

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*



## Approved Board Minutes

March 27<sup>th</sup>, 2013

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**Attending:** Deb Hutton, John Lawson, Carol McCord, Kathleen Sideli, Drew Schrader, John Summerlot, Von Welch

**Not attending:** None

**Ex-officio:** Reverend Mary Ann Macklin

**By invitation of the Board:** Karen Jewell, SPF Fund

Submitted by Von Welch, Secretary

## Call to Order

Call to order by Kathy Sideli, President, at 7:01pm. Chalice lighting and reading by Carol McCord. Attendance and check-in.

Changes to the agenda: Old Business moved to start of meeting after Call to Order. Addition of items under Other Business.

## Discussion Calendar

### Old Business

#### Special Purpose Fund (SPF) Report

Karen Jewell, SPF chair, presented to the Board a print out of the SPF account as of December 31<sup>st</sup>, 2012. Balance of SPF at that time \$171k<sup>1</sup> and we have spent \$41k since then (\$28k for the new church roof and \$10.5k matching funds for TMGI grant being the major items). These expenses are approximately equal to donations that came in during 4Q2012, so we are now approximately at the balance at the end of 3Q2013. We are in process of approving a disbursement to Habitat for Humanity for their weather-proofing program in line with donor's wish.

[Secretary's note: the SPF balance sheet lists numerous "line items," each correlated to a particular donation and identified by the name of that donor.]

Q: What do the "R" and "NR" designations on the line items mean? A: "R" are restricted for a specific purpose by donor; "NR" are non-restricted and can be used for any capital expense.

Q: Do we advertise SPF giving? A: Planned giving committee will communicate about fund after Stewardship completes so they aren't competing. We are planning for communications push next year (2014).

Rev. Macklin noted that the Lundin line item is restricted to Monroe County Youth Facility fund. It now appears this facility is no longer planned for construction and hence this line item should be re-designated. It was discussed that the history of this restriction was unusual in that it was the result of a congregational vote rather than a wish of the donor (the reason for this unusual history was unknown). It was agreed that legal consultation from Guy Loftman should be obtained regarding how we change the restriction on this line item.

#### Appointment of Board Member to SPF

Kathy Sideli reported that our Bylaws state the Board is supposed to name a member to SPF each year (in addition to the Treasurer). Steve Dillion, President of the Board until June 2012, had served as that representative, and when Kathy replaced him, the SPF committee assumed she had taken Steve's place. However, she

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<sup>1</sup> All values are approximate, generally rounded to nearest \$1000.

was unaware of this responsibility of the Board and hence there has been no representative since June 2012, a miscommunication that recently became apparent. Kathy would like the Board to officially designate a representative and indicated her willingness to serve as such.

Von Welch volunteered to serve as the Board's representative to the SPF committee.

Motion: Appoint Von Welch to serve as the Board's representative to the Special Purpose Fund committee by Kathy Sideli. Seconded by Deb Hutton. Vote: approved unanimously.

## **Consent Calendar**

### **Approval of Previous Board Minutes**

Motion: Approve the February 20<sup>th</sup>, 2013 Board of Directors Meeting minutes by CM. Seconded by DH. Vote: approved unanimously.

### **Ministerial Duties**

The Board requested Rev. Macklin provide a description of Ministerial duties to educate themselves for visioning with regards to the upcoming Ministerial transition (Rev. Breeden's retirement in 2014).

Rev. Macklin provided a report on "Duties of the Minister," which is attached to these minutes. She also commented that she had taken training in Adaptive Leadership a couple years ago, which has proven very useful, and that the Ends Statements are very helpful.

The Board had a brief discussion regarding that Rev. Child's role in filling in during Rev. Breeden's sabbatical will only cover some of these duties and that she will not be acting as a full-time minister.

Deborah Hutton thanked Rev. Macklin for both the Ministerial Duties and End Statements report (the latter officially presented later in the meeting). She noted the latter report helped clarify the Ends Statements.

Rev. Macklin will make a few corrections to her report and send a revision to the Secretary for inclusion with the approved minutes.

### **Minister's Report**

Rev. Macklin reporting. She is planning on no new projects to be initiated during the two sabbaticals. She noted that work on the new building roof has started. The stewardship campaign is her main focus at the moment.

Rev. Macklin's comment about stewardship spawned a brief discussion about the upcoming April 7 unified service. The role of the Board will be defined soon. The Board agreed to dress similarly in a dark jacket and colorful shirt.

## Discussion Calendar (continued)

### New Business

#### All Ends Statement Policies

##### *Executive Minister's Report*

Rev. Macklin presented the Board with the "Ends Statement" report attached the minutes. She noted most of the information would also appear in the annual report, however organized differently.

Reflecting Deborah Hutton's previous comments, it was again noted by the Board that this report was useful to understanding the Ends Statements.

Q: Are the terms "strength", "semi-strength", "growing-edge" standard assessment terminology? A: No, Rev. Macklin created them.

Rev. Macklin remarked that the membership coordinator (Judy Bennett) has made a big difference in that she keeps people from "falling through the cracks." This position was originally funded by a Chalice Lighting grant and has really expanded since then, increasing our capacity for supporting the congregation beyond what was envisioned in the grant.

Kathy Sideli mentioned that in preparation for evaluation of the Ends Statements, she and Von reviewed the set of board policies from the Unity Church of St. Paul and that she found their description of the Board-Executive Team relationship very useful. Von took the action item to send a copy of those policies to the Board.

Rev. Macklin will make a few corrections to her report and send a revision to the Secretary for inclusion with the approved minutes.

##### *Membership Coordinator's Report*

Rev. Macklin presented a report (attached to these minutes) from the Membership Coordinator, Judy Bennett, to the Board. This report included a comparison of guests by month for 2010-2013.

Q: We have previously discussed a course intended to be taken by new member 6 months after joining in order to educate them on how they can get more deeply involved – is this still being explored? A: Yes, it probably will be implemented during ministerial transition period.

Q: What are "guests"? A: These are people who signed the guest book.

Q: Are we tracking online streaming viewership? A: Andy Beargie has access to the information, but it is not clear it is being tracked. Rev. Macklin will investigate further.

## Ministerial Evaluation<sup>2</sup>

Kathy Sideli remarked that as part of the Board's visioning activities, it has the responsibility to evaluate the Minister. During the ministerial transition evaluation will be important, and having face-to-face time between the Board and the minister on the subject of evaluation is important.

The Board had a discussion about the evaluation process, noting that Rev. Macklin's report would be the first step, presumably to be followed by discussion and a response by the Board. It was noted that having a clear evaluation process for Rev. Breeden's replacement would be useful (and probably seen as desirable by that replacement). Rev. Macklin notes that the District will be doing exit interviews with regards to Rev. Breeden's departure.

Kathy Sideli indicated the board would try to complete the definition of the evaluation process and evaluation by June. Rev. Macklin indicated she welcomed this activity.

Rev. Macklin provided Kathy a link to the UUMA website that would be useful with regards to doing the evaluation:

[http://www.uuma.org/?page=guidelines#\\_Toc299361252](http://www.uuma.org/?page=guidelines#_Toc299361252)

The Board had a brief discussion about whether we are evaluating both Rev. Macklin's "Executive" and "Ministerial" roles, and it not being clear how those two roles relate.

Kathy Sideli indicated that she would consult with Lisa Presley (our District representative) about Ministerial Evaluation and get her advice. She will also ask about the Ministerial Exit Interviews, namely when they occur and how the results are disseminated.

Related to ministerial exit, the question was raised if we have scheduled festivities related to Rev. Breeden's retirement in 2014? It was noted it would be good to select and advertise dates so that people could plan appropriately.

The Board had a discussion about the impact of the UUMA guidelines with regards to departing ministers avoiding ministerial contact with the congregation for a period of time. [Secretary's note: See <http://www.uuma.org/?page=guidelines> - specifically section III.G.] It was agreed that it would be good if an agreement could be reached, even informally, between the Ministers by the June Congregational Meeting with regards to how this guidance would be implemented in the case of Rev. Breeden's retirement. Rev. Macklin agreed to lead the relevant parties in achieving agreement and did not believe there would be a significant challenge in doing so.

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<sup>2</sup> John Summerlot departed at this point in the meeting for another commitment.

## Other Business

### Budget

Kathy Sideli asked the Treasurer about the process for drafting the 2013-14 budget and when the Board could expect to review it. John Lawson responded that he and Rev. Macklin draft an initial budget, which goes to the Finance Committee for review, and then to the Board by April or May for review. [Secretary's note: After Board review the budget becomes official by vote of the Congregation at their June Meeting.]

John noted this process represented a change from the historical process when the Finance Committee did the bulk of the work in preparing the budget. Additionally, he noted that it would be April or May before enough pledges are in to know the actual budget with confidence, but he is adept in making estimates earlier.

Kathy stressed the need for the budget to reflect the vision as recommended by the Sustainable and Fair Compensation Committee (SFCC) and that the Board would evaluate it based on that recommendation.

### Executive Session

The board met in executive session at 9:00pm.

### Adjournment

Motion to Adjourn by Carol McCord, and seconded by Deborah Hutton. Vote: approved unanimously. The meeting adjourned at 9:20pm.

## REPORT TO BOARD OF DIRECTORS FROM MEMBERSHIP COORDINATOR

In March 2012 I reported that our membership was at 479 and I had a goal of 500 members by the end of 2012. We made it up to 505! However, in December we sent out our usual letters asking non-pledging, non-participating members if they wished to remain on the roles. Those who did not respond as requested were culled from the roles and the membership data which we reported to UUA in January was for a membership of 492. As of today, we are at 496. The Membership Committee has made it a goal this year to try and reach 550 so that we can officially be a large church and pay dues to UUA as a percentage of our budget rather than per person, which is more expensive. We hope to encourage more of our Friends to become Members. We will continue to offer Membership Book signing on alternate months.

Over the course of the past year we held 6 Exploring UU classes which were well attended, with a total of 68 folks participating. Of these, 30 have either joined or committed to joining this April.

Looking at our guest records, we show about 11% decline since 2010 which was a peak year. Looking at 2012 vs 2011 there appears to be a 4.5% decline during that time, so perhaps the guest numbers are just leveling off. (see attached). I think more people are coming who have already checked out our web site and are being very intentional about their choice. Maybe we have fewer people who are just church shopping from church to church.

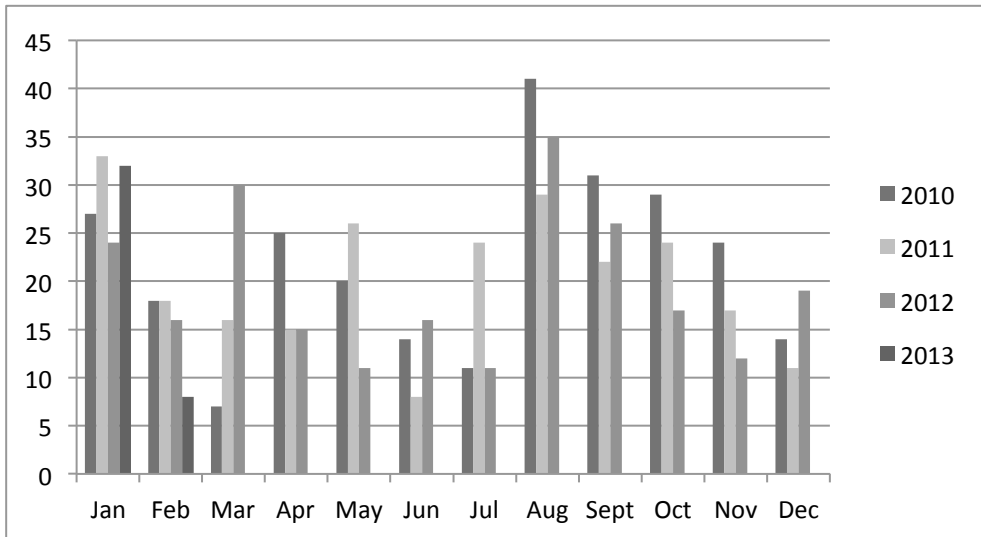
Respectfully submitted,

Judy Bennett

March 26, 2013

COMPARISON OF GUESTS AT UUCB by month Jan 2010-Mar 2013

	2010	2011	2012	2013
Jan	27	33	24	32
Feb	18	18	16	8
Mar	7	16	30	
Apr	25	15	15	
May	20	26	11	
Jun	14	8	16	
Jul	11	24	11	
Aug	41	29	35	
Sept	31	22	26	
Oct	29	24	17	
Nov	24	17	12	
Dec	14	11	19	
TOTAL	263	243	232	





Reverend Mary Ann Macklin  
 Report to the Board, March 2013  
 Duties of Minister

### Preliminary Remarks

1. It might bode you well to read through the Unitarian Universalist Ministerial Guidelines to understand the minister's role and expectations. I will include some pertinent parts herein, but this might be worth your perusal, particularly the Standards for Professional Conduct: <http://www.uuma.org/?page=guidelines>
2. Several years ago at a Large Church Conference I was in a workshop with large congregation expert, Susan Beaumont, regarding congregational leadership. In that workshop I discovered that much of what I do in terms of my leadership, I do intuitively. As a result of that workshop I have a greater lexicon for some of the 'more intuitive' things I do. For example in a large congregation, a huge part of leadership is using one's influence to get the right people in the right leadership positions at the right time. The ten steps to this are: deciding on desired outcomes, determine what individuals are influential in achieving your goal; assess how they will feel about what you are trying to do; determine your sources of power and theirs; select appropriate and ethical forms of influence; resist inappropriate influence attempts, assess the influence reservoir that you have created; claim your authority in appropriate ways; create an empowered congregation by sharing authority, continue to build a culture of trust! A culture of trust is essential for future commitment on behalf of others.

It is my experience that a culture of trust requires excellent communication, love (both compassion and tough love at times) and honesty.

Again, on many levels this is a big part of what I do, granted, on more an intuitive level than strategic, but I am getting better at understanding the strategy. I love empowering others and cultivating leadership. Some of my greatest moments in ministry are seeing others step into leadership and making things happen

3. Our Heartland District Executive Lisa Presley states that the use of 'email' has added at least an extra day to a minister's overall duties. Indeed. Just looking over the past week or so, I have had emails, many multiple emails, on these topics: weddings, numerous pastoral issues, theme worship workshop, librarian and historian, speaking engagements, buildings and grounds, communications, Website, meditation schedule, sabbatical, reports, staff, membership, music, administration, religious education, campus ministry, planning events, District Events and Ministerial Association, stewardship, continuing education, referrals, Interfaith Colleagues, Ministerial Support Committee, sermon topics, District Women's Retreat, response to articles, local synagogue, climate change presentation, blood drive, Chalice Circles, worship preparation, memorial preparation, arranging visit for colleague, minister emerita, baby dedication details, August – December worship calendar, planned giving meeting, technology grant, solar panel grant, plans to meet with YUUMS, arrange for rally speaker, facilitate discovery of Selma

sermon with historian and archivist, preaching requests, 25% plate information, ministerial candidate, responses to sermon, membership book relocation, pledge testimonials, hospice, weather concerns and possible cancellations, adult religious education, and more. ☺

I also delegate other email that comes in. However, often there may be a connection to make or an underlying pastoral issue that prompts me to do the follow-up.

## REPORT

The following report involves the strategy of integrating selected parts of the **UUMA Guidelines (in orange)** for ministers' professional conduct with my own additions (in black).

1. **The minister's life and vocation is to reflect honesty, forthright love, leadership, and service.**

Yes. That would be my understanding.

2. **Ministers are responsible to lead public worship, nurture spiritual growth, and cultivate strong communities.** This sounds remarkably close to Seeking the Spirit, Building Community, Changing the World. ☺

3. **Ministers are to offer counsel and comfort, and help people connect in order to encourage and support one another. Ministers must be clear on the limits of their counseling skills and make referrals when there is need for more than pastoral counseling unless they have specialized training.** I limit the number of times I will see a person regarding a particular issue to three times. I often do referrals to local therapists as a result of pastoral counseling. This is a cherished part of my work. Actually, it all is, in many ways.

4. **In keeping with the tradition of intellectual freedom in the pulpit and the pew, ministers are to preach and teach the truth as they see it without fear, and with openness to new understanding.** I believe the relationship between minister and congregation is strong in this area. I will continue to teach about freedom of the pulpit in both Exploring UU classes and from the pulpit since this tradition is so important to who we are.

5. **Ministers are to show respect and compassion for all people, and to summon communities to display to the world actions of justice, peace, goodwill, and the ethical life.** Yes. Changing the World. My work with social justice co-chairs and task forces.

6. **The minister is to bear witness to the realities of the world, the ideals of the common good, and the power of people for love and change, endurance and delight.** Yes. Changing the World. Would like to do more work in conjunction with other UU congregations as well.

7. In a parish setting, ministers are responsible for assessing the needs and resources of congregations in the many dimensions of community life, such as:

a. worship;

I create and am responsible for the ongoing maintenance of the worship calendar in collaboration with staff and other congregation members who might be involved (Social Justice Moment, Stewardship Moments, Membership Recognition, Guest readers, etc). The worship calendar includes: Sunday Worships, Intergenerational Family Worship on first Wednesday, other Special Worships (Equinox, Solstice, Christmas Eve). The preaching minister is responsible for the Order of Service. I mediate this process with guest preachers.

Needs and Resources: The resources for our worship services include a stellar adult choir, children's choir, an amazing depth of instrumentalists, and a beautiful worship space. We continue to work on sound issues for the spoken word and music within the sanctuary. We do not have a typical worship associate committee due to our team ministry. Our lay leaders provide most of the aesthetic dimensions to our worship services.

I believe we have a wonderful balance of seriousness and playfulness in our worship services, of pastoral and prophetic, of intellect and heart. Also, a lot of thought goes into the layering of the theme throughout the worship service for the worship experience. This is not always the case in other congregations.

b. preaching;

We have been blessed with innovative, provocative, and insightful preaching. Again, the balance of head and heart is important in our pulpit. Reverend Breeden and I share preaching duties. Reverend Leite is responsible for four Multi-Generational Services each year (Thanksgiving, Procession of Gifts, Earth Day and Flower Communion). The three of us are committed to the four earth centered worship services of Summer and Winter Solstice and Vernal and **Autumnal** Equinox celebrations.

Typically, when I preach, I spend Friday evenings going through the Order of Service and preparing the other liturgical elements for which I am responsible in the worship service (Minister's Remarks, Meditation, Opening Words, etc.). My research for sermons usually begins weeks or months ahead. I am a very inductive type of creator, so I mull over things quite a bit before writing. Typically I write my sermons on Saturday. From start to finish the actual writing can take anywhere between five to nine hours. I preach my sermons to my partner Deborah Saturday evening, and she gives me feedback and suggestions, accompanied by "a thumbs up or thumbs down", the latter means return to the drawing board, or computer, as it were.

In late January I attended the weeklong Ministers Institute on Excellence in Ministry; I attended fifteen hours of lecture about theme based ministry! It seems an excellent way to help provide focus preaching topics and other congregational areas in a given month. As a result, we now have access to resources regarding years of theme based ministry from our Leap of Faith congregation, Rochester, New York. This will be an exciting topic to take us forward as we transition through and beyond Reverend Breeden's retirement.

Of note, any preaching engagement by a minister results in an array of interesting follow-ups from congregation members, some inspirational, some unexpected and some negative. But we assume goodwill until proven otherwise.

My average preaching times in our pulpit per month is 2 ½ sermons ☺. I am usually available for other liturgical elements when I am not preaching. I need to be more diligent about taking my one Sunday off a month. I do receive requests from other congregations and occasionally will honor such requests. Nice way to stay connected within the district and beyond.

### c. administration;

See Board Policies for the role of the Executive Minister, particularly I, II, and IV. <http://www.uubloomington.org/uucb/govt/boardpolicies2013.pdf>. In terms of the budget and administration, I have ongoing gratitude for John Lawson, Treasurer and CFO as well as Carol Marks, Church Administrator.

Staff supervision is a challenge because it has required me to be in a new role with a fairly established staff. As a result of the supervision workshop which I attended last month, I now have established weekly meetings with some of the core staff members whom I supervise, MRE Emily Leite, Church Administrator Carol Marks, Membership Coordinator Judy Bennett. I try to meet with Music Director Sue Swaney, even if briefly, once a week, but our schedules don't always mesh. We do see each other at staff meetings. My supervision of the Campus Ministry Coordinator, Shari Woodbury, more often through email and phone calls. Needless to say, Reverend Breeden and I are in ongoing contact with one another,

I do annual staff evaluations, but have not settled into a consistent rhythm or format for those evaluations.

I work a great deal with Church Administrator Carol Marks regarding church operations and aesthetics. I also work closely with Reverend Breeden who is responsible for building and grounds issues. I meet with the Chalice Circle Executive Committee an average of once-a-month and also meet with a Chalice Circle Facilitator group once-a-month. I helped develop the Chalice Circle all-day training for facilitators. Until a few months ago, I met with the Green Sanctuary Task Force once-a-month and the Elder Focus Task Force once-a-month. Reverend Leite is now meeting with the Elder Task Force and we tag team with Green Sanctuary Task Force. I attend bi-annual Stewardship Circle meetings and am in ongoing contact with the overall Stewardship Co-Chairs.

I typically stop by for parts of the Women's Alliance meetings. I meet with Leadership Cultivation once-a-month. I have reinstated monthly meetings with the Ministerial Support Committee. I attend Membership Signings (every other month) and Exploring UU Class (every other month) I attend monthly Stewardship Meetings and am the liaison for the Stewardship Chairs.

I stay aware of ongoing continuing education opportunities for staff and lay leaders and encourage the attendance at various workshops or webinars offered by the Center for Congregations, Heartland District, or UUA. I often attend myself ☺

I facilitate the ActionTeam (A-Team) meetings once-a-month. This team is made up of the Core Staff, Campus Ministry Coordinator, and volunteer staff (Communications Chair, Social Justice Chair, Librarian, Historian, Chalice Circle Chair, and Public Relations) We look at the overall ministry and operations of the congregation.

#### d. pastoral care and counseling;

Yes. This is ongoing through many different channels. Face-to-face on Sundays; I would say that Reverend Breeden and I probably hear over twenty pastoral concerns a piece on a given Sunday. In our weekly staff meetings, our agenda includes time for pastoral concerns to be lifted up. I receive pastoral requests from phone calls, emails, Facebook, drop by, referrals, hospital calls, requests from other congregation members, and Caring Committee. I meet with the Caring Committee an average of once-a-month.

I maintain files for end-of-life decisions for congregation members. I have a few elder members with whom I stay in regular contact, along with the Caring Committee.

e. rites of passage; Yes. Reverend Breeden and I tend to Memorial Services. Usually one of us is the designate point person (for example, he was point person for Elizabeth Lion and I was point person for Cookie Lynch); point does primary work with family and helps create the Order of Service. We both do weddings for members and friends. We both take on other weddings as a result of our liberal religious approach and as source of extra income, but these can be time consuming. We do Child Dedications Ceremonies during Sunday Worship Services two to three times a year. On occasion, we will go out to people's homes for such things as a house blessing, a recommitment ceremony, or in unique circumstances, the death of a pet.

We also participate in rites of passage for colleagues. (Installations, Ordinations and such).

**f. religious education (adults and children);**

Occasionally I will help with a children/youth Religious Education class or activity. For example: meeting with YUUMS group to talk about Welcoming Congregation, offering a workshop at the Mentor Program retreat, meeting with the Youth Group, helping with family worship. I teach an Adult Religious Education class most sessions.

On average, every year I help with some retreat. For example, this year I am facilitating a District Women's Retreat. Next year I will meet monthly with a core committee to plan the Earth Celebrational, Intergenerational, All Congregational UU Retreat.

**g. arts and aesthetics;** Thank goodness for Sandy Taylor, staff and volunteers. Also, the Green Spaces Initiative volunteers.

**h. small group ministry;** Yes. See above.

**i. theological reflection;** Not as much as I'd like.

**j. social witness, concern, and action;** Yes. My efforts are mainly through our social justice task forces in this area. I work with them and participate in actions through their efforts. I would like to do more lobbying work and speaking to legislators, but, I too often do not have the time. Recent efforts by the Reproductive Justice Task Force have allowed me to participate in on-line lobbying efforts.

**k. connections in the local community;** I am connected to the IU community through the interfaith Residence Hall Resource Team. This team responds to educational needs requested by residence hall staff. For example last week I was on an Interfaith panel at a residence hall (Two Priests, a Rabbi and a Unitarian Universalist Minister walk into Forest Quad....) This Residence Hall Resource Team also responds to crisis situations on the IU campus when requested (for example, hate crimes, death of a student, etc). This connection also affords opportunities such as delivering the Invocation at Graduation ceremonies, etc. Mainly, it creates occasion for interfaith events such as this week's Diversity Seder and next week's Holocaust Remembrance ceremony. I have connected our Campus Ministry Coordinator with those events.

We are connected to the Bloomington and Monroe County community through the Monroe County Religious Leaders Association. I often cannot make their monthly meetings but send others in my place. This year, ministerial candidate Shari Woodbury has attended and reported back to me. Also, our Minister Emerita Barbara Carlson attended this meeting for several years. Speaking of Reverend Carlson, she is also our interfaith liaison for the Baccalaureate Ceremony on campus. She checks in annually to make see if I want to take this on, and I assure her that I very much appreciate your time and effort in this area representing Unitarian Universalism.

I also am a member of the Monroe County Coalition for Suicide Prevention, although I do not make all the monthly meetings. This year the MCCSP emphasized religious institutions and training. I helped create two trainings for our congregation. One was a half day training and the other was a two day training.

### **l. outreach and growth**

Through the A-Team and the Communications Committee we are working on public relations utilizing a variety of social media venues. Our web-site is always in flux due to new technologies as well as changing areas in our congregational life. Staff have exemplified inspiring adaptability and leadership in this area. We have made outreach efforts to southern Indiana through our Paoli connection.

Our live-streaming is a huge gain in this area.

In terms of growth, my job is to help make adjustments and adaptations with staff and lay leaders as we grow. 500 members is an awkward size in terms of church growth. We need ongoing education since we are both an extra-large program church and a small large church.

### **m. right relationships and community building;**

This is ongoing. Reverend Breeden, Reverend Leite and I deal with community building in many ways. On a weekly basis we, along with staff and lay leaders, deal with folks' disgruntlements, frustrations, misunderstandings, and disappointments. It is great to have a shared-ministry when it comes to such things. The ministers often consult with one another to keep ourselves in integrity with situations so we can help create right relationship. Also, there are times when we believe that one of us is better equipped to handle a situation than the other; we consider the good of the community as to who becomes involved in what areas.

We have done oodles of training in diversity awareness and try to bring this type of education to the congregation as well. We could always do more in this area, particularly outside speakers and workshop facilitators who involve the entire congregation.

One of the main community building strategies we have discovered is to celebrate and have fun together. With all of our challenging hopes and efforts in this congregation, it is important to allow joy to be part of our time together as well. We do this in worship as well as other gatherings. The Splash of the Sacred was one of those fun times this summer. We hope you all will join us again on July 28<sup>th</sup> at Bryan Park Pool for a picnic and pool-time.

#### n. District and UUA affairs.

I am one of three Good Officers (Minister to Ministers) for our Unitarian Universalist Heartland District. I stay in regular contact with our District Executive to keep our connection solid. I like to attend General Assembly at least every other year, and I encourage others to do so, although I know that it can be quite expensive. I also try to attend UU Minister Association trainings when possible. I have helped facilitate the process of leaders of this congregation move into District positions (ie Amy Taylor, now President of the Heartland District).

8. The relationship of a congregation with its minister(s) can only be understood with reference to both the autonomy and the mutual accountability of congregational polity. Therefore there can be no rigid standardization of parish-minister relations. The conduct of a particular ministry must be determined by the minister, the congregation, and/or other employing agencies or enterprises, in accordance with particular talents and needs. Indeed. This paragraph will need highlighted as we enter these transitional times more deeply.

#### FROM UUMA GUIDELINES

#### EVALUATION

It is the minister's responsibility to assess their own abilities, utilizing the various tools and methods available through the UUA or other resources, and to continue their professional development. The minister should also be prepared to assist congregations, agencies and enterprises they serve in developing strengths and competencies within the institution and in its leaders.

2. Congregations, agencies and enterprises use varying mechanisms for review. Each minister and institution must seek the means best suited to their situation, potentially including:

- a. Ministerial Fellowship Committee renewal process; Completed.
- b. Mission/Vision assessment; Ongoing.
- c. Peer review; Am beginning this process, personally, with two other district congregations.
- d. Systems theory analysis; This is my thing. I have been trained in systems analysis and I am always looking at our congregation through a systems viewpoint, and am always prepared to talk about it.
- e. Policy Governance means and ends assessment; An excellent framework for us.
- f. The UUA "Assessing our Leadership" process; Maybe after we land a new minister in a few years.
- g. 360 Degree performance evaluation; Hope to begin this with staff.



h. **Appreciative Inquiry** We do this. Board responsible for seeing it implemented every couple of years.

i. **Other professional organizations' assessment tools.** No thanks. I find that other professional tools do not translate well for congregations.

3. **Mutual accountability between laity and ministers for the health and well-being of the institution's ministry is an essential purpose of review and evaluation.** Ministers achieve greater accountability when there are regular reviews of their performance as measured by established goals, and reviews of their Letters of Agreement or contracts, including compensation. Congregations achieve greater accountability when ministers are included in the regular review of institutional performance, goals, and action plans. Such shared review can benefit the personal and professional growth of the minister, give strength and a sense of direction to the congregation or agency, and broaden areas of communication and cooperation between them. Yes. My understanding is that this is best done with the Board as representing the laity. Thus the board listens to the laity through appreciative inquiry and also leadership.

## **K. Time**

1. **The tasks of ministry are too numerous for one individual to fulfill. Successful ministry requires the effective use of time by a minister.** Ministers will determine the emphases of their ministries, and the weekly and annual structure of their time, on the basis of their interests and skills, as well as the needs of the people and institutions they serve and the demands of love and justice in the world. This will be an important area to review with an Interim Minister.

2. **Ministers are responsible for monitoring the boundaries of their work and energy, and for educating those they serve as to the structures of time that best protect their well-being and the quality of their ministry.** In general a minister should be free to decide the organization and priorities of their own time, and consult with the governing body of congregations and agencies and/or their supervisors around these matters. True. Better boundaries in this area would be good for everyone involved.

3. **Provisions regarding professional service, continuing education, General Assembly, vacation, planning and study leave, and sabbatical should be set forth in the minister's Letter of Agreement or contract.** They are.

4. **Various practices of deepening awareness, understanding, humility, and commitment to one's ideals are essential to the religious life. Time devoted to these practices is a necessary part of ministerial work.** Ongoing but this is often the first thing to get cut when time demands increase. Will be part of my sabbatical recommitment.

5. **Ministers must establish clear guidance about the best ways for staff, congregational leaders and those they serve to reach them in ordinary circumstances or in case of emergencies.** I believe this is clear.

## 6. The Work Week in a Congregation

a. Full-time ministry consists of no more than an average of 48 hours or 12 working units (morning, afternoon or evening) per week. Part-time ministries take a variety of forms (as described Section 3d). Care should be taken to specify the expectations of time for all ministries. Included in this figure should be time for study and personal reflection, as well as opportunities for access to the minister. Attendance at meetings relevant to the congregation's programs is part of the minister's working week. A minister should be expected to spend no more than three nights per week involved in parish-related activities. I do exceed this when I am preaching or doing a class or retreat.

b. Each minister should have at least one regular, scheduled day off (including evening).  
Tuesdays

c. Each minister should be offered the opportunity to be free of congregational responsibilities at least one Sunday a month. Need to work on this.

d. Congregations and ministers must seriously examine and come to a shared understanding of their respective expectations concerning the ministers' participation in parish calling, committee work and meetings. I believe an Interim Minister will be an excellent source for examining this as well as many of our practices here.

In conclusion, there are many other UUMA guidelines, but I found these pertinent for this initial report. I look forward to other evaluative engagement in the future.

## **Ends Statements**

**Reverend Macklin**

**March 27, 2013: Report to the Board**

### **SEEKING THE SPIRIT:**

**We have a meaningful liberal religious experience which includes:**

**1) A rich diverse worship life**

*Strength: We constantly grow, enrich, and engage creative opportunities and challenges in our worship setting.*

Music: Diverse choices which enriched the services. For example, Bohemian Rhapsody for World AIDS Day, A Ugandan Gift of Music when Reverend Mark Kiyimba was in our pulpit, Stardusters Swing Music for our Holiday worship service, Children's Choir for our Intergenerational and Earth Centered Services, Pagan Chant fore Margot Adler visit, and an upcoming Schubert for Mother's Day.

Religious Education: The last few Januarys have involved theme based worship services ( 2012 Compassion, 2013 Harmony) which featured Sprit Play stories from World Religious traditions. Intergenerational services rich in story, tradition, visuals and outreach. (Thanksgiving, Procession of Gifts, Earth Day, and Flower Communion). Also services which highlight different ages: Youth Sunday and an upcoming Coming of Age Sunday. Also we have Theodore Barker, Count CanCount, Olympia Brown Bear and other fun, meaningful Children's Moments approaches, including our unique Children's Hymn Sings which empower children to actually shape the worship service.

Worship includes a wide variety of topics from social justice issues, to poetry, to pastoral. We provide amazing pulpit guests who keep us all on our theological toes (Margot Adler, Mark Kiyimba, Anastassia Zink) Our pulpit also is a means of theological training, such as Ministerial Candidate Shari Woodbury.

We have an outstanding Greeting and Newcomer Welcomer team led by stellar lay leaders. Our membership coordinator is available to newcomers after the worship service.

## **2) Compassionate pastoral care:**

***Strength: We have both professional response and institutional (lay led) responses in this area. Recently, we added proactive work in this area as well.***

Our choir often takes care of its members who may be ill or unable to attend, (meals, calls, visits) Ministers offer one-on-one pastoral care, hospital and rehab visits, phone consultations, and bereavement follow-up. Caring Committee provides rides for medical visits, food for temporarily homebound, and cards for people who have had loss or other challenges.

Five Caring Committee Members (including one minister) participated in three full days of “Circle of Care” training specifically for congregations dealing with grief, illness and death. As a result we have had a bereavement group, a sharing the care plan for nursing home residents, nursing home visitation training. Last year we did a nursing home advocacy training. We continue to have ongoing nursing home visits with our members.

Religious Education staff calls families we have not seen in awhile, families going through change, or who are in crisis.

Membership Coordinator systematically contacts members on the anniversary of their signing the membership book. Numerous pastoral issues come to light as a result of this process which are passed along to ministers and caring committee.

Our Chalice Circles provide deep listening and pastoral connections for each group. The caring stories from these groups are inspiring and welcomed.

## **3) Lifelong opportunities for spiritual growth through religious practice, leadership roles, and community action**

***Strength: We have a variety of leadership opportunities in this congregation (Chalice Circles, Social Justice Task Forces, Religious Education, and other Committees, Adult Religious Education and other elected positions).***

Twelve Social justice task forces, chalice circles, interfaith winter shelter, Aging as Spiritual practice, Choir has members age 13-89, children's choir has members as young as age 5, A Year To Live Class over a course of a year. 90 teachers involved each year in Religious education, childcare team leaders, multi-generational workshops and youth involved in projects such as Lotus, our Coffee Houses have been revived by Membership Coordinator.

Religious Education does life-long learning from pre-school through adult. Our Religious Education staff continues to develop in their new roles since the resignation of our DRE last spring. As the program evolves in new ways (ie Spirit Play), role clarification becomes more important.

**4) Knowledge of denominational and congregational history and traditions**

*Growing Edge: This area is a growing edge for us, but we have made some progress this last year.*

This fall we added a day-long Unitarian Universalist History class led by ministers; in addition the ministers used Our Chosen Faith: An Introduction to Unitarian Universalism as a sermon text for four worship services. Spirit Play teaches UU traditions, and the choir sang a piece with words by Emerson. Our vision statement is more frequently and clearly shared as part of our congregational identity. We currently have a children's Religious Education class working on congregational history and an Adult Religious Education, Still Building Our Own Theology, highlights our history. *This year we recruited a volunteer historian who is writing a new history of our congregation!!!* And Spirit Play is seeking congregational stories for their class.

**BUILDING COMMUNITY We have a policy of nondiscrimination we welcome all and are supportive of people of all ages, races, gender, sexual orientation, abilities, education, and politics.**

**1. We are generous with our time, talent, and resources. *Semi- Strength: We share within the congregation and beyond our walls. We still need a stronger PR presence in the city of Bloomington, but once again that has increased this year. We have many volunteers.***

We now have a Communications Committee which includes a Public Relations person. Our live streaming reaches people beyond our walls on Sunday morning, from Bedford to Australia. We cherish the many volunteers we have in religious education. Aside from our volunteer staff Historian, we recruited a volunteer staff Librarian. We also have folks who come volunteer for routine work (ie folding orders of service, painting, shed building).

New this year! Our Action Team (A –Team), led by Executive Minister, is a group of staff and lay leaders who meet monthly for calendar review, strategic planning and sharing of ideas and resources. Also plenty of networking takes place.

Our Sabbatical Team is working well to educate the congregation regarding sabbatical leave and planning for the two upcoming sabbaticals. Board members have been instrumental in taking this forward. Our Stewardship campaign is embracing change by offering new strategies this year, after a visit by Kay Crider. And our Planned Giving is getting off the ground.

## **2. We actively encourage shared ministry and lay leadership. *Strength.***

A-team, Chalice Circles Facilitators, Leadership Cultivation Mentor and Mentee program. We have 10 mentor/mentee pairs. Our Whole Lives has 29 junior high age students with four teachers.

Yearly we send two people to Midwest Leadership School. And new this year, we hope to send at least one to two youth to Midwest Leadership School. In the near future, we hope to increase the number of adult participants to three.

Leadership development is ongoing through efforts of the Executive Minister. The Leadership Cultivation Committee sponsors two leadership training events each year, a general training in the fall and a more specific training (speaker) in the spring/summer.

## **3. We responsibly manage our staff, resources, and facilities.**

***Growing Edge: The effort and generosity of lay leaders, congregation members and friends resulted in a vital and successful Green Spaces campaign for ailing facilities. We now work toward better management of staff and resources. Fair Compensation calls us forward.***

Reverend Emily Manvel Leite and Reverend Mary Ann Macklin attended a Supervision Workshop in February led by the Alban's Institute's Susan Beaumont. Church Administrator Carol Marks attended a workshop on Building maintenance. We are digitalizing our Library and Children's Library for ease of use. . We now have a 20-year capital investment plan.

Staff and lay leadership have invested enormous amounts of energy and time into two significant grants this year: A Technology Grant from Center for Congregations and a Solar Panel Grant from Hoosier Interfaith Power and Light which will require needed roof replacement. These two grants are resulting in much needed maintenance replacement and future oriented technology and resources. Several board members have been key in helping these grants, and necessary (visionary) repairs go forward.

**CHANGING THE WORLD: We are leaders in our community and world.**

**1. We are committed to social justice and equality for all people.**

***Strength***

We have twelve active Social Justice Task Forces. The two newest additions are: Jobs for Justice and Reproductive Justice. These active task forces are indicative of change from lay leadership being involved with operations of the church to lay leadership involved with the ministry. This is the change invited by a policy governance model.

On the evening March 20, 2013 Reverend Macklin attended the biannual Social Justice Task Force Circle meeting. The following a brief synopsis of her note-taking from each Task Force's report:

Green Sanctuary Task Force: Solar Panels! Also year-long exploration of Food as an Ethical issues which has included education, films, and vegetarian potlucks. Members of GSTF have met with Congressman Todd Young and will meet with a representative from Senator Donneley's office re the climate change crisis. The GSTF has asked the UUA to divest funds from oil investments. Currently, the GSTF is asking congregation members to participate in a government sponsored energy audit. For each house audited, the congregation receives \$25.

Just Peace Task Force: This task force contributes to a just peace at local, national and global levels. They often collaborate with Bloomington Peace Action Coalition and the Women's International League for Freedom. The recent big event was a nationally known speaker who opposes drone warfare. Also, the task force may present an Action of Immediate Witness at General Assembly opposing drone warfare. The task force supports the possibility of the city of Bloomington becoming a sister city with Nazreen, Iran.

Hope For Prisoners Task Force continues its projects based on recognizing the humanity of those in prison and their families. They continue their work on opposing the death penalty in Indiana, and helping prisoners find jobs by helping to reinstate the work release program. They are concerned about the lack of access to health care for prisoners, and the discontinuation of the New Leaf, New Life project.

Jobs for Justice: This new task force works with a national network of local coalitions that bring together labor unions, faith groups, community organizations, and student activists to fight for working people. They fought the Right to Work legislation. Also they are bring engages with issues such as: wage theft, teacher's unions, and immigration reform.

Help Feed Our Hungry Neighbors Task Force: This task force works on projects focused on reducing hunger in our community. Through the Bountiful Sunday initiative they provide an average 215 pounds of food to local food pantries. They provided 70 Holiday Food Baskets to MCUM this year. They participate in Crop Walk, Homeward Bound, and the collection of Macaroni for Shalom Center.

Elder Focus Task Force: This task force reaches out elders in the congregation, responds to their needs, encourages them to contribute their wisdom, improve the later years for all elders, and explore new ways of doing these things. They continue work on the Oral History Project, Multigenerational weaving activity with Religious Education, provided forums for the film "Consider the Conversation" regarding end-of-life issues, hearing problems, housing, and an impressive list of activities for the Active Elder's Calendar.



Reproductive Justice Task Force: This task force promotes and maintains an active liberal voice as they educate themselves and the community, advocate for reproductive justice, and connect with community partners (faith-based, health care based, and politically based) to ensure reproductive justice for women and men. They are actively participating in Virtual Lobby Days in conjunction with Planned Parenthood. They are planning on working with liberal congregations throughout Indiana to increase influence on legislators, and are planning upcoming film discussions and increased sexuality education training. This Task Force sponsored a day-long workshop with UUA and Reproductive Rights consultant, Rob Keithan in November.

Chalice Circles There are ten chalice circles and fifteen facilitators. All circles are filled. Every circle does a social justice outreach project along with a service project for the congregation. Many of the circles have collaborate with the Homelessness Task Force to provide food for the winter shelter.

Homelessness Task Force: This task force works with agencies in Monroe County to provide services to and support those experiencing homelessness including the Interfaith Winter Shelter, cooperating to develop strategies to more effectively deal with issues related to homelessness, including hunger and unemployment, and joining with those in the community who are working to end homelessness. Currently, we have 35-40 volunteers from our congregation who work with the Winter Shelter.

Children's Task Force This task force works on projects dedicated to the welfare of local children. They often work by supporting organizations already engaged in such projects. They participate in the Big Bro Big Sis Bowl-a-thon. They raised money for the Templeton Organic Garden and collected apples for Templeton students who could not afford snacks. They are supporting the CASA Playhouse project as well as the Diaper Drive for Shalomn. They are exploring a possible Sunday afternoon forum series at church.

Habitat for Humanity This task force supports the Habitat for Humanity goal of providing decent affordable housing in Monroe County. They are working with the Repair and Weatherization Habitat project and hope to raise enough to support

one family, \$10,000. They will participate in a build on April 6<sup>th</sup> and the Women's Build (35 women) on May 15<sup>th</sup>. They are looking forward to supporting ReStore in the future.

International Outreach Task Force (not present) They work to better lives and building human bridges between people of different cultures.

Rainbow Rights Task Force (not present) Seeks to work with and for the congregation in the area of LGBT rights and concerns.

**2. We advocate against prejudice, injustice, and oppression of any person or group. *Semi-Strength.***

See above. Also Rainbow Rights, Elliptigo Phil Cooper, our ministers and members marched in the 4<sup>th</sup> of July parade for Marriage Equality.

Sometimes our voice is limited during Memorial Services when friends and family inhabit our pulpit.

**3. We work with other congregations and institutions with shared values and goals. *Semi-Strength***

Interfaith group for solar panel grant and solar panel grant celebration. Our Ministers and DRE attend cluster meetings with colleagues when possible. Ministers are working with District Executive and two successful Michigan congregations toward resource and idea sharing. We hope to involve staff in the future. At present Susan Swaney has been asked to conduct one of the General Assembly choirs.

Also see above Task Forces which involve oodles of institutional collaboration and support.

**4. We work with the Unitarian Universalist Association and the Heartland District. *Strength.***

Yes. We bring in consultants. Last summer we brought in Kay Crider from the UUA regarding Stewardship. We have regular contact with our District Executive, Reverend Doctor Lisa Presley. We consistently send delegates to our Heartland District Meetings as well as General Assembly. While not directly

affiliated with the UUA, we attend workshops sponsored by the Center for Congregations. We regularly utilize the UUA Web-site for information (ie Planned Giving, Tapestry of Faith, Social Justice). Many of our staff connect with other collegial groups through various online methods.

Reverend Macklin serves as a Good Offices person for the Unitarian Universalist Ministers Association for our District, and this year served on the Chalice Lighter Grant Review panel. Reverend Emily Manvel Leite is being trained as a Spirit Play Trainer. Reverend Bill Breeden is serving on the District Nominating Committee. Reverend Macklin and Campus Ministry Coordinator Shari Woodbury will participate on a panel at the 2013 General Assembly regarding Campus and Young Adult Ministry.

Our Ministers and available Board members travel to Orange county once or twice a year as part of our outreach to underserved rural community.

## **5. Help heal the earth:**

See Green Sanctuary Task Force above. The installation of the solar panels this month is a huge, not only in terms of our own congregation, but because of the symbolism, the interfaith effort and the inspiration it may bring to others. We will be having a Solar Panel Celebration on Earth Day Sunday. Our youth did a service on healing the earth which rocked, and our ministers have preached on various topics to do with healing the earth.

We are in the third fiscal year of Green Spaces which has enhanced our building and our future in terms of greening our space. We are utilizing more reusable and sustainable Religious Education supplies.

Also we are institutionalizing our pagan rituals (solstice and equinox services) which honor the earth. These worship opportunities are intergenerational so we can pass on this honoring of the earth cycle with all ages. On March 20, 2013 we had our first Vernal Equinox service which sixty people attended!