

# Unitarian Universalist Church of Bloomington, Indiana

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

Approved Board Minutes

February 15, 2017



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<b><u>XI. ADJOURNMENT 9:45 PM</u></b>	<b>6</b>

**Board members attending:** Von Welch, Connie Nelson Laird, Helmut Hentschel, Arzetta Hults-Losensky, Deb Hutton, Doug Cauble, Pat Brantlinger.

**Not attending:**

**Present by invitation of the Board:** Adrienne Summerlot.

**Ministers attending:** Reverend Mary Ann Macklin, Reverend Emily Manvel Leite.

**Submitted by:** Deb Hutton.

**Documents attached:**

1. Senior Ministers Board Report 2017-02-15.
2. Religious Education Report to the Board 2/15/17.
3. UU Church of Bloomington Groups.
4. UUCB Treasurers Board Report 2017-02-15.
5. Sanctuary Report to the Board, 02.15 2017.

## I. **Call to Order 7:00 PM**

Call to order by Von Welch, President, at 7:00 PM.

Changes to the agenda: Do RE Report first.

## II. **Chalice Lighting and Reading**

Chalice lighting and reading by Pat.

## III. **Check-in**

Attendance, Check-in, & Determination of Quorum.

## IV. **Approve Minutes**

Motion by Von: To approve the **November 2016 Board of Directors Meeting** minutes, as amended.

Seconded by: Pat.

Vote: Approved unanimously, as amended.

Motion by Von: To approve the **December 2016 Board of Directors Meeting** minutes.

Seconded by: Helmut.

Vote: Approved unanimously.

Approval of **December 2016 Congregational Meeting** minutes deferred to March.

Motion by Doug: To approve the **January 2017 Board of Directors Meeting** minutes, as amended and with the inclusion of Rev. Macklin's report.

Seconded by: Pat.

Vote: Approved [unanimously, as amended].

## V. **Minister's Report Reverend Mary Ann Macklin**

### 1. **Minister's Report (Reverend Mary Ann Macklin)**

See attached: Senior Ministers Board Report 2017-02-15.

In addition, the Board noted that Ann LeDuc regularly reports the number of UUCB members. It recommends that Rev. Macklin ask Ann to also figure out how to count and track the total number of people that the UUCB serves on a regular basis. Rev. Macklin said that the total number is around 800. Since that's a much bigger number than membership, currently around 490, the total number may prove to be more realistic when considering wear and tear on the building and grounds, how many items of supplies to purchase, how many people the ministers and staff serve, etc.

## **2. Staff Report: Minister of Religious Education (Reverend Emily Manvel Leite)**

See attached: Religious Report to the Board 2.15.17.

Questions from the Board:

What are your biggest challenges, that Board could help with? Fluctuating attendance. We do not have strong lay leadership in RE. Working on it, but need to first need to figure out what kind we need, then Board can help.

Where do you expect to be by June Congregational Meeting? Moving along with progress in reconstituting lay leadership, with more solid results to report in December Congregational Meeting.

Appreciation of new, regular RE section "This Week in Religious Education" in Friday Update and Order of Service. This is being very well received.

Also positive: weekly family emails, with what's happening – keeps families abreast of activities when they miss weeks.

## **VI. Old Business**

### **1. Stewardship & Budget Update (Rev. Macklin, Arzetta)**

Staff is meeting on Friday to discuss Pledge Day, which will be Sunday, April 22, 2017. The Board can help. There is a suggestion to include SPF and Legacy groups in planning the day.

### **2. Future of Stewardship Committee Update (Von, Helmut)**

This committee has had its first meeting, to brainstorm and will continue this at next meeting tomorrow.

### **3. Healthy Communications Covenant (HCC) Revision Update (Connie)**

Connie reported on the latest updates.

### **4. HCC Next Steps (All)**

See attached: UU Church of Bloomington Groups.

Post the most recent version of the HCC on the UUCB web. Make Board Prologue article about it. Board members will meet with different UUCB groups to inform

groups about HCC and get feedback. Von will send out a list of talking points to Board members to use to guide these discussions. The aim is to finalize the HCC for the June Congregational Meeting, on June 11<sup>th</sup>.

**5. Monitoring Revision Update (Von, Rev. Macklin)**

Von and Rev. Macklin are meeting and will bring policy suggestions to the Board at a future meeting.

**6. FYI: Job Descriptions on website (Von)**

Board, SPF, and LCC job descriptions are now posted on the UUCB website: <http://www.uubloomington.org/about-us/job-descriptions/> .

**7. Safety Improvements (Doug)**

First we need to do a needs assessment. Then we would bring in different companies to propose actions and equipment to achieve our goals. Doug will confer with John Summerlot. What is realistic to do?

**VII. Monitoring (per Board Policies, Section V)<sup>1</sup>**

1. *II.C: Compensation and Benefits*

- a. Written report provided by Senior Minister on adequacy of compensations practices. Required exhibits: Compensation Plan, Benefits Plan.
- b. Deferred from January.

See attached: UUCB Treasurers Report 2017-02-15.

2. *IV.A-D: Board – Senior Minister Relationship (every month)*

- a. Direct inspection by the Board of effectiveness of the Board – Senior Minister Relationship

Connie and Doug are in charge of the Installation of Rev. McNeill.

- 3. Report from “Coffee with the Board” Arzetta, Von

There was a constant flow of conversations.

- 4. Other observations All

- 5. Future plans Von  
See “Future Planning” section below.

## VIII. New Business

### 1. Installation for Rev. Scott McNeill (Connie, Doug)

This is something that the Board and congregation does to formally welcome an incoming minister. Connie has found the 24-page UUA installation guidelines and preparations will begin soon.

### 2. Large Social Justice signs facing SR-46 or Fee Lane (Von, Rev. Macklin)

The UUA has recently created a big social justice banner for UU churches to choose to display on their building. This banner lists all different kinds of social justice issues on the one banner. The ministers are exploring this option for UUCB. Members of the Board voiced their encouragement for placing this banner on our church.

## IX. Visioning: Discuss (ii) "What do we see our church becoming in the future?"

Carried over to March.

See attached: Sanctuary Report on Sanctuary Churches, 02.15.2017.

## X. Executive Session

The board met in executive session at 9:22 PM.

## XI. Adjournment 9:45 PM

Motion by Von: To adjourn.

Seconded by: Helmut.

Vote: Approved unanimously.

The meeting adjourned at 9:45 PM.

*Future Planning*  
[Board Calendar](#) - [Board Policies](#)

*Next Board meeting:*

- *March 15th*
- *[Reading: Deb](#)*
- *Staff report: Stewardship chairs?*

- *Monitoring:*
  - *I. All Ends Statement Policies*
    - *Direct inspection by the Board. Required exhibits: Senior Minister Report, and Membership Coordinator report.*

Upcoming [announcements](#): 2/19 Connie, 2/26 Pat, 3/5 Deb, 3/12 Von, 3/19 \_\_\_?

April Board Meeting: Report on Regional Activities (deferred from March), Connection Coordinator report (deferred from March)

Upcoming: Congregational Meeting on June 11th

#### Board Goals and Open Questions for 2016-17 Board Year

- Based on Hotchkiss, Dan (2016-01-14). *Governance and Ministry: Rethinking Board Leadership*, Chapter 8. Rowman & Littlefield Publishers. Kindle Edition
- Goals to Be Completed in 2016-17
  - Establish Healthy Communications Covenant and Healthy Communications Committee
  - Determine and Establish next step for Stewardship
- Open questions for 2016-17. To be explored by the Board with thoughts captured in Minutes or supplemental reports.
  - Who is our larger community? What is our message to and relationship with them?
  - What do we see our church becoming in the future? What will we leave to the future UUs?
- Proposed plan to address Goals and Open Questions
  - Nov: Discuss charge re Stewardship Futures
  - Dec: Finalize charge re Stewardship Futures, launch WG. Discuss (i) Who is our larger community?
  - Jan: Discuss (ii) What do we see our church becoming in the future?
  - Feb: Discuss (i) Who is our larger community?
  - Mar: Discuss (ii) What do we see our church becoming in the future?
  - Apr: Receive report re Stewardship Future
  - May: Draft report for minutes. Consider HCC next steps at June Congregational Meeting.
  - Jun: Finalize report on Goals and Questions to include with minutes.

February 15, 2017

Board Report

Reverend Mary Ann Macklin

### Congregation

Administrative: I am working with Arzetta regarding budget and staff salaries and meeting with staff and lay leaders re our Earth Day! Pledge Day! which will take place on April 22<sup>nd</sup>. I am fortunate to have secured co-chairs for pledge drive, Mary Boutain and Drew Schrader and they are moving forward with planning. I am also working with Carol Marks to engage overall building maintenance and equipment maintenance, particular attention to aesthetics as well as tech and sound in worship and live-streaming. Of course, there is continued problem solving regarding leaky skylights.

### Pastoral

I continue organizing Caring Committee and Health Concerns Team as well as triage. I, along with Connections Coordinator Ann LeDuc, have created follow-up letters for members who are loosely connected with congregation as well as pastoral letters and a few one-one ones. As a congregation, we are planning for the memorial service of long-time member Cherry Merritt-Darriau.

### Worship

\*Continuing to develop 2016-2017 calendar and revamping topics in order to deal with today's changing landscape. Extra meetings with some staff in order to re-create. Regular meetings with ministers and weekly with Associate Minister.

\*Preaching and worship development. Speaking truth to power from pulpit.

\*Utilizing worship to highlight our lay leadership as well as upcoming events.

\*Also encouraging community through sign-up for photo directory.

Intern: I continue to meet with UU Ministerial Intern, Elizabeth Valencia, who currently lives in Indianapolis. She attended the Relational Cultural Theory workshop here with me (facilitated by Amy Makice). Of note, Amy Makice will be offering this workshop at the UUA General Assembly this year.



## Community

\*Being, Bloomington. Being Together” is a community project I am facilitating with four other Bloomington Community members. Our mission is to create safe space once a month for all people to come together in silent reflection, prayer or meditation. The Buskirk-Chumley theater is allowing us to use their space, free of cost, for this community oriented event.

\* VALE (Vigiling at Life’s End.) Continue much preparation for upcoming training and visit with Dr. Megory Anderson (March 3-6). Many kudos to Arzetta Hults-Losensky and Lauren Bryant for all of their support and assistance in creating numerous events for the weekend.

My continuing education: Sanctuary Webinars (3X) and Women4Change Indiana. I attended the summit in Indianapolis.

# **Religious Education Report to the Board**

February 15, 2017

Adrienne Summerlot and Reverend Emily Manvel Leite

## **Current Updates:**

We currently have 125 students registered in Religious Education, and have registered 8 new families in the past month.

As of December 2016, we changed to having just one religious education assistant. We increased Kitty McIntosh's hours to 22 hours per week and added supervision of childcare. Due to safety concerns, we recently instituted a system of "guest tickets" for all unregistered children visiting RE classes. In this way, we have a record of who visited, which adult brought them, and any allergies or special needs a visiting child might have.

Our spring term has just begun, and we have full teaching teams except that we are short one youth advisor. Recruitment efforts are underway to fill that final position. The classes have started off strongly, with full classes and teachers feeling successful in their first two weeks. Now that teachers have been recruited and the Spring Term launched, the RE staff can return its attention to how to reconstitute lay leadership in religious education. Emily is currently working on a draft job description for a new RE lay leader or leaders to help guide that process.

When it is ready, she and Adrienne will talk with Jamie Kirkley and Amy Makice regarding how to move forward. The next step would be to take any agreed-upon job description(s) to the Leadership Cultivation Committee for guidance in recruitment efforts.

## **Youth Sunday**

Youth Sunday this year (1/29/17) was especially well-received, with many people emailing, writing Facebook posts, and talking with the youth. Thank you to the board for your supportive statement in the Prologue! The youth were energized and very happy with the reception of their work.

## **January Intersession on Joseph Priestley**

Goals for intersession:

- Broaden age groupings to foster inter-age mentoring and connection
- Expand the circle of adults interacting in a meaningful way with the kids
- Have Fun!

This January Intersession, we tried something new as we explored our Unitarian ancestor--scientist, teacher and minister Joseph Priestley. In the past, kids have signed up to explore one subject for the month. This year we shifted to a rotation model. In this model, kids are thoughtfully assigned to interage groups, each led by an adult guide for the four weeks. Guides were oriented to Joseph Priestley and the activities for the first week ahead of time. This was very helpful. The primary role of the guide is to get to know the kids in the group and to facilitate connections between them. Each group then visits different classes throughout the month. The classes themselves were led by specialty teachers who brought their expertise in a specific subject and taught at both services. This year, we had classes in science, drama, and cooking, each developed by RE staff in consultation with the teachers. The class plan was the same each week, allowing the teachers to tweak their teaching from Sunday to Sunday.

The first week we sorted the kids into their groups where they met their guides and then sent them on a church-wide scavenger hunt to find clues about who they would be studying for the Intersession. The morning ended with a story that tied all our clues together and introduced Joseph Priestley to the children.

### **Feedback from Specialty Teachers:**

The simplicity of only having the plan one lesson and doing the same thing each week made leading easy and smooth. Teaching both services did mean that specialty teachers missed attending services for 3 weeks. Adapting the class plan to meet the needs of the preschool group (one of the six groups that visited through the month) was slightly challenging for the science class, not problematic at all for the cooking class, and required considerable alteration for the drama class. In the future, RE staff will work ahead of time with teachers to design any needed adaptations for the preschool group. The staff did adapt the opening Sunday scavenger hunt for preschoolers ahead of time, and that worked very well. Specialty teachers Charlotte Appel and Martha Oakley have not spent time with 3-12 year olds lately, so they were a new connection for many children. Their expertise shone in the cooking and science classes. We had difficulty in securing a drama teacher, so Adrienne Summerlot lead drama and welcomed the opportunity to get to work with the kids, especially the preschoolers.

### **Feedback from Guides:**

Guides were very positive about their experience with the rotation model. They did not need to do weekly preparation, but got to learn alongside the children. They reported that they enjoyed being guides and getting to focus on the kids and connecting with them. Two of them said that the rotation model was brilliant and the kids really looked forward to something new each week.

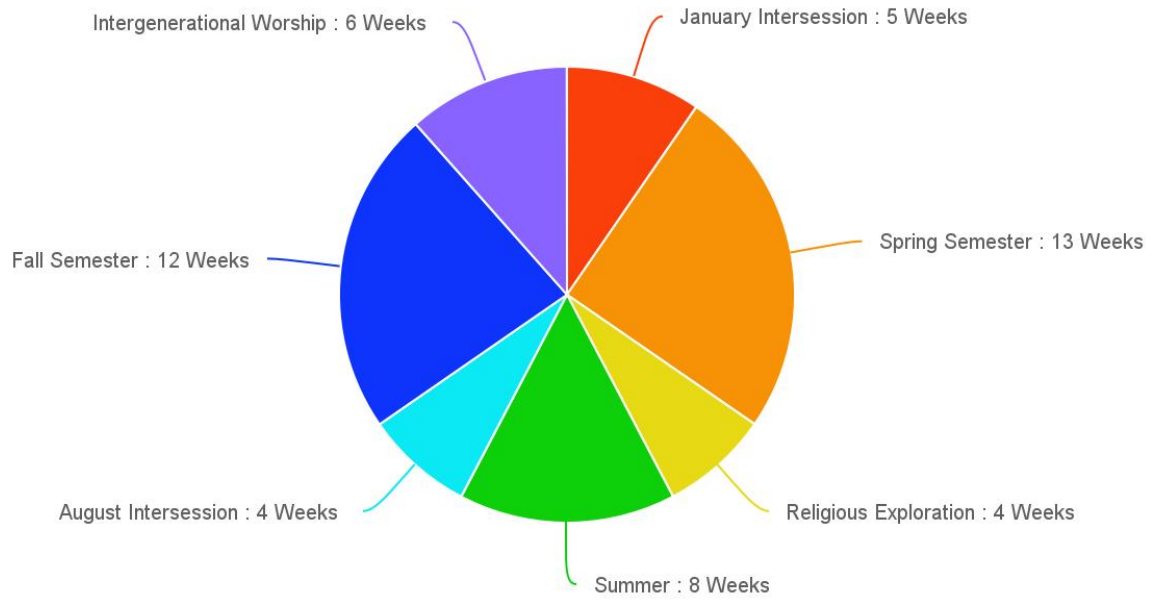
### **Feedback from Parents:**

We received several comments that their kids were really enjoying intersession. Older children often enjoyed helping younger ones, and younger ones liked having their own personal "big person". Several new families seemed to find this was a fun and easy time for their kids to get to know other kids in the church. It was reportedly easy for parents to motivate their children to come each week--several didn't want to miss any of the activities! The choice of different preschool options for the different services was helpful to some families--we offered intersession activities at first service and regular Spirit Play classes at second service.

### **Overall:**

The religious education team tends to be more hands on during the intersession because it allows us to better support the teachers, make quick adjustments based on class size and connect with the kids. This was also less laborious for our single RE Assistant to prepare for weekly. This was a highly successful model for intersession, and we plan to use the rotation model again in August.

Understanding the Religious Education Year at UU Bloomington



- January Intersession
- Spring Semester
- Religious Exploration
- Summer
- August Intersession
- Fall Semester
- Intergenerational Worship

meta-chart.com

<b>Group or Committee</b>	<b>Congregant Contact(s), if applical</b>	<b>Staff Contact(s)</b>
Adult Choir		Sue Swaney
Adult R.E.	Dan and Sharon Wiseman	Emily Manvel Leite
Aesthetics	G.K. Rowe	Mary Ann Macklin, Carol Marks
Archives	Ginney Richey	Carol Marks
Board of Directors	Von Welch	Mary Ann Macklin
Book Club	Elof Carlson	Carol Marks
Book Table	Glee Noble	Carol Marks
Caregivers Support Group	Sharon Yarber	Mary Ann Macklin
Caring Committee	Sharon Yarber	Mary Ann Macklin, Ann LeDuc
Chalice Circles	Alan Backler	Mary Ann Macklin
Children's Choir		Jill Courtney
Children's R.E.		Emily Manvel Leite, Adrienne Summerlot
Connections Advisory Group		Ann LeDuc
Denominational Affairs	Iris Kiesling	Scott McNeill, Carol Marks
Earth Kin	Brooke Opel	Carol Marks, Mary Ann Macklin
Fellowship Dinners	Linda Pickle	Carol Marks
Free Thinkers	John Crosby, Harold Ogren	Carol Marks, Mary Ann Macklin
Goods and Services Auction	Debbie Fish	Ann LeDuc, Carol Marks
Green Sanctuary	Marcia Veldman	Mary Ann Macklin
Greeters	Craig Coley	Ann LeDuc
Grounds	Molly O'Donnell	Carol Marks
Habitat	Barb Berggoetz	Scott McNeill
Help Feed Our Hungry Neighbors	Anne Graham	Scott McNeill
Holiday Art Fair and Bazaar	Julie Lawson, Joanne Henriot, Duellen Fessenbocker	Carol Marks
Homelessness TF	Alan Backler	Scott McNeill
Hope for Prisoners	Lois Holl	Scott McNeill
Humanists	Harold Ogren	Carol Marks, Mary Ann Macklin
International Outreach TF	Claire and Ed Robertson	Scott McNeill
Java Crew	Marlin Howard	Ann LeDuc
Just Peace	David Keppel	Scott McNeill
Leadership Cultivation	Matt Stonecipher	Ann LeDuc, Scott McNeill
Library		Carol Marks

Life Stories Writing Group	Ann Watzel	Carol Marks
Men's Group	Harv Hegarty	Carol Marks
Parent Talk	Ruellen Fessenbecker	Carol Marks
Planned Giving/ Legacy Circle	Libby Devoe	Mary Ann Macklin
Racial Justice	Martha Foster	Scott McNeill
Rainbow Rights	Amy Makice	Scott McNeill
Refugee Group (status uncertain)	Harold Ogren and Debbie Fish	Scott McNeill
Reproductive Justice	Melinda Swenson	Scott McNeill
Seeking the Spirit (Wellspring)		Mary Ann Macklin, Ann LeDuc
Shambhala Meditation	Sarah Flint	Carol Marks, Mary Ann Macklin
Social Justice Funds	Steve Mascari	Scott McNeill
Social Justice Task Force	Jackie Hall	Scott McNeill
Special Purposes Fund	Chris Haynes, Joanne Wilhelm	Mary Ann Macklin, Carol Marks
Stewardship Committee		
Stewardship - Pledge Day Celebration		
Ushers	John Summerlot	Mary Ann Macklin
Vigiling at Life's End (VALE)	Chris Haynes and Kim Carballo	Mary Ann Macklin
Wednesday Walkers	Denise Ogren	Carol Marks
Women's Alliance	Ann Kamman	Carol Marks
Young Adult / Campus Ministry		Orion Day, Ann LeDuc
Youth Religious Education	Yvonne Wittmann	Adrienne Summerlot, Emily Manvel Leit

Seeking	Building	Changing	Member Journey Level	Meeting Info (if
X	X		Beginner	Thursdays, 7-8:30
X			Intermediate	
X			Intermediate	
			Advanced	
			Advanced	3rd Wed, 7-9
X	X		Beginner	
X			Beginner	
X	X		Beginner	1st Sun, 3-4:30
X	X		Intermediate	3rd Mon, 5:30-7
X	X		Beginner	Mon & Tues, 6:30-
X	X		Beginner	
X	X	X	Intermediate	11:15
	X		Intermediate	varies
		X	Intermediate	
X	X		Beginner	
	X		Beginner	
	X		Beginner	every other Sunday, 12:45-2
	X		Beginner	
		X	Beginner	2:15; Deep
	X		Beginner	
	X		Beginner	
	X	X	Beginner	11:15
	X	X	Beginner	
	X		Beginner	
	X	X	Beginner	
	X	X	Beginner	2nd Wed, 12-2p
	X		Beginner	every other Sunday, 12:45-2
	X	X	Beginner	
	X		Beginner	
		X	Beginner	
		X	Advanced	1st Wed, 7:15- 8:15
X			Intermediate	

x	X		Beginner	Fridays 10:30-
	X		Beginner	
	X		Beginner	2:30
	X		Intermediate	12:30
	X	X	Beginner	
	X	X	Beginner	
	X	X	Beginner	1st Thursday, 4-6
	X	X	Beginner	Monday 7 pm
X			Intermediate	10-11:30
X			Beginner	Mondays, 12-1
		X	Advanced	
		X	Intermediate	
		X	Advanced	
		X	Advanced	
	X	X	Intermediate	
			Intermediate	
X	X	X	Intermediate	3rd Sun, 4-5:30
				Wednesdays, 9, Spring through Fall, location varies
	X		Beginner	
	X		Beginner	1st Thurs, 11:30- 1p
X	X		Beginner	
X	X	X	Intermediate	Sundays, 12:30- 2:30



## UUCB Treasurer's BOARD REPORT – February 15, 2017

### Benefits

Any UUCB employee who works over 750 hours per year is eligible to enroll in the UUA's insurance plans. This would be at their own cost.

We pay 80% of the ministers' and 1 full time staff member's health insurance and 50% of the ministers' family's health insurance.

We pay 100% of the dental, life insurance, and long term disability (LTD) insurance.

[LTD insurance – if the employer pays for LTD and the minister or employee receives disability benefits, that income is taxable. If the employee pays their own LTD insurance, any disability benefits are not subject to federal Income tax. Some UU churches give the cost of the LTD to the minister or employee instead of paying for the LTD insurance.]

We contribute 10% of the ministers' salary and 10% of employees who work 1000 hours/year or more. This applies to 3 ministers and currently 3 employees. Two additional employees, the Connections Coordinator and the RE Assistant, will be eligible for this benefit in FY 2017-2018. The ministers and employees may also make their own contributions to the TIAA plan.

Additionally, we offer professional expenses to the 3 ministers, church administrator, DRE, and the Connections Coordinator.

### Compensation

Currently, compensation for all 3 of our ministers and nearly all of our employees are less than the UUA recommended mid salary range for our mid-size, geo index area. This is the case even when adjusted for part-time status.

For FY 2017-18, Reverend Mary Ann Macklin and the treasurer have looked at the current salaries. They propose a 2% increase for most employees, with slightly higher increases for employees for longevity. The Board will need to decide the salary and housing amounts for the ministers.

An approximate computation for an increase in salaries and benefits for the ministers and employees for the upcoming fiscal year results in an estimated budget increase of 5.63% over the current fiscal year's benefit and computation amount. The increase is roughly \$25,000. If all 491 members pledge, this would require \$51.00 more per year from each individual (or \$102 from a couple/family pledge).

**Sanctuary Report to the Board  
February 15, 2017**

Rev. Macklin and Connie attended a webinar about “The New Sanctuary Movement” in response to needs of undocumented immigrants in the United States. In the webinar they were educated about the long history that faith communities have with the concept of sanctuary. “Sanctuary is one of the most ancient traditions that we have as a people of faith. The ancient Hebrew people had allowed temples and even whole cities to declare themselves places of refuge for persons accused of a crime they may not have committed, a practice that allowed those wrongfully accused to escape swift and harsh retribution until the matter could be resolved. Later, during the medieval period churches in England were recognized sanctuaries, offering safe haven for a temporary period to accused wrong doers. In the United States the first practical provision of anything like sanctuary occurred in the years before the Civil War. The Underground Railroad came into being to help slaves flee the South and find safety in many congregations throughout the country. Sanctuary is about providing safe space to those who are victims of unjust laws.”

They also learned that “communities of faith have once again seen the need to declare Sanctuary for immigrants as the rise of deportations continues to separate families. We are moved by the call to love our neighbors as ourselves, as those who are entering into Sanctuary are most often long term members of our communities - our neighbors.”

On Feb 27 another webinar will take place that will outline actual steps to take, once a congregation has decided to become a sanctuary church. Much of the information for these webinars comes from UURISE ([www.uurise.org](http://www.uurise.org)) whose mission is to provide affordable, trustworthy legal immigration counseling, representation and resettlement services to marginalized immigrants and refugees, and presents educational advocacy to the larger community. Rev. Macklin will preach about the new sanctuary movement and how it relates to our congregation on Feb 25th. There was also discussion about basic logistics of UUCB becoming a Sanctuary Congregation.

Reverend Mary Ann Macklin  
Connie Nelson Laird, VP, UUCB Board