Health Insurance	8,470	10,125	(1,655)	83.65%	40,500
5160 Life Insurance	197	614	(417)	32.11%	2,455
5170 Disability Insurance	763	1,238	(475)	61.63%	4,952
5190 Prof Expenses	2,777	6,129	(3,352)	45.31%	24,517
5193 Recruitment expenses	442	0	442		
Total 5100 Personnel	131,893	160,438	(28,544)	82.21%	641,751
5240 Consultants (HR,Finance,Prof)	1,885	2,000	(115)	94.25%	8,000
Total 5200 Contractors & Consultants	1,885	2,000	(115)	94.25%	8,000
5300 Office Expenses					
5320 Postage	0	125	(125)	0.00%	500
5340 Telephone & Internet	922	1,000	(78)	92.18%	4,000
5350 Office Supplies & Repairs	510	1,825	(1,315)	27.95%	7,300
5360 Office Equip Lease & Maint.	790	1,675	(885)	47.19%	6,700
5397 Computer software/hardware	3,225	2,125	1,100	151.77%	8,500
Total 5300 Office Expenses	5,447	6,750	(1,303)	80.70%	27,000
5400 General Church Expenses					
5410 Housekeeping Supplies & Repairs	233	925	(692)	25.15%	3,700
5415 Treasurer's Expenses	1,335	1,625	(290)	82.18%	6,500
5420 Coffee/Friendship Hour Supplies	0	625	(625)	0.00%	2,500
5430 Worship Supplies, etc.	0	250	(250)	0.00%	1,000
5435 Sound, Tapestry, Linens Fund	0	250	(250)	0.00%	1,000
5440 Stipends/Honor. Guest Ministers	600	300	300	200.00%	1,200
5445 Sign Language Interpreter	0	125	(125)	0.00%	500
5470 Staff Development	0	50	(50)	0.00%	200
5483 Insurance	6,865	2,982	3,882	230.18%	11,929
5484 General Composting	648	250	398	259.21%	1,000
Total 5400 General Church Expenses	9,681	7,382	2,298	131.13%	29,529
5500 Property Expenses - Main Building					
5510 Utilities					
5511 Heating Fuel Oil & Gas	157	4,862	(4,705)	3.23%	19,446

5512 Water & Sewer	373	1,250	(877)	29.81%	5,000
5513 Electricity	0	647	(647)	0.00%	2,588
5514b Power Options Membership	0	62	(62)	0.00%	250
5514c Solar Power Purchase Agreement	1,595	1,891	(296)	84.37%	7,563
Total 5510 Utilities	2,125	8,712	(6,587)	24.39%	34,847
5520 Heating Maintenance & Repair	0	500	(500)	0.00%	2,000
5521 Elevator Inspection and Maint.	0	1,170	(1,170)	0.00%	4,679
5530 Main Building Maint. & Repair	6,079	5,287	792	114.99%	21,147
5535 Main Building Capital Exp.	0	6,500	(6,500)	0.00%	26,000
5550 Groundskeeping	0	300	(300)	0.00%	1,200
5560 Snow Removal	0	1,282	(1,282)	0.00%	5,128
Total 5500 Property Exp - Main Building	8,204	23,750	(15,547)	34.54%	60,154
5600 Religious Education	276	0	276		
5610 Children/Youth	410	1,763	(1,352)	23.28%	7,050
5630 Youth Group Service Trip Coord.	0	375	(375)	0.00%	1,500
Total 5600 Religious Education	686	2,138	(1,451)	32.11%	8,550
5700 Music					
5750 Music Committee	608	2,527	(1,919)	24.06%	10,107
5760 Piano Repair	375	563	(188)	66.67%	2,250
5790 Organ Fund Set-aside	333	500	(167)	66.60%	2,000
Total 5700 Music	1,316	3,589	(2,273)	36.66%	14,357
5800 Other Committees					
5801b STAR/Adult RE	0	113	(113)	0.00%	450
5802 Committee on Ministry	0	45	(45)	0.00%	180
5807 Lay Ministry	0	34	(34)	0.00%	135
5808b Leadership Development	0	45	(45)	0.00%	180
5809 Membership Committee	0	225	(225)	0.00%	900
5810 Parish Committee	0	1,375	(1,375)	0.00%	5,512
5812 Racial Justice Committee	0	675	(675)	0.00%	2,700
5812b Social Justice Committee	97	750	(653)	12.93%	3,000
5815 Stewardship Committee	0	500	(500)	0.00%	2,000
5818 Turning Outward	0	675	(675)	0.00%	2,700
Total 5800 Other Committees	97	4,436	(4,339)	2.19%	17,757
5900 Outreach					
5910 UUA	9,000	9,000	0	100.00%	36,000
5920 MBD	0	75	(75)	0.00%	300

5930 Partnership Church Council	0	88	(88)	0.00%	350
5940 Giving First	5,293	4,750	543	111.43%	19,000
5962 UU Urban Ministry	0	62	(62)	0.00%	250
5965 Mass. Interfaith Power & Light	250	62	188	400.06%	250
Total 5900 Outreach	14,543	14,037	506	103.60%	56,150
Total Expenses	173,752	224,521	(50,769)	77.39%	898,095
Net Income	113,710	81,851	31,859	138.92%	0