

**First Unitarian Universalist Church
Board Meeting --- November 15, 2017**

Our Mission: To be a compassionate, welcoming community that nurtures spiritual growth and practices justice.

Minutes

Attending: Jerry Katzmann, President; Gail Bishop, Vice President; Ann Hutton-Secretary; Garth Nelson, Treasurer; Charyssa Cobb, Randy Crawford, Kate Thompson-Jewell, Greg Turosak, and Chris Wendt, Members at Large;

Absent: Rev. Luke Stevens-Royer, ex officio

1. **Call to Order and Chalice Lighting:** Jerry called the meeting to order and Ann shared the Mary Oliver poem, *Praying*, as a chalice lighting.
2. **Consent Agenda: Motion** by Greg, second by Gail to approve the consent agenda including the agenda and previous meeting minutes. Unanimous.
3. **Treasurer's Report:** Garth reported expenditures were slightly higher than average this month due to pre-payment of snow removal and the installation expenses. This year's service auction did very well with approximately \$32,000 overall in revenue, of which over \$6,000 for Community Dental. Gail and Jerry shared preliminary info on the 2018 stewardship drive. The stewardship letter will be sent in February with cottage meetings at various times on 2/24, 2/25, 2/27 and 2/28. The Board will provide support throughout the drive.
4. **Review of Board Goals 2017-2018:** Board members concurred with a summary provided by Jerry.

1. Develop an understanding of <i>Shared Ministry</i>	<ul style="list-style-type: none">• In discussion with Rev. Luke• Board-Minister covenant will be drafted
2. Finalize the PAC-Team process to streamline operations	<ul style="list-style-type: none">• In process
3. Convene an <i>ad hoc</i> committee to review the Bylaws	<ul style="list-style-type: none">• Will meet in November• Will bring proposed amendments to 2018 annual meeting
4. Establish an Endowment Committee	<ul style="list-style-type: none">• On November Board meeting agenda
5. Finalize the language of the Sex Offender Risk Reduction Policy, establish an educational program for church leadership and staff, and design the overview communication material for the congregation	<ul style="list-style-type: none">• Need further discussion; on hold at this time
6. Explore ways to define and streamline administrative purchasing processes	<ul style="list-style-type: none">• Procedures under review
7. Incorporate the monthly Worship and Religious Education themes into the monthly board letters and general communication	<ul style="list-style-type: none">• Has not yet occurred will do so with future communication

8. **Continue discussion of Shared Ministry:** Board members shared their interpretation of the term "shared ministry". Ann and Gail will incorporate key phrases in a Board – Minister Covenant for future consideration.

9. **PAC Team Report:** Gail reviewed the monthly report. Rev. Luke will start a new evening event once per month with the 20-30 year olds. Editing continues on special purpose funds policy; to be discussed later.
10. **Minister's Report:** Rev. Luke is attending a ministerial conference and shared a written report for the board. Later this year, the Executive Committee will conduct a personnel review.
11. **Appoint Endowment Committee:** The following people have accepted Jerry's invitation to serve on a new Endowment Committee. Based on the Bylaws this committee must consist of five individuals, all members of the congregation with staggered terms. The committee will self-select a chair and set staggered terms. **Motion** by Gail, second by Charyssa to approve the appointment of these individuals to serve on an Endowment Committee. Unanimous.
- Mary Amundsen
 - Dave Edmonson
 - Sue Nielson
 - Randy Crawford
 - Richard Harrell
12. **Approve Personnel Committee Responsibilities:** Randy reported that the policies and procedures manual has been amended to match the new Bylaws language approved October 2016. **Motion** by Randy, second by Gail to approve the language changes. Unanimous.
13. **Update on Sanctuary Activities:** The Board participated in a lengthy and thorough edit session of a proposed Church Sanctuary Policy. The draft policy includes a statement of philosophy, responsibilities, screening, guest and congregant responsibilities, and procedures for terminating the arrangement. As reviewed, the Board is in general agreement with the principles as drafted. Possible approval of the policy will be considered for after receiving additional input and information from the Sanctuary Steering Committee.

The Board reviewed and edited the function, duties and organization of the Sanctuary Steering Committee charge. **Motion** by Chris, second by Randy to approve as amended the committee responsibilities. Unanimous. Ann will share a copy with Jody. (*attached to these minutes*). Jerry will proceed with inviting individuals to serve. Chris indicated his willingness to be on the committee.

The December Board letter to members and friends of the congregation will focus on our sanctuary supporting efforts to date and future plans. Jerry and Gail will draft for comment and input from the Board with the intention of sharing the late-November or early-December.

Meeting adjourned

Respectfully submitted,
Ann Hutton, Secretary

SANCTUARY STEERING COMMITTEE

FUNCTION:

The purpose of the Sanctuary Steering Committee is to coordinate and manage the logistics of supporting and providing sanctuary to undocumented immigrants as they seek legal solutions to their immigration status.

DUTIES:

Consistent with the 1st UU Sanctuary Policy, the Sanctuary Steering Committee will:

1. Coordinate with ISALAH, a faith based non-profit which acts collectively towards racial and economic equity in the state of Minnesota, to identify sanctuary churches that we can support.
2. Work with ISALAH to schedule training for volunteers.
3. Identify the on-going, annual resources (such as an annual ISALAH donation and the daily necessities needed to support a guest.)
4. Recruit and organize volunteers to support sanctuary churches and/or to host sanctuary guests in our church.
5. Coordinate with ISALAH, to identify undocumented immigrants seeking sanctuary in our church.
6. Review and ensure compliance with the Sanctuary Policy, as well as provide oversight and suggest alterations as needed.

ORGANIZATION:

1. The Sanctuary Steering Committee will be composed on at least five members and will report to the Board of Directors.
2. In addition to the five members, the chairs of the Racial Justice Task Group and the Social Justice Council will serve as ad-hoc, non-voting members.

Minister's Report to the Board of

First Unitarian Universalist Church of Rochester, MN

Wednesday, November 15, 2017

Professional Development

I wanted to take this opportunity of being away at a conference to lift up the importance of professional development and collegiality in ministry. Throughout the year, there are several important and nourishing opportunities for ministers in our movement, and in our area, to gather for learning, reflection, and collegiality. Here is a snapshot of those opportunities, just for your reference and knowledge of what wider circles of ministers I'm actively involved with:

- *Prairie Star Northern Cluster of the Unitarian Universalist Minister's Association (UUMA)*
 - o *I serve on the planning team for this group, which meets 3-4 times per year in the twin cities, gathering for a shared meal, worship, and some presentation from one of our colleagues on various ministry and community related topics.*
- *Prairie Star Chapter of the UUMA*
 - o *This gathering is a larger group that meets twice a year for retreat, focusing on nourishing the spirit through various spiritual practices of writing and reflection.*
- *Prairie Group*
 - o *This is an annual academic gathering of UU ministers (where I'm currently at) that has formal presented papers, responses, and discussion on a chosen topic relating to Unitarian Universalist history, theology, or practices in ministry.*
- *UUMA Ministry Days*
 - o *This is the annual gathering of the national UUMA in the days just before each General Assembly, with an annual lecture about larger conversations happening in our movement, and many gatherings for best practices and current issues in ministry.*
- *UUMA Institute for Excellence in Ministry*
 - o *This is a large conference every 3 years that focuses on even deeper conversation and learning around best practices and current issues in ministry.*

I find these groups nourishing and necessary for my own ministerial development and to keep in touch with colleagues and to engage the larger conversations that are important in our movement.

Evaluation

As we discuss best ways to assess our shared ministry, I've attached some basic documents to help with the discussion. I look forward to your thoughts on both smaller, less formal opportunities for the Board to reflect on how the ministry is going, and longer-term goals for wider evaluation of the ministry more generally.

Religious Education

Part of my charge from the Board and search committee was to find ways to bolster the vibrancy of the RE program. Working with Joyce, it has been clear that there is a difference in vibrancy between the two services, and it is becoming hard for newer families to find the best spot (and hard for Joyce to plan).

My goal is to support the RE program, and to have a vibrant intergenerational experience at both services, including RE, and including a wide range of teachers from many generations. I also know that right now (mid-fall) is a high attendance time and I wanted to get this word out to a wide number of folks in late October or early November to see what the response is, and how to adjust or change course as needed.

I know institutions can easily lean toward a model of scarcity (we won't be able to find enough people, or we don't have capacity for something, etc.) and I'm hopeful that we can lean into a model of abundance, at least a little, and trust that there is often unknown capacity in a church to rise up to meet growing needs. I have had a conversation since the letter went out with Ramona Barr and Joyce Rood, and the RE Council will hold these questions with us. Attached is the letter sent to the congregation for your reference.

I'm glad to hear other thoughts, ideas, or questions about the letter, and the wider vision for Religious Education. I welcome your reflections!

Respectfully submitted,

Rev. Luke Stevens-Royer