

President's Report January 21, 2010

Fellow Trustees,

We again seem to have significant items on the agenda that will challenge us to deal with them efficiently. Seeing that, I tried in my memo about the church mission statement to suggest ways we can give this the consideration it needs while dealing with it and the other items in the time we have.

The second item regarding the policy interpretations is a continuation of the discussion begun with Justin at the November meeting. He will be sending out his memo separately early next week.

Under our monitoring policy we are to do a mid-year check in. This covers how we are doing with all our policies – Ends, Governance Process, Bd./Sr. Minister Relations, and Sr. Minister Limitations. To help with that I have attached the evaluation form we used at the end of the last church year. My suggestion is that we also use this time to talk in general about how we feel things are going as well as whether we are specifically complying with our policies. Also, if there is a lot of discussion on this topic, we might want to consider setting a special meeting since the February agenda will be full with discussion of the building space issue and the proposed congregation survey.

Barry

Board of Trustees Meeting
January 21, 2010
Agenda

- 6:30 Gather
-Chalice lighting and opening words - Justin
- 6:40 Meeting Preparation
-Confirm meeting objectives and agenda
- 6:42 Consent Agenda
-Approve December minutes
-Approve new members
- 6:45 Review the Past
-Sr. Minister report
-Financial monitoring report
- 7:00 Create the Future
7:00 Church Mission Statement
Action: Approve mission statement
- 7:25 Policy Interpretations
Action: Approve policy interpretations
- 7:50 Mid-Year Monitoring of Policy Compliance
Action: Provide comment and note any policy deviations
- 8:15 Meeting Summary: Decisions review, action items & assignments
- 8:20 Meeting Evaluation: Process Evaluation & Assessment
- 8:25 Closing - Justin
- 8:30 Adjourn

Attachments:

1. President's Report
2. Attendance Report
3. Report of the Staff Management Team
4. Finance Report
5. Memo on proposed mission statement
6. Sr. Minister memo on policy interpretations
7. Evaluation Instrument

Next meeting: Thursday, February 18

**First Universalist Church
Statistical Report
January 21, 2010**

MEMORIAL SERVICES:

MARRIAGES/SERVICES OF COMMITMENT: 2

Katrina Joanne Mitchell and Judson Gregory Kilgore – Rev. Kate Tucker
David Chandler and Nancy Jane Moline – Rev. Kate Tucker

MEMBERS FOR APPROVAL: 4

Nona Peterson, Minneapolis
Colleen Cavell, Edina
Ron Parker, St. Paul
Janet Houck, St. Paul

MEMBERS FOR REMOVAL: 1

Ken Stern – moving to Cincinnati for a new job

	To Date	End of Year Totals			
MEMBERS (Fiscal Year)	2009-10	2008-09	2007-08	2006-07	2005-06
TOTAL MEMBERS:	816	840	824	845	885

TOTAL MEMBERS AS OF THE LAST MEETING: 813

To be added: 4

To be removed: 1

TOTAL MEMBERS: 816

FIRST UNIVERSALIST CHURCH ATTENDANCE REPORT													
December 2009								Corresponding Sunday in:					
Adults	9:00	11:00	Total	2008	2007	2006	2005	2004	2003	2002	2001	2000	
First Week	188	335	523	461	333	806	778	555	421	472	457	547	
Second Week	194	423	617	569	413	850	456	632	666	667	678	438	
Third Week	0	480	480	463	550	1428	696	505	668	539	690	542	
Fourth Week	0	118	118	139	553	738	77	97	216	575	164	173	
Fifth Week	0	0	0	442	125	402	0			217	211	158	
Monthly Total	382	1356	1738	2074	1974	4224	2007	1789	1971	2470	2210	1858	
Avg. for Month	191	339	435	415	494	1056	502	447	493	494	442	372	
Church School													
First Week	89	310	399	214	213	348	328	311	294	154	255	351	
Second Week	88	218	306	309	206	341	321	280	258	298	290	310	
Third Week			0	0	0	0	0			294			
Fourth Week			0	0	0	0	0			0			
Fifth Week			0	0	0	0	0			0			
Monthly Total	177	528	705	523	419	689	649	591	552	846	545	661	
Avg. for Month	89	264	353	262	210	344.5	325	296	276	282	273	331	
Total													
First Week	277	645	922	675	546	1154	1106	866	715	726	722	898	
Second Week	282	641	923	878	619	1191	777	912	924	965	968	748	
Third Week	0	480	480	463	550	1428	696	505	668	833	690	542	
Fourth Week	0	118	118	0	553	738	77	97	216	575	164	173	
Fifth Week	0	0	0	442	125	402	0		0	217	211	158	
Monthly Total	559	1884	2443	2458	2393	4913	2656	2380	2523	3316	2755	2519	
Avg. for Month	280	471	611	819	598	1228.3	664	595	631	663	551	504	

Report from the Management Team January 2010

From Justin,

A few quick notes and heads up that didn't fit in the Management Report:

PLEDGE DRIVE: The pledge drive launches Feb 21 and will conclude with a celebration (and drawing for prizes) on March 28. During the pledge campaign, the pledge team will be hosting a number of events related to money and values, included workshops by our own Ross Levin, as well as Ruth Hayden, a nationally recognized financial consultant and educator.

END STATEMENT AND EXECUTIVE LIMITATIONS: I've taken another stab at interpreting the Executive Limitations and adding feedback on the current structure of the Executive Limitations. I've provided a draft interpretation of the End Statement, as well, which I hope will illuminate our conversation about mission, and point to the heart of what we're trying to do as a faith community.

RACIAL JUSTICE TRAINING: March 6, 9am to 4pm at Greater Friendship Missionary Baptist church, 2600 East 38th Street, Minneapolis. A light breakfast and lunch will be served. Registration deadline is February 21st. Registrations will be available mid January and the church's website. **TRAINERS:** The Organizing Apprenticeship Project will facilitate the day.

Staff Goal #1/ Strategic Outcome #2: Build/Strengthen Community Connections

From Justin: We are pleased with the targeted listening sessions; it has been worthwhile and effective. Justin and Debra and Lifespan staff will be meeting with families and people of color after the service on January 24.

In the Jan 13 training for small group facilitators, we helped facilitators practice "praying," giving them permission to explore how to "pray/reflect/hold others" as they lead their small groups. We modeled how to do this in a way that is inclusive and spirit deepening.

From Heidi: Eleven groups will start mid-January, with 100-110 participants involved. One of those groups is comprised solely of men whose fathers have died in the last few years. We are hoping to evaluate how life stage groups will complement open groups in growing small group ministry at First Universalist.

This spring we will offer a group specifically for parents of 9th grade Coming of Age participants as well as a small group specifically for graduating seniors.

Staff Goal #2/ Strategic Outcome #2: Integrate Faith in Action

From Justin: Our pledge drive theme is “Grow. Act. Love.” During the pledge drive, I’ll be addressing the themes of “Growing in spirit,” “acting on our faith,” and “deepening our capacity to love,” linking these three things as a spiral we continually move through, each time through with a bit more knowledge.

From Heidi: We will be including a faith in action component into each of our sermon-based small groups, offering groups the opportunity to deepen their connections while serving the larger community. Groups will have the choice of many projects, including environmental work, serving at Simpson's Women's Shelter, or serving the First Universalist community. Alternatively they can design their own projects. They will then be invited to reflect on their experience of shared service to the greater good.

From Deb: Earth Day planning has started. It will be coordinated with other groups in the church to ensure it is multi-generational, and has opportunities for learning and action. It was determined that we started the planning too late to develop a project for the National Day of Service this year. It would have been easy to do something at the church, but the greater interest was in getting our families and congregants out into the community. In preparation for next year’s National Day of Service a project will be identified and promoted before the Holidays.

Staff Goal #3/ Strategic Outcome #2: Help People Move Toward Spiritual Maturity

Nothing to report this month

Staff Goal #4/ Strategic Outcome #1 & 2: Set Quantifiable Baselines of Participation

Nothing to report this month

Staff Goal #5: Gather baseline information about building usage

Nothing to report this month

Staff Goal #6/ Strategic Outcome #1: Strengthen programming for visitors - first year of membership

From Heidi: Our Pathways to Membership (preparing people for membership) and Foundations of Our Faith (monthly relationship and UU deepening) classes are remaining popular and relevant for newcomers. What We're About, the most basic introduction to Unitarian Universalism and First Universalist Church is now being offered two Sundays a month, after each service. Up until December, we had only been offering it once a month. We are also collecting and assessing new visitors' feedback about their experience here through a survey monkey tool. While our response rate hasn't been high, we have been receiving overwhelmingly positive responses about our welcoming presence and excellence of Sunday Morning Worship and programming.

Staff Goal #7/ Strategic Outcome #2 & 5: Develop a culture of shared service and ministry at First Universalist

From Justin: We have 12 facilitators for our small groups, launching this month. We are casting the vision that these facilitators are a key part of the “ministry” of First Universalist, each of them tending to their “parish” of 10, which in turn, is tied into the wider church community.

From Heidi: In addition, we will be offering an opportunity to all Religious Education teachers and youth advisors to deepen their understanding and experience of the sermon-based small group process, while encouraging in them a deeper commitment to claiming their work with children as a ministry. This event will happen on February 10, and will be lead by Marsha Partington, Katie Heaton, Heidi Mastrud, and RE teacher whose commitment to their religious education ministry is an example to other volunteers.

Report from the Director of Administration

January 14, 2009

The Finance Monitoring Team (FMT) and I had a conversation about how to better present information to the Board regarding the finances of the church. We worked to enhance the report previously given to the Board and have now named it "Pledge Report." This will hopefully give you a better picture of where we are with pledge income for the current fiscal year.

Following the pledge report are the summaries of the Statement of Financial Position and Statement of Activities. Overall, our budget is on track and our pledges are coming in well.

I have spoken with the FMT about our numerous unexpected building (capital) expenses this fiscal year. They have been provided with a list of these expenditures which total \$8,648.62. This provides the greatest stress on the budget at this time. When funds are funneled to these major unexpected expenses, it inhibits spending on other building needs. The FMT and I will be continuing discussions about capital expenses and how best to handle unforeseen expenses in an aging building.

Pledge Report

Data as of December 31, 2009

	# of Pledge Units	Annual Budgeted	Budget Projected	Rec'd to Date	Last Yr to date
Pledges	538	\$753,000.00	\$749,555.84	\$399,115.42	\$394,679.65
New Member Pledges	19	\$25,000.00	\$9,541.67	\$4,335.00	\$2,495.02
Contingency for Unpaid Pledges*	n/a	-\$20,000.00		\$0.00	\$0.00
Totals	557	\$758,000.00	\$759,097.51	\$403,450.42	\$397,174.67

* Shortfall built into 09-10 budget to account for any unpaid pledges, lost pledges, etc.

Statement of Financial Position Summary

December, 2009 - Selected Funds

	Balance as of 7/1/2009	Balance Last Month	Balance as of 12/31/2009	Year to Date Change
Assets:				
OPERATING ACCOUNTS	58,071.49	105,834.21	122,152.55	64,081.06
RECEIVABLES/PREPAYS	6,206.23	0.00	0.00	(6,206.23)
INCOME RECEIVABLE	772,997.44	454,077.68	369,547.02	(403,450.42)
PHYSICAL PLANT	2,220,750.75	2,220,750.75	2,220,750.75	0.00
RESERVE FUNDS	597,157.17	684,029.67	702,326.11	105,168.94
Total Assets:	<u>3,655,183.08</u>	<u>3,464,692.31</u>	<u>3,414,776.43</u>	<u>(240,406.65)</u>
Liabilities:				
PAYABLE/PREPAID/CARR	75,418.09	14,751.03	16,269.83	(59,148.26)
DEFERRED REVENUE	772,997.44	454,077.68	369,547.02	(403,450.42)
DEBT	759,173.21	759,173.21	759,173.21	0.00
Total Liabilities:	<u>1,607,588.74</u>	<u>1,228,001.92</u>	<u>1,144,990.06</u>	<u>(462,598.68)</u>
Net Assets:				
EQUITY	1,682,180.77	1,759,644.14	1,773,909.88	91,729.11
OPERATING ACCOUNTS	91,054.47	104,194.86	102,451.19	11,396.72
OPPORTUNITY FUNDS	103,210.94	80,647.05	80,947.05	(22,263.89)
LEGACY FUNDS	179,148.63	195,090.87	197,565.87	18,417.24
Current Period Changes	(8,000.47)	97,113.47	114,912.38	122,912.85
Total Net Assets:	<u>2,047,594.34</u>	<u>2,236,690.39</u>	<u>2,269,786.37</u>	<u>222,192.03</u>
Total Liabilities & Net Assets:	<u>3,655,183.08</u>	<u>3,464,692.31</u>	<u>3,414,776.43</u>	<u>(240,406.65)</u>

Statement of Activities Summary

December, 2009 - Selected Funds

	December Actual	Year to Date Actual	Annual Budget	YTD % of Ann. Budget	Year to Date Last Year
Income:					
<i>OPERATING FUND</i>					
OPR. CONTRIBUTIONS	92,810.73	431,386.27	821,500.00	52.51	448,168.67
FUNDRAISERS	1,735.52	23,016.21	47,000.00	48.97	29,890.90
INTEREST	3,043.23	3,664.94	8,000.00	45.81	6,522.41
BUILDING USE	732.00	107,611.89	207,918.00	51.76	92,031.10
MISC.	4,977.36	66,172.91	120,223.15	55.04	46,637.80
R.E. DONATIONS	4,179.00	30,432.75	30,600.00	99.45	21,214.75
UNITY LEADERSHIP	0.00	49,190.02	92,315.50	53.28	0.00
<i>OPERATING FUND</i>	107,477.84	711,474.99	1,327,556.65	53.59	644,465.63
Total Income	<u>107,477.84</u>	<u>711,474.99</u>	<u>1,327,556.65</u>	<u>53.59</u>	<u>644,465.63</u>
Expense:					
<i>OPERATING FUND</i>					
MINISTERS	23,559.70	122,821.46	261,545.67	46.96	112,995.54
LIFE SPAN FAITH DEV.	8,846.75	53,164.37	128,170.65	41.48	93,528.81
WORSHIP	3,608.25	21,149.13	48,210.53	43.87	24,691.62
MEMBERSHIP	3,172.36	15,252.90	37,374.00	40.81	16,736.66
DEN. CONNECTION	2,500.00	18,500.00	39,500.00	46.84	18,288.00
COMMUNICATIONS	4,193.30	23,912.76	50,832.00	47.04	21,874.24
FAITH IN ACTION	3,825.34	24,707.60	59,964.98	41.20	28,135.37
PASTORAL CARE	6,304.14	6,495.72	8,450.00	76.87	3,519.09
FINANCE/ADMINISTRATION	13,894.42	80,160.74	211,029.21	37.99	88,746.08
PROPERTIES	17,553.17	98,331.03	215,935.78	45.54	93,400.72
DEPRECIATION	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSE	1,438.98	14,269.42	18,200.00	78.40	11,409.74
CONGREGATIONAL LIFE	8,677.50	42,705.89	88,114.00	48.47	0.00
UNITY LEADERSHIP	642.13	40,015.68	98,315.50	40.70	0.00
NON-OPERATING	2,054.45	32,612.44	60,454.56	53.95	18,150.87
<i>OPERATING FUND</i>	100,270.49	594,099.14	1,326,096.88	44.80	531,476.74
Total Expense	<u>100,270.49</u>	<u>594,099.14</u>	<u>1,326,096.88</u>	<u>44.80</u>	<u>531,476.74</u>
Income - Expense	<u>7,207.35</u>	<u>117,375.85</u>	<u>1,459.77</u>	<u>8,040.71</u>	<u>112,988.89</u>

Notes/Minutes

Finance Committee Meeting of 1/7/10

Present: Patti Frazee, Paige Winebarger, Dan Berg, Jill Anderson, Nancy Gaschott (notes)

1. REPORTS TO BOARD. We discussed the request by some board members for enhanced explanations on Patti's financial reports.

We suggested, with Patti's concurrence, that she'll continue to use the same format she's been using but, instead of variances (which, standing alone, do not communicate much), she'll provide a narrative to highlight areas that she and/or Justin want to point out as areas of success or concern.

We also suggested that the Pledge Report include a Total row at bottom.

2. FINANCE COMMITTEE REVIEW OF FINANCIAL REPORTS. We agreed that, at least quarterly, the finance committee will engage in a thorough review of the financial reports and engage with Patti if we have questions. Similarly, on a quarterly basis, we recommend that staff make a thorough financial report to the board.

Patti provided penultimate 12/31/09 statements; we reviewed and queried. We also agreed that we would review the ultimate statements that Patti will send us once the bank reconciliation step has been completed, and exchange notes and questions about these prior to the assembly of the board packet.

We also agreed to amend the structure of the Balance Sheet slightly, by listing the Pledge Reserve - Capital Account separately, rather than subsuming it in Equity, as it's a fund with donors and historic purpose.

3. STEPPING OUT OF THE PUDDLES. We concluded our review of all funds that had been called "reserves."

We briefly re-visited those funds that had previously been listed as **Designated Funds** and agreed that, with one exception, these all are Temporarily Restricted funds, able to be budgeted and spent for their intended purpose only.

The one exceptions was the Rental Deposits fund; we believe those funds should be considered a liability.

(We'd previously decided to recommend that the small fund called Social Hall Fund # 23 should be combined with the Pledge Reserve Capital Fund.)

Finally we returned to the top of the list, those funds called **Temporary Board Restriction**. We agreed that we'll need to propose policies regarding the management of "board designated" funds if, indeed, such restrictions continue to be appropriate. As we'd agreed in the fall, the Finance Committee suggests that a financial plan be created identifying purpose/need for the funds.

4. A PLAN FOR THE SECOND HALF OF THE YEAR. We reviewed our work plan and reminded ourselves of tasks still to do, including:

a. Learn, as possible, the intention of the donors of the undesignated gifts so that we may recommend their place in our post-puddle schema. Patti will inquire of Margit Berg at a scheduled meeting.

b. Perhaps discuss some accounting issues related to Unity Leadership; Paige and Patti will discuss and decide whether to bring to the committee or not.

c. Discuss the role of the Finance Committee with regard to the Foundation.

d. Answer the "where does the buck stop with regard to church investment decisions" question.

e. Monitoring

f. Cash flow policies and management. Jill and Patti will review existing drafts of policies.

g. Create a Records Retention Policy. Nancy will bring a sample.

h. Insurance coverage review is in process, report Patti and Paige.

i. Updating the fixed asset records is a work in progress; Patti will need volunteers to help.

5. FEBRUARY'S COMMITTEE AGENDA will be comprised of updates on several of the above items.

Agenda Attachment
Church Mission Statement
January 21, 2010

Fellow Trustees:

We have received three responses (attached) to our proposed replacement of the current mission statement with the global ends policy. Two of those responses both oppose the change and ask for any proposed change to be considered by the congregation. As a result we have two issues to decide: substance and process.

It seems to me we have at least the following options:

- Adopt the global ends policy as the mission statement in its current form.
- Make changes to the global ends policy and adopt it as the mission statement.
- Leave the decision to the congregation either with or without changes to the current wording of the global ends policy.
- Do nothing and continue with both a mission statement and a global ends policy.

If we take either of the options which involve changes to the global ends policy's current wording, I suggest we ask a committee to do the rewrite and bring it back. If think changes to the policy are needed please come with specific wording suggestions that could be passed on to such a committee. Also, if we are going to refer this to the congregation we should think about what, if any, process we want to use to inform the congregation or get additional input prior to the annual meeting.

In regard to the process issue you might like to know that the current mission statement was adopted by the board in 1999 and then shared with the congregation at the annual meeting. Prior to its adoption the board used a process to get input but I don't know what that process was. In the current case we may want to consider whether the vision statement created by members of the congregation and the results of the Sr. Minister search survey give us sufficient input for this task and whether the global ends policy is consistent with those documents.

Action: Approve mission statement.

Current Mission Statement

We join together at First Universalist Church in a welcoming, spiritual community that affirms our liberal religious heritage. Our ministry is to bring the Universalist message of love and hope to one another, to our children, and to the work of social justice.

Current Global Ends Policy

As a liberal religious and spiritual home, First Universalist attracts, educates, nurtures and inspires people who seek comfort, meaning and joy in our message of love and hope, transformation through spiritual exploration and growth, and engagement with the greater community as we work for peace and justice.

18735 11th Avenue No
Plymouth, Mn 55447

December 1, 2009

Board of Trustees
First Universalist Church of Mpls.
3400 Dupont Avenue So.
Mpls., Mn 55408

Attn: President Barry Johnson

Dear Barry,

I'm responding to your article in the current Liberal regarding a new Mission Statement for the Church.

First of all, I'd like an explanation of a "Global Ends Policy" which you state is "required" as part of our Governing Policies Handbook.

I am ~~am~~ bothered by the collective political direction being advocated by this change of language. We are all for making the church available to and inviting to non members. However, lets follow the direction preferred by a majority of ministerial survey respondents for spiritual content and not social justice action. I believe trying to identify and adopt a single social justice goal is not about attracting and holding new members but a call to political activism. We are not a political party, a labor union, nor a special interest lobbying group. We are a church. And a church of individuals. Rev. Forrest Church warned UU churches against taking monolithic political stands because to do so would only make some members unwelcome...not conducive to membership growth.

As for the word "transformation", is that really our goal? I thought the philosophy of the UU churches was an acceptance of all, as they are. The dignity of each individual. Transformation implies the opposite....and holds out the promise of the ideal...not the real world? Classic liberalism respects and accepts that there are many answers to a question. Democracy thrives on the uncontrollability and zest of each individual doing their own quest and determining their own actions. Collective action smells of authoritarianism...which is efficient but stifling.

I was a member of the Board of Trustees who adopted our present Mission Statement. I believe that it was presented for adoption to the full membership of the church. I do not believe that the proposed wording does not reflect the past Mission either in words or theme. The words, "Global Ends Policy" describes a new direction for the church.

I am not in favor of the draft, its direction, nor its goals..

Sincerely yours,

Elsa Carpenter

*PS I am in favor of submission
of the new Statement to the
entire Congregation for approval.*

Dear Barry

December 9, 2009

Dear Barry,

I am writing to respond to your request in the current *Liberal* for feedback about the board-written *Global Ends Policy* and whether that policy should replace our current Mission. Are you aware that prior to consulting the congregation, the Policy has already been posted on the website and the Mission is not there? I request that the Policy be removed and the Mission be posted on our public website until such time as the congregation has been consulted.

A mission and vision are the foundation of healthy organizations because they state who the group is, what it believes in, and where it is headed. All goals and objectives derive from and contribute to the Mission, thus a Mission with its accompanying Vision need to be carefully crafted and embraced by those they serve. That is exactly what we did when we created our Vision Statement (deriving from our Mission) during a general meeting attended by over 100 members led by interim minister Charlotte Cowtan. The ideas generated from that group were passed on to a committee that crafted language that was then refined with input from the congregation, and finally affirmed by a congregational vote.

I would be happy to take part in an examination and possible re-writing of our Mission to reflect a more outward stance, however, the procedure should be the same for a new Mission as it was for our new Vision Statement.

These are my concerns:

1. The Bylaws state, "After consultation with the congregation, the Board shall establish policies that effectuate the mission, vision, and values of the Church." I interpret that to mean that the board has power to establish policies that *carry out* the mission, vision and values. It does not have the power to *create* the mission, vision and values of our congregation.
2. If the congregation chooses a new Mission, we will also need to re-examine and possibly re-write the Vision Statement, and then the Board will need to set new goals and objectives.
3. *The Global Ends Policy*:
 - has been misnamed a "policy" because it does not have anything to do with procedural or management strategies to carry out the mission, vision and values of the congregation. It is really a mission statement.
 - states that we are a liberal religious and spiritual "home". Charlotte Cowtan made a very convincing presentation emphasizing that we are *not* a "home" or

a “family” church, but rather a large church community, and that we need to function as such with a new governance model.

- calls for people who are looking for “comfort, meaning and joy in our message of love and hope, transformation through spiritual exploration and growth and engagement with the greater community as we work for peace and justice.” Although I love all of these things, I am most uncomfortable saying that we’re looking for specific people who want to be transformed or are in need of comfort, etc. I would rather have a Mission (as our current one) that states who we are and what we stand for, and what we’re up to. Then, people can choose whether they want to align with us. That way they are choosing us, not the other way around.
- states that we are looking for people who seek “transformation through spiritual exploration and growth.” If we are offering “transformation,” does that imply that people aren’t whole and complete just the way they are? They need to be transformed? That runs counter to our principle of “acceptance of one another”. Also, our principles state that we “encourage spiritual growth”; we don’t say that we want you to transform. It is strange to think that we might offer transformation while other churches offer conversion—both imply that a person needs fixing.

If the board chooses to charge the congregation with examining and perhaps re-writing the Mission with the purpose of looking at a more proactive stance in the community, I would be happy to participate in workshops, help craft language, and vote when the entire congregation chooses whether or not to accept the final draft. A mission is the heart, head and hands of our church and as such must be chosen by following our 5th principle: “the use of the democratic process within our congregations...”

I request that you forward this letter to the rest of the Board of Trustees. Thank you for your consideration.

Sincerely,

Ann Kay
annkay@comcast.net
952.934.7238

Governance Process Evaluation

A. Board Responsibilities	Evaluation	Comments
Articulated the congregation's vision, mission, and values, and to developed ends and policies that ensure accountability in achieving those ends.	3.6	
Actively and deliberately linked with its moral ownership, which is determined by the board to be: Present and future seekers who are attracted to First Universalist as a spiritual home.	2.5	
Connected to stakeholders as needed and desired to assure relevance, viability and sustainability.	2	
B. Governing Style		
Board directed and inspired the organization through the careful deliberation and establishment of policies. Initiated policy, rather than reacting to staff initiatives.	3.5	
Board focused on intended long term outcomes, not on the administrative or programmatic means of attaining those outcomes.	2.9	
Board enforced upon itself and its individual members whatever discipline was needed to govern appropriately. Discipline applied to attendance, policymaking principles, respect for the distinction between Board and staff roles and respect for Board decisions.	3.4	
Board monitored and annually evaluated its own process and performance to systematically insure continuity of Board improvements.	2.9	
C. Officers' Roles		
C.1 President		
President prepared agendas for and presided over official Board meetings and meetings of the congregation with all of the commonly accepted powers of that position (e.g., ruling, recognizing), while observing Robert's Rules of Order except where the Board has suspended them.	3.9	
President focused Board discussion on issues that, according to Board policy, are the Board's to decide, not the Senior Minister's.	3.9	
President ensured that Board deliberation was timely, fair, orderly and thorough.	3.6	
President delegated work, as appropriate, to different Board members and/or other individuals or groups.	3.8	
President communicated regularly with the membership including an Annual Report delivered at the Annual Meeting.	4	
President performed all duties assigned by the Bylaws.	4	
C.2 Vice President		
If the President was absent the Vice President performed all the President's duties.	4	
Performed other duties assigned by the Trustees.	4	
C.3 Secretary		
Secretary recorded and archived the minutes and appended documents of Board meetings and official meetings of the congregation	4	
Secretary maintained the master copy of GPH , archiving of older versions.	3.5	

Secretary oversaw publication/dissemination of all official Board documents on the Internet and other media as appropriate.	3.7
Secretary published announcement of all meetings of the congregation and performed other duties as assigned by the Church bylaws.	4

C.4 Treasurer

Treasurer chaired the Finance Committee and ensured that it performed its role in accordance with the Governing Policies.	3.9
Treasurer reported monthly to the Board any concerns held either individually or by the Finance Committee regarding Church financial matters.	3.1
Treasurer reported at the Annual Meeting to the Membership on the financial status of the Church.	3.9

D. Board Members Code of Conduct

Disclosed conflicts of interest, abstained from voting on any issue where a conflict of interest is involved.	2.8
Individual trustees did not attempt to exercise authority over organization, board spoke with one voice through its policies.	3.6
Adhered to the Board Covenant.	3.4

E. Committee Principles

Committees adhered to Committee Policies.	3.2
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F. Grievance Policies

Board adhered to guidelines for complaints about Board Policies.	3
Board adhered to guidelines for complaints about violations of policies.	3.1

only 1 person responded

Board/Senior Minister Relationship Policies

A. Delegation to the Senior Minister

All Board authority delegated to staff was delegated through the Senior Minister, so that all authority and accountability of staff could be phrased, insofar as the Board is concerned, as authority and accountability of the Senior Minister. The Senior Minister reports to the Board on behalf of the staff for overall achievement of Church mission, vision, ends and goals.	3.5
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B. Senior Minister Responsibilities

As the Board's official link to the operating organization, the Senior Minister was accountable for all organizational performance and exercised all authority delegated by the Board's governing policies.	3.9
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C. Monitoring Senior Minister Performance

Evaluation criteria: The Senior Minister has made reasonable progress toward achieving the Ends, while remaining within the boundaries of the established Board policies. The Board will make the final determination as to whether the Senior Minister's interpretations of the Ends Statements are reasonable and whether reasonable progress is being made toward their achievement.	3.4
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Monitoring Methods

1) The Senior Minister has prepared a work plan describing how achievement of the Strategic Outcomes and other Ends Policies of the Board are to be advanced in the following church year. This plan was submitted along with the proposed annual budget and linked proposed budget expenditures to the ends to be achieved.	2.6
3) Ends and governing policies were monitored on a regular basis.	1.9
4) Each Ends and Senior Minister Limitations policy of the Board has been classified by the Board according to frequency and method of regular monitoring.	2.7
5) As often as possible, monitoring reports have been included in the Board packet for regularly scheduled Board meetings so that trustees could thoroughly review them prior to the meeting.	1

D. Disciplinary Policy

The Board pursued its documented process if a policy violation has occurred and it judged the degree and seriousness of the violation warrants initiating a disciplinary process.	
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determined to be not applicable this year

E. Ministerial Compensation

The Board has reviewed each ordained minister's salary and benefits this year and made a decision about whether adjusting these was appropriate to current financial conditions.	4
The Board maintained records of ministerial salary and benefit changes and reviewed this policy this year.	4

Reminder: Please save this file when you have completed your evaluation!!