

President's Report November 19, 2009

Fellow Trustees:

I will not be at this month's meeting. Doug will be chair. Because of this I will add a few more comments to this memo than I normally would.

I want to thank the Board Connections Committee for all the work they got accomplished. I support their recommendations and think it looks like a good plan. I was unclear, however, as to what we are asking when we visit the committees. Are we using all three of the questions (which could be hard to do in 10 minutes) or only one? If it is only one, I suggest we start with the question around the building. Justin and I have been talking about the severe space problems Lifespan is having and I hope he will talk about that some at the meeting. I think we need to begin educating ourselves and the congregation quickly about space issues. Also related to the committee report is the invitation from Heidi for us to visit the Pathways to Membership classes. While this has a purpose different from that of most of the communication activities, it broadly fits in this area and you might want to briefly discuss how we take her up on the invitation without suddenly swamping the class with a visit from the whole board.

The item regarding the Sr. Minister's interpretation of policies should be seen as a work in process that we will need to address at a number of meetings over the year if we intend to pursue this. Carver describes this as an important part of the monitoring process but it seems to be something that has gotten relatively little attention among the churches using policy governance. That suggests it may be a nice but not essential part of the process. We should ask ourselves how much effort we and a new Sr. Minister should put into this at this time. I don't know the answer because it depends on how much of Justin's time it will take but I do know he has many other things on his plate.

I was also pleased by the revisions that were made to the staff work plan. As I understand it the board's job in regard to the plan is not to approve it but to provide feedback as to whether, if accomplished, it would represent reasonable progress toward the Strategic Outcomes identified by the board. Related to that purpose I think it would be good for the board to have discussion with Justin around the two notes at the end of the plan. The first involves the youth's transition to membership. I think that either there have been changes in this area that the board is not aware of or the board has a different perception from staff on what is needed and possible here. The second note concerns communications and seems to imply that we are not going to do anything else in this area than the two things mentioned. We should clarify intentions and expectations around this. In a different vein the plan made me realize that the staff also plans many linkage activities around different topics. These are certainly necessary but it made me wonder where the board's communication role begins and ends versus the role of the staff. I don't see this as a turf issue but one of figuring out how to work well together in this area. I suspect that will be an ongoing conversation.

Barry

**Board of Trustees Meeting
November 19, 2009**

Agenda

- 6:30 Gather
 - Chalice lighting and opening words - Justin
- 6:40 Meeting Preparation
 - Confirm meeting objectives and agenda
- 6:42 Consent Agenda
 - Approve October minutes
 - Approve sponsorship of Kelli Clement
- 6:45 Review the Past
 - Sr. Minister report
 - Financial monitoring report
 - Report on Multi-Site Congregation Workshop – Justin and Candace
- 7:10 Create the Future
 - Linkage Plan
 - Action: Approve recommendation of committee
 - Sr. Minister's Interpretation of Policies
 - Action: Approve interpretations
 - Staff Work Plan
 - Action: Provide comment
- 8:10 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. Request & Supporting Info. - Clement Sponsorship
3. Attendance Report
4. Report of the Staff Management Team

5. Finance Report
6. Finance Committee Minutes
7. Linkage Committee Report
8. Memo: Sr. Minister Interpretation of Policies
9. 2009 Staff Work Plan

Next meeting: Thursday, December 17

Other Meetings: Thursday, December 10, 7 p.m. Sermon Based
Small Group
Sunday, December 13, 1 p.m. Sermon Based
Small Group

Senior Minister's Report to the Board of Trustees

Going forward, the Management Team will report against the Workplan, which was created in response to the Board's Strategic Outcomes. While there are plenty of programs and initiatives happening that are not on the Workplan, the Management Team will not report on them.

As the Senior Minister, I will report on the Workplan within the Management Team's report, as well as on non-workplan related issues that the Board needs to know about in this report.

Non-Workplan related issues:

Building Challenges: On November 12, I met with the RE team to begin to brainstorm possible solutions to our Religious Education space challenges. A lack of adequate religious education space appears be the most serious threat to First Universalist's growth. At a future Board Meeting, I will prepare a detailed report so that the Board can fully engage in this pressing issue.

Additionally, we're engaging SPIFF to help us imagine how we might better use the "Copy Room" as office space (possible creating 3 or 4 work cubicles there), and move the office machines to another location.

Community Participation: I attended the Faith and Freedom Banquet on October 20, and helped lead an interfaith prayer/blessing. AUW was presented an award for their work around reproductive choice.

MPR Update: We collected \$5300 for advertising on MPR. We'll be on the air from November 16 through December 21, with ten spots a week, three on MPR, and seven on the Current. We've created a special link on the website for those who have heard the ad and would like to know more about the church and service times.

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

Sermon-Based Small Groups: We are half-way through our first semester of Sermon-Based Small Groups. We have seven groups, with approximately ten people in each group. We are in the process of evaluating, reading books on small group ministry, defining the connection between the groups and the sermon content, supporting the facilitators, and preparing materials for publicity for the second semester, starting in January.

Improve and expand our caring community ministry: In October we had a training in basic listening and visiting skills. There were 17 participants, and evaluations were positive. On November 8 the congregation commissioned 25 pastoral visitors during the 11 a.m. worship service. Plans are in place for two February sessions on Health Care Directives. Cycle of Life information is now shared in the worship service, including names and the briefest of descriptions.

Schedule targeted group listening sessions: In September, Justin met with about 25 members of the Faith in Action Community to learn more about various "Faith in Action" projects, how the church can support "Faith in Action" projects, and how we communicate about "Faith in Action" projects in the wider church community. Outcome: We discussed implementing two new processes for Faith in Action programming:

- 1) Create an online calendar (for the year) of all the "Faith in Action" opportunities that are happening, with a screen for "family friendly," time commitment, etc.
- 2) Have twice a year gatherings for all Faith in Action team leaders to come together, network, share ideas and educate each other about their various initiatives, and to do some intentional reflection/deepening around Faith in Action work (using an Action/Reflection model.) The goal would be to train Faith in Action team leaders to do this with their own teams, so they could reflect on the work they had done, how their faith informed their work, and how they were changed by the work. The idea being that each time they did a new initiative, they would be deeper in the spiral of "action/reflection," and growing spiritually.

In October, Justin had a follow up meeting with the Green Sanctuary Team, for listening, clarification, and strategic thinking. Outcome: With Deb Rodgers' help, the Green Sanctuary Team is now moving forward on several of its initiatives, including a comprehensive recycling program.

In November, Justin met with about 35 elders at Becketwood for a two hour conversation. I listened to member's peak experiences of the church, and we spent some time doing a "gratitude exercise," as well as discussing the particular needs of this age

group. Outcome: There is a need for day time gatherings for the elders community; 7 elders have volunteered to serve on a task-force to determine next steps for programming.

Strengthen Sunday morning Welcome Teams: We trained one hundred members of Sunday morning Welcome Teams in October. The training included safety training, disaster response, and job specific training (how to serve coffee, etc.) The teams were also encouraged to re-imagine their role in the church community as leaders in radical hospitality, wherein newcomers are celebrated and encouraged to integrate. Heidi is still working on the role, responsibilities, and job descriptions for volunteers. All Welcome Teams are connected to staff. We are planning another Welcome Team training in February. 176 people volunteered for a Welcome Team when we passed out connection cards in the Order of Service in September.

Facilitate Community Gatherings: The ethical eating kick-off went smoothly with 60 + participants. The kick-off is being followed by a study group that is meeting for six sessions. Twelve people are participating in the study group.

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

Integrate Action/Reflection Model: We have developed a workplan for the Green Sanctuary Committee which asks working groups to describe "How does this action connect to the 7 UU Principles? What are the spiritual or religious underpinnings of this action? What do you expect to be different in people's understanding of their faith because of this action?" These workplans are under development at present. The connection to UU values is also expressed in the Ethical Eating Gatherings sponsored by Green Sanctuary.

We will hold reflection gatherings after the Thanksgiving Dinner activity at the Minneapolis American Indian Center and after Project Homeless Connect in early December.

Plan three intergenerational activities/projects: RE and Faith in Action are brainstorming ideas for the National Day of Service. We are also collaborating on the institution of the Recycling Program at the church (part of Green Sanctuary).

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

Develop a template of a mature person of faith: The staff has finished chapter one of *Seven Practices of Effective Ministry*, and is starting on Chapter two. This book will help us become clearer about systems and structures we can use (new member classes, small groups, etc.) to meet people where they are at, and to touch and transform their lives.

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

Set Quantifiable Baselines of Participation: Four staff members were trained on a new software program that will help us track attendance for any and all events. Staff is currently developing the systems to track. We have been collecting (on paper), the numbers of attendees at our events. We're working on how to put that data to work.

Staff Goal #5: Gather baseline information about building usage

In progress. Participation numbers are being tracked through the office for all events.

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

Continue Foundations of Our Faith and Pathways to Membership: Heidi is currently evaluating new member programs. The programs are going smoothly at present, but Heidi is reading more and thinking about how to make the newcomer to member track more integrated with the larger life of the church.

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

Identify emerging leaders, invest them, support and empower them, and when necessary, divest them: In August and September we recruited 8 small group leaders for the Fall, 2009 Sermon-Based Small Groups, and provided training and support, including a facilitator's handbook, for them. We recruited over 100 new volunteers for Sunday morning Welcome Teams and provided training for them in September and October. In October and November Patti and Justin met with the Stewardship Team, and after some good conversation with them, we've created a new Pledge Team and Legacy Team, along with job descriptions for each team. Eric Cooperstein is the chair of the Pledge Team, serving a one-year term. He is joined by Christa Anders, who will be chair next year, and Lark Weller, a relatively new member, who will be chair in her third year (going forward, team members serve a 3-year term.) The Pledge Drive will launch on February 21 and run through the end of March. Hal and Theresa Schroer, Margit Berg, and Jane Hallas comprise the Legacy Team.

FIRST UNIVERSALIST CHURCH ATTENDANCE REPORT									
October 2009					Corresponding Sunday in:				
Adults	9:00	11:00	Total		2008	2007	2006	2005	2004
First Week	131	310	441		353	353	480	594	429
Second Week	172	287	459		509	509	447	466	617
Third Week	155	343	498		439	439	637	412	509
Fourth Week	0	645	645		399	399	406	504	382
Fifth Week	0	0	0		0	0	471	501	444
Monthly Total	458	1585	2043		1700	1700	2441	2477	2381
Avg. for Month	153	396	511		425	425	488	495	476
Church School									
First Week	62	218	280		160	160	177	295	285
Second Week	75	204	279		216	216	227	324	319
Third Week	81	228	309		191	191	223	329	274
Fourth Week	0	0	0		167	167	180	274	257
Fifth Week	0	0	0		0	0	207	337	211
Monthly Total	218	650	868		734	734	1014	1559	1346
Avg. for Month	73	217	289		184	184	203	312	269
Total									
First Week	193	528	721		513	513	657	889	714
Second Week	247	491	738		725	725	674	790	936
Third Week	236	571	807		630	630	860	741	783
Fourth Week	0	645	645		566	566	586	778	639
Fifth Week	0	0	0		0	0	678	838	655
Monthly Total	676	2235	2911		2434	2434	3455	4036	3727
Avg. for Month	225	559	728		487	487	691	807	745

Financial Information

October 2009

Report from the Director of Administration

	Rec'd to Date	Annual Budgeted	Last Yr to date
Pledges	\$253,591.70	\$753,000.00	\$223,937.29
New Member Pledges	\$1,665.00	\$25,000.00	\$1,450.02
Contingency for Unpaid Pledges	\$0.00	-\$20,000.00	\$0.00
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Pledges Lost	\$6,792.40	N/A	N/A
Pledges Added	\$10,505.07	N/A	N/A

Highlights of Operating Budget: Income and Expenses are not significantly at variance from budget except for the following:

	Year to Date Actual	Annual Budgeted
Board Expenses	\$1,014.00	\$1,000.00
Undesignated Bldg Maint.	\$10,356.84	\$10,000.00
Repairs and Maintenance	\$10,097.04	\$16,000.00
Boiler/AC Maintenance	\$6,040.93	\$11,330.00

Board Expenses: budget spent on board retreat

Undesignated Building Maintenance: previously discussed

Repairs and Maintenance: previously discussed

Boiler/AC Maintenance: we had a major air conditioning repair in October, as well as our quarterly maintenance bill.

Statement of Financial Position - First Universalist Church

October, 2009

	Balance as of 7/1/2009	Balance Last Month	Balance as of 10/31/2009	Year to Date Change
Assets:				
OPERATING ACCOUNTS	58,071.49	41,900.46	73,473.19	15,401.70
RECEIVABLES/PREPAYS	6,206.23	0.00	0.00	(6,206.23)
INCOME RECEIVABLE	772,997.44	590,378.71	517,740.74	(255,256.70)
PHYSICAL PLANT	2,220,750.75	2,220,750.75	2,220,750.75	0.00
RESERVE FUNDS	597,157.17	664,780.36	650,559.08	53,401.91
Total Assets:	<u>3,655,183.08</u>	<u>3,517,810.28</u>	<u>3,462,523.76</u>	<u>(192,659.32)</u>
Liabilities:				
PAYABLE/PREPAID/CARR	75,418.09	13,991.03	14,751.03	(60,667.06)
DEFERRED REVENUE	772,997.44	590,378.71	517,740.74	(255,256.70)
DEBT	759,173.21	759,173.21	759,173.21	0.00
Total Liabilities:	<u>1,607,588.74</u>	<u>1,363,542.95</u>	<u>1,291,664.98</u>	<u>(315,923.76)</u>
Net Assets:				
EQUITY	1,682,180.77	1,757,053.33	1,741,088.80	58,908.03
OPERATING ACCOUNTS	91,054.47	94,281.72	86,071.36	(4,983.11)
OPPORTUNITY FUNDS	103,210.94	98,560.94	98,673.75	(4,537.19)
LEGACY FUNDS	179,148.63	194,044.13	195,249.87	16,101.24
Current Period Changes	(8,000.47)	10,327.21	49,775.00	57,775.47
Total Net Assets:	<u>2,047,594.34</u>	<u>2,154,267.33</u>	<u>2,170,858.78</u>	<u>123,264.44</u>
Total Liabilities & Net Assets:	<u>3,655,183.08</u>	<u>3,517,810.28</u>	<u>3,462,523.76</u>	<u>(192,659.32)</u>

Statement of Activities - First Universalist Church

October, 2009

	October Actual	Year to Date Actual	Annual Budget	YTD % of Ann. Budget	Year to Date Last Year
Income:					
<i>OPERATING FUND</i>					
OPR. CONTRIBUTIONS	81,080.49	278,493.34	821,500.00	33.90	263,344.86
FUNDRAISERS	626.00	951.90	47,000.00	2.03	894.00
INTEREST	549.55	609.01	8,000.00	7.61	2,170.29
BUILDING USE	18,386.54	75,007.09	207,918.00	36.08	66,157.69
MISC.	17,676.87	48,169.72	120,223.15	40.07	42,632.97
R.E. DONATIONS	3,365.00	22,295.00	30,600.00	72.86	19,326.75
UNITY LEADERSHIP	15,000.00	49,190.02	92,315.50	53.28	0.00
<i>OPERATING FUND</i>	136,684.45	474,716.08	1,327,556.65	35.76	394,526.56
 Total Income	 <u>136,684.45</u>	 <u>474,716.08</u>	 <u>1,327,556.65</u>	 <u>35.76</u>	 <u>394,526.56</u>
 Expense:					
<i>OPERATING FUND</i>					
MINISTERS	21,280.97	83,839.40	261,545.67	32.06	74,652.14
LIFE SPAN FAITH DEV.	9,573.23	35,867.63	128,170.65	27.98	64,421.70
WORSHIP	3,918.26	12,806.22	48,210.53	26.56	15,132.25
MEMBERSHIP	3,294.33	9,941.65	37,374.00	26.60	11,350.68
DEN. CONNECTION	0.00	9,250.00	39,500.00	23.42	9,144.00
COMMUNICATIONS	4,552.44	16,150.03	50,832.00	31.77	14,446.40
FAITH IN ACTION	4,821.46	16,488.48	59,964.98	27.50	20,253.55
PASTORAL CARE	0.00	191.58	8,450.00	2.27	167.09
FINANCE/ADMINISTRATION	13,448.89	55,402.55	211,029.21	26.25	60,818.85
PROPERTIES	17,395.77	67,566.29	215,935.78	31.29	64,791.44
DEPRECIATION	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSE	1,423.16	11,539.58	18,200.00	63.40	8,868.31
CONGREGATIONAL LIFE	7,455.12	26,689.21	88,114.00	30.29	0.00
UNITY LEADERSHIP	0.00	39,373.55	98,315.50	40.05	0.00
NON-OPERATING	12,976.34	18,261.38	60,454.56	30.21	11,899.26
<i>OPERATING FUND</i>	100,139.97	403,367.55	1,326,096.88	30.42	355,945.67
 Total Expense	 <u>100,139.97</u>	 <u>403,367.55</u>	 <u>1,326,096.88</u>	 <u>30.42</u>	 <u>355,945.67</u>
 Income - Expense	 <u>36,544.48</u>	 <u>71,348.53</u>	 <u>1,459.77</u>	 <u>4,887.66</u>	 <u>38,580.89</u>

NOTES, FINANCE COMMITTEE MEETING
5 November 2009

Present: Patti Frazee, Dan Berg, Paige Winebarger, Nancy Gaschott
Jill Andersen

1. PUDDLES. With a schedule and a memo, Patti and Paige had prepared us wonderfully for our main agenda, which was walking us through the list of our many “funds,” (aka “puddles”), answering our questions, and telling us what they know of the histories of each one, as well as how each had been accounted for on our books. By the end of our meeting we felt empowered and knowledgeable.

We will continue this exploration at our next meeting. Our goal (possibly completed by calendar year end) is to simplify, combine as possible, resolve any uncertainties about the status of all funds, and properly characterize each according to Generally Accepted Accounting Principles (GAAP).

To facilitate this process, here are some next steps we agreed to take:

Dan will provide a sample Gift Acceptance Policy
Nancy will provide a sample Endowment Investment and Spending Policy
Jill will review the capital accounts
Paige will review building expenses

2. INVESTMENTS. Dan had taken responsibility for this component of our work. He had reviewed our current agreement with Ross Levin, our pro-bono investment manager, as well as several months of investment statements. He’d also scheduled a meeting with Ross, and Nancy will join him at that meeting. Our purpose will be to check in and attend to the relationship.

3. MONITORING AND REPORTING. We briefly discussed the monitoring schedule and practice. We agreed that, although an important activity, we don’t want preparing for monitoring to be a burden on Patti; she shouldn’t be preparing reports for monitoring – we should be looking at original materials as we conduct monitoring. Jill will continue to conduct monitoring, and we will review schedule and methodology at probably each of our meetings.

4. POLICY INTERPRETATION FOR BOARD TO NOTE: Paige pointed out that our *monitoring schedule* notes a requirement that staff solicit competitive bids for any purchase over \$2500 and that this policy would require Patti to solicit bids every year as the church’s insurance policy came up for renewal. The committee discussed this and concluded that

it was not the board's intention to require staff to take the time it would take to bid out insurance annually, as this was an ongoing, not an extraordinary expense. As a practical matter we thought that best practices would indicate bidding the insurance every few years.

POST MEETING:

Follow-Up note from Dan's research about this policy:

"I think we were confusing two of the limitations listed in the GPH:

See page 17, Section F.3., and page 18, Section H.7.

F.3. defines capital expenditures as having a \$2,500 threshold, and H.7. says planned purchases of over \$10,000 need two competitive bids."

Nancy comment: We'll review the documents and suggest clarifications.

Our next meeting will be Thursday, December 3 at 5:30 p.m. at church.

Agenda Attachment
Board of Trustees meeting
November 19, 2009

Subject: Linkage Plan

(The Linkage Committee, Jane Johnson, Candace McClenahan, Kimon Swarts and Kathy Coskran, would prefer to be called the Board Connections Committee. The group felt that the word “Linkage” was problematic in communicating with the congregation. The meaning isn’t obvious, and the use of a term that would feel like jargon to many might make the establishment of two-way connections more difficult.)

The committee was charged with developing a process for improving communication between the board of trustees and other entities that function within the church, including committees, interest groups, staff, members and friends, visitors, and entities not directly connected to the church. The purpose of these connections is to improve the board’s understanding of the functioning of each of these entities, their needs and perceptions, in order to more effectively evaluate the progress of the church as a whole in meeting its stated goals.

As mentioned in last month’s report, we propose focusing on connections that will better inform us of what individuals and groups are thinking and saying about how well the building is serving our vision and mission, and how each entity thinks about visitors as they carry out their work.

At the November board meeting we were asked to:

1. Create a linkage for congregants who are not part of an “entity,” such as a board table in the social hall or a forum.
2. Prioritize the list of entities in preparation for board members choosing the two or three groups they will meet with.
3. Create the questions that board members will take to the entities they visit—so we are consistent in our approach.
4. Describe how the information gathered by board members will be collected and disseminated.
5. Discuss linkage to groups beyond the church.

The proposed process is as follows:

1. **Connections to congregants who are not part of an identified committee or group:** The Connections Committee proposes creating a *Question of the Month* that will be printed on the Order of Service cover for that month, that will appear in the *Liberal*, and will be posted at a table in the Social Hall. Congregants will be invited to respond to the question on paper provided in the pews, in the order of service or in the foyer or social hall where there will be attractive boxes to leave responses to the question, suggestion-box style. The question could also be posted on the web site with the responses going to the Board blog or list-serve.
We propose starting with the questions we are first taking to the committees regarding building use and radical hospitality.

2. **Board member visits:** Each board member will choose one or two entities on the attached prioritized list to visit with and listen to during the fiscal year. Board members will notify the contact person of their interest and forward the question they want to focus on to the contact person prior to the meeting. During each visit, the board member will limit his or her direct involvement to ten minutes or less during the group's meeting time in order to limit any disruption of the normal schedule and order of business. In addition to gathering information specific to the question, the board member will observe and listen to the entire meeting *without* participating unless directly invited to do so. The goal is to gather general information about the activities, attitudes, and behaviors of the group as it relates to the board's monitoring and evaluation responsibilities. The lack of participation during the bulk of the meeting is designed to limit our influence on what is said and done during those meetings, so what we learn is as authentic as possible. The questions each board member will use are attached. It is important that we use the same questions with each entity.
3. **Gathering and dissemination of information:** We will create a blog or list serve to receive the information gleaned at each meeting. During the visit the board member will take notes that he or she will then post on the board list serve so the information is available to all board members. The Connections Committee will monitor the list serve and attempt to categorize comments and information so emerging patterns will be clear. All board members will be expected to review the list serve periodically to be informed on what these groups are doing and saying.
4. **Entities beyond the immediate church community:** The committee did not formulate a plan for connecting to entities beyond the church. Implementing the above plan seemed enough for this fiscal year.

Action: Approve the two processes, Question of the Month and the board member visitation process.

If approved, board members will choose one or two entities to contact and visit.

Note: The attached prioritized list is divided into two sections; the first section lists groups the majority of the committee felt were of highest priority; the second section lists groups of the next highest priority; all other groups that were considered are listed below the chart.

Committees and Groups of First Universalist Church to be visited by Board members

Group/Committee Name	Contact Name	Contact Info	Board Member
Pledge Team			
SPIFF	Lynn Stanley	952 926-6302	
Communications	Kevin Watson	612 825-1701 x110	
Membership Committee	Ann Kay	952 934-7238	
Children & Youth Com	Katie Heaton	612 825-1701 x109	
Young Adults	Erin Dajka	773 405-0500	
AUW	Liz Permar	612 869-2756	
Music	John Jensen	651 645-2425	
Visual Arts	Bette DeMars	952 929-2536	
Worship Associates	Ginny McAninch	612 824-4624	
MUUSJA	Ralph Wyman	612 998-6624	
Unity Leadership/Summer	Alicia Steel	612 825-1701 x106	
Sermon-Based Sm. Groups	Heidi Mastrud	612 825-1701 x124	
Nominating Committee	Pam Vincent	952 885-0461	
Denominational Connections	Doug Smalley	651 917-7267	
Lifespan Faith Development	Heidi Mastrud	612 825-1701 x124	
First U Parents Group	Sara Smalley	651 917-7267	
Pastoral Care	Margit Berg	612 277-4776	
	Julie Howard	612 926-2843	
Fellowship	Heidi Mastrud	612 825-1701 x124	
Welcome Table Greeters	Ann Kay	952 934-7238	
Greeters	Joyce Case	612 824-7396	
Garden and Grounds	Doug Owens-Pike	612 823-0413	
Building and Grounds	Chrystal Teachout	612 825-1701 x100	
Men's Action Group	Geoff Lenox	952 938-2897	

Other groups:

Foundation
 Legacy Team
 Olson Fund
 Archivist
 Library/Bookstore
 Babysitting and Childcare
 Providers
 Caring Corner
 Emergency Assistance
 Memorial Services
 TRUST
 Ushers
 Coffee Servers
 Circle Suppers
 Creative Photo Potluck

UU Friday Book Club
 Women Who Read
 Men's Support Group*
 Drumming Group
 Women's Ritual Circle*
 Chi-Gung
 EcoMinds
 UU Stitches
 Green Sanctuary
 Comfort Shawl Knitters
 Labyrinth
 Folk, Jazz, Rock Bands
 Winter Solstice
 A/V & Sound
 Wheel of the Year

First Universalist Choir
 Food Shelf
 Habitat for Humanity
 Latin American Connections
 Native American Connections
 Project Homeless Connect
 Simpson Shelter Dinners
 Youth Cultural Exchange
 Warm Hands/Warm Hearts
 Juvenile Justice/Race Equity
 Partnership
 Global Gift Fair
 Rise Up Singing
 UUSC

Questions for Board members visiting groups:

1. How does your committee or group relate to visitors or new members? How do you think about them in terms of your mission or purpose? What is your group's role, or what would you like it to be, in creating a welcoming, inclusive presence for newcomers? How do you know that—what kind of feedback have you received or would like to receive from visitors or new members?
2. How well is our building working for you? What are the strengths of our current space? The drawbacks? What would be an ideal space situation for your group?
3. What would you like the board to know about what your group does? What would you like the board to know about what your group would like to do?

First Universalist Staff Work Plan 2009-2010

Staff Goal #1:

Build/Strengthen Community Connections

Strategic Outcomes: #2/1, #2/3, #2/4, #2/5

	May-June 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point person
Sermon-Based Small Groups	Evaluate pilot	Choose & train facilitators, edit content, publicize, create oversight team	Kick-off six groups for entire community, Semester #1 Evaluate Semester #1 and make tweaks going forward.	Kick-off 12 groups, semester #2	Short summer session		Heidi and Kate
Improve and expand our caring community ministry		Explore ways to share Cycle of life information with cong and staff; listen and respond to wisdom of congregation.	Listening Workshop, commissioning of pastoral care visitor ; Nov 8	Healthcare directives workshop. (Two sessions in January and February)	Recognition and appreciation event.		Kate

Explore design and launch of mid-week "Church Night"				create team to explore possibilities	Listen to congregation about midweek programming needs	Pilot, if going forward	Heidi

Staff Goal #1:
Build/Strengthen Community Connections (Page 2)

	may- june 2009	July- Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr- June 2010	2010- 2011	Point Person
Schedule targeted group listening sessions (to seek input and knowledge about congregational life and needs)			Meet with Faith in Action groups. Meet with Liberal folks. Meet with elders Meet with people and families of color to listen to their needs and hopes.	Revisit initiative and effectiveness. Model safe conversations for people of differing theologies (on going - through SBSM, and gatherings of "Christian UUs," etc.)			Justin
Strengthen Sunday morning Welcome Teams			Assess welcome team structure; Develop role, responsibilities, job descriptions and training for volunteers. Recruit 50 new Welcome Team members. Connect all Welcome Teams with staff liaison.	Evaluate Welcome Team structure; hard copy write and eval.			Heidi
Facilitate		Lake	Ethical Eating kick-off,	Stepping-stone event			Heidi

Community Gatherings		Harriet all-church picnic	Oct 16. Auction, Nov 14.	into SBSG (January – dependent on evaluation of Pathways and Foundations of Faith) / Valentine’s Dance (led by John Jensen.)			and John
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Staff Goal #2:

Integrate Faith and Action

Strategic Outcomes: #2/4, #2/5

	may-june 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point Person
Integrate Action Reflection model into the life of the congregation	Ongoing: Equip congregants with language to reflect on action and faith. (Through SBSG,	Implement Action/Reflection with Green Sanctuary.	Gathering with SJ leaders to institutionalize action-reflection/Share Compass. Put up online year long Faith in Action calendar (with age recommendations)	Ongoing. Explore action/reflection model in pledge drive; explore how other churches do this.	Follow up meeting with Faith in Action Folks; check in on Compass implementation model.	ongoing	Staff

	worship themes.)						
Plan three Intergenerational Activities/Projects			Survey other churches to see how they do intergenerational activities well	National Day of Service Earth Day	Pride (GA)		Deb

Staff Goal #3:

Help people move toward spiritual maturity (Programming interrelates the spiritual, the intellectual, fellowship and living our faith through service.)

Strategic Outcomes: #2/1

Develop a template of a mature person of faith. This will include knowledge of UU theology, history, and principles, an understanding of systems of oppression and privilege, and transformation of our lives (ie, becoming a more loving, forgiving, fully developed	Ongoing	Staff study “7 Practices of Effective Ministry” (ongoing for year)	Explore models of spiritual maturity (ie, being able to engage across theological differences.)	Ongoing	Ongoing	Point Person Kate and Justin
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human being).						
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Staff Goal #4:

Set Quantifiable baselines of participation

Strategic Outcomes: #1/2, #1/4, #1/5, #2/3

	may-sept 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point Person
Set Quantifiable baselines of participation			Develop plan to track how many people are being served each week, and how many are serving. Communicate plan to volunteers, staff Categorize and count everything				MT sets metrics, Staff tracks

Staff Goal #5:

Gather Baseline information about building usage in order to assess adequacy of current structure and ability to promote strategic outcome s.

	may-sept 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point person
Present information to BOT to equip them to work with staff leadership to make good decisions about future growth/building decisions			Collect basic building data (Sunday attendance, RE attendance, memorial attendance, small group stuff)	Create basic building usage data collection plan. Create life cycling plan for building.	Continue		Patti

Staff Goal #6: Strengthen programming for visitors – first year of membership
 Strategic Outcomes: #1/1-5

	may-june 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point Person
Continue Foundations of Our Faith and Pathways to Membership		ongoing	Re-evaluate new member programs, create one seamless track for newcomers through seasoned members, working with SBSG	Implementation of new programs possible			Heidi

Staff Goal #7: develop a culture of shared service and ministry (formally leadership) at First Universalist

Strategic Outcomes: #2/5

	may-june 2009	July-Sept 2009	Oct-dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	Point person
Identify emerging leaders, invest them, support and empower (equip) them, and when necessary, divest them (help create leadership transition plans)		(Recruit new Welcome Team leaders) (New SBSG leaders)	Begin to develop clear shared ministry roles/leadership with in congregation.. Continue to live into Governance Model (with action/reflection). Create leadership position job descriptions (Pledge Team, Welcome Teams, Legacy	Continue to develop clear shared ministry roles/leadership with in congregation.. Preach about “leadership Change” in church (movement to new leaders, governance	Continue to develop clear shared ministry roles/leadership with in congregation.. Engage in leadership recognition		Justin

			Teams) Develop leadership recognition	leadership, etc.) -Rename pastoral care to open up wider circle for leadership. (New SBSG leaders)			
Leadership Summit (fall 2010)					Plan for fall 2010 leadership summit for church		Justin

Notes: Youth follow a welcoming path to transition from RE to adult church membership may be done already.

Communication: NPR, Uptown News – Strategic Outcome #1/1