

Parish Committee Agenda
First Parish Unitarian Universalist of Arlington
March 17, 2020

Meeting was held via Zoom. **Attending** were Stephen McMullin, Marie Meter, David Klingsberg, Celia Wcislo, Sara Galantowicz, Anne Quaadgras, Paul Hollings, Tom Estabrook, Maggie Carey, Marta Flanagan, Chloe Briede, John Hodges and Lori Kenshaft

Financial Report (David): In February our finances continue to be fine. The snow line item was high because of large deliveries of snow melt. Trust funds are down significantly because of the market downturn. Parcom requested that Jeff Kiefer come to our next meeting as we discuss the finances for the rest of the year. The final bequest from the Halle estate was received and put into the Trust funds. Next month pledges and stewardship will take a hit as the office is closed. David will try and model the impact on staffing, Mariposa closing, etc.

(Vote 1). A motion was made by Steve, seconded by Tom, to accept the consent agenda: Minutes, DRE report, Financial Report. Motion passed unanimously
State of the church (Marta, 15 minutes)

State of the Church-Marta: The Exec Com has been meeting a lot to address the corona virus issue. The COVID task force was set up including John Hodges, Lori and Tish Miller. Sunday worship has been cancelled, and we are trying to get an electronic service for March 22 (Zoom and YouTube). The building is closed, not food or servings until further notice. All users and renters are stopped except programs such as AA, NA, and possibly blood drives (the town recently cancelled all blood drives). Eighty people attended the outdoor service last Sunday. A new banner is outside the church, and the staff/Exec are trying to figure out how to remain a church to minister to our members through this crisis. People are trying small group Zoom meetings, but this is still in development. Most covenant groups haven't met. Lori has set up a "phone buddy" system, so that anyone who is isolated can have a personal contact. Loren from the lay ministers is cleaning out the food in storage in the kitchen. We are concerned about the stress on the staff and trying to find ways to support them. We need a way to reward them for their role. For the future, we need to decide on whether to keep, postpone or do the annual meeting electronically. Staff and leadership are suffering from decision fatigue.

Stewardship and Tech Team (Anne): Anne has stepped up to lead a tech committee. The committee includes Sara Trilling, Jo Guthrie, and Sanjeev. There will be a tech alias set up. A Zoom account was purchased for the church that can host up to 500 participants. Stewardship has slowed as people are staying in place.

Office Manager hire (Paul and Maggie): Still in the process of assessing the candidates.

Second Minister (Marta): The SMSC has a preference of a candidate, and they must make final decision by March 31st. Then the selection process through the UUA begins. Parcom will have to vote and be clear about our finances and commitment. Sara reviewed a draft agreement for a second minister. The title will be Parish Minister, it will be a full-time position, hired, and indefinite length. Parcom agreed that we might need to meet in the next few weeks to address the changing situation in the church.

The COVID task force (John): They have surveyed what other churches are doing. Using Zoom and YouTube. No further initiatives at this time, created a phone tree. They might host a Zoom meeting on how to protect yourself from COVID.

Meeting adjourned at 9:05 PM

MOTIONS

1. I move that we adopt the consent agenda.

ParCom meetings' Host Schedule

TBD (Host - David) Final decision on

4/21 (Host - Marie)

4/28 (Host - Steve) (budget)

5/19 (Host - Anne)

5/17 (Sunday Annual Meeting) (Sunday Brief ParCom meeting with new members)

6/16 (Host - __)

__6/? (Saturday Spring Retreat?)

Notes on the State of the Church March 17, 2020

Rev. Marta Morris Flanagan

1 Recent Events

Last Wed, 6 days ago ParCom Exec met

Cancelled worship indoors for Sunday

Called for online worship in subsequent Sundays

Set healthy spacing as the standard in the building

Cancelled all food preparation and serving in the building

Friday

In conversation with Marie closed the building to all users, FP groups and renters

with the exception of Blood drives and 12 step groups

An email blast I called A Ministers Perspective

Sunday

We held Worship Out, 80 attending

Some members as well as staff did not attend in an effort to ensure their health

I sent out a second A Ministers Perspective email blast

2 The question and the tasks before us is

☐ How to be church well in this time?

☐ How to be church without gathering face to face?

☐ How to keep the vulnerable in mind?

Those more likely to be at serious risk?

Those now suffering financially?

Those isolated, loneliness and despair?

3 What We ARE doing

New Banner.... Alan Linov and others

Spirit Talk 4

Registrations: 8,7,7,3

Chloe Briede, Pamela Powell, Anne Quaadgras

Lectio Divina 3

Registrations:17, 17

Anne Quaadgras and Marta

Covenant Groups... Office is reaching out

AA and NA and Smart Recovery... office is reaching out

Blood drive... office is working with John Hodes and Red Cross, perhaps as many as 10
in the next month

FP Connection Board activated in new ways

Phone Buddies... Lori Kenschaft

Lay Ministry... Lauren Gomez

New Ways of worship

Jonathan, Tina, Chloe and I are considering new approaches

Consulting with Worship Associates

4 Closing Thoughts

This is a time that call for enormous creativity.

It is also a time that calls us to deal well with anxiety.

For myself I did not take my weekly day off yesterday and have been working long
hours– as I know have many of you.

Before this ParCom meeting this evening I will have logged 7 hours of zoom meetings
and appointments today alone.

But at this point I am more concerned about other staff members than myself.

Decision fatigue

Being called upon for skills we do not necessarily have...

technically and trying to learn and serve well

Some staff members in identified risk groups no longer feel safe to engage in any face to
face contact.

I am trying to work with everyone's circumstances even as I know the pastoral load will
continue to increase as the impact of the virus grows.

In the congregation....

We have people dealing with financial anxiety,

family strains, young adults and little children home from school,
isolation, living alone
and innumerable choices and losses...
prevented from visiting family in hospice, nursing homes etc.

I ask again what is it to be a religious community well in this time?

I welcome your thoughts and questions.....

First Parish Unitarian Universalist of Arlington M
Budget vs. Actuals: Monthly - P&L Budget FY 2020 - FY20 P&L
July 2019 - March 2020

March FY20 YTD results continue strong, \$103k net income for 9 months. Pledges (acct 4110) are continuing ahead of budget due to numerous pledges being paid early, consistent with experience in previous years. Net result for March alone, virtually break even (\$381 loss). \$58k pledges received March. Little effect so far overall of crisis.

\$32,200 of **FY21** pledges received, moved to "pledges for future year" on balance sheet

Salaries and other personnel expenses are under budget due to lower than expected hours and expense relating to communications associate, youth coordinator, sexton, ministerial intern, others. FICA appears not fully budgeted on all salary budget hours, leading to low FICA budget variance.

\$3,800 paid for new kitchen fan (acct 5530), also \$4,050 paid for annual elevator inspection (acct 5521).

Parcomm expenses (acct 5810) - \$32 for baking, \$500 for holiday gifts

Balance sheet:

Second minister fund pledges received are up to \$189,200 out of a goal of \$216,000.

Spending from the second minister reserve fund totals \$4,094, for Beyond Categorical Thinking, child care, survey expenses. Also candidate hosting & travel (\$3,194).

Final Hallee family gift (\$10,000) has been received, added to trust funds. \$10k Housing contr. rec'd from trustees.

Trust funds for March (\$2.4 million) **below** June 2019 levels (\$2.7 million) due to downturn. Alliance fund \$407k, was \$431k as of June 2019.

	Total				Annual budget
	Actual	Budget	over Budget	% of Budget	
Income					
4100 Pledges					
4110 Current Year Pledges	548,636	483,111	65,525	113.56%	644,148
	\$	\$	\$		
Total 4100 Pledges	548,636	483,111	65,525	113.56%	644,148
4200 Plate Offerings	30,267	28,503	1,764	106.19%	38,004
4300 Fundraisers					
4310 Fair	17,682	14,004	3,678	126.27%	14,004
4330 Other Fundraisers	884	1,500	(616)	58.96%	1,500
	\$	\$	\$		
Total 4300 Fundraisers	18,567	15,504	3,063	119.75%	15,504
4400 User Donations (Building Fees)					
4410 Mariposa rent	42,475	42,093	382	100.91%	56,124
4420 Other building use	19,433	17,850	1,583	108.87%	25,500
	\$	\$	\$		
Total 4400 User Donations (Building Fees)	61,908	59,943	1,965	103.28%	81,624
4500 Other Contributions					
4510 Parking revenue	4,500	4,500	0	100.00%	6,000
4520 One-Time Gifts	215	1,500	(1,285)	14.33%	2,000
4525 Social Justice	2,031	2,250	(219)	90.26%	3,000

	\$	\$	\$		
Total 4500 Other Contributions	6,746	8,250	(1,504)	81.77%	11,000
4600 Interest	662	16	646	4203.37%	21
4700 Trust Fund Contributions					
4730 Trust Fund-Wellington	10,000	7,500	2,500	133.33%	10,000
Total 4700 Trust Fund Contributions	10,000	7,500	2,500	133.33%	10,000
4900 Other Income	0	9,750	(9,750)	0.00%	13,000
Total Income	676,785	612,577	64,208	110.48%	813,301
Expenses					
5100 Personnel					
5110 Salary	317,985	347,498	(29,513)	91.51%	463,535
5120 FICA	23,748	22,313	1,436	106.43%	29,750
5130 Workers Comp	3,206	2,153	1,053	148.94%	2,870
5140 Pension (UUA)	24,229	21,528	2,701	112.55%	28,704
5150 Health Insurance	14,993	10,710	4,283	139.99%	14,280
5160 Life Insurance	774	846	(72)	91.47%	1,128
5170 Disability Insurance	2,178	2,115	63	102.97%	2,820
5190 Prof Expenses	8,299	10,575	(2,276)	78.48%	14,100
5193 Recruitment expenses	140		140		
5960 Sabbatical Reserve	6,107	6,107	0	100.00%	8,142
Total 5100 Personnel	401,659	423,844	(22,185)	94.77%	565,329
5200 Contractors & Consultants					
5240 Consultants (HR,Finance,Prof)	6,159	7,500	(1,341)	82.11%	10,000
5245 Action Sunday	800		800		
Total 5200 Contractors & Consultants	6,959	7,500	(541)	92.78%	10,000
5300 Office Expenses					
5320 Postage	118	450	(332)	26.22%	600
5340 Telephone & Internet	2,685	2,775	(90)	96.76%	3,700
5350 Office Supplies & Repairs	5,070	5,325	(255)	95.21%	7,100
5360 Office Equip Lease & Maintenance	5,750	5,175	575	111.11%	6,900
5397 Computer software/hardware	8,646	6,000	2,646	144.10%	8,000
Total 5300 Office Expenses	22,269	19,725	2,544	112.90%	26,300
5400 General Church Expenses					
5410 Housekeeping Supplies & Repairs	3,289	2,850	439	115.41%	3,800
5412 Christmas Eve Sexton and Support	750	850	(100)	88.24%	850
5415 Treasurer's Expenses	5,281	4,500	781	117.36%	6,000
5420 Coffee/Friendship Hour Supplies	1,864	1,875	(11)	99.39%	2,500
5430 Worship Supplies, etc.	156	825	(669)	18.85%	1,100
5435 Sound, Tapestry, Linens Fund	1,000	750	250	133.33%	1,000
5440 Stipends/Honoraria Guest Ministers	900	2,475	(1,575)	36.36%	3,300
5445 Sign Language Interpreter	500	400	100	125.00%	400
5470 Staff Development	0	150	(150)	0.00%	200
5481 Loan Repayment	0	3,751	(3,751)	0.00%	5,000
Total 5400 General Church Expenses	13,739	18,426	(4,687)	74.57%	24,150
5500 Property Expenses - Main Building					
5510 Utilities					
5511 Heating Fuel Oil & Gas	9,134	11,260	(2,126)	81.12%	14,300

5512 Water & Sewer	1,116	4,500	(3,384)	24.80%	6,000
5513 Electricity	610	2,172	(1,562)	28.09%	2,896
5514b Power Options Membership	250	131	119	190.52%	175
5514c Solar Power Purchase Agreement	4,870	5,700	(830)	85.44%	7,600
	\$	\$	\$		
Total 5510 Utilities	15,980	23,763	(7,783)	67.25%	30,971
5515 Prop. Exp. Maintenance Contingency Fund	2,000	1,500	500	133.33%	2,000
5520 Heating Maintenance & Repair	1,020	1,500	(480)	68.00%	2,000
5521 Elevator Inspection and Maintenance	4,050	3,300	750	122.72%	4,400
5530 Main Building Maintenance & Repair	22,993	15,750	7,243	145.99%	21,000
5535 Main Building Capital Exp.	0	19,500	(19,500)	0.00%	26,000
5550 Groundskeeping	331	750	(419)	44.16%	1,000
5560 Snow Removal	4,597	4,800	(203)	95.77%	6,000
5580 Insurance	13,328	9,493	3,835	140.39%	12,658
	\$	\$	\$		
Total 5500 Property Expenses - Main Building	64,299	80,357	(16,058)	80.02%	75,058
5600 Religious Education					
5610 Children/Youth	6,019	6,000	19	100.32%	8,000
5620 Owl training	0		0		
5630 Youth Group Coordinator	1,125	1,125	0	100.00%	1,500
5650 Adult RE (deleted)	0		0		
	\$	\$	\$		
Total 5600 Religious Education	7,144	7,125	19	100.27%	9,500
5700 Music					
5750 Music Committee	6,180	7,500	(1,320)	82.40%	10,000
5760 Piano Repair	1,500	1,125	375	133.33%	1,500
5790 Organ Fund Set-aside	2,000	1,500	500	133.33%	2,000
	\$	\$	\$		
Total 5700 Music	9,680	10,125	(445)	95.60%	13,500
5800 Other Committees					
5801b STAR/Adult RE	503	375	128	134.02%	500
5802 Committee on Ministry	0	150	(150)	0.00%	200
5807 Lay Ministry	0	113	(113)	0.00%	150
5808b Leadership Development	0	150	(150)	0.00%	200
5809 Membership Committee	46	750	(704)	6.16%	1,000
5810 Parish Committee	532	4,875	(4,343)	10.90%	6,500
5811 Parish Comm. Contingency Fund	0		0		0
5812 Racial Justice Committee	457	2,250	(1,793)	20.31%	3,000
5812b Social Justice Committee	2,381	2,250	131	105.83%	3,000
5815 Stewardship Committee	3,671	1,500	2,171	244.74%	2,000
5818 Turning Outward	0	2,250	(2,250)	0.00%	3,000
5820 Other Parish Committee approved expenses	0		0		
5899 Miscellaneous	0		0		0
	\$	\$	\$		
Total 5800 Other Committees	7,590	14,663	(7,073)	51.76%	19,550
5900 Outreach					
5910 UUA	26,903	26,755	148	100.55%	35,673
5920 MBD	0	225	(225)	0.00%	300
5930 Partnership Church Council	200	263	(63)	76.18%	350
5940 Giving First	13,789	14,252	(462)	96.76%	19,000
5962 UU Urban Ministry	0	187	(187)	0.00%	250
5965 Mass. Interfaith Power & Light	0	187	(187)	0.00%	250

	\$	\$	\$		
Total 5900 Outreach	40,893	41,869	(977)	97.67%	55,823
5970 General expense reserve	0	(12,660)	12,660	0.00%	(16,880)
	\$	\$	\$		
Total Expenses	574,231	610,973	(36,742)	93.99%	813,301
	\$	\$	\$		
Net Income	102,554	1,603	100,950	6395.63%	-

Friday, Apr 17, 2020 06:37:12 AM GMT-7 - Cash Basis