

President's Report
January 15, 2009

Hi Everyone,

By the time you read this, the congregation will have voted on whether or not to amend the Bylaws to change our governance paradigm. I hope we'll be celebrating!

In the first part of our meeting we'll focus on the Ministerial Search Committee and their work. As you've probably heard, they have narrowed their choices down to 4 finalists. They want to share basic, non-identifying information about those ministers with us as a way to ensure we're on the same wavelength.

Assuming the congregation votes to approve the changes to the Bylaws, we'll spend the rest of the meeting working on the Governing Policies. PLEASE BE SURE TO BRING A COPY OF THE GOVERNING POLICIES HANDBOOK to the meeting! (Hard copy or electronic = OK)

Regarding the GPH, I want to accomplish 3 things this month:

1. Review, revise (if desired), and approve Article II, *Governing Process Policies*. In addition to the version of this section of the GPH that you have (and is posted on the web), this packet contains a newly drafted job description for the Treasurer. Please include it in your reading and be prepared to discuss all of Article II.
2. Approve an introductory paragraph to the Vision Statement in Article I of the GPH. The wording is included in this packet. It was written by Laura Cooper and used when she introduced the Vision Statement. I like it because it explains the 5-years-from-now intent of the VS. Please note that its approval is included in the Consent Agenda. If you would like it moved to the main agenda for discussion, please say so at our meeting.
3. The currently posted version of the GPH has some of our financial governing policies erroneously numbered and placed. The crux of the problem, as I understand it, is that both the original draft and the approved draft are included. I will be asking that we untangle this mess. You'll definitely need a copy of the entire GPH in order to follow what I'll be proposing!

With hard work and a little bit of luck, I think we can finish up our adoption of Governing Policies at our February meeting. If we approve Article II this month, we'll have only Article IV "Senior Minister Limitations Policies" and a couple of odd and ends left! (And then we can begin revising them;-)

THANK YOU for your steadfast work on all this!

Love,
Sue

Board of Trustees Meeting
January 15, 2009

Agenda

Upcoming Events:

February 1, Stewardship Canvass Kick-off
February 12, 5:30 PM, Executive Committee Meeting
February 19, 6:30 PM, Board of Trustees Meeting
March 1, Stewardship Canvass Ends

- 6:30 Opening Words
Check In
- 6:45 Approval of Consent Agenda
- new members
 - addition of preface to Vision Statement
 - December minutes
 - January agenda
- 6:50 Management Report – Patti Frazee/Rev. Charlotte Cowtan (Trustees ask clarifying questions)
- 7:15 Ministerial Search Committee Update - Nancy Gaschott (Trustees ask clarifying questions)
- 7:45 Break
- 8:00 Proposed Governing Policies - Sue Schiess (Desired outcome: Approval of Article II, "Governing Process Policies," of Governing Policies Handbook)
- 8:35 Proposed reorganization of Financial policies in Governing Policies Handbook - Sue Schiess (Desired outcome: Approval of reorganization)
- 8:40 Nomination of Gini Courter as Moderator of UUA (Desired outcome: Nomination approved)
- 8:45 Executive Session: What issues would you like to talk about "off the record"?
- 9:00 Closing Words
Adjournment

First Universalist Church of Minneapolis Board of Trustees Meeting Thursday, December 18, 2008, 6:30 p.m.

Board Members present (absent): Jill Andersen, Tim Balke, Dan Berg, Bill Elwood, Judy Goebel, Jane Johnson, Barry Johnson, Candace McClenahan, Jim Santelli, Sue Schiess, Doug Smalley, Kimon Swarts,

Clergy present: Charlotte Cowtan, Kate Tucker **Others present :** Patti Frazee

Agenda Item	Presenter	Discussion	Action, if any
Opening Words/ Check-in of board and visitors	Candace McClenahan	The meeting was called to order at 6:40.	
Approve Consent Agenda		- New members - November minutes - December agenda	Approved
Management Report	Charlotte Cowtan/Patti Frazee	<ul style="list-style-type: none"> The church has hired a hospitality custodian for Friday nights, Sundays and some Saturdays starting January 11. He is very outgoing. Pledges are ahead of last year in cash, but behind in stock donations. The church is expected to clear close to \$30k from auction after all expenses have been paid. The Stewardship Campaign is getting started. The preliminary budget prepared by staff for the canvass is s best case scenario and will be revised several times before April when it will come to the board for approval. The green sanctuary initiative that is starting up will require whole church involvement. The leaders of this program are looking for ways to get this into all areas of church life. Steven Protzman has agreed to be our summer minister. Tenant issues. Renewal of the lease is coming up in Feb. for an additional two-year period. Charlotte & Patti will work with Steve Mosborg on due diligence, research, and other details in an effort to be prepared for any eventuality. 	
Proposed Governing Policies <i>Attachment A</i> <i>Text highlighted in yellow previously approved, in green was approved at this meeting.</i>	Barry Johnson	The attached document should have a schedule for the board's planned monitoring activities. There was originally a draft version of this schedule, and we need to find it and insert it. We will need some board decisions made about our approach to monitoring. It is planned that this be will on the board agenda for a meeting in 2009. The board may need to budget money for a survey or other expenses related to monitoring.	Adopted as written with the understanding that the schedule will be added.
Proposed Leadership Covenant <i>Attachment B</i>	Sue Schiess	The Leadership Covenant is intended by Transition Team as a boilerplate covenant for leadership groups in the church. Groups will be encouraged by the board to try covenant and provide feedback to board later. It is proposed that board also adopt this covenant for its work. The board has an existing covenant, which is part of the Governing Policy Handbook. We need to review both documents and make any changes necessary to make them congruent. The Transition Team will be sunseting next month, so the board will need to assume ownership of the Leadership Covenant. A Congregational Covenant is expected to be drafted after new minister arrives. The Leadership Covenant is adopted for use in board work and for recommendation to other groups. Doug Smalley will review existing board covenant and make recommendations to bring it	Adopted

		into agreement with the Leadership Covenant. The board will approve those changes at its next meeting.	
Communications Strategies	Sue Schiess	<p>It is proposed that at least one board member be available in social hall after each service at a location with signage. Sue wants to see board members sign up for dates and times using Doodle on the web.</p> <p>There was discussion that a table in social hall is a great idea, but there is fear that congregants may use it as a way to complain about the staff. The board needs preparation in the form of better background communication from staff and the board needs to be deliberate in providing feedback on questions and issues to staff. It was agreed that this sort of communication with the board has not been good, but a concerted effort is being made to improve our dialog.</p> <p>The board needs to create a framing strategy for what we as a board want hear about from the congregation. There is a whole area of expertise in policy governance about "owner communication". This will be an area for the board to address going forward.</p>	To be put in place after Bylaw Changes approved by the congregation in January
Staff Holiday Gift	Sue Schiess	The congregation was very generous in its contribution to staff holiday gifts. A total of \$2,002 was collected and will result in \$154 per staff person.	
Executive Session		No minutes taken.	
Adjourned			9:20 p.m

Important Dates:

Upcoming Events:

- January 4, 11:00 AM, Bylaws Forum (following 10:00 service)
- January 8, 5:30 PM, Executive Committee Meeting
- January 11, 10:00 PM, Bylaws Forum
- January 11, 12:15 PM, Congregational Meeting to
- January 15, 6:30 PM, Board of Trustees Meeting

III. Board-Senior Minister Relationship Policies

The policies in this section address how authority is delegated to the Senior Minister and how the Board and Senior Minister should work together.

A. Delegation to the Senior Minister

The Board's job is generally confined to establishing topmost policies, leaving implementation and subsidiary policy development to the Senior Minister.

All Board authority delegated to staff is delegated through the Senior Minister, so that all authority and accountability of staff can 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.

1. The Senior Minister is authorized to establish all further policies, make all decisions, take all actions and develop all activities that are true to the Board's policies. The Board may, by extending its policies, "undelegate" areas of the Senior Minister's authority but will respect the Senior Minister's choices so long as the delegation continues.
2. No individual trustee, officer, or Board committee has authority over the Senior Minister or staff. Information may be requested by any individual trustee, officer, or committee, but if such request in the Senior Minister's judgment requires a material amount of staff time, it may be refused with explanation.
3. The Senior Minister may not perform, allow, or cause to be performed any act that is contrary to explicit Board constraints on Senior Minister authority.
4. Should the Senior Minister become aware of a violation of Board policy, he or she shall inform the Board President or Vice President. Informing is simply to guarantee no violation is intentionally kept from the Board, not to request approval. Trustee response, either approving or disapproving, does not exempt the Senior Minister from subsequent Board judgment of the action nor does it impede any decision.
5. Senior Minister authority does not extend to supervising or otherwise directing individual trustees or Board subgroups regarding Board policy or interpreting Board policy to such individuals or subgroups. Nothing in this policy is intended to interfere with mutual interaction about individual understanding of policies.

B. Senior Minister Responsibilities

As the Board's official link to the operating organization, the Senior Minister is accountable for all organizational performance and exercises all authority delegated by the Board's governing policies.

The Senior Minister's job contributions can be stated as performance in three areas:

1. Accomplishment of organizational ends as stated in board policies.

2. Organization operation within the boundaries of prudence and ethics established by the Senior Minister Limitations policies.

3. Appropriate use and delegation of power.

C. Monitoring Senior Minister Performance

1. Evaluation Criteria

The standard of evaluation shall be whether 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.

2. Methods

1) The Senior Minister will annually prepare 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 is to be submitted along with the proposed annual budget and should link proposed budget expenditures to the ends to be achieved.

2) The Senior Minister will make brief monthly reports to the Board reflecting progress toward the established ends and any deviation from the limitations policies.

3) Ends and governing policies will be monitored on a regular basis. The Board will acquire evaluation information by one or more of three methods:

- By internal report, in which the Senior Minister provides information to the Board.
- By external report, in which an external, disinterested third party selected by the Board assesses compliance with policies.
- By direct Board inspection of information, documents, activities, or circumstances, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

4) At the Board's discretion, any policy may be monitored by any method at any time. However, each Ends and Senior Minister Limitations policy of the Board will be classified by the Board according to frequency and method of regular monitoring (see below).

5) As often as possible, these reports should be included in the Board mailing for regularly scheduled Board meetings so that trustees may thoroughly review them prior to the meeting.

D. Communication to the Board and Congregation

The Senior Minister shall insure that the Board and Congregation are fully informed concerning important issues, and that the Board is, to the degree possible, supported in its work.

Accordingly, the Senior Minister shall not fail to:

- Inform the Board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.
- Submit monitoring information required by the Board in a timely, accurate and understandable fashion.
- Gather as many staff and external points of view, issues and options as needed for fully informed Board decisions.
- Develop and maintain a calendar for the Church year that is publicly accessible.
- Advise the Board of any deviations from established policy or to recommend changes in such policies whenever the need for revision comes to their attention within 30 days.
- Ensure that a complete and current set of all Church operating policies is readily accessible to all Church members at all times.

E. Public Statements

The Senior Minister shall not make public statements about the official position of the Congregation or Board on controversial social, political, and/or congregational issues beyond what the Members or Board has formally and explicitly adopted as positions of record.

Nothing in this policy shall be construed to infringe upon the fundamental principle of "freedom of the pulpit".

F. Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Senior Minister may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Senior Minister may not:

1. Promise or imply permanent or guaranteed employment.
2. Establish current compensation and benefits that:

- a) Deviate materially from the nonprofit or geographic market for the skills employed.
- b) Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
- c) Fail to align compensation with accurate measures of employee performance. A merit increase is compensation related to the degree of accomplishment of organizational ends as stated in Board Policies.

3. Establish deferred or long term compensation and benefits that:

- a) Cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.
- b) Provide less than some basic level of benefits to all full-time employees.
- c) Allow any employee to lose benefits already accrued from any forgoing plan.

How We Work Together:

A Commitment to Leadership at First Universalist Church

As lay and staff leaders of First Universalist Church, we seek to work together in ways that exemplify our spiritual values as we carry out the work of the congregation. We honor Unitarian Universalist principles, abide by the policies of the Church, and maintain a community of safety, security and trust.

Recognizing that each of us has strengths and weaknesses, we seek to work together in ways that help all leaders to be successful and to contribute to our common vision. As we work together to better accomplish our common objectives, we honor both the value of constancy and the need for change.

Respect. We work together to clarify and understand our own roles and to respect the roles and responsibilities of others. We treat one another with respect, even in times of confusion, misunderstanding or disagreement.

Listening. We actively listen to one another and to congregants with openness and a desire for genuine understanding. We listen with the desire and intention to recognize and accept good ideas and to change our perspectives accordingly.

Communicating. We communicate kindly and effectively, offering generous thanks and encouragement and thoughtful criticism **and constructive options**, when appropriate. We share our own views with candor and tact. We speak directly to others when we have concerns. We freely share information relevant to the life of the congregation except when precluded by legitimate bounds of confidentiality. We avoid gossiping. To the best of our ability, we deal with the issues that arise -- including those that are complex, awkward or difficult to resolve.

Decision Making. In making decisions, we seek out reliable information, use critical thinking, consider alternative viewpoints, contemplate intended and unintended consequences, and apply our Unitarian Universalist principles. We honor the democratic process and the decisions of the group.

Leadership. When we accept a leadership role we do so with a commitment to doing high quality and timely work. As we work together, we appreciate each other's contributions and recognize that each of us will sometimes fall short, failing to do and be all that we would wish. We support each other and come together as a team when one of us encounters difficulties meeting these commitments. We ask for help when we need it.

Through living our values we come together as an evolving, vibrant and caring learning community in which we work together to achieve our congregation's common vision.

FIRST UNIVERSALIST CHURCH ATTENDANCE REPORT							
December 2008							
Adults	9:00	11:00	Total		2007	2006	2005
First Week	165	296	461		333	806	778
Second Week	195	374	569		413	850	456
Third Week		463	463		550	1428	696
Fourth Week		139	139		553	738	77
Christmas Eve	268	174	442		125	402	0
Monthly Total	628	1446	2074		1974	4224	2007
Avg. for Month	209	289	415		494	1056	502
Church School							
First Week	79	135	214		213	348	328
Second Week	90	219	309		206	341	321
Third Week			0		0	0	0
Fourth Week			0		0	0	0
Fifth Week			0		0	0	0
Monthly Total	169	354	523		419	689	649
Avg. for Month	85	177	262		210	344.5	325
Total							
First Week	244	431	675		546	1154	1106
Second Week	285	593	878		619	1191	777
Third Week	0	463	463		550	1428	696
Fourth Week	0	0	0		553	738	77
Fifth Week	268	174	442		125	402	0
Monthly Total	797	1661	2458		2393	4913	2656
Avg. for Month	399	554	819		598	1228.25	664
12/7 No class for grades 9-12							
No RE Dec 21 or 28							

**First Universalist Church
Statistical Report
January 15, 2009**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS FOR REMOVAL: 0

	To Date	End of Year Totals			
	2008-09	2007-08	2006-07	2005-06	2004-05
MEMBERS (Fiscal Year)	30	41	63	92	82
TOTAL MEMBERS:	814	824	845	885	821

TOTAL MEMBERS AS OF THE LAST MEETING: 814

To be added: 0

To be removed: 0

TOTAL MEMBERS: 814

Report of the Staff Management Team

January 9, 2009

Administration

Tax statements will go out in the mail in the coming weeks. As you may or may not know, we changed some of our systems so that tax statements now cover the entire calendar year, even though we run on a fiscal year. If anyone has questions about these statements, they can contact Patti or Chrystal. All envelopes will clearly state "Tax Statement Enclosed."

Recent discussions with the Stewardship Committee have resulted in a desire to shift oversight of the annual Stewardship Campaign over to staff (much like the auction). This shift will not impact the 2009-10 campaign, but will be in place for the 2010-11 campaign.

Finance

As of this writing, Patti was unable to close the books on December because all bank statements have not yet been received. The following reports may change slightly, but are pretty close to final.

Pledge income came in at a whopping \$113,000 in December! This outpaced December '07 by \$21,000. So far, we have been minimally impacted by the current economic climate. But we are still aware of how tenuous many household situations may be (we still have two Employment Transition Support Groups meeting regularly). The staff is still watching spending and being fiscally aware.

In the coming weeks, Charlotte and Patti will do another reforecast of the budget (this will be done quarterly) to ensure that our spending is in alignment with our projected income.

Patti will present a request to release some capital reserves at the next Board meeting. Based on an inspection from the Fire Marshall, we have discovered that some doors need to be replaced in the building for us to be in compliance with having a Charter School onsite.

Ministry (includes all programming notes)

The programming staff is being realigned to be better coordinated in all areas of congregational life and to focus resources on the adopted strategic outcomes.

Lifespan Faith Development (LFD): Our Holiday Activities, Christmas Pageant, and Christmas Eve Family Service served the entire community. Young and old came together to celebrate the season. It was a good way to end 2008. LFD will continue the effort to make multi-generational community connections by hosting Soup Sunday on February 1, after the 11:00 a.m. service. We will invite the community to bring a pot of soup to share, and join together in fellowship. Soup Sunday is also meant to compliment the kick-off to the Canvass.

SuperCon will be hosted at First Universalist January 16-18. Hosting this youth conference, in collaboration with First Unitarian Society, is one of the important ways we create district-wide connections with other UU churches. It is also an important service to offer to UU kids in outlying areas who typically don't have the same opportunity for UU Youth Community as the kids in the Twin Cities. SuperCon's theme is CONservation, which is a nice way to begin the buzz about First Universalist's energy towards becoming a Green Sanctuary.

Our **Coming of Age** mentor program has changed slightly this year. We are experimenting with same-gender groups of five 9th graders, paired with a committed mentor from the community. We will be able to better train our mentors, ensure their commitment to the Coming of Age process, and lessen the burden on our volunteer pool. We are having a difficult time finding enough male mentors, and hope that the newly adopted strategic outcome, "Youth follow a welcoming path to transition from religious education to adult church membership," will encourage a renewed commitment to our youth by the congregation at large.

Our congregation will be piloting the newly released **Our Whole Lives** program for Young Adults ages 18-35 this spring. Rochelle Pereira and Joe Semlak will be trained and will lead the course that is open to UU young adults in the Twin Cities.

Respectfully Submitted,

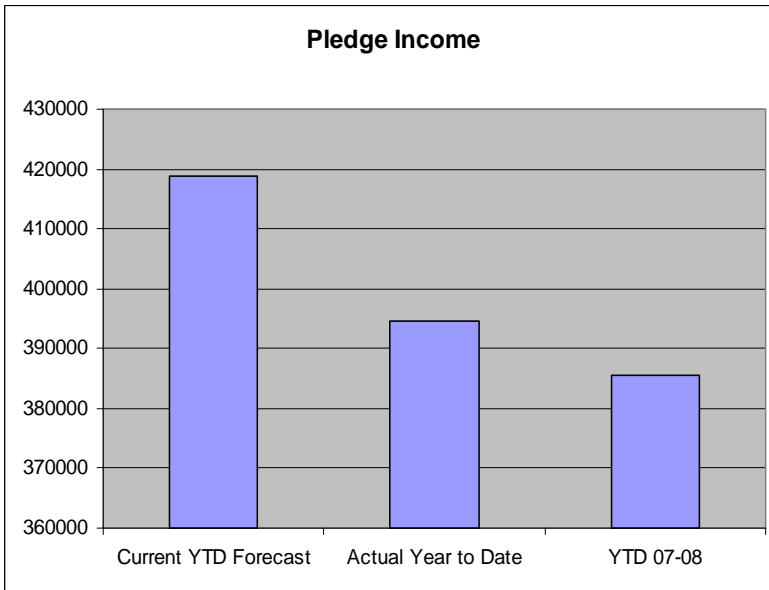
Rev. Charlotte Cowtan, Interim Minister

Rev. Kate Tucker, Associate Minister

Patti Frazee, Director of Administration

Heidi Mastrud, Director of Lifespan Faith Development

Debra Rodgers, Director of Faith in Action



December 2008

Budgeted Year-to-Date: \$418,880*

Actual Year-to-Date: \$394,680

Year-to-Date 07-08: \$385,562

**Based on Budget Forecast of \$748,000 in pledge income.*

Statement of Financial Position (Not Final) December, 2008

	Balance as of 7/1/2008	Balance Last Month	Balance as of 12/31/2008	Year to Date Change
Assets:				
OPERATING ACCOUNTS	150,418.50	53,840.47	82,681.13	(67,737.37)
RECEIVABLES/PREPAYS	7,328.56	147.00	147.00	(7,181.56)
INCOME RECEIVABLE	764,048.21	539,040.90	481,352.94	(282,695.27)
PHYSICAL PLANT	2,333,149.72	2,333,149.72	2,333,149.72	0.00
RESERVE FUNDS	695,317.44	562,889.19	539,380.39	(155,937.05)
Total Assets:	<u>3,950,262.43</u>	<u>3,489,067.28</u>	<u>3,436,711.18</u>	<u>(513,551.25)</u>
Liabilities:				
PAYABLE/PREPAID/CARR	160,196.60	57,561.33	57,136.33	(103,060.27)
DEFERRED REVENUE	764,048.21	539,040.90	481,352.94	(282,695.27)
TEMP. BOARD RESTRICTE	0.00	0.00	0.00	0.00
DEBT	744,934.76	744,934.76	744,934.76	0.00
Total Liabilities:	<u>1,669,179.57</u>	<u>1,341,536.99</u>	<u>1,283,424.03</u>	<u>(385,755.54)</u>
Net Assets:				
EQUITY	1,888,832.41	1,723,742.69	1,699,535.35	(189,297.06)
OPERATING ACCOUNTS	148,925.15	106,755.44	99,094.62	(49,830.53)
OPPORTUNITY FUNDS	112,663.39	104,044.41	104,044.41	(8,618.98)
LEGACY FUNDS	141,012.95	186,696.65	186,696.65	45,683.70
Current Period Changes	(10,351.04)	26,291.10	63,916.12	74,267.16
Total Net Assets:	<u>2,281,082.86</u>	<u>2,147,530.29</u>	<u>2,153,287.15</u>	<u>(127,795.71)</u>
Total Liabilities & Net Assets:	<u>3,950,262.43</u>	<u>3,489,067.28</u>	<u>3,436,711.18</u>	<u>(513,551.25)</u>

Statement of Activities (NOT FINAL)

December 2008

	December Actual	YTD Actual	YTD Last Year	Annual Budget	Current Full-Year Forecast	Difference Budget vs Forecast
Income:						
OPR. CONTRIBUTIONS	122,705.02	448,168.67	419,832.15	867,604.00	823,741.00	-43,863.00
FUNDRAISERS	-135.55	29,890.90	585.00	25,000.00	25,000.00	0.00
INTEREST	3,623.99	6,522.41	12,400.23	10,000.00	7,000.00	-3,000.00
BUILDING USE	9,512.58	92,031.10	84,112.58	195,600.00	195,645.00	45.00
MISC.	3,713.58	46,637.80	9,524.96	181,453.89	180,500.00	-953.89
R.E. DONATIONS	405.00	21,214.75	13,793.86	23,000.00	23,000.00	0.00
OPERATING FUND	139,824.62	644,465.63	540,248.78	1,302,657.89	1,254,886.00	-47,771.89
Total Income	<u>139,824.62</u>	<u>644,465.63</u>	<u>540,248.78</u>	<u>1,302,657.89</u>	<u>1,254,886.00</u>	<u>-47,771.89</u>
Expense:						
	December Actual	YTD Actual	YTD Last Year	Annual Budget	Current Full-Year Forecast	Difference Budget vs Forecast
MINISTERS	25,104.62	113,713.54	336,180.75	250,013.67	247,013.67	-3,000.00
LIFE SPAN FAITH DEV.	15,117.13	94,630.40	4,928.77	204,122.00	197,585.00	-6,537.00
RELIGIOUS SERVICES	5,095.22	25,438.82	3,823.90	60,282.00	60,282.00	0.00
MEMBERSHIP	1,933.41	14,030.87	237.39	29,363.00	29,363.00	0.00
DEN. CONNECTION	9,144.00	18,288.00	7,002.50	39,276.00	39,276.00	0.00
COMMUNICATIONS	3,390.08	21,311.28	1,335.23	46,719.00	43,219.00	-3,500.00
SOCIAL JUSTICE	3,869.30	28,744.15	250.35	67,771.00	65,771.00	-2,000.00
PASTORAL CARE	3,352.00	3,519.09	5,291.37	8,450.00	8,250.00	-200.00
FELLOWSHIP/COMMUNITY	1,131.11	2,786.78	-1,256.91	3,850.00	4,200.00	350.00
FINANCE/ADMINISTRATION	15,707.53	88,325.49	25,870.48	197,738.00	201,558.50	3,820.50
PROPERTIES	11,887.22	93,236.83	84,555.48	262,512.00	233,120.00	-29,392.00
CAPITAL EXPENSE	1,346.03	11,409.74	0.00	19,900.00	19,900.00	0.00
NON-OPERATING	6,134.36	18,150.87	0.00	105,526.89	108,026.89	2,500.00
OPERATING FUND	103,212.01	533,585.86	468,219.31	1,295,523.56	1,257,565.06	-37,958.50
Total Expense	<u>103,212.01</u>	<u>533,585.86</u>	<u>468,219.31</u>	<u>1,295,523.56</u>	<u>1,257,565.06</u>	<u>-37,958.50</u>
Income - Expense	<u>36,612.61</u>	<u>110,879.77</u>	<u>72,029.47</u>	<u>7,134.33</u>	<u>-2,679.17</u>	<u>-9,813.50</u>

To: First Universalist Church Board of Trustees

From: Membership Committee:
Ann Kay and Steven Protzman, Co-chairs
Betty Lia-Hoagberg
Becky Shockley
Ken Stern

In attendance at membership meetings:
Charlotte Cowtan, Interim Senior Minister
Sandy DiNanni, Office Support

Date: January 7, 2009

Re: Membership Committee Mid-year Report

Purpose

The purpose of this report is to:

- 1) share the accomplishments of the membership committee since September 2008.
- 2) request the establishment of a Coordinator of Congregational Development/Life

Membership Committee

In September 2008, Interim Senior Minister Charlotte Cowtan appointed Ann Kay and Steven Protzman as co-chairs of the membership committee with the charge to create a more responsive and accountable membership system to serve the needs of our visitors, newcomers, friends and members. The membership committee is excited by the possibilities for growth and has adopted the following mission based on First Universalist Church's new vision:

The mission of the membership committee is to enthusiastically connect visitors, newcomers, friends, and members with one another, engage them in church activities, and encourage membership and active participation in the life and work of the church community.

Accomplishments since Sept. 2008

- Established a system of Visitor Greeters – six per Sunday
- Established a Welcome Table in the Social Hall
- Re-designed and re-named the New Member Welcome Ceremony with reception
- Re-initiated the Membership Book (lapsed in 1994)
- Re-wrote membership brochures, application, letters, and other materials
- Initiated quarterly New Member Family Potlucks
- Established a column, “The Welcome Table” in *The Liberal*
- Re-wrote the weekly Sunday Bulletin “Welcome Visitors and Guests” column
- Planned for a *The Welcome Table: A Hospitality Training* for August 2009
- Staffed all membership activities: potlucks, What We’re About, New Member Welcome Ceremony and reception, Foundations of our Faith
- Re-established compliance with Bylaws – that all applicants for membership submit a recordable financial pledge contribution before being approved by the Board as a member

Membership Responsibilities

At present, there is no staff member responsible for congregational life and membership development. The membership duties that are handled by the office are:

- maintaining a database of congregants (Member and Facility Coordinator Chrystal)
- clerical details (Office Support Sandy).

For many years, the volunteer membership committee has handled just the very basic functions of member services, such as running the What We're About Classes, New Member Ceremonies, New Member dinners, lunches or receptions, and Circle Suppers.

Under the new governance model, the membership committee will function in an advisory capacity, reporting to staff. Committee members will continue to staff events, make food, and organize the hundreds of volunteers who provide fellowship service on Sundays by greeting visitors and congregants, serving coffee and ushering.

Membership Survey Results

In December, we met with Ministerial Search Committee member Deborah Talen, an expert on mega-churches (based on her Harvard research study). Deborah shared the results from the church's recent membership survey that indicate a rather high level of dissatisfaction with our current system—90 negative comments about membership and hospitality. She gave concrete suggestions about how to create a system that meets visitors, newcomers and members each at their unique place of need, and builds bridges to move them toward membership. Along this path, the church helps them connect with others, engage in group work and ministry, deepen their spirituality, and develop their leadership skills.

By creating a responsive congregational development system, we predict a higher level of satisfaction with the church, and growth in membership.

Proposal for a Coordinator of Congregational Development/Life

We now propose the establishment of a Coordinator of Congregational Development/Life. This full-time position would be charged with creating a responsive and accountable system for all congregants and developing new possibilities for congregational health; interviewing newcomers and helping them connect and engage in congregational activities; organizing programs and classes; and supervising volunteers. We believe that *only* by establishing a full-time position will we be able to achieve our church mission and vision.

UU Church Membership Positions

1. Unity Unitarian in St. Paul, comparable in size to our congregation, employs a full-time Director of Congregational Development who reports directly to the Board of Trustees (part of a four-person executive team that includes two ministers and the Executive Director). Prior to this new administrative model, Unity had a full-time Membership Coordinator. According to the Executive Director, in order to achieve the Unity mission and vision, their Board has chosen to place a much greater emphasis on congregational development, elevating this area to director-level status.

2. White Bear UU Church, 603 members, employs a full-time 32-hour/week Director of Congregational Life. This position oversees fellowship, membership, hospitality, small group ministry.
3. First Unitarian Society, around 500 members, employs a 20-hour/week Membership Coordinator.
4. Jefferson Unitarian Church in Golden, CO is the current UUA model for how to develop membership. They appear to have two positions: Volunteer Coordinator and a Membership Coordinator.

Job Descriptions

Attached are two job descriptions from Unity.

Salary Ranges

First Unitarian Society	Membership Coordinator	Half- time \$13/hr + benefits
Unity Unitarian	(Formerly) Membership Coordinator	\$45,000 range + benefits
	(Currently) Dir. of Congregational Develop.	\$55,000-\$65,000 + benefits
White Bear UU	Director of Congregational Life	\$34,226 – 32/hr/wk+benefits

Recommendations

Based on these comparable models, we recommend that First Universalist Church establish a full-time position for congregational development/life. This could initially be a full-time Coordinator of Congregational Development/Life and later be elevated to a Director of Congregational Development/Life with the commensurate salary (as Unity has done). We recommend that a position be in place by the time that our new senior minister arrives. In these tenuous financial times, there are possibly some creative ways to initially fund this much-needed position through grants from the UUA or Prairie Star District, or from individual donors.

We welcome the opportunity to be present to answer questions at a board meeting.

Thank you for your consideration.

Respectfully Submitted,

Membership Committee Co-Chairs

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Proposed Additions to Governing Policies Handbook

Article I, Section B. Vision

(Introduction to Vision Statement)

The following Vision Statement is intended as an aspirational statement of how we identify ourselves and what we hope to become. It looks ahead 5 years but is designed to be reviewed every year to make sure that the vision remains a current reflection of the congregation's identity and aspirations and that we are progressing toward that vision.

Article II, Section C.3. Treasurer

The job of the Treasurer is to lead the Board's efforts to ensure the integrity of the Church's financial procedures and practices and the health of its financial position. In particular, the Treasurer will:

- Chair the Finance Committee and ensure that it performs its role in accordance with the Governing Policies.
- Report monthly to the Board any concerns held either individually or by the Finance Committee regarding Church financial matters.
- Report annually (at the Annual Meeting) to the Membership on the financial status of the Church.