

Parish Committee Minutes
First Parish Unitarian Universalist of Arlington
February 16, 2021

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

Financial Report & new dashboard (David & Carolyn)

- Income is still over budget. We had several large pledges.
- Staff still under since the building is not open. Will continue lower through May.
- Property is 20% over due to flood, expecting some insurance reimbursement.
- Maintaining a healthy surplus
- No fund raisers, while FoodLink provided us extra rent for months.
- Our trust funds went down slightly with market flux. Still over last year.
- Carolyn Hodges walked Parcom through the dashboard:
 - Created with input from a small work group.
 - Will show us year-to-date, trend data. Hope to have graphics at some point.

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

Updates and Votes

- Ellen Robie to stay on RE Committee for one additional year (see DRE comments below. Motion made by Anne, seconded by Sara. Motion passed unanimously.
- Foodlink Update- They are hoping to move out by end of February. Waiting for town permits.
- Stewardship summary (Rev. Erica)
 - Starts Feb. 28th.
 - Using one-to-one approach again, focusing on 150 regular pledgers.
 - Steve, Tom, Paul, and David volunteer to be visiting stewards.
 - Goal of \$705,000 in pledges to do all of our priorities.
- Annual Meeting Update (see schedule below) (Celia)
 - Meeting will be virtual again this year.
 - Anne is willing to coordinate the planning. Maggie will help again.
 - Celia sent LDC a list of all positions that are up for election.
 - Annual meeting will be on May 23, 2021.

Upcoming evaluation (Rev. Erica)

- There is a link for a community ministry survey to be filled out.
- Reminder: Joint meeting with Committee on Ministry, March 30
- Erica will be credentialed through this process.

Going back

- Vote on supporting Worship Associates plan of having all summer services online.
- Reaffirm the decision to go back when everyone can go back (e.g., no restrictions on the number of people in the sanctuary). Voted continue services online and to not plan to go back to in-person services before Labor Day. Motion made by Steve, Seconded by Celia. Motion passed unanimously.

Report from the worship task force (Maggie)

- Three options: Live only, economical version of Zoom (focused on sanctuary), and a live and remote option which would be more interactive.
- The committee is recommending the more expensive, interactive option.
- Also need to improve HVAC system to be safe.

Report from the communications task force (Sara)

- About 130 parishioners completed the survey
- There were remarkable comments made, with the word “community” appearing repeatedly about what members get from FP.

Motion made to adjourn by Steve and seconded by Maggie at 9:06. Motion passed unanimously.

Attachments: January Minutes, Financial Documents, Ministers’ reports, DRE report

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 extend Ellen Robie’s 2nd term on the Religious Education Committee.
3. I move that we support the Worship Associates plan having all summer services online.

Request from Tina:

Ellen Robie and I noticed that her two term-limit on the RE Committee will end at the end of this year.

She has been a fantastic RE chair and, quite frankly, the only person on the committee with energy and focus this year. Others step up for small individual tasks, but the bulk of the work has fallen on her shoulders.

She has offered to help shepherd the re-entry process next year. We are already coming up with plans to form groups with tasks for a variety of topics (extravagant welcome, responsible standards, building and space, etc.).

I would really love to have her continue on the committee for one more year and to serve as chair, especially during that start up period (however that will look).

Annual Meeting Planning (Celia)

- **February**
 - Exec/ParCom: Choose a ParCom member to be the Annual Meeting coordinator (Anne)
 - Exec/ParCom: Decide whether there will be any special items on the warrant/agenda and, if so, what support they will need.
 - LDC/Exec: Confirm which positions are coming open and need to be filled.
- **March**
 - Coordinator: Doodle to set up a planning meeting for Annual Meeting. Include the Moderator, a LDC representative, FinCom Chair, ParCom Chair, Treasurer, and Clerk.

Lead Minister Report
January 16- February 9, 2020
Rev. Marta Morris Flanagan
First Parish in Arlington Massachusetts

We weathered a flood (pipes exploded above the offices) and the Property Committee came to our rescue!

We are about to launch the Stewardship Campaign this year fully online. The first of two trainings for our 30 stewards is tomorrow, February 13. Stewardship Sunday is February 28! I am grateful for the generosity of all those reading this report and supporting First Parish with their financial pledges. I am also grateful to Rev. Erica, the Stewardship Committee and Parish Committee Chair Marie Meteer for stepping up especially when our Stewardship Chair, Carolyn White, contracted COVID-19. Everyone is rallying and I am optimistic that our stewardship campaign will be successful with your support.

Over the two months leading up to Easter and Passover, we are unrolling additional programming. There are opportunities to cook, enjoy music, and deepen our spiritual lives with Wednesday Chapel led by Rev. Erica Richmond, and two book discussions, one led by Anne Goodwin on Active Hope in a age of climate change, and one led by myself about Howard Thurman. I note also that this week Rev Erica and Bill Gardiner concluded their six-week program on Reimagining Policing with more than 30 people participating each session. And of course, Lectio Divian and Spirit Talks continue.

In addition, Covenant Groups began a new year this month. We have eight covenant groups with 73 people participating in a Covenant Group. About one out of every six members meet monthly in a covenant group. Each of these groups, along with Lectio Divian and Spirit Talks, are a testament to the commitment and engagement of our membership.

The opening of Gillette Stadium as the first vaccination site on Monday January 18 and the inauguration of new president on January 20 have brought about a shift in the mood of our community since the Parish Committee met four weeks ago. People express relief and hope as well as frustration and ennui. We are weathering winter storms, impeachment hearings and the slow unrolling of vaccination. If attendance is indicative, worship continues to meet the needs of many amidst these pressing issues.

How grateful I am for the relative health of our members and especially this for the well-being of Marie Meteer, Chair of the Parish Committee, in the wake of her testing positive for COVID-19 last week. To date she is doing very well quarantining at home.

*In gratitude and in faith,
Marta*

Parish Minister Report
February 16, 2021-March 15, 2021
Rev. Erica F Richmond
First Parish in Arlington Massachusetts

It feels like this past month went by quickly! Maybe we are finally turning towards Spring and all the hope that the season brings. My energy this past month was on Stewardship as well as four important one-off workshops that I helped support: the RJCC Cultural Appropriations session, the UU Class which welcomed 12 folks, the conversation about Race and Identity at Lay Ministry, and the Alliance and STAR program about end-of-life planning. It continues to be an energetic time at First Parish- people continue to be hungry for connection and are showing up with and for one another. And Stewardship is winding down, getting us through this final push will take support from all levels and will certainly be worthy of celebration when we are done. Thank you, thank you, thank you for supporting this campaign during such a challenging year.

Blessings, Rev. Erica

Worship:

I provided the prayer for worship on February 21.

I preached on Stewardship Sunday, 2/28. I spoke about our campaign's theme of Together, Stronger Still and how much we have to be proud of at First Parish. I also lifted up wisdom from the policing series and how creating and funding community care is an avenue for justice.

I provided support to Youth Sunday. Rose Sawyer Marsh and I met with Maggie- the youth who led the prayer during that FABULOUS worship.

I was off March 14- Music Sunday.

I have also led Wednesday evening chapel for five weeks in a row now. 20-26 people attend each time and it has been a wonderful touchstone of midweek connection. I decided to continue offering it beyond the planned 3/17 end time, I will do it at least till the end of April.

Pastoral Care Provided by Minister

I continue to provide spiritual care to individuals and families. Themes include family medical concerns, mental health issues, and general need for connection during the ongoing pandemic. Individual pastoral care sessions: 5, including 1 new member mtg
1:1 Committee leadership support: 8

Lay Ministry:

Peer pastoral support continues to be a vital part of our community and pandemic survival. This group is offering a monthly grief group and on March 15 two Lay Ministers offered a retirement peer support session. For the March 3rd meeting Amy Anderson from the Racial Justice Coordinating Committee and I offered workshop on

Race and Identity for Lay Ministry we spoke about the ways power and identity show up in the world at large and how it might impact interpersonal dynamics when offering spiritual care.

Page 1 of 2

Staff and Lay Leadership Support Provided by Minister

The programmatic staff team continues to meet weekly. We had a second new UU class of this programmatic year. Tina Schultz presented at the first one and I presented at the second one. We had 12 folks in the class and it was a wonderful and energetic time.

Committee meetings attended:

ParCom Exec: 2/24 and 3/10

Committee on Ministry: 2/23

Membership Committee: 2/7

Lay Ministry: 3/3

Leadership Development Committee: 3/15

Social Justice: 2/24

Stewardship: 2/21, 2/28, 3/7

Lead Donor Event: 2/20

Steward Trainings: 2/13 and 2/21

Worship Associates: 2/24, presented on Evening Chapel

Adult Programming: Education, Spiritual Deepening, Community Building

I worked with the Alliance and the STAR Committee to offer a Preparedness program on March 12th. Myself, Alice Austin, and Kathy Kemp were the panelists and we talked about the ways we hope and encourage folks to prepare for end-of-life. We shared from three different perspectives: ministry, nursing, and social work. We reviewed the medical and logistic documents that help ease end of life planning and conversation. There is an updated form for FP folks if they want to record their thoughts and preferences for memorial services, this one page document can be uploaded to Realm. Fifty-five people attended the Alliance event, it was wonderful to see such thoughtfulness around a tender and important topic.

Social Justice / Turning Outward

The Cultural Appropriation workshop led by the Racial Justice Coordinating Committee and myself on February 21st was a huge success. It sparked a lot of good conversation and learning. We presented definitions of cultural appreciation and appropriation and brainstormed about the difference between them. Two examples from First Parish were presented for conversation: what does it mean to sing the Black National Anthem “Lift Every Voice and Sing” as a majority white congregation and what does Calling the Directions mean to us as a ritual? These questions were presented without a presumed conclusion but for food-for-thought. This guide from the UUA is very helpful and shaped our breakout groups:

[https://www.uua.org/multiculturalism/introduction/misappropriation/23371.](https://www.uua.org/multiculturalism/introduction/misappropriation/23371)

shtml I also continue to organize with Boston Immigration Justice

Accompaniment Network

Professional Development and Continuing Education

Attended women minister support group “Follen Women,” 2/18
Attended a “young” queer clergy support group: 2/19
Coaching session with Larry Peers, professional clergy coach, and Marta:
2/24 Attended Step Up to Supervision Course: 3/8 and 3/9
Responsiveness vs. Reactivity Staff Workshop: 2/25
Spiritual Direction Session: 2/17
Continue monthly UUA mentor meeting as well.

DRE Report to Parish Committee March 2021

Dear Friends,

Thank you all for your support of the Stewardship Campaign! I know this involves extra time and energy from you - a group that is already very engaged and working hard to support our staff and congregation. We are all so appreciative of the extra effort to make this year's campaign a success.

I am not able to join you this Tuesday as I will be hosting a baking event with our middle schoolers. I look forward to seeing you in April.

Here is a summary of what's been happening in the RE area since we last met:

Highlights:

Amazing Youth Group Worship Service with thoughtful Senior Reflections, reflective Prayer, fun Time for All Ages, and fantastic musical offerings!

Coming of Age Baking for Lay Ministry- 16 loaves of bread were delivered to people dealing with loneliness, grief, and medical issues, as well as appreciation for offering community events and recognition of our awesome youth group advisors.

Our Sunday **morning programs** were stellar! Guests offered folktales using puppets (local artist Margaret Moody), and Dancing (Local teacher and dancer Lella Woolery), plus RE Committee leaders sharing lessons on Imagination and Wonder. Average attendance was 18 squares with multiple children per family.

Worship Services:

I organized Time for All Ages on the themes of Love, Lent/Jesus Naps, Community in Shared Musical Experience, and Story.

I collaborated with Rose Sawyer Marsh on Youth Group Sunday, and Jonathan Brennand on Music Sunday with Guest Musicians Sol y Canto.

RE Committee:

I meet weekly with Ellen Robie to review morning and evening programs. The Committee met to plan the spring calendar and continue discussions about possible fall re-opening options.

We are mailing greeting cards with seeds to every child in the program this week. We are asking the children to plant one for their home and bring another seedling to plant in our church garden later this spring. We are supporting Peggy Gardiner and Cathie Desjardins in their search for new gardeners for the courtyard and Pleasant Street gardens. They are ready to pass the baton to others.

Community Outreach:

Bill Licea Kane and I hosted a King Cake Baking Event to celebrate Mardi Gras. Bill did a fantastic, professional job of showing us the many steps to a delicious bake!

Our Pinwheels for Hope project for Easter Sunday has been very successful! On Saturday and Sunday I handed out more than 60 pinwheel kits to those who want to put theirs together and created an instructional video for those who have challenges with directions. It was GREAT to see so many First Parish friends in the parking lot.

Meetings:

I meet weekly with Marta, Rev. Erica, Rose and Ellen Robie, as well as our regular staff meetings.

I am the Zoom host for our Sunday morning programs, as well as the Coming of Age group.

I meet weekly with local DRE colleagues to share information and to learn what other congregations are doing.

I have recently attended two UU Religious Educators Gatherings to try to learn more from others about Re-Opening plans. Unfortunately, we are all in the same boat - trying to make decisions with too little data. We await school re-opening plans and classroom guidelines from the state (and from veteran teachers).

Upcoming Events:

Baking with Tweens, "Hot Cross Buns" and other seasonal foods, this Tuesday evening with Carolyn Hodges and many of our 7th and 8th grade youth.

Morning Programs topics will include: "What Do you Do With a Chance?", "Passover and Virtual Seder", "Italian Folktales", "Planting a Rainbow" and "Honoring Earth Day".

Two outdoor family hikes have been scheduled and we look forward to inviting families to participate in Reverend Erica's Mt. Auburn Walk at the end of March.

I have organized Time for All Ages for the next month.

Happy News:

Rose Sawyer Marsh has agreed to continue as our Youth Group Program Coordinator for next year!

Ellen Robie, Wendy Fields, Janis Fleishman, Chris Barton, and Pamela Baldwin have all agreed to continue on the Religious Education Committee next year. Ellen is reorganizing the committee to be a smaller, more effective group. I am grateful for the continuity this group can offer as we move forward together.

Respectfully Submitted by: Tina Schultz, Director of Religious Education

First Parish Unitarian Universalist of Arlington

Budget vs. Actuals: FY21 P&L

July 2020 - February 2021

Major areas of sensitivity:	Pledges	Plate	Salary expense	Properties - Maint & repair	Properties - Heat, util.
	4100	4200	5110	5520,5530	5510
February YTD budget	440,719	25,333	325,319	15,431	23,231
February YTD actual	508,591	28,783	286,749	16,253	12,390
Actual over/(under) budget	67,872	3,450	(38,570)	822	(10,841)
%	15.40%	13.62%	-11.86%	5.33%	-46.67%
FY21 Full year budget	629,600	38,000	488,000	23,150	34,850
FY21 Year end projection	629,600	38,000	430,000	26,000	34,850
Projection over/(under) budget	0	0	(58,000)	2,850	0
%	0.00%	0.00%	-11.89%	12.31%	0

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

current month payments of 16,400 significantly below January (73,648) and December (78,504)

Mariposa February rent not paid until March. Foodlink has moved out, payments have ended.

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.

Salaries (offset by 5405 cleaning services) continuing below budget due to limited building use, no in-person services.

Maintenance & repair 5.3% over budget YTD, possible concern however \$7,300 insurance reimbursement received (acct 4530)

	Actual	Budget	Over(Under) Budget	% of Budget	Annual budget
Income					
4100 Pledges					
4110 Current Year Pledges	508,591	440,719	67,872	115.40%	629,595
Total 4100 Pledges	508,591	440,719	67,872	115.40%	629,595
4200 Plate Offerings	28,783	25,333	3,450	113.62%	38,000
4300 Fundraisers					

4310 Fair	(63)	7,000	(7,063)	-0.90%	10,500
4330 Other Fundraisers		1,000	(1,000)	0.00%	1,500
Total 4300 Fundraisers	(63)	8,000	(8,063)	-0.79%	12,000
4400 User Donations (Building Fees)					
4410 Mariposa rent	30,188	35,333	(5,145)	85.44%	53,000
4420 Other building use	8,000	9,333	(1,333)	85.72%	14,000
Total 4400 User Donations (Building Fees)	38,188	44,666	(6,478)	85.50%	67,000
4500 Other Contributions					
4510 Parking revenue	4,000	4,000	0	100.00%	6,000
4520 One-Time Gifts	47,587	46,667	920	101.97%	70,000
4525 Social Justice	1,640	2,000	(360)	82.00%	3,000
4530 Insurance reimb, other	7,274		7,274		0
4540 Non-recurrent income	32,000	32,000	0	100.00%	48,000
Total 4500 Other Contributions	92,501	84,667	7,834	109.25%	127,000
4600 Interest	1,371	1,000	371	137.10%	1,500
4730 Trust Fund-Wellington	10,000	10,000	0	100.00%	10,000
Total 4700 Trust Fund Contributions	10,000	10,000	0	100.00%	10,000
4900 Other Income	13,000	13,000	0	100.00%	13,000
Total Income	692,371	627,385	64,986	110.36%	898,095
Expenses					
5100 Personnel					
5110 Salary	286,749	325,319	(38,570)	88.14%	487,979
5120 FICA	16,989	24,412	(7,423)	69.59%	36,618
5130 Workers Comp	2,624	2,587	37	101.43%	3,881
5140 Pension (UUA)	26,794	27,233	(439)	98.39%	40,849
5150 Health Insurance	28,698	27,000	1,698	106.29%	40,500
5160 Life Insurance	1,138	1,637	(499)	69.52%	2,455
5170 Disability Insurance	2,790	3,301	(511)	84.52%	4,952
5190 Prof Expenses	11,688	16,345	(4,657)	71.51%	24,517
5193 Recruitment expenses	442		442		0
Total 5100 Personnel	377,912	427,834	(49,922)	88.33%	641,751
5200 Contractors & Consultants					
5240 Consultants (HR,Finance,Prof)	4,761	5,333	(572)	89.27%	8,000
Total 5200 Contractors & Consultants	4,761	5,333	(572)	89.27%	8,000
5300 Office Expenses					

5320 Postage	2	333	(331)	0.60%	500
5340 Telephone & Internet	2,912	2,666	246	109.23%	4,000
5350 Office Supplies & Repairs	766	4,867	(4,101)	15.74%	7,300
5360 Office Equip Lease & Maintenance	3,019	4,467	(1,448)	67.58%	6,700
5397 Computer software/hardware	7,410	5,667	1,743	130.76%	8,500
Total 5300 Office Expenses	14,109	18,000	(3,891)	78.38%	27,000
5400 General Church Expenses					
5405 Cleaning Services	10,471	0	10,471		0
5410 Housekeeping Supplies & Repairs	1,038	2,466	(1,428)	42.09%	3,700
5415 Treasurer's Expenses	4,373	4,333	40	100.92%	6,500
5420 Coffee/Friendship Hour Supplies		1,667	(1,667)	0.00%	2,500
5430 Worship Supplies, etc.		667	(667)	0.00%	1,000
5435 Sound, Tapestry, Linens Fund		667	(667)	0.00%	1,000
5440 Stipends/Honoraria Guest Ministers	600	800	(200)	75.00%	1,200
5445 Sign Language Interpreter		333	(333)	0.00%	500
5470 Staff Development		133	(133)	0.00%	200
5483 Insurance	8,845	7,953	892	111.22%	11,929
5484 General Composting	648	667	(19)	97.15%	1,000
Total 5400 General Church Expenses	25,975	19,686	6,289	131.95%	29,529
5500 Property Expenses - Main Building					
5510 Utilities					
5511 Heating Fuel Oil & Gas	6,586	12,964	(6,378)	50.80%	19,446
5512 Water & Sewer	1,168	3,333	(2,165)	35.04%	5,000
5513 Electricity	807	1,725	(918)	46.78%	2,588
5514b Power Options Membership		167	(167)	0.00%	250
5514c Solar Power Purchase Agreement	3,829	5,042	(1,213)	75.94%	7,563
Total 5510 Utilities	12,390	23,231	(10,841)	53.33%	34,847
5520 Heating Maintenance & Repair	1,624	1,333	291	121.83%	2,000
5521 Elevator Inspection and Maintenance		3,120	(3,120)	0.00%	4,679
5530 Main Building Maintenance & Repair	14,629	14,098	531	103.77%	21,147
5535 Main Building Capital Exp.	26,000	26,000	0	100.00%	26,000
5550 Groundskeeping	199	800	(601)	24.90%	1,200
5560 Snow Removal	3,160	3,084	76	102.46%	5,128

Total 5500 Property Expenses - Main Building	58,002	71,666	(13,664)	80.93%	95,001
5600 Religious Education					
5610 Children/Youth	2,866	4,700	(1,834)	60.98%	7,050
5630 Youth Group Service Trip Coordinator		1,000	(1,000)	0.00%	1,500
Total 5600 Religious Education	2,866	5,700	(2,834)	50.28%	8,550
5700 Music					
5750 Music Committee	5,200	6,738	(1,538)	77.17%	10,107
5760 Piano Repair	1,500	1,500	0	100.00%	2,250
5790 Organ Fund Set-aside	1,333	1,333	0	100.00%	2,000
Total 5700 Music	8,033	9,571	(1,538)	83.93%	14,357
5800 Other Committees					
5801b STAR/Adult RE		300	(300)	0.00%	450
5802 Committee on Ministry		120	(120)	0.00%	180
5807 Lay Ministry		90	(90)	0.00%	135
5808b Leadership Development		120	(120)	0.00%	180
5809 Membership Committee	311	600	(289)	51.83%	900
5810 Parish Committee	1,474	3,667	(2,193)	40.20%	5,512
5812 Racial Justice Committee		1,800	(1,800)	0.00%	2,700
5812b Social Justice Committee	560	2,000	(1,440)	28.00%	3,000
5815 Stewardship Committee	1,775	1,333	442	133.16%	2,000
5818 Turning Outward		1,800	(1,800)	0.00%	2,700
Total 5800 Other Committees	4,120	11,830	(7,710)	34.83%	17,757
5900 Outreach					
5910 UUA	27,000	27,000	0	100.00%	36,000
5920 MBD		200	(200)	0.00%	300
5930 Partnership Church Council		233	(233)	0.00%	350
5940 Giving First	13,682	12,667	1,015	108.01%	19,000
5962 UU Urban Ministry		166	(166)	0.00%	250
5965 Mass. Interfaith Power & Light	250	167	83	149.70%	250
Total 5900 Outreach	40,932	40,433	499	101.23%	56,150
Total Expenses	536,711	610,053	(73,342)	87.98%	898,095
Net Income	155,660	17,332	138,328		0

