

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington
February 18, 2020

Attending: Stephen McMullin, Marie Meteer, David Klingsberg, Celia Wcislo, Sara Galantowicz, Anne Quaadgras, Paul Hollings, Tom Estabrook, Chloe Briede, Maggie Carey, and Tina Schultz

Financial Report: David K.

- The talent show raised \$2,200 for the music committee last month. Our budget broke even for January, even though pledges were \$4,000 underbudget. Year-to-date we are still doing very well.
- Salary is still underbudget, and any unused funds for the second minister search committee will carry over to the next fiscal year to pay for settling the new minister.
- David wants to make sure the assistant treasurer position is filled.
- The Trust funds were down a small amount, because of normal changes in the market.
- We will discuss in a future meeting whether the underbudget costs in salary should be used for next year's staffing needs.

Vote #1- Adoption of the Consent agenda: Minutes, DRE report, Financial Report. Motioned made by to accept the reports Steve and seconded by Maggie. Motioned passed unanimously.

Policy of the Month discussion:

- We are beginning a new part of the meeting where we discuss existing policies. This month we discussed the by-laws:
 - ARTICLE VII—Parish Committee,
 - ARTICLE VIII—Officers,
 - ARTICLE XI—Ministers
- We reviewed the Employee handbook, including staff structure, employment definitions, and hiring policy. It was suggested that the HR committee let us know whether the Employee Handbook should be posted on the website.

Update on Office Manager Hire – Executive session

Second Minister Search Committee: Paul and Maggie

- January was a busy month for the SMSC.
- They completed the church packet, congregational survey, screened 17 potential candidates, did six phone interviews and narrowed it down to 3 candidates
- The first candidate visited. In the next 2 weeks, two more candidates will visit.
- Sara is working on the contract for the new ministers and noted two issues that need to be clarified. Short-term disability should apply to all staff (and be put in the handbook), as well as the title for the second minister needs to be clear that is it an assistant or specialized minister (which are hired).

Leadership Development: Update by Helene Newberg

- LDC wants to have a regular relationship to Parcom

- The LDC is trying to get committee chairs to see their role as recruiting new members and breaking the work down into smaller tasks. Ideas of a kiosk with Julius interviews, or a “job” board that people could see and select tasks they might want to do.
- LDC was wondering if there was a role for announcements about committee work and needs.
- That we need to increase the number of “zero-entry” events like the Community action weekend, Harvest Moon Fair, and the property fix-it weekend.
- What role could a second minister play in developing leaders?

Living our Vision: Reflecting on the stewardship training

- Lots of volunteers-nearly 55 trained already
- The materials and information provided were excellent
- The panel was good
- Need to have a clear message on the financial goal of the campaign and that Parcom will only spend what we get in pledges

Adjournment: 9:05 PM

First Parish UU Arlington Second Minister Search Committee

February 2020

- **Milestones:**
 - 1/02/20: Completion of the First Parish packet. "The Packet" provided to candidates expressing interest in the posted position.
 - 1/12/19: (Sunday): Survey SAYS.... Marta provided dynamic and thoughtful sermon and SMSC hosted feedback session following the service including lunch. Over 100 attended this session and lunch.
 - Jan 2020: SMSC screened 17 potential candidates expressing interest in the minister position.
 - Jan 2020: Six follow-up phone interviews resulting in the selection of three finalists for neutral pulpit visits.
 - Jan 31-Feb 2: First candidate visit (Newton pulpit)– Very informative and successful agenda
- **Upcoming dates**
 - Feb 21- 23: Second candidate visit
 - March 6 – 8: Third candidate visit
 - March 29 – SMSC to submit ranked minister selection preference to UUA , match day is 4/2/2020.
 - February 2020 – Contractual terms and agreement process in full swing. Working group (S Galantowicz, B Gardiner, A Goodwin) prepared draft LOA. Follow-up discussion and review in process
- **Budget update:**
 - Expenses submitted to date total \$2,025 (BCT workshop, Survey Says Luncheon, Candidate expenses (#1- airfare, lodging, meals).
 - Planned expense Feb/March for two additional candidates estimated \$1,700.
 - Planned expense for April/May estimated \$1,000 for Meet the Minister events as well s minister travel/lodging
 - Negotiated hiring costs are expected but not final (e.g. moving expense reimbursement)

DRE Report to the Parish Committee February 2020

Morning Program Highlights:

We are half-way through our winter teaching term. Regular attendance is high in our PreK class, as well as older grades, 4-7. More erratic in attendance are the grades in between. I've been asking why and the responses have been that there are many competing interests for families and they come to First Parish when they can. I am grateful whenever they can join us.

The RE Committee offered the teachers a muffin breakfast last week to gather feedback without a staff person present. We do this hoping that there will be honest sharing. Turnout was good and the feedback was mostly positive. The biggest challenge for most volunteers is classroom management. Space does not seem to be a complaint. Mariposa is being very cooperative in helping to prepare the classrooms for our usage on Sunday mornings, and they check in regularly with me to learn about shared user issues.

Grade 7 (Neighboring Faiths) has participated in a few field trips including the Islamic Center of Boston in Wayland the Boston Buddhist Meditation Center in Somerville. That group's last morning class will be held on March 1. Following that date they will begin OWL and will meet in the evening. I have met with the former and current OWL teachers (Jen Davis Kay and Tim Riley) to review the curriculum and to make some adjustments in the calendar for the next class. The parent orientation will be held on March 1. There are 16 students in that class.

We will hold a One Room Sunday School program on Sundays Feb 16 and 23. I am leading the one on Feb 16 to talk about endangered species and ways Buddhist monks are helping snow leopards. Volunteers are leading the one on Feb 23.

Coming of Age is going very well. We went snowtubing earlier in the month. Soon they will be cooking for the lay ministry freezer, begin their self- portraits with First Parish artist Patty Crotty, participate in dinner church with Rev Aisha Ansano and share in Buddhist teachings and meditation with Karl Bower. The Youth Group held a successful lockin with more than 30 participants. They are busy planning for their worship service, rehearsing music and writing credo statements. The art and music benefit is being organized for the end of March. Rose has been weekly with those planning committees.

Worship Highlights:

Time for All Ages subjects have included stories about women's rights, gender equality, fitting and growing up in this faith community.

Marta and I have chosen the theme for the Easter All Ages service and we have a story for the children.

First Parish Activities:

Stewardship Planning with Marta and the stewardship team. I met with consultant Liz and am helping canvassers who have questions about the folks they are talking with .

Weekly meetings with Marta, Chloe, Rose and Jan Penney

Pastoral Conversations with families about gender identity, children with learning disorders and young adults returning home from college and kids of all ages with anxiety.

Community Building and Outreach:

I attended the Talent Show Music Benefit

Upcoming Events and Activities:

Youth Group Worship Service

OWL parent meeting

Begin the process to plan the next service trip

I look forward to seeing everyone next week.

Thank you for your continuing support of the children and youth in our congregation and me!

Tina