

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Approved Board Minutes

September 23, 2015

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Board members present: Kathleen Sideli, Von Welch, Arzetta Hults-Losensky, Ann LeDuc, Doug Cauble, Deb Hutton, Pat Brantlinger

Ministers present: Reverend Mary Ann Macklin and Reverend Doug Wadkins

Present by invitation of the Board: Shari Woodbury, Connections Coordinator; Craig Coley and Barb Backler, representing the Ministerial Search Committee

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:00 PM

Call to order by Kathleen Sideli, President, at 7:00 PM

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Deb.

III. Check-in

Attendance and check-in.

IV. Ministerial Search Committee “Cottage Meeting”

Barb Backler and Craig Coley of the MSC facilitated the “Cottage Meeting.” Four questions were asked of the Board members and Ministers.

1. What would you like to see the congregation accomplish in the next 3-5 years?
2. What are the qualities you would most like to see in our associate minister?
3. What would you like a prospective minister to know about our congregation?
4. Are there any special issues you would like the committee to consider when hiring an associate minister?

V. Main Meeting

A. Approval of Previous Board Minutes

Motion by Von: to approve the August 2015 Board of Directors Meeting minutes.

Seconded by Arzetta.

Vote: approved unanimously.

B. Staff Report Shari Woodbury, Connections Coordinator

See attached Connections Report.

New member numbers have remained steady so far this fiscal year, compared to FY2014. Shari is enjoying connecting with the new members and hearing their stories.

Exploring UU class attendance has remained strong, with 10-12 attendees in each class.

We are considering a new program called Wellspring. In other congregations, this program has been shown to clarify a sense of UU identity and calling, and help develop church leaders.

Our average Sunday attendance and number of visitors are down a little from last year. We have almost 30 computers live streaming the service each Sunday.

We have a host at coffee hour that assists with welcoming visitors, along with our regular welcomers and greeters. Shari also watches for visitors.

Using the guest registry, it may be possible to determine how many visitors continue to attend UUCB and follow up with visitors regarding their experience.

There was a discussion regarding whether some of the decline of in-person attendees is balanced by the increase in live streaming.

C. Minister's Report Reverend Mary Ann Macklin

Reverend Macklin is grateful for her time off. She has returned with increased commitment to self-care and her work.

The intern, Natalie Spriggs-Towbridge, has decided to take a year off from seminary.

Chalice Circles have a waiting list of 7 people. In the long-term, Reverend Macklin envisions Chalice Circles as a way for leadership cultivation to occur. Delegates from LaFayette participated in our Chalice Circle training. Alan Backler and Jeanette Miller are the Chalice Circle co-chairs. Reverend Macklin believes that rotation on Committees is good, with occasional exceptions when a consistency leadership presence is helpful.

Reverend Macklin would like to see our social justice presence in the community increase, as well as our church visibility/presence in the community.

Reverend Macklin will be attending a Metta Institute training on September 30th – October 4th in San Francisco, but not the Heartland UUMA retreat. She is stepping down from her role as Vice President of the Heartland UUMA.

When emergency situations or crisis arise, the ministers can decide on Sunday whether or not to take a special collection.

Reverend Macklin feels that the study-action-reflection model is a sustainable model for response to issues. It is used with our Green Sanctuary.

We will be holding Beloved Conversations, a program towards racial justice. Sessions will begin in October and go through the beginning of 2016. Topics include thinking about what we have experienced in Bloomington, in the congregation, and in our lives in regards to race.

There will be a staff retreat October 16th with team building, information on self-care and a review of the year.

In January, Barbara Child will work with the staff on the topic of conflict management.

This past Sunday, the Ministerial Search Committee was commissioned.

Recently, building doors have been found open and/or unlocked. Because they are often found open in the mornings, after they were thoroughly checked the night before, it is likely that a key holder is unlocking a door to come into the building and not making sure they are pulled all the way closed upon exiting the building. A letter to key holders should be sent to remind key holders of their responsibilities.

D. Old Business

1. October 25th Board Retreat Planning

Pat has offered his house for the Board retreat. Everyone should bring shareable snacks.

Topics to be discussed are Ministry team configuration and Board relationship with the ministry team. We will discuss the duties of the Associate Minister and Senior Minister as a first step to understanding the balance of the ministerial team and what duties need to be covered by other staff or future staff.

2. Legal Counsel Update

There was an announcement published in the Prologue asking for legal counsel volunteers. Kathy will discuss one possible legal counsel resource with Melinda Swenson.

E. New Business

1. Select MSC Negotiating Committee Member

The MSC has requested that the Board select a member of the congregation to serve on the ministerial search negotiating committee. MSC nominees, that could not commit to serve on the MSC, may welcome the shorter commitment of serving on the negotiating committee. It is expected that the majority of the work of the negotiating committee will occur in March and April of 2016. Deb will contact the possible negotiating committee members to see if they are able and willing to serve.

2. Salary Package for New Minister

See attached UUA Salary Recommendations.

(the Proposed Salary and Benefits report document, along with Salary range and moving expense amounts were retracted from the minutes on 11/6/2015)

The initial proposed salary range for the Associate Minister position was XXXX. There was a discussion around whether or not the range of XXXX was wide enough to allow for negotiations. A revised range of XXXX was proposed, along with a cap on moving expenses at XX.

Motion by Von: to broaden the salary range to XXXX and add moving expenses capped at XX.

Seconded by Deb.

Vote: approved unanimously.

The MSC will ask the candidates ahead of time if they have issues with these terms, before a candidate begins the negotiating process.

The XX for moving expenses will be requested from the SPF.

Benefits will be offered at 30% of salary and housing. Health insurance will vary depending on the candidates' desired plan. If the new Associate Minister selects the UUA plan, we could afford to pay 67% of the health insurance cost, if he/she has a more expensive plan, we wouldn't be able to pay as high a percentage of health insurance costs.

3. Timeline for Consultation Report Response

Feedback regarding the report has been minimal.

Next steps towards the consultant's recommendations:

Linkage, which includes communication channels from the congregation to the board. Doug Cauble and Ann will research Linkage. Examples of ways linkage might be obtained could include non-targeted town hall meetings and/or Board availability once a month between services.

Conflict Resolution- We will research what other congregations are doing towards conflict resolution. Some congregations have a grievance committee and process for addressing grievances with staff and ministers. Pat and Kathy will research conflict resolution and grievance procedures.

Covenant of Right Relations- The purpose of a covenant of right relations is to give a congregation time to consider what cultural changes are necessary; including consideration of social media, and expectations the community might hold as common ground. This will be revisited after the new ministerial team is established.

MAM will have the display of the vision and mission statements on the web site changed to make the Ends Statements more visible.

Religious Education-The staff, with the assistance of Reverend Wadkins, has been charged with putting together a strategy to address the report. Emily and Adrienne will be exploring what other congregations are doing for structure in RE committees when they attend LREDA in late October.

A progress report on the consultant's report will be given at the December Congregational meeting.

4. Monitoring

- I. All Ends Statement Policies
- II. F. 3-9 Asset Protection (ext audit)

The external audit took place on September 2nd and 3rd. We have not yet received draft of the audit. As part of the audit, the CPA asked questions and looked over procedures. The CPA made one recommendation regarding the balance sheet and that change has been made. The results of the audit will be publicized after the final report is received.

VI. Executive Session

The board met in executive session at 9:41 PM.

VII. Adjournment

Motion by Arzetta: to Adjourn.

Seconded by Deb.

Vote: approved unanimously.

REPORT TO BOARD FROM CONNECTIONS COORDINATOR

Sept. 21, 2015

Membership 12/31/2013	492 (peak)
Membership Jan 2015	468
Membership 9/21/2015	483

We had 20 new members in the first three quarters of 2015, as compared with 27 in all of 2014, 32 in 2013 and 50 in 2011. It is not uncommon for growth to plateau during a time of transition such as we are in currently.

I continue Judy Bennett's pattern of connecting with new members individually and helping people at any point of exploration link to things that can help them seek the spirit, build community, and change the world through our congregation. There has been a predictable influx of IU students at worship and in First Steps during this back-to-school season recently. Several youth raised up in this congregation have also chosen to become members. And several people who were UUs in the past, in Bloomington or elsewhere, are rejoining here. Events that help connect and integrate newer people, like the recent potluck and our restructured Getting Involved Fair, have continued. Depending on the energy of Membership Com. members, we may try some new things.

We have lost people too, as happens every year. At the end of 2014, 51 people were removed from our membership rolls. This reflected resignations as well as inactive members contacted about their continuing interest in the church, who did not register continued interest. Turns out there is such a thing as a lapsed UU. In 2015 thus far we have lost 5 congregants due to death. We have received no formal resignations thus far, but likely will as we undertake the annual roll review this fall.

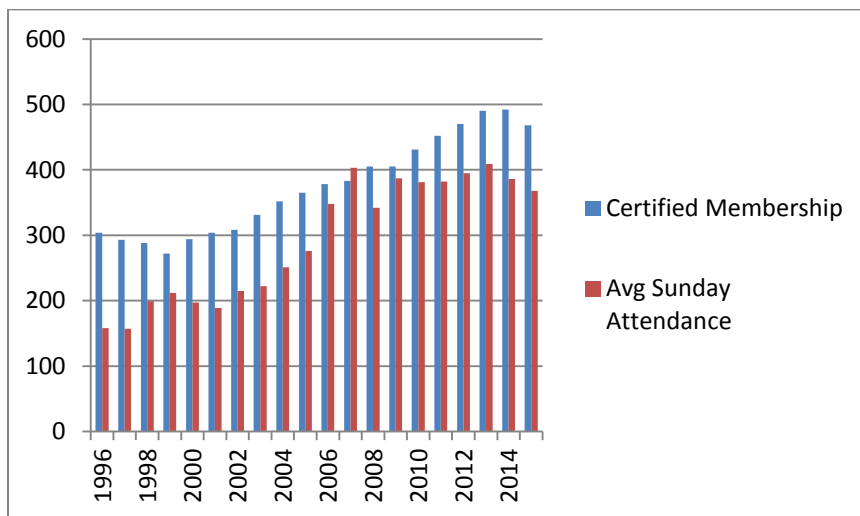
Attendance at the Exploring UU class shows ongoing interest from new people. There were 12 participants in January 2015, 10 or so in the April series, and 9 in July. Ten are signed up so far for October sessions. One need that came to light during the July class, and in other conversations, is more support for people who come to UU from some other religious history, often one with which they have some negative or dissatisfying experiences. A majority of the people exploring and joining our congregation in this era, as well as many members who joined in years past, have some past affiliation (though we also have "unchurched" folks coming). Sorting through one's past religious history and one's current feelings and dreams is an important part of the transition to developing a new and healthy religious identity as a UU. To help meet this need, Jan Armstrong, a member of our Membership Com. and a retired adult educator, has agreed to offer a class. *Owning Your Religious Past* is part of our fall adult RE line-up, starting at the end of this month. If enrollment is high, I may join her as a co-facilitator, or one of the ministers may do so.

On a related note, Rev. Macklin has asked me to investigate the Wellspring program that has become popular at many larger congregations (including our linked congregation of Rochester). As time permits, I'll be looking at how such an intentional, UU-specific approach to going deeper in adult spiritual growth might be brought to UUCB in future. Among other impacts, churches using this integrated 10-month program are finding that Wellspring helps clarify a sense of UU identity and calling, and helps develop church leaders. (<http://uuwellspring.com/>)

Worship-wise, here are the unfolding patterns:

- Average attendance thus far in calendar 2015 (through August) is 328, compared with 368 in 2014 and 386 in 2013. This includes adults and children.
- Visitors to this point in 2015 come to 86, compared to 107 at this point in 2014. Of course this data is not definitive, as it reflects only those who fill out a visitor card.
- Livestreaming numbers fluctuate a fair amount. Looking at just live views, during the weeks in 2015 thus far when livestreaming was available, we averaged another 28 virtual attendees at worship per week. Archived services are watched about one quarter to one third as much and these numbers can always grow.

It's interesting to see the trend line over time. Here's a broad-brush picture of membership and worship attendance over almost 20 years. (These numbers are based on the fiscal year, ending June 30. Sunday attendance does not include livestreamers.)



As interim Connections Coordinator, I have accepted the charge to not only keep the basics of the membership journey going this year, but also to bring fresh eyes to how we do things. I am assessing where the staff connection works best and where I could potentially create volunteer jobs and engage members more in carrying out the membership work. That would leave more time for the Connections staffer to do strategic work in areas like overall volunteer coordination for the congregation, communications, outreach, and pastoral care. Pastoral care is an area Judy had already been very involved with, bringing her medical background, and there may be additional ways this position can support that part of our ministry in the future. Doing so may help us use our ministers in an intentional and sustainable way to meet the pastoral care needs of our large and vibrant congregation. Conversations about how this position can best meet the unfolding vision of the congregation will be ongoing this year with the senior minister and staff.

In community,
Shari Woodbury
Connections Coordinator

September 21, 2015

BUDGET UPDATE – BOARD REPORT

1. As of August 31, 2015, the FY 2015-2016 pledge income was \$127,122. The prior year pledge payments were \$ 9,399. The Sunday plate offering was \$3,091.
2. The total income for July and August 2015 was \$155,808. Expenses were \$114,197. Net ordinary income for this period was \$41,611.
3. As of September 21, 2015, the pledge income for this fiscal year was \$166,608 (does not include prior year pledges). There are currently approximately 286 pledging units. Some individuals/families who do not pledge make contributions.
4. As of September 21, 2015, the amount pledged is \$525,144.

**Salary Recommendations for Church Years
Beginning July 1, 2015
Geo Index 2**

Number of Members	Small (<150)			Mid Sized I (150- 249)			Mid Sized II (250 -349)			Mid Sized III (350-499)			Large I (500 - 749)			Large II (>750)		
MINISTRY	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Parish Minister, Minister of Religious Education or Community Minister	43,400	54,350	65,200	54,200	69,150	83,950	60,650	78,950	97,150	66,250	86,850	107,750	71,750	94,900	118,450	89,550	120,900	152,050
In multi-minister settings, where one minister is recognized as having primary accountability, a salary differential is merited. Where the functions of a congregation's ministers are found to be closely comparable, the congregation should consider the same salary range for these positions.																		
Interim Minister	<i>Same as the midpoint of the range recommended for congregations of this size.</i>																	
Co-Minister	<i>Same as Minister, pro-rated for part-time</i>																	
Associate Minister	39,350	46,850	54,350	45,050	57,550	70,050	50,600	65,750	80,900	55,150	72,500	89,750	59,700	79,250	98,600	77,400	104,350	131,300
Assistant Minister	38,000	44,950	51,900	38,000	48,200	58,400	41,800	54,750	67,600	44,000	59,450	75,000	46,050	64,250	82,450	57,500	81,750	105,850
<i>For ordained staff, the term "salary" refers to the sum of salary plus housing allowance only.</i>																		
Youth Minister	<i>Same as other ministerial categories according to responsibility.</i>																	
Minister of Music	<i>Same as other ministerial categories according to responsibility.</i>																	
Number of Members	Small (<150)			Mid Sized I (150- 249)			Mid Sized II (250 -349)			Mid Sized III (350-499)			Large I (500 - 749)			Large II (>750)		
RELIGIOUS EDUCATION	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Credentialed Religious Educator - Masters Level	35,750	41,950	48,150	39,300	45,100	50,900	47,450	52,350	57,000	53,650	59,100	64,400	59,750	65,750	71,750	75,800	83,400	91,000
Credentialed Religious Educator	33,750	39,650	45,500	37,050	42,550	48,050	44,800	49,400	53,800	50,550	55,750	60,750	56,350	62,000	67,650	71,450	78,600	85,750
Credentialed Religious Educator - Associate Level	31,750	37,300	42,800	34,900	40,000	45,300	43,000	47,250	51,700	47,600	52,350	57,100	52,150	57,450	62,650	61,700	67,900	74,000
Religious Educator	30,200	34,800	40,900	33,250	39,150	44,950	38,050	44,700	51,250	41,550	48,950	56,250	45,200	53,200	61,100	52,300	63,000	72,250
Religious Educator Coordinator	24,050	27,700	31,850	26,450	31,150	35,850	30,200	35,500	40,800	32,950	38,850	44,650	35,900	42,200	48,500	41,450	49,900	57,400
Employees whose primary responsibilities are to provide clerical and administrative support should be classified in the Administrative job family.																		

**Salary Recommendations for Church Years
Beginning July 1, 2015
Geo Index 2**

Number of Members	Small (<150)			Mid Sized I (150- 249)			Mid Sized II (250 -349)			Mid Sized III (350-499)			Large I (500 - 749)			Large II (>750)		
MUSIC	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
UUA Certified Music Director	33,550	39,450	47,300	37,700	44,350	51,000	43,100	50,650	58,200	46,750	55,050	63,350	55,350	65,100	74,850	65,550	77,100	91,750
Music Director	30,650	37,750	46,400	32,800	40,600	49,200	41,550	48,200	54,850	45,900	54,000	62,000	50,300	59,700	69,100	59,500	73,450	87,500
UUA Certified Choir Director	25,600	31,700	39,000	29,100	35,000	42,400	35,200	40,900	47,100	39,250	46,250	53,000	43,450	51,600	59,750	51,400	63,450	75,500
Choir Director	24,450	30,250	37,200	28,000	33,650	40,800	33,950	39,300	44,650	37,450	43,950	50,500	41,100	48,700	56,300	48,450	59,950	71,350
Instrumentalist	20,150	24,800	30,450	22,050	26,600	32,150	27,350	31,650	35,950	30,150	35,400	40,700	33,100	39,250	45,400	39,050	48,300	57,450
The UUA's salary recommendations for Musicians differ from those of the American Guild of Organists. The UUA's figures are based on church size and the AGO's are based on education, experience, the inclusion of benefits and the definitions of the various positions.																		
Number of Members	Small (<150)			Mid Sized I (150- 249)			Mid Sized II (250 -349)			Mid Sized III (350-499)			Large I (500 - 749)			Large II (>750)		
MEMBERSHIP	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Membership Director	33,750	39,600	45,450	37,050	42,550	48,050	44,750	49,350	53,750	50,550	55,700	60,700	56,300	61,950	67,600	71,450	78,600	85,750
Membership Manager	28,650	33,000	38,800	31,500	37,100	42,600	38,500	42,300	46,300	39,350	46,350	53,250	42,800	50,400	57,900	49,500	59,650	68,400
Membership Coordinator	24,050	27,700	31,850	26,450	31,150	35,850	30,200	35,500	40,700	32,950	38,850	44,650	35,900	42,200	48,500	41,450	49,900	57,400
Employees whose primary responsibilities are to provide clerical and administrative support should be classified in the Administrative job family.																		
Number of Members	Small (<150)			Mid Sized I (150- 249)			Mid Sized II (250 -349)			Mid Sized III (350-499)			Large I (500 - 749)			Large II (>750)		
ADMINISTRATIVE AND OPERATIONS	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Business Administrator	-	-	-	-	-	-	45,100	55,350	65,500	47,000	58,200	69,300	48,900	61,050	73,100	52,700	65,900	79,100
Congregational Administrator	34,100	40,050	46,000	34,800	40,950	47,000	35,400	41,550	47,800	35,900	42,650	49,500	36,500	43,850	51,300	37,000	45,250	53,700
Office Administrator	25,900	30,300	34,800	26,800	31,500	36,300	27,050	32,050	36,750	27,900	32,900	37,700	28,750	33,750	38,750	29,150	34,900	40,900
Office Assistant	22,150	25,800	30,000	22,400	26,350	30,450	23,100	26,950	31,150	23,500	27,600	31,900	24,050	28,350	32,450	24,700	29,000	33,400
Bookkeeper	29,500	34,750	39,850	30,100	35,400	40,600	30,550	35,800	42,100	31,350	36,750	42,250	32,150	37,800	43,350	32,650	39,200	45,750
Child Care Worker	21,300	24,200	27,800	21,300	24,200	27,800	21,300	24,200	27,800	21,750	24,700	28,300	22,300	25,350	29,050	22,850	26,000	29,800
Hourly Rate Child Care Worker	10.24	11.63	13.37	10.24	11.63	13.37	10.24	11.63	13.37	10.46	11.88	14.46	11.42	12.98	14.88	11.71	13.35	15.16
Custodian	24,050	27,350	31,500	24,050	27,350	32,150	24,600	27,950	32,850	25,150	28,550	33,550	25,750	29,250	34,400	25,550	30,050	35,300
Hourly Rate Custodian	11.56	13.15	15.46	11.56	13.15	15.46	11.83	13.44	15.79	12.09	13.73	16.13	12.38	14.06	16.54	12.28	14.45	16.97