

**Unitarian Universalist Congregation
Board Meeting Minutes
November 12, 2015**

Present: Board members Margo Walter, Tim Pickering, Molly Lazar, Bob Stimson, Carol Kern, Bonnie Wall-Lievsay; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC member George Lally

Molly lit the chalice, and Dara provided the reading. All checked in. Tim served as Process Observer (PO). Prior to the meeting, Molly emailed the Board with a zip file of all files needed for the meeting. She will continue to do so each month.

I. **Agenda** – Tim moved to accept the agenda. The motion carried unanimously.

II. **Old business**

A. **Debrief of Latham visit** – Board members shared insights and reflections on the workshop and service. Many found that he challenged previous ideas. The sermon was well-received.

III. **Staff Reports** – see written reports

A. **Minister's report** – Dara reminded voting members of the Board that it's time to create the Board's portion of her fellowship renewal document which is due on Feb. 1, 2016. Dara provided needed information prior to meeting. Dara also provided a map of our congregational journey in progress for Our Year of Living Bravely including monthly worship themes and sub-goals as we work toward developing our mission/vision/covenant statements. Focus groups will begin meeting in January as part of this process.

B. **Administrator's report** – Lisa stated that as of now, there are no applicants for the sexton position, and that with help from Amado Ohland, the new UUA template for congregational websites has been downloaded. The new website will hopefully launch in the fall.

C. **DLFD report** – Karen stated that there have been changes in YRUU this year and that we are providing the teens with more structure that will live from year to year while still allowing them to make the group their own. The advisor retreat was held recently. The advisors will hold quarterly meetings, and the work will be more divided among the teens and advisors.

IV. **Consent Agenda** – Bob moved to accept the minutes from October. The motion carried unanimously.

V. **Treasurer's report** – written report attached. No verbal report given. Carol was very impressed with the auction and the huge effort given by Linda & Joe Powers. Rachel Craine did a great job with the children's parties but needs more help next year. George Lally took many pictures and provided them to Lisa.

VI. **Member's forum** – no comments

VII. **Council Reports**

A. **Facilities Council** – Molly stated that the wall between Room A and the library will be taken down in about 2 weeks. The Building Committee should prepare a proposal for new carpet, wall color in the bathroom anteroom, etc. Perhaps an ad hoc committee is needed to make these decisions. It was suggested that we talk to Leigh Lally who is a professional interior designer.

B. Governance Council – see written report. Molly stated that there is a proposal to get rid of Board level committee positions (Committees of the Board). An ad hoc committee is forming and meeting tomorrow to evaluate the Carver model and other models for a program church. The committee will report to the Board on their findings.

C. Finance & Administration Council no report.

D. LFD Council – see written report. Karen stated that in the past, LFD had many committees but now has task teams which are working very well. This is an experimental year for this model. LFD requires 260 volunteer slots filled.

Change to LFD Policy – LFDC requested the following change in policy pertaining to selection and screening of volunteers (the change is from “will” to “may” in the last sentence as it is difficult to get people to respond to requests for references, and for legal reasons, nothing of importance is revealed):

*g) All volunteers in the LFD program that work with minors will submit a formal application including two references and will have an interview with the DLFD. The DLFD or LFD Assistant **may** conduct reference checks and keep a written record of references.*

Margo moved to approve the change in policy. The motion carried unanimously.

E. Membership Council – the Connections Committee requested that we hold another Activity Fair this year. Molly will contact the committee to make it happen, offering Board assistance. Molly will send Carol, Board liaison to council, information from last year’s Activity Fair.

F. Pastoral Services Council – no report.

G. Social Action Council – Bob attended CST and SJSC meetings but doesn’t have the minutes.

H. Worship Opportunities Council – Tim reported that the Worship Committee had much discussion on the upcoming Advent Garden.

Dara questioned how liaisons are engaging with their councils and if each feels that this role serves a purpose. Comments below:

Tim doesn’t fully understand the Worship Council or his purpose on it.

Bob stated he can be an advocate for committees on his council at Board meetings but that the actual council doesn’t exist.

Molly felt connected to the Membership Council last year but not with the Facilities Council this year.

George Lally stated that the Facilities Council is focused on the gift acceptance policy but does little else.

Bonnie attended her first LFDC meeting this past week and got a deeper understanding of LFD and its programs.

Carol stated it’s good to hear what committees are doing, but that she can’t attend many of the meetings.

Margo stated that the Governance Council has no chair this year.

VIII. Action items

A. Dara’s Parish Minister Evaluation - Dara provided the needed forms to the Board. Tim will organize the individual evaluation forms from the Board into one document as he did last year. The Board then meets with Dara who has prepared her own self-evaluation, and both reports are adjusted based on the discussion. Both evaluations then get sent to the UUA by February 1. Once Dara has final fellowship, she can supervise ministerial interns and has access to additional support. Note that the Board is to reflect on the relationship between Board and minister. The COM talks with staff and congregational members and reviews the ministries of the congregation. COM also meets with Dara and makes its own report for the UUA. All documents are confidential.

IX. **Board Development** – Dara and Molly discussed counter-oppressive language. We should look at how we make an explicit commitment to non-oppressive language which helps people of marginalized background find a place with us. There are many different models. Molly will research examples of counter-oppressive words.

X. **New Business**

A. **Honoring past, present and future at UUC** – we will be celebrating these during our year of working on mission/vision/covenant. Strategic Planning suggested a video interviewing people of all ages. Children can talk of the future, long-time members can talk of the past. This video can be used at the upcoming cottage meetings and newcomers' orientation sessions. Also suggested was posting photos on the walls of the bathroom anteroom once it's painted and more attractive. Dara suggested that the Board get creative and have an event to lift up our past, present, and future. All should share ideas via email.

XI. **Information Items**

A. **Advent Garden** – December 5, 5:30 – 7 PM. Helping hands are needed – contact Dara. Set-up for the greens is on Dec. 4 from 2-5.

B. **Christmas Eve Service** – 5:30 PM to be followed by a potluck.

C. **Multigenerational Service** – theme is the "The Polar Express" and is followed by the monthly potluck.

D. **YRUU book sale** – Dec. 6-13

E. **Cookie Sale** – Dec. 13. Make a donation for a bucket of cookies.

F. **Holiday Concert** – Dec. 19. Jared Gibbs, Willie Caldwell and others.

XII. **Process Observer** – Tim stated that it was a good and productive meeting, although we did get behind on the time later in the meeting.

XIII. **Next meeting December 10 at 7 PM** – Molly will provide refreshments, Margo will serve as PO, and Tim will provide the closing reading.

Carol read the closing words.

ACTION ITEMS:

Molly – contact Connections Committee to start working on Activity Fair, send Carol info from last year's fair, research examples of counter-oppressive words

All – work on Dara's parish minister evaluation, share ideas for event lifting up our past, present, and future

AGENDA ITEMS:

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Thursday, November 12, 2015

7-7:15 Chalice Lighting & Reading – Rev Dara Check-in Process Observer- Tim	15 Minutes
7 :15-7 :20 Review and Accept Agenda for current mtg.	5 Minutes
7:20-7:35 Old Business Debrief from Latham	15 Minutes
7:35-7:45 Minister and Staff Reports Administrator’s Reports DLFD’s Reports	10 Minutes
7:45-7:50 Consent Agenda Previous Board minutes for October-- approve	5 Minutes
7:50-7:55 Treasurer's Report	5 Minutes
7:55-8 :00 Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes.	5 Minutes
8:00-8:10 Break and Refreshments Provided by Bob	10 Minutes
8:10-8:30 Council Reports Facilities Council Governance Council--Margo Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council	20 Minutes
8:30-8:35 Action Items	5 Minutes
8:35-8:50 Board Development- considering counter-oppressive language. Molly and Dara	15 Minutes
8:50-9:00 New Business	10 Minutes

Honoring past, present, and future at UUC
Process of Completing Rev. Dara's MFC Renewal

9:00-9:05

5 Minutes

Information Items

Timeline, special events

9:05-9:10

5 Minutes

Process Observer Report- Tim

Extinguish Chalice- Carol

Next meeting: December 10

November's Report to the Board - Rev. Dara Olandt

Yearlong congregational theme: "Our Year of Living Bravely"

Please see attached memos:

1. Rev. Dara's Renewal Information for UUA
2. Map of Congregational Journey in Progress: Our Year of Living Bravely

Note: Board action item below.

Worship

November's worship theme is "Journey"

Highlights:

Singing the Journey: Mental Health & Hope - Sunday, November 8th

YRUU Service - Sunday, November 22nd

Renewal

ACTION ITEM: Board to form process for completing Rev. Dara's Fellowship Renewal due to the UUA February 1st, 2016. See attached information.

Membership & Connections

I continue to meet with Connections on an as needed basis.

Key dates in winter:

Next Newcomer Orientation: January 16th 9am - noon

Next New Member Recognition will be February 14th in service.

Religious Education

I offered an Intro to UU class on fourth Wednesday evenings, Sept. 23rd and **Oct. 28th from 7-8:30pm**. November and December I have not scheduled a Intro Class due to holiday schedules.

Social Justice

I am continuing to meet with Social Justice Steering Committee. I have been holding 1/1 meetings with several Mental Health advocates and workers over the past month, and forming interfaith connections which may help us in our work in this area.

Pastoral Care

I continue to meet monthly with the Lay Pastoral Care Ministry.

I continue to visit members of our congregation at home and in the hospital, as needed.

Congregational Life

I continue to meet monthly with Strategic Planning.

I meet with Stewardship and Leadership Development as needed.

Please see attached document: "Map of the Journey in Process"

With President, Molly Lazar I will be meeting an ad hoc group formed of Governance folks to consider tweaks to strengthen governance model given present needs, challenges and hopes.

Memorial Garden

I have been meeting with Memorial Garden committee co-chairs Isabel Berney and Bobbie Littlefield to consider a End of Life Planning event at UUC later this year.

Tentative date is April 3, 2016.

Updates from Meetings:

October 12 - 15th - I traveled to MN as part of my service on the UU Minister's Association Committee on Collegiality. This year is the first of a two year term I will serve, helping foster and strengthen collegiality for ministers. Studies show that the 1 factor in determining the sustainability and success of a minister is participating in an active small group for collegial support. The UUMA is looking at how to increase these opportunities for ministerial sustainability.

Nov. 9 - 11th - I am in Richmond, attending the Clergy Seminary Series at the Center for Congregational Spirituality, focusing on Congregational Based Spiritual Direction. This is a program of 3 short sessions. (The additional two sessions will be in 2016: Feb. 1-3 and May 2-4.) There are many take-aways from the first session which I look forward to bringing to the congregation in the coming months.

Rev. Dara's Vacation Dates:

November Vacation: I will take 6 days of vacation the week of Thanksgiving: Tuesday, Nov. 24th - December 1st. (Sunday, Nov. 29th will be my 1 day out of the pulpit that month.) Don Johnson is scheduled to guest preach on November 29th. Pete, Micah and I will be traveling to Connecticut to see family during this time.

**Parish Ministry - Governing Board/Supervisor Evaluation
For the UUA Ministerial Fellowship Committee**

Name of Minister: _____ Date: _____

Position being evaluated: _____ Period of evaluation: From: _____ To: _____

Congregation: _____

Name of Contact for this evaluation: _____

Contact's Phone: _____ Contact's Email: _____

Notes Relating to Completion of Form

This evaluation should be completed by whoever is responsible for supervising the minister. In most congregations that body is the Board. In some congregations it may be a senior minister. The Board may charge a smaller task group to gather feedback and then present that to the whole Board before sharing it with the minister. For tips on how to do an assessment of a minister, please refer to the forms page on our website at:
<http://www.uua.org/careers/ministers/support/fellowship/15505.shtml>.

When completing this evaluation form, review the suggested considerations and then comment on the particular strengths and areas for growth of the minister. Simply checking a box is not sufficient feedback. Without detailed responses, the evaluation will be considered incomplete by the MFC. Both the minister and the MFC benefit from an honest and thorough assessment of the ministry.

Please provide the evaluation as a consensus report of the group. Do not provide individual ratings from each Board member.

The section entitled “**Comments on organizational ownership and involvement in this area**” is your opportunity to reflect on the organization’s own engagement in this particular area.

Continuing Education/Action Steps: When appropriate, make concrete suggestions to the minister for appropriate continuing education or action steps that will strengthen this area of ministry. (i.e., take time management course, study system’s theory, etc.)

When completed, this evaluation should be shared with the minister and the minister’s Committee on Ministry and they should share their evaluations with you as well.

PLEASE ONLY SUBMIT TYPED EVALUATION FORMS. Forms should be submitted via email to mfccoordinator@uua.org.

Please note that fields for your text will expand to accommodate your entries.

Area of Ministry:

1. Counseling & Pastoral Care

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

2. Practical Arts

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider administration, organizational development in out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fund raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

3. Organizational Ministry

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider integration of new member and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

4. Personal and Professional Growth

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

5. Teaching (All Ages)

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

6. Worship

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

7. Denominational Activities

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider involvement in UU denominational and District events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

8. Prophetic Outreach

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

Preparing the 3rd Renewal
for Rev. Dara Olandt
to be filed with the Ministerial Fellowship Committee
of the Unitarian Universalist Association

Dear All:

It is time to begin considering the Board process for creating the Board's portion of my Preliminary Fellowship Renewal Evaluation. Overall, this is the third (and last) year we do this as a formal process.

This report goes into my permanent file at the UUA. Going through the Renewal process is part of serving as a Fellowshiped Minister with standing in the UUA. Three continuous Renewals at the same site of ministry are required for Final Fellowship, at that point the minister is qualified to oversee up and coming "ministers in training" or "intern ministers" and a congregation where the minister serves can become a "teaching congregation." In Final Fellowship the minister also qualifies for another cadre of continuing education opportunities with the UUMA.

Below is information so the Board can prepare Board's evaluation for the Renewal Process. The Board may wish to draw upon a similar process used in the past 2 years. Prior Board members to have coordinated the process in the past have been Kristine Reid (2013-2014) and Tim Pickering (2014-2015). It has worked well to have a coordinator who leads the logistics and coordinates the process for the Board to complete their work on this (with the whole Board participating).

Please Note: Rev. Dara's UUA Preliminary Renewal Form Due to UUA on February 1st.

What is this?

This is part of renewing my "Fellowship" as a UU minister; my credential to serve as a full UU minister, if you will. The review the Board will create is part of my permanent file, and is assessed by what is called the UUA Ministerial Fellowship Committee (MFC). They are the group responsible for "credentialing" or "Fellowshipping" ministers.

What else does it mean?

After 3 consistent renewals in the same ministry setting, a minister is able to receive the category of "Final Fellowship" which means no more renewals are necessary and the MFC grants the minister the ability to supervise an intern Minister, which allows the congregation the minister serves to become a "teaching congregation". This is often considered an honor for UU congregations. (UUC has some history of having intern ministers in the past.)

I could have submitted renewals since I attained Fellowship a few years ago, however I waited until I was settled in a parish setting where I could submit consistent renewals from the same ministry site with a congregation.

So, what does it entail?

In this MFC Renewal process the UUC Board does one report, CoM does one, and Minister does another (a self-evaluation). This is an opportunity for reflection, dialog and feedback between each of these bodies and the minister, respectively. I share my self-evaluation with each body and each body shares their evaluation with me, then each of us make any tweaks to our reports that make sense before each body sending their final version in to the MFC office of the UUA. **All of the evaluations are turned in by February 1st.** The requisite forms and instructions are below.

How do we do it?

The Board's role is to create an evaluation of mainly the Board's experience working with me. Below is a useful outline of how my colleague and his congregation have done this. The Board's task is more simple than the CoM. The CoM writes a document which attains feedback from staff, conversations with various members, friends and leaders in the congregation, reflecting upon my ministry with the congregation as whole.

I suggest we use the model below, which is fairly simple.

On Dec 11, 2013, at 9:18 AM, Kelly Asprooth-Jackson wrote:

Hi Dara,

Here's how we did it in Beverly:

The CoM focused their evaluations on the congregation as a whole - they had conversations with staff members and committee chairs and got developed references for people who had been deeply involved in my work that year (for instance, folks who had experienced a major life crisis to discuss their experience of pastoral care).

The board focused their evaluations on their experience working with me. It wasn't closed off to other in-put, but they left it to the CoM to actively seek out feedback from the larger congregation. Staff aren't ex-officio here, but I and my DRE do attend all board meetings. Because it's a staff matter, the board did all of its evaluation work in executive session, so I and the DRE were not present for it. We're both very used to and comfortable with that arrangement - it comes up a few times a year for other reasons. I would think that your board should have some precedent of this sort as well.

What I underlined to my folks, and what they seemed to get, was that this is actually an evaluation of the whole ministry of the congregation. (It just happens to only have direct consequences for the minister.) Looking at the project that way helped to direct the conversation towards the hopes and needs of the congregation and how we were doing together in relationship to our mission. I got solid feedback about my performance, but it made the clear that it wasn't just a thumbs-up/thumbs-down on me.

I hope that's helpful, and I hope the process goes well and is useful for you!
Kelly

A bit more information and the forms...

- As the UUA "Helpful hints for doing ministerial reviews document" shows, the evaluations are shared with the minister before the documents are sent to the

MFC in Boston, so that this is an opportunity for shared reflection and conversation, without surprises. It is an opportunity for feedback, reflection, dialogue between minister and Board.

- Process for making it happen: Basically, as indicated above, the Board will need to identify a coordinator or subcommittee of 1-3 people to take the lead. There needs to be at least one person who understands what this is and can help educate the Board about it so everyone has a sense of what this is. It can be the President, Past President, Future President or another. The subcommittee folks can assemble Board member's thoughts and then you can hold a synthesis meeting in Executive Session to get a final draft together.

- I can meet with you a bit before your Executive Session if you'd like, and/or I can simply meet with the Board after the Executive Session has taken place and before the Review is completed and sent in which we can talk. I will share my self-evaluation, you can share with me the Board's and we can make any shifts if we need and send the packet in. I am open to your thoughts on best ways to do it. Again, I think the model above is a good one, and I am pleased to proceed this way.

Forms and Items for the Board:

1) UUA

Overview: <http://www.uua.org/careers/ministers/support/fellowship/7538.shtml>

2) Parish Ministry Board Form: (attached)

2) Helpful Tips for Doing Ministerial Reviews:

http://www.uua.org/documents/mfc/tips_for_ministerial_reviews.pdf

Timeline:

Hopefully the Board can consider what particular process they would like to use to complete this and a specific timetable which may work best. The Board will need to identify a point person in November and by December's meeting form a more detailed timeline: a **Board synthesis time** will need to be set, and also meeting for **conference with Rev. Dara**, such that all is completed on time.

Form is due to UUA by February 1st.

**- Map of the Journey in Process -
Rough Document**

Please note: This is a rough or “working” document which contains tentative information pending the ongoing work of several committees and teams of the congregation. It is integrated with the planned monthly worship themes of the year. It is shared for informational purposes to help the Board see the map of the current and present efforts underway this year. This document represents present and future sub-goals in the unfolding Mission/Vision/Covenant process underway. Items in blue are tentative and necessarily subject to change. — Rev. Dara Olandt

Our Year of Living Bravely

Yearlong Theme: 2015-2016

September - Reaching Out

What does it mean to reach out? How are we transformed by welcoming “the stranger”, reaching out across boundaries of perceived and actual difference? What happens when we “draw the circle wide”. This month we dive into our year-long theme “Our Year of Living Bravely”, exploring what it means to be “brave” in our lives and get “brave” in our vision and mission of who we are as a congregation. This year we’ll be engaging in an exciting, participatory “mission, vision, covenant” process to re-articulate what we are about together at UUC! Who are the bravest people we know? Have you has experiences when you were... “brave”? What do you think makes someone “brave”?

[Step on our Mission/Vision & Covenant Journey: Anchor the theme and orient the congregation to this year’s Mission/Vision/Covenant process](#)

October - I & We

We live in a society that often prizes the individual. Our living tradition, UU, honors the individuals search for truth and meaning, as well as the interconnected web of life. When does the “I” come into creative tension with the sense of “we” — in our society and in UU? What is the difference between individualism and individuality? How do we navigate the rich dance of individual persons and human unity? What is the common ground and how is it found? What brings us together and holds us together with one another in congregational life?

What does **being brave** call us to do in the context of congregational life? What about in your everyday lives beyond the walls of UUC?

Step on our Mission/Vision & Covenant Journey: Robert Latham visit (all layers of core leadership plus anyone who wants to participate from larger congregation welcome to participate). Statements created in workshop will help the Refining Team constitute it's first draft.

November - Journey

"Life is a journey", we often say. But what does it mean to hold this view of life, as opposed to a sense that all is "fixed" and "static" in life? This year we are on a journey as a congregation to re-articulate who we are, what we want to be and do in our future. This month we explore the journey that has evolved at UUC since it's founding, we honor its past, present and future.

What is the role of **bravery** in the journey of life? What about congregational life?

Steps on our Mission/Vision & Covenant Journey:

1. Refining Team formed, begins to work on first round statement based upon work in Latham workshop (Working with Latham model, RT has 5 members. Ours will likely include a member of Board, CoM, Strategic Planning and others, selected by Rev. Dara input from Strategic Planning, Board Presidents and Committee on Ministries. Rev. Dara will be a non-voting member of this group.)
2. Logistics set up for small gatherings for people to reflect on, and give feedback on the initial statement (Strategic Planning, Committee on Ministries, Board with support from Rev. Dara)
3. Generate ideas and create a plan to celebrate the congregation's past, present and future, begin roll-out if possible.
(Board, Board Presidents, Rev. Dara)

December - Pilgrimage

Going on a "pilgrimage" is to undertake a intentional journey to a sacred or holy site which has particular meaning. This month we explore the notion and practice of pilgrimage. Are there places of pilgrimage for Unitarian Universalists? What does it mean to draw close to a particular place of religious and spiritual meaning? What happens when a person undertakes "pilgrimage"? Does pilgrimage require **bravery**? Does a "pilgrim's journey" involve a process of growing one sense of bravery? How?

Steps on our Mission/Vision & Covenant Journey:

- SP, with Board and CoM, communicate about plan for next steps on the Mission/Vision/Covenant Journey
- Sign ups for small gatherings launch (to be called "Mission Shaping Focus Groups") occur last 2 weeks in December and first 2 weeks in Jan. Groups start Jan. 14th (see update from Polly Stimpson)
- RT creates initial statement which will be shared in the "MSFGs"
- Celebration plan roll-out, if possible

January - Imagination

Let's get imaginative! When we break open and unleash our creative streak, what is possible? What kinds of visions can you generate? What unfolds when we **get brave** using our imaginations?

Step on our Mission/Vision & Covenant Journey:

MSFGs meet, feedback to RT is relayed

Tentative:

Post-Sunday Service reflection 1 (possible, or may be reserved for Draft 2 and occur in Feb.)
By end of Jan. RT working on Draft 2 (based on MSFG feedback)
RT sends Draft 2 to Congregation in time for February newsletter

February - Direction

Finding our direction can be tricky! How do we find our “direction”? How do we clarify “direction” in our personal and congregational lives? How and why do we choose a “**brave**” direction?

Step on our Mission/Vision & Covenant Journey:

Tentative: Post-Sunday Service Reflection 1 or 2 (with 1 or 2 dates)

RT forms draft 3 by end of month, sends in time for March newsletter

Related Highlights:

Mental Health First Aid: (Feb. 6)

Internal Partnership Church kick-off (Feb. 19-21)

March - Fate/Luck/Destiny

What is the role of fate, luck and destiny in our lives? How do you understand the role of destiny and fate in your lives? What does our living tradition have to say about the map of our lives, what we choose and what is beyond our power to choose? Who decides the future? What is the role of faith, belief and doubt when speaking about fate, luck and destiny? We consider **bravery** in the face of what is known and unknown.

Step on our Mission/Vision & Covenant Journey:

Tentative: Mid - March - Feedback portion wraps up,

RT issues final version, ready by April newsletter deadline

Stewardship's Annual Pledge Campaign begins

April - Afterlife/Next

The question “what happens after we die” is a powerful and important one for many. This month we explore what Unitarian Universalism offers on this subject, and invite you to consider what you understand, believe or think about what it is that happens “next”.

How do understandings about the afterlife, and what happens “next” (after we die) help or hinder us in the journey of life, and how do these help or hinder us in being **brave** in the face of life's mysteries, joys and struggles.

Steps on Mission/Vision & Covenant Process

TBD

May - Transformation

What is transformation? This spring we explore the risk and hope of transformations. We honor transformations large and small, we conclude our yearlong Mission/Vision/Covenant process, and examine how reflecting, sharing and discerning together is a collective process of transformation. Is transformation trying or inspiring? Easy or painful? Uncomfortable or joyful? Is it all of the above? How has transformation been in your own life? What possibilities of transformation do you notice in your own life right now? What does “**bravery**” have to do with transformation?

Steps on Mission/Vision & Covenant Process
TBD

June - Yes

"Tell them I said 'yes to life'" is one of the lines we sing in a famous UU hymn. Why? Why this "YES"? Why do we talk about the power of "affirmation"? What are the spiritual and religious connections to answering "YES" to life? What is bold about this "yes"? This June we celebrate the Mission/Vision/Covenant process which has occurred over the year. The Mission/Vision/Covenant statement will be presented to the congregation for approval at the annual meeting. What is **brave** about saying "YES" to life and the future?

Steps on Mission/Vision & Covenant Process:
Final statement presented and approved at congregational meeting!

Administrator's Report to the Board November 12, 2015

Time off: I will be away November 14-21 and then again November 24-30. For both trips, I plan to spend time online doing UUC work and will be available for phone calls. Isabel Berney will prepare Sunday bulletins for Nov. 15 & 22, and Linda Powers will handle all financial work.

Committee Work: I recently attended Stewardship, Partner Church, and Auction Committee meetings. Watch for upcoming information on the "Hello Box" project for our partner church and be sure to check out the Partner Church bulletin board available soon in Elarth Hall.

Sexton: We have had just 1 person interested in our position and are awaiting an application. Please share info on the position with anyone you know who might be interested.

Website Update: The UUA has released the new website template. The current plan is to have a new website ready to launch by late summer, and the Board will be updated on progress. The Board will have an opportunity to view the site and make comments before it goes live.

Attendance/Members: See online Google Doc. One person signed the book since the recent new member ceremony. Most new members have pledged. Those who haven't will be contacted a few months after signing the book.

DLFD Report to the Board – November 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 114 (unique children/youth)
- Children & Youth UUC “slots”: 157

LFD Council

- Meeting Monday, November 9
- Report will be submitted Tuesday, November 10

This month:

- Middle School RE and Adult RE participated in a joint offsite visit at Shantiniketan (Hindu) Temple in Roanoke; 25 people attended.
- Attendance remains steady at the Building Bridges for Adults classes, with between 15-20 people attending each class. Folks are also utilizing the online class and Facebook discussion group. (Links located at http://www.uucnr.org/members_area/BB-adult-online-class.html.) This month, we will visit the Buddhist Center in Roanoke, along with the middle school class.
- Rev. Dara held an Intro to UU class on UU Theologies.
- LFD’s annual social action project, It’s Scary To Be Hungry, raised \$3100 in food and cash donations for the Interfaith Food Pantry, another record year. Families also stocked shelves at IFP.
- 29 pairs of adults and children are participating in The Buddy Project. Buddies begin dropping off gifts on November 8 and meet on December 13.
- MSYG will be enjoying an Escape Room adventure at their November meeting. This is a first for us, and we are eagerly anticipating the fun!
- Plans are in progress for MSYG to make gifts at their December meeting for some of our congregants, and congregants’ family members, who are at Warm Hearth. It is a goal of LFD for both youth groups to give back in some way during the year to UUC, and to the community or world.
- YRUU and YAC adult advisors will have their first meeting on November 8, following our summer retreat. We will be reviewing the past two months and evaluating the progress made to date.
- YRUU is once again offering a dinner for the UUC Auction. They are also busy planning the annual YRUU service, to be held on November 22. A lock-in precedes this service.
- Plans are in progress for an All Ages RE Day on December 20. Rachel and I will be leading it. The class will be making two types of no-melt candles.
- Dara and I are working on the holiday intergenerational service, to be held December 13. This year’s theme: The Polar Express.

Monthly Council Meeting Report

Submit this report on or before the first Tuesday of each month.

E-mail to your council's Board Liaison.

Council:	Lifespan Faith Development
Council Meeting Date:	11/9/15
Report submitted by: (name, position, & e-mail)	Karen Hager, DLFD

Using brief bullet points, please provide the following info that is pertinent to your Council:

- CYRE registration is up 4% from last year at this time.
- Average attendance is 57 / 64% of registered.
- Average YRUU attendance: 18
- 74% of all task teams filled; recruitment has not yet begun for remaining critical teams; assessment of governance change so far is that it's working much better; volunteer recruitment is easier and less staff time is needed; scorecard attached for reference
- A minor policy change is requested to allow, but not require, staff to conduct reference checks on applicants. The reason for this change is that reference checks are very difficult to complete, as most people do not return our request, and those that do provide no information beyond glowing positives. Many professionals are schooled in NOT providing reference checks, due to the potential of a civil lawsuit. (see below)

- Actions required from the Board, if any: Change "will" to "may" in the last sentence of item (g) contained in the policy pertaining to Selection and Screening of Volunteers (full policy attached).

Old policy:

g) All volunteers in the LFD program that work with minors will submit a formal application including two references and will have an interview with the DLFD. The DLFD or LFD Assistant will conduct reference checks and keep a written record of references.

Proposed policy:

g) All volunteers in the LFD program that work with minors will submit a formal application including two references and will have an interview with the DLFD. The DLFD or LFD Assistant may conduct reference checks and keep a written record of references.

See attached page for full policy.

3. Selection and Screening of Volunteers

It is the policy of the UUC that no one who has been convicted of any crime involving an infant, child or youth, or who has had such a conviction expunged, will be permitted to work with children and youth. This would include crimes such as contributing to the delinquency of a minor, or other non-sexual crimes.

In order to meet the variety of needs and positions required to provide education and supervision for infants, children and youth while they are in the care of the UUC, two different levels of volunteers will be selected and screened. These levels are described below.

- **Primary Volunteer:** A primary volunteer is an adult who is at least 18 years of age and works with infants, children, or youth on a regular basis within UUC's approved and on-going programs. Specific programs may set a higher age limit as meets the needs of the children and youth who participate. Examples of primary volunteers would be RE teachers who are assigned to a class or YRUU advisors.

- **On-Call Volunteers:** An on-call volunteer is an adult who is at least 18 years old and works with infants, children, or youth on an occasional basis within UUC's approved and on-going programs. Examples would be sitters for UUC events, chaperones for lock-ins, one day summer RE teachers, or substitute teachers.

a) All primary volunteers must be active participants in the life of the congregation for at least six months before being considered for any positions involving children or youth. This requirement may be waived if a potential volunteer has been active in another congregation and is given a favorable reference by the minister and/or religious education director of that congregation.

b) With the exception of parents assisting in their child's program as required or as requested, all staff and all volunteers assigned to work with infants, children and youth on an on-going basis must agree to a criminal background check by an agency approved by the UUC Board. The purpose of this check is to ascertain if a potential volunteer has ever been convicted of a crime with a child. These checks will be repeated every fourth year of a volunteer's service. The congregation will bear the cost of this check.

c) Background checks will not be required for one-time volunteers, as long as a background-checked person will also be in attendance when contact with a child or children occurs.

d) Background checks will be performed by an entity approved by our insurance carrier. Volunteers may also submit a letter from a current employer verifying successful completion of a background check within the past four years in lieu of the UUC initiating the background check.

e) The background check reports will go directly to the Minister and/or DLFD and the individual being checked. The specific information from the report will not be shared with any other

volunteers. The Minister has the authority to veto a volunteer on the basis of the information received from the background check or other confidential information regarding the volunteer. Volunteers have the right to discuss a veto with the Minister and to take action on their own behalf, which may include an appeal to the Board.

f) The Administrator has authority to conduct and review background checks (in addition to the Minister and DLFD).

g) All volunteers in the LFD program that work with minors will submit a formal application including two references and will have an interview with the DLFD. The DLFD or LFD Assistant will conduct reference checks and keep a written record of references.

h) Screened on-call volunteers will be utilized whenever possible to fill unexpected, one-time needs in our programs for children and youth. In the event that a screened on-call adult volunteer is not available to fill an unexpected, one-time need, a parent may be utilized to fill the vacancy, as long as the second adult present is a screened volunteer, and the DLFD or another screened staff member or adult is in the vicinity. The DLFD also has the discretion of using a screened Teen Assistant as the second volunteer, if there are no more than two children present. If a second volunteer is not available, the children or youth will be returned to their parents or guardians or placed in another classroom.

Scorecard 2015-16

# Volunteer Task Teams:	43	# Task Teams - Critical Need:	11		
# LFD Task Teams	38	# Task Teams - Moderate Need:	24		
# Task Teams Filled:	28	# Task Teams - Low Need:	3		
% LFD Task Teams Filled	74%	# Task Teams - other councils:	5		
Min # LFD Volunteers Needed	260				
# Critical Volunteer Needs Left	83				
Task Team	Council	Status	Min #	Need	Notes
LFD Council	LFD	continues	4	Moderate	Can operate at current level
Summer 2015 RE Teaching	LFD	FILLED	44	Critical	
Fall CRE Teaching	LFD	FILLED	27	Critical	
Spring CRE Teaching	LFD	Begins late Nov	27	Critical	
MSYG Advising	LFD	FILLED	4	Critical	
YRUU Advising	LFD	FILLED	4	Critical	
YAC Advising	LFD	FILLED	7	Critical	
Building Bridges	LFD	FILLED	8	Critical	
OWL 8-9 Teaching	LFD	FILLED	4	Critical	
MSYG Parent Volunteers	LFD	continues	9	Critical	Will fill from MSYG parents
Library Team	LFD	continues	4	Moderate	Can operate at current level
Ice Cream Social	LFD	FILLED	4	Moderate	
YRUU Kick-Off	LFD	FILLED	3	+ Moderate	
YRUU Sunday Meeting	LFD	FILLED	2	+ Moderate	
YRUU Icebreakers and Games	LFD	FILLED	2	+ Moderate	
YRUU OOCE	LFD	FILLED	2	+ Moderate	
YRUU Fundraising	LFD	FILLED	2	+ Moderate	
It's Scary To Be Hungry	LFD	FILLED	16	Moderate	
YRUU Lock-Ins	LFD	FILLED	2	+ Moderate	
YRUU Services	LFD	FILLED	2	+ Moderate	
YRUU Auction Donation	LFD	FILLED	2	+ Moderate	
The Buddy Project	LFD	continues	4	Moderate	Staff will fill, if needed
All RE Holiday Class	LFD	FILLED	5	Moderate	Staff are filling 2 roles
Fall CRE Teacher Recognition	LFD	FILLED	0	Moderate	
YRUU Coffeehouse	LFD	FILLED	2	+ Moderate	
Easter Egg Hunt for HSMC	LFD	FILLED	4	Moderate	
YRUU CON Trip Planning	LFD	FILLED	2	+ Moderate	
Childcare Event	LFD	continues	6	+ Critical	
Lunch Out Event	LFD	FILLED	0	Moderate	
Spring CRE, advisor Recognition	LFD	FILLED	0	Moderate	
YRUU Boston Trip Planning Team	LFD	FILLED	2	+ Moderate	
YRUU Social Justice Team	LFD	FILLED	2	+ Moderate	
YRUU Social Action Team	LFD	FILLED	2	+ Moderate	
YRUU Regional Team	LFD	FILLED	2	+ Moderate	
OWL Logistics Team	LFD	continues	2	Low	Staff will not fill; may not happen this year
Movie Night	LFD	continues	2	Low	Staff will not fill
Family Party Night	LFD	continues	2	Low	Staff will not fill
Summer 2016 RE Teaching	LFD	Begins spring 2016	44	Critical	
Advent Garden	Worship	continues	20	Other	Staff will not fill
December Holiday service	Worship	continues	?	Other	Staff will not fill
Easter Service	Worship	continues	?	Other	Staff will not fill
Flower Service	Worship	continues	?	Other	Staff will not fill
Water Service	Worship	continues	?	Other	Staff will not fill

Stewardship Committee Report to the UUC Board
November 10, 2015

The Stewardship Committee continues with monthly planning meetings in preparation for the annual pledge drive.

As a reminder, the schedule is:

Beginning of January, send budget requests to Councils

End of January, Committee budget requests completed

End of February, complete stewardship booklet for presentation to congregation on Stewardship Sunday

March: Stewardship training

April 3: Stewardship Sunday

April 24: pledges due

May 22: Information meeting

June 5: Congregational meeting

At its October meeting, the Stewardship Committee continued discussion of the format and content of the stewardship booklet.

Additional discussion centered around whether to conduct the campaign in cottage type meetings, or in a one-on-one campaign similar to the Capital Campaign of a few years ago. We expect to finalize this matter at our November meeting.

We also brain-stormed comments a steward might encounter from a congregant which require some preparation, balancing both information and sensitivity. Overall, our goal is to arm stewards with as much information as possible, and to that end we hope to have good contact with our Social Justice goals and tasks as well as progress on our Mission statement. Both these on-going projects clarify who we are and who we strive to be as a congregation.

Finally, we request that the board schedule its own discussion of its goals for the congregation at its December or January meeting. Rev. Dara suggested this early on to our committee and will be of great assistance to the board in getting the conversation underway.

Committee meetings remain robust and with nearly perfect attendance. My appreciation abounds for members Joe and Linda Powers, Pat Traynor, Dick Bauman, Dick Luke, Ann Norris, Arthur Snoke, Frank DuPont, Lisa Evanylo and Dara.

Marilyn DuPont, Chair

Council Meeting Report

Submit **this report on or before the first Thursday of each month.**

E-mail to your council's Board Liaison

Council: Governance

Council Meeting Date: 10-13-15

Report submitted by: Frank DuPont, Governance Oversight Chair
(name, position, & e-mail) uufrank37@gmail.com

Governance Oversight Committee (GOC), recognizing that the workshop with Rev. Latham is likely to impact the way in which the UUC is to be structured in the future, asks for the Board to delay the report from this committee in order to consider a set of recommendations that may reduce the number of Councils and their included entities. The GOC asks for a delay until March, 2016. Nevertheless, after discussion at our October 13th meeting, the following recommendations are respectfully offered:

P&P Manual section (Part 2, Section III) for Committees of the Board references thirteen committees or functions of the UUC, and requires that each member of those entities be appointed by the Board, and that the Chairs of each be selected by their members. It is instead recommended:

- 1) That the Board eliminate the designation of "Committees of the Board";
- 2) That the Board relinquish the responsibility to, "select and approve" all the members of the thirteen organizational entities that comprise the Committees of the Board; and
- 3) That the Board delete the references in the P&P Manual to Ways and Means as an entity, as it does not exist and does not fit into the current organizational structure.

Frank DuPont, Chair