

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

November 17, 2020

Attending: Celia Wcislo, Marie Meteer, Sara Galantowicz, Rev. Erica Richmond, Maggie Carey, David Klingsberg, Tina Schultz, Anne Quaadgras, Tom Estabrook, Steve McMullin, Paul Hollings, Rev. Marta Flannigan

Call to Order (Marie)

Two minutes of silence (let us bring our best selves to this meeting)
Reading and Chalice Lighting. (Paul)

Financial Report report= (David K.)

- The new projected budget has some smoothing of expenses and income as Parcom suggested.
- We are slightly ahead on plate collections
- Expenses down because of staffing – no childcare, sexton, or extra clean-up costs
- We are still ahead on income/expenses by \$110,946; this will go down as year progresses.
- A large property cost is coming in the next month or so for ventilation improvements
- By end of the year, we will still have \$50,000 PPE money that we set aside. Steve is preparing what PPP was spent on.

(Vote 1). Consent agenda: Minutes, Financials, lead Minister's Report, Parish minister's report. Motion made by Celia, seconded by David K. Motion passed unanimously.

Business

- Progress report from Financial Task Force (Sara, Anne, and Paul):
 - Has meet twice with Fincom and property. Had some training on what is in each line item.
 - They are watching income, expenses, fund raising and rental income.
 - Working on a dashboard of how to display crucial info, and 3-year trends
 - Looking at long-term capital expenses
- Vote 2: Appoint the following new members to the RJCC Steering Committee, to join the existing members, Amy Anderson, Diane Barry, Marilyn Downs, Lois Fine, Sara Whitford, Stanley Pollack, Tina Silberman, and Tom Estabrook, who will serve as liaison with ParCom. Motion made by Maggie, seconded by Sara. Some discussion of the size of the RJCC. Marta said groups work best with 4.6-7 members. Motion passed unanimously
- Vote 3: Appoint Pam Linov to the position of Auditor. Motion made by Anne, seconded by Steve. Pam will be filling out the vacancy filled by Virginia Mara.

The appointment is only for one year. Motion passed unanimously. We need to consider a professional audit and should have one every few years.

- Report on Covid-19/Property plan to determine what work should be done to make the meetinghouse safer
 - Airflow remains an issue and needs a solution. Property committee is looking for an expert with the right credentials to assess the bldg. We want a proposal of the costs, what are the must-haves. It will be a large capital investment
 - This is not in the current budget and will have to come from the PPP reserve or as a capital expense from the Trustees. Possibility of needing a fundraiser. The expenses will come over the next 6 months
 - Need to repay our current Trustees loan first.
- Vote 4: Vote on when to return: no earlier than May 1?
 - Hope that we can have some celebratory services before the summer
 - Any downside to moving this now? Or to possibly having to move it again?
 - Since we are saying no earlier than May, that gives us flexibility.
 - Motion made by Anne and seconded by Sara. Motion passed unanimously

State of the church (Marta & Erica):

- This has been a hard season: Covid-19, winter, Thanksgiving, and the still unsettled election. We have had four deaths that have been difficult for Marta.
- The congregation is experiencing tremendous grief.
- ParCom was informed that an Alliance program featuring Rebecca Wolf, a mental health clinician working embedded within the Arlington Police Department, was canceled due to complaints from outside our congregation that it gave an undue platform for the Arlington Police. ParCom Exec informed the Alliance of the push back from both an area congregation and individuals and groups within Arlington. Rev. Erica mediated the situation, connecting with the Alliance and our own Racial Justice Coordinating Committee. We agreed to have further conversations both about policing and handling input from outside First Parish on our programs, both in ParCom and in the congregation as a whole.
- Parcom decided we want to begin an internal discussion about the issue. Short discussion on Dec.9 led by rev. Erica, with a book group starting in January. Everyone thought that Parcom should weigh in since we are the policy making body of FP. A complex and nuanced discussion is needed.

Finance Committee report on FY21-22 Budget Requests-David D,

- Beginning to build a budget based on requests. The first draft contains no COLA or mid-point increase for staff. Marta wants to put the issue of COLA back on the table.
- Expenses are mostly flat. RE is up because HR is recommending broader CORI checks (\$2,300). Continuing the capital reserve fund. All committees are level funded. Not likely that we will have a “turning outward” action this Spring
- UUA line will go up about \$4,000.
- Will discuss income next month.

- If we continue doing Zoom services, we may need a line time for better equipment and a technical staff.
- Three things to prioritize:
 - COLA (2.8% inflation)
 - Turning outward
 - Repaying the loan from the Trustees
 - Hybrid services going forward.
 - HVCA system improvements

Stewardship Committee update on plans for Spring Stewardship Drive (Carolyn and Phil S.)

- The committee wanted to know what changes have been made to the budget
- Because of COVID-19
- Pledge income
- Staffing changes
- How has rental income been impacted?
- Other new costs
- Discussion of 2nd minister fund (down to \$70,000 next year, and then \$56,000 the year after, and then \$32,000 in the fifth and final year.
- Last stewardship the big donors increase pledges, while the smaller donors went down.
- Stewardship wants it to be a 2-week campaign with 3-week follow-up.
- Thank you cards and letters will be sent in Dec/Jan.
- Proposing campaign starts 3-14, ends 3/28
- 4/18 final pledge numbers to Parcom
- 4/20 Parcom finalizes the budget
- 5-23 Annual Meeting
- Planning the same visiting stewardship campaign in Spring
- There was unfinished discussion of when the campaign starts, and the fact the worship calendar is already set and not easy to move. The worship service for pledging was to be in Feb.

Task force reports (postponed because of time limits)

- Connection and communication: gaps that Parcom could fill. Sara, Celia, Paul
- Worship: leading up to a policy decision--hybrid or not, Tom, Maggie, Anne, Steve

Adjourned at 9:35 PM.

Attachments: October Minutes, Financial Documents, Ministers' reports

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

1. I move that we adopt the consent agenda.

2. I move that we appoint the following new members to the RJCC Steering Committee: Sara Whitford, Stanley Pollack, Tina Silberman, and Tom Estabrook
3. I move that we appoint Pam Linov to the position of Auditor
4. I move that we vote to not return to in person services earlier than May 1

Lead Minister Report
October 18 -November 13, 2020
Rev. Marta Morris Flanagan
First Parish in Arlington Massachusetts

What important and wrenching times we are living through as a religious community!

The getting out the vote efforts of First Parish ended with election day November 3. (Thank you, Mary Cummings and the more than 90 volunteers!). Several spiritually and emotional rigorous days of uncertainty for our members followed. The day after the election Rev. Erica Richmond led a worship service for approximately 90 people in which we named our hopes and commitments in the wake of the election. On November 7 the press announced Joe Biden as winner. The president has yet to concede.

Also, in the 3 1/2 weeks since my last ministers' report to the Parish Committee, the number of reported cases of the corona virus per day in Massachusetts has tripled (approximately 600 per day to approximately 1800 per day). Massachusetts now requires the wearing of masks in all public spaces and has again limited outdoor gatherings to 25. First Parish continues to operate online. I note that the air ventilation system means that the offices and classrooms cannot be used simultaneously by staff or others without masks.

If the events in the world have given us cause for anxiety, closer to home we have had cause for deep grief. Last month I reported to you on the death of Brian Buckley, 38 years old, son of Laurie Rapson, and of Kristin Muniz, age 57. Since my last report two beloved members of First Parish died. I was at their bedsides and officiated at the memorial services. Never in my ministry have I gone through a time with as many untimely deaths.

Marie Raduazzo, 70, died October 17

Marie had been a member of First Parish for 35 years and taught in Arlington High school. Marie had been in excellent health right up till her diagnosis of ovarian cancer 18 months ago. An online memorial service is scheduled for Saturday, November 17 at 2 pm.

David Terkla, 67, died October 21

David had been a member of first Parish for 36 years and had served as ParCom Chair. David was Dean of the College of Liberal Art at UMass Boston. Dave had been in excellent health till his diagnosis of pancreatic cancer 11 months earlier. An online memorial service occurred November 7 with over 400 people attending. A private committal service in the memorial garden is set for November 22.

In addition, I conducted a committal service for Janelle Slobodkin, 77, also on November 7. Janelle, also a longtime member and former ParCom chair died April 14. Her cremains are now buried in our memorial garden.

I also conducted a committal service for Kristin Muniz at Castle Island on Sunday, October 18. It was the most painful and moving committal service I have ever officiated at.

Marie, Dave and Janelle all leave behind spouses who themselves are members of First Parish. Rick Eastwick, Dawn Terkla and Sid Slobodkin are each going through the passages of grief.

On a happier note, I officiated at the wedding of First Parish members James Fleming and Katherine Levine in the Memorial Garden on October 23. What a treat!

Amidst the needs of our country and the world, and our own losses close to home, people are finding deep sustenance in the religious community that is First Parish. In October the Membership Committee ran a two session New UU class with a dozen participants. And on Sunday November 1, nine people signed the membership book in the Memorial Garden with Rev. Erica and myself as witnesses. It was a joyful moment. We welcome:

Laura Baumann
Annie Hewitt
Steph Miserlis
Ellen Robie
Ellen Robertson
Bill Sibley
Pennie Sibley
Zoe Stewart
John Stutz

As of this writing membership at First Paris is 443.

I am enormously grateful to Rev. Erica Richmond, the whole staff, and lay leaders for their labors and support with the increased need for ministry in this time. I am also indebted to Anne Quaadgras and the tech team volunteers who have made the online memorial services possible.

What follows is a more detailed accounting of my activities.

Marta

Parish Minister Report
October 13 2020-November 17 2020

Rev. Erica F Richmond
First Parish in Arlington Massachusetts

Wow, what a month it has been. Our congregation and our nation continue to hold a lot of grief and stress- I can feel it on all levels of our community. Marta and I have been working hard and in tandem to support this congregation. I am grateful to her, to the entire staff team, and to the lay leadership we have.

Worship:

Marta and I continue to share worship responsibilities. I preached on 10/18 about grief and then on 11/8 for post-election sermon. I was off-duty for 10/26 worship but otherwise Marta and I have a pattern that the non-preacher does the prayer. The tech team and worship associates continue to be invaluable volunteers- our Sunday services have been a source of stability for our congregation during this time. I also did an evening worship on Wednesday, November 5th, as we all sat with the uncertainty of the election results. About 90 zoom accounts logged in for that time of reflection and sharing.

Pastoral Care Provided by Minister

I have done both phone calls, zoom appointments, and in-person (masked and distanced) pastoral visits.

Themes of pastoral care: family stress, grief, financial instability, and overall loneliness and anxiety.

Courtyard Visits: additional 15, totaling 40, another coming up on 11/17 via Zoom, these are 10-minute slots for anyone connected FP to sign up for and meet with me outside. Think of it like speed dating but for ministerial introductions to our large congregation.

Individual pastoral care sessions: 10

1:1 Committee leadership support: 7

Lay Ministry:

I am the point minister for lay ministers and I am grateful for all the ways these folks are caring for our community at this time. We continue to explore what it means to provide spiritual care, a deeper religious accompaniment. They offered a grief support session in October and four congregants attended. They are offering two more this month and next.

Staff and Lay Leadership Support Provided by Minister

I continue to supervise Sara H and she in turn supervises Sara D. We meet together weekly to go over office happenings. The programmatic staff also meet once a week and use that time to check-in, share from our various arenas, plan, and discuss our staff read "Can't Even" by Anne Helen Petersen.

I attend the committee meetings of those committees that I am the point minister for. I also provide support to committee chairs as needed. Membership was particularly busy this past month. We welcomed in 9 new members and had 12 folks participate in our new UU class, our congregation's introductory sessions to our religion and our specific community. (Two sessions October 24 and October 31)

Committee meetings attended:

ParCom Exec 10/28, 11/10 (additional) and 11/11

Committee on Ministry: 10/21

Membership Committee: presented at new UU on 10/31
and signing ceremony 11/1

Leadership Development Committee: Roundtable 10/26 and meeting
11/9 Racial Justice Coordinating Committee (RJCC): 10/29 and 11/5

Transition Team: 10/27 and 11/10

Social Justice: 10/21

Stewardship: 11/10

Adult Programming: Education, Spiritual Deepening, Community Building

This month these areas got covered through an additional worship service on 11/4, new UU and through the social justice offerings- see below.

Social Justice / Turning Outward

This month was busy- I was able to co-lead a Safer Protest training on 11/1 with UU Mass Action. This was a tailored training for FP and 60 folks participated. Racial Justice is working to bring on new members and I have been supporting them in that.

I did a lot of community connections this month too- hearing feedback about the Alliance's event connected to the Arlington Police, connected with a select board member about Native Imagery, and meeting with the town's Diversity and Inclusion officer. Marta and I also met with Louisa Baldwin, a FP youth, to talk about her work on Native Imagery issues.

I also provided ministerial support to the the FP Defending Democracy task force who met to discuss any election-based actions that might need to happen. I also continue my involvement with Boston Immigration Justice Accompaniment Network- I answer the detainee hotline every Monday, every other month. November is an "on" month.

Professional Development and Continuing Education

Attended women minister support group "Follen Women," 10/15
Coaching session with Larry Peers, professional clergy coach, and Marta:
10/28 Individual coaching: 11/5
Colleague Gathering of 20s/30s women ministers: 10/22
Individual meeting with colleague: 11/9

**First Parish Unitarian Universalist of Arlington
Budget vs. Actuals: FY21 P&L**

July - October 2020

Major areas of sensitivity:	Pledges	Plate	Salary expense	Properties - Maint & repair	Properties - Heat, util.
	4100	4200	5110	5520,5530	5510
October YTD actual	284,442	12,911	138,898	8,765	2,551
October YTD budget	277,023	12,667	162,660	7,716	5,134
Variance	7,419	244	(23,762)	1,049	(2,583)
%	2.68%	1.93%	-14.61%	13.59%	-50.32%
FY21 Full year budget	629,600	38,000	488,000	23,150	34,850
FY21 Year end projection	629,600	38,000	435,000	26,000	34,850
Variance	0	0	(53,000)	2,850	0
%	0.00%	0.00%	-10.86%	12.31%	0

October FY21 YTD results favorable, pledges (acct 4110) slightly over budget according to seasonality trending established in prior years.

Insurance (acct 5483) paid in advance through January, should be on budget at year end.

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 July - October				Annual
	Actual	Budget	over Budget	% of Budget	budget
Income					
4110 Current Year Pledges	284,442	277,023	7,419	102.68%	629,595
Total 4100 Pledges	284,442	277,023	7,419	102.68%	629,595
4200 Plate Offerings	12,911	12,667	244	101.93%	38,000
4300 Fundraisers					
4310 Fair	0	3,500	(3,500)	0.00%	10,500
4330 Other Fundraisers	0	500	(500)	0.00%	1,500
Total 4300 Fundraisers	0	4,000	(4,000)	0.00%	12,000
4400 User Donations (Building Fees)					
4410 Mariposa rent	16,538	17,667	(1,130)	93.61%	53,000
4420 Other building use	4,140	4,667	(527)	88.71%	14,000

Total 4400 User Donations (Building Fees)	20,678	22,334	(1,657)	92.58%	67,000
4510 Parking revenue	2,000	2,000	0	100.00%	6,000
4520 One-Time Gifts	23,394	23,333	61	100.26%	70,000
4525 Social Justice	0	1,000	(1,000)	0.00%	3,000
4530 Insurance reimb, other	7,274	0	7,274		0
4540 Non-recurrent income	16,000	16,000	0	100.00%	48,000
Total 4500 Other Contributions	48,667	42,333	6,334	114.96%	127,000
4600 Interest	498	500	(2)	99.53%	1,500
4730 Trust Fund-Wellington	0	0	0		10,000
Total 4700 Trust Fund Contributions	0	0	0		10,000
4900 Other Income (infrastructure contribution)	13,000	13,000	0	100.00%	13,000
Total Income	380,196	371,857	8,339	102.24%	898,095
Expenses					
5100 Personnel					
5110 Salary	138,898	162,660	(23,762)	85.39%	487,979
5120 FICA	8,343	12,206	(3,863)	68.35%	36,618
5130 Workers Comp	1,656	1,294	362	127.94%	3,881
5140 Pension (UUA)	12,800	13,616	(816)	94.01%	40,849
5150 Health Insurance	12,515	13,500	(985)	92.71%	40,500
5160 Life Insurance	529	818	(289)	64.64%	2,455
5170 Disability Insurance	1,429	1,651	(222)	86.55%	4,952
5190 Prof Expenses	5,139	8,172	(3,033)	62.89%	24,517
5193 Recruitment expenses	442		442		0
Total 5100 Personnel	181,751	213,917	(32,166)	84.96%	641,751
5240 Consultants (HR,Finance,Prof)	1,885	2,667	(782)	70.68%	8,000
Total 5200 Contractors & Consultants	1,885	2,667	(782)	70.68%	8,000
5320 Postage		167	(167)	0.00%	500
5340 Telephone & Internet	1,249	1,333	(84)	93.68%	4,000
5350 Office Supplies & Repairs	794	2,433	(1,639)	32.63%	7,300
5360 Office Equip Lease & Maintenance	1,315	2,233	(918)	58.89%	6,700
5397 Computer software/hardware	4,080	2,834	1,246	143.97%	8,500
Total 5300 Office Expenses	7,438	9,000	(1,562)	82.64%	27,000

5405 Cleaning Services	1,496	0	1,496		0
5410 Housekeeping Supplies & Repairs	233	1,233	(1,000)	18.86%	3,700
5415 Treasurer's Expenses	1,808	2,167	(359)	83.44%	6,500
5420 Coffee/Friendship Hour Supplies		833	(833)	0.00%	2,500
5430 Worship Supplies, etc.		333	(333)	0.00%	1,000
5435 Sound, Tapestry, Linens Fund		333	(333)	0.00%	1,000
5440 Stipends/Honoraria Guest Ministers	600	400	200	150.00%	1,200
5445 Sign Language Interpreter		167	(167)	0.00%	500
5470 Staff Development		67	(67)	0.00%	200
5483 Insurance	6,865	3,977	2,888	172.60%	11,929
5484 General Composting	648	333	315	194.59%	1,000
Total 5400 General Church Expenses	11,649	9,843	1,806	118.35%	29,529
5500 Property Expenses - Main Building					
5510 Utilities					
5511 Heating Fuel Oil & Gas	211	0	211		19,446
5512 Water & Sewer	745	1,667	(922)	44.70%	5,000
5513 Electricity		863	(863)	0.00%	2,588
5514b Power Options Membership		83	(83)	0.00%	250
5514c Solar Power Purchase Agreement	1,595	2,521	(926)	63.27%	7,563
Total 5510 Utilities	2,551	5,134	(2,583)	49.68%	34,847
5520 Heating Maintenance & Repair	715	667	48	107.20%	2,000
5521 Elevator Inspection and Maintenance		1,559	(1,559)	0.00%	4,679
5530 Main Building Maintenance & Repair	8,050	7,049	1,001	114.20%	21,147
5535 Main Building Capital Exp.	26,000	26,000	0	100.00%	26,000
5536 Other Property Expenses	0		0		
5550 Groundskeeping	199	400	(201)	49.80%	1,200
5560 Snow Removal		0	0		5,128
Total 5500 Property Expenses - Main Building	37,515	40,809	(3,294)	91.93%	60,154
5610 Children/Youth	720	2,350	(1,630)	30.65%	7,050
5630 Youth Group Service Trip Coordinator		500	(500)	0.00%	1,500
Total 5600 Religious Education	720	2,850	(2,130)	25.27%	8,550

5750 Music Committee	600	3,369	(2,769)	17.81%	10,107
5760 Piano Repair	375	750	(375)	50.00%	2,250
5790 Organ Fund Set-aside	333	667	(334)	49.93%	2,000
Total 5700 Music	1,308	4,786	(3,478)	27.33%	14,357
5801b STAR/Adult RE		150	(150)	0.00%	450
5802 Committee on Ministry		60	(60)	0.00%	180
5807 Lay Ministry		45	(45)	0.00%	135
5808b Leadership Development		60	(60)	0.00%	180
5809 Membership Committee	199	300	(101)	66.33%	900
5810 Parish Committee	404	1,833	(1,429)	22.07%	5,512
5812 Racial Justice Committee		900	(900)	0.00%	2,700
5812b Social Justice Committee	97	1,000	(903)	9.73%	3,000
5815 Stewardship Committee		667	(667)	0.00%	2,000
5818 Turning Outward		900	(900)	0.00%	2,700
Total 5800 Other Committees	701	5,915	(5,214)	11.85%	17,757
5910 UUA	18,000	18,000	0	100.00%	36,000
5920 MBD		100	(100)	0.00%	300
5930 Partnership Church Council		117	(117)	0.00%	350
5940 Giving First	8,033	6,333	1,700	126.84%	19,000
5962 UU Urban Ministry		83	(83)	0.00%	250
5965 Mass. Interfaith Power & Light	250	83	167	301.20%	250
Total 5900 Outreach	26,283	24,716	1,567	106.34%	56,150
Total Expenses	269,250	314,503	(45,253)	85.61%	898,095
Net Income	110,946	57,354	53,592		0

