

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

August 21, 2019



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Board members attending: Stuart Yoak, Steven Gilbert, Sharon Wiseman, Julie Lawson, Abby Gitlitz, Jane McLeod, Rich Slabach

Not attending:

Present by invitation of the Board:

Ministers attending: Revs. Mary Ann Macklin, Scott McNeill and Emily Leite

Submitted by: Steven Gilbert

Appended Documents:

- A. Senor Ministers Report
- B. Asset Protection Report
- C. Letter of Agreement with Rev. Macklin
- D. Letter of Agreement with Re. McNeill

I. Call to Order

Stuart Yoak called the meeting to order at 7:07 p.m.

II. Chalice Lighting and Reading

Steven Gilbert conducted the reading.

III. Check-in (All)

IV. Approval of the Minutes

Stuart Yoak called for a motion to approve the July 17 board meeting minutes. Sharon Wiseman so moved with Julie Lawson seconding. The motion carried.

V. Old Business

A. Safety Training

Stuart Yoak asked who still needed safety training. Jane McLeod responded that she did, and will set up a meeting with John Summerlot to receive the training. Rev. Macklin suggested that all board members should also take active shooter training with John. Stuart agreed that this would be a good idea and said that he would look into it.

B. Update: Finance Committee Membership

Rich Slabach requested a motion to add Jennifer Diaz to the finance committee, bringing the total committee membership to four. Jane McLeod so moved, with Stuart seconding. The motion carried. Rich will continue the search for one more member to fill out the committee ranks.

VI. Monitoring (per Board Policies, Section IV)

A. Senior Minister Report

Rev. Macklin presented her monthly report to the board (Attachment A).

B. Insurance Policy Limits and Coverage (Section II.F.1-2:Asset Protection)

Stuart Yoak presented a summary of insurance policies, limits and coverage provided by Carol Marks. In response to a question on the exclusion of terrorism in the insurance policy, Rev. Macklin responded that it was her understanding that “terrorism” referred to an incident formally declared to be a terrorist act by the government, but that she would check to make sure

of this. Rich Slabach asked whether the coverage included solar panels. Rev. Macklin said she thought the policy covered them, but that she would check on this also. See Attachment B for details of the report.

C. Special Purposes Fund Committee (Section V.B.)

Stuart Yoak discussed the issue of finding a chair for the SPF, as none of the current SPF members wish to serve in that capacity. He asked for suggestions from the board for persons qualified to serve, specifically identifying an understanding of Excel and the ability to work with mathematics as essential qualifications. Stuart will continue to work with LCC to find a leader for the committee. The board must also identify a second board member, in addition to Rich Slabach, to serve on the SPF. The SPF report normally provided in August is deferred to a future date pending resolution of these issues.

D. Social Justice Quarterly Report

The Quarterly Report scheduled for August is deferred to the September board meeting.

E. Report from “Coffee with the Board.”

Jane McLeod reported many social interactions, but no concerns for the board to consider. Abby Gitlitz suggested that it might be worthwhile to invite people to comment on a specific issue at the coffee hour.

VII. New Business

A. Motion to Approve Ministers Housing Allowance

Stuart Yoak moved for the approval of the 2019-2020 letters of agreement for Revs. Macklin and McNeill and of the housing allowance of \$17,000 for Rev. Leite (Attachments C and D). Sharon Wiseman seconded the motion, which carried unanimously.

B. CFO Position Description

Stuart Yoak reported that he would be working with Arzetta Hults-Losensky and Rich Slabach to create a formal position description for the position of Chief Financial Officer for board approval.

C. UUCB Board Advance (aka Board Retreat)

Stuart Yoak confirmed the board “advance” on August 30 will be conducted from 5 p.m. to 9 p.m. in the church library or another location to be decided.

VIII. Executive Session

The Board entered executive session at 8:10 p.m.

IX. Adjournment

Steven Gilbert moved and Jane McLeod seconded a motion for adjournment. The motion carried and the meeting adjourned at 8:37 p.m.

ATTACHMENT A

Reverend Mary Ann Macklin
Senior Minister
Board Report August 21, 2019

Issues concerning constraints of the Board Policies or UUCB Bylaws
Reports of conflict of interest by the Senior Minister (Section II.G: Purchases, Grants, and Contracts) Due to upcoming sabbatical, I reviewed and strategized upcoming expenditures through November with Church Administrator and Chief Financial Officer. Looking forward to the upcoming Board Retreat on August 30th to further explore Policy Governance and our hybrid model here at the Unitarian Universalist Church of Bloomington.

Issues related to policy II.H: Communication and Counsel to the Board
Current Board Policies are functioning well.

Issues related to policy II.I: Sanctuary
No requests that I know of at this time. We have had various inquiries in the past.

Issues with or proposals to improve the Board-Senior Minister relationship (IV)
Thanks to Michelle Cook for her served time as President and grateful that Stuart Yoak was able to step up into the President's role as a result of her resignation. Also appreciate Abby Gitlitz stepping into Vice President role and Jane McLeod coming aboard as an at large member. The monthly President and Vice President meetings continue to be important. Reverend McNeill (continue) and Reverend Leite (new) will attend meetings during my sabbatical.

Progress of UUCB towards Ends: A view from August 2018 **Seeking the Spirit**

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life: Our themes continue to spur on our worship service experience. Enjoyed having guest musicians, including the Bloomington Chamber Singers, during the summer months. Also very good to have our choir, with their rich and diverse music, back from summer break.
2. Compassionate pastoral care.
Our triage of folks in need of pastoral care continues to improve even as the volume of requests increases. Staff (particularly ministers and Connections Coordinator) work in collaboration with Caring Committee Chair and Health

Concerns Team Chair, to insure support and care during times of need. This week I met the two Chairs (Sharon Yarber, Melinda Swenson) to insure adequate pastoral coverage in my absence.

3. Life-long opportunities for spiritual growth through religious practice, religious education, leadership roles, and community action.

Our Chalice Circle worship service took place last week and sign-ups will be the next three weeks. We will be offering the spiritual deepening curricula, Wellspring, for two different levels in 2019-2020. Our meditation groups continue to meet on Monday afternoon and evening. The evening group has grown in size to over 20 members. We also have good attendance at ongoing tai chi and yoga classes. Board Retreat upcoming; I, along with Board President, have been in touch with past retreat leader, Nancy Olson, regarding Board Retreat.

3. Knowledge of denominational and congregational history and traditions.

Religious Education has done a wonderful job of including congregational stories in their curricula. Reverend McNeill attended General Assembly this summer and continues to coordinate with denominational affairs committee. Elof Carlson continues his column in our newsletter of UU history; it is also taught as part of Exploring UU every other month. We had a very successful adult hymn sing which explore the role of our "Singing the Living Tradition" hymnal in our congregational lives.

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.

5. We are generous with our time, talent, and resources.

Again, our Spring pledge drive allowed us to reach our minimum goal of \$650,000; we can feel fortunate because there were other UU congregations who were not able to meet their goal. Our experiment this year is to have everyone pay the same pledge amount next year. I will remind congregation members and address follow-up to this process in December. Lay leaders continue to share their talent for a variety of activities. Our on-line worship services continue to expand in number (breadth and depth). Connection Coordinator set up interviews for me to attend in May and June with longtime members. Time well spent.

Our building is used by support groups and is rented out for a variety of activities.

6. We actively encourage ministry, lay leadership and congregational participation in social justice and the operation of UUCB.

Associate Minister oversees Social Justice program and lay leaders in each of thirteen social justice task forces. Senior Minister oversees operations within policy governance structure

7. We responsibly manage our staff, volunteers, resources, and facilities.

Senior Minister primarily supervises staff and has introduced weekly goal setting as part of the staff meeting structure; three goals per week with review of past week's goals, followed by question of how can we be of support. Associate Minister supervises Connections Coordinator in regards to Campus and Young Adult Ministry. Associate Minister and Connections Coordinator actively work with Leadership Cultivation. Church administrator, Chief Financial Officer and Senior Minister oversee care for facilities.

8. We provide pastoral care as appropriate to the congregation's needs and our ability. Again through Caring Committee and Health Concerns Team. Senior Minister meets monthly with chairs. Connections Coordinator meets with Caring Committee.

Changing the World

We are leaders in our community and world.

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

We have a monthly report in the pulpit from a social justice committee. Our current task forces are dedicated and active. Associate Minister oversees and creates coordination with lay leaders and their activity within the Social Justice Circle. Religious Education has been involved with strategizing new approaches to anti-racism and anti-oppression work. Last August our staff completed Anti-Bias training and many completed Alzheimer Awareness training in September. A new Dementia training was offered last Sunday for all. Our feather flags continue to firmly announce our convictions. Note they have moved around a bit so they remain visible.

10. We advocate against prejudice, injustice, and oppression of any person or group.

We continue advocacy from our pulpit (McNeill, Macklin, Child, Gilmore) in some fashion each Sunday. This advocacy is foundational to our lifelong learning religious education. Reverend Elizabeth Carrier-Ladd will be in our pulpit for four Sundays during my sabbatical time away: September 15th, October 20th, October 27th, November 24th. Thanks to Reverend Scott McNeill for making this connection. Reverend Carrier-Ladd is a 4th generation Unitarian Universalist originally from Boston. She received her Master of Divinity from Meadville Lombard Theological School in Chicago and was ordained by Hope Unitarian Church in Tulsa. She met her husband, Seth, at UU General Assembly. Together they have three children and live in Muncie, Indiana.

11. We work with other congregations and institutions with shared values and goals.

Our Chalice Circle Training on Saturday, August 17^h included our lay leaders and lay leaders and minister from the Unitarian Universalist congregation of Columbus. We hope many will join us for an “Evening of Solidarity” on August 27th hosted by Bloomington United.

12. We work with the Unitarian Universalist Association and the MidAmerica Region.

We are in ongoing contact with UUA and MidAmerica staff (email, phone, webinars). The UUA staff are supportive and serve the needs of congregations, as I learned many moons ago from then UUA moderator Denny Davidoff.

13. We help heal the earth.

Our solar panels often result in a negative energy electric bill. Green Sanctuary Task Force and Green Grounds are creating visions for the 2019-2020 year. Check out the new picnic table facing Fee Lane near office entrance. Have you tried the new path around the perimeter of our grounds?

AND FINALLY FROM MAM
Sabbatical Time Off

Thanks to the Board for approving my sabbatical time away. I wrote the following for our newsletter, The Prologue, August 13th

Some of you may remember that I am due for a sabbatical. I had planned to delay this sabbatical until 2020, in hopes of receiving a grant. That was a great idea, in theory, but during my recent three weeks off in July, it became very evident to me that I needed to reconsider this plan. At this time my mind, body, and spirit need sabbatical time away this fall; a delay would be unfavorable to my ministerial health and development---and well, that's not cool.

Of note, by contract, I earn one month of sabbatical leave for every year of ministerial service. Beginning in 2019, I became eligible for a total of five months; I took one month of this sabbatical in February, partly to consider options for the remaining sabbatical time.

Our UUCB Board of Directors has approved three months of sabbatical time for me from September 2nd through November 30th, 2019, with an additional sabbatical month to be determined in 2020. Our UUCB budget provides compensation for guest ministerial services as needed during sabbatical. Reverend McNeill, Reverend Leite, and I will work together to arrange for coverage of pulpit and pastoral ministries as well as delegation of management duties. A sabbatical committee will foster communication during this time.

In terms of why is a sabbatical important, see the following column by Minister Emerita Rev. Barbara Carlson. (Board Members see newsletter)

Meanwhile, hey folks, I love my ministry and I love this congregation and I am learning to love my limitations as a human being. I will appreciate your support during this time of renewal.

Peace and Love, MAM

ATTACHMENT B

II.F.1-2 Asset Protection Report

August 20, 2019

by Carol Marks, Church Administrator
as requested by Reverend Mary Ann Macklin, Senior Minister
Unitarian Universalist Church of Bloomington, Indiana

Summary of insurance policies, limits, and coverage.

Our congregation is insured with a multi-peril policy and workers compensation policy through Church Mutual Insurance Company, of Merrill, Wisconsin.

Brent Phillips continues as our agent, with assistance from Amanda Hanzel. Our current policy period runs from 04/16/19 to 04/16/20. A copy of the policy is filed in the Church Administrator's office.

Claims Filed

We have filed no claims since April 2017.

Our Coverage

An annual review of the policy will be scheduled with Amanda Hanzel in October 2019.

The policy covers Property, including but not limited to the building and all the congregation's personal property stored inside it, personal property of the ministers, and systems and equipment breakdown (like exploding steam boilers) unless due to wear and tear.

Our building is not covered for mine subsidence but is covered for earthquake and sinkhole collapse. We are not covered for damage caused by government action, nuclear hazard, utility services, war, terrorism, or water damage unless such damage causes fire or explosion.

We have additional coverage in the amount of \$50,000 for any one occurrence in case of a mishap like a tornado, fire, or the end of the world as we know it resulting in loss of institutional income and extra expense as we recover from whatever happens.

Our property deductible was raised to \$1000 per occurrence in April 2014, except in case of earthquake, when the deductible amount is 5% of the stated value of the building. The raise in deductible from \$500 to \$1000 was done to keep our premium stable. Church Mutual declined in April 2014 to offer a deductible lower than \$1000 per occurrence.

The General Liability part of our policy covers our congregation in case of a wide variety of awful things that might happen, including bodily injury, property damage, sexual misconduct and catastrophic violence. The general aggregate limit is \$3,000,000.

In addition, we do criminal background checks on all new employees as well as childcare staff and volunteer Religious Education teachers and facilitators and they regularly receive Reducing the Risk training, to prevent child sexual abuse. Training materials are provided by Church Mutual and materials from other sources are used by our Religious Education staff. We are also covered for theft of church money and securities for a total of \$2,000, with a deductible of \$250. We have a blanket bond for anyone handling money, in the amount of \$20,000.

Our policy covers our ministers or "employees and volunteers acting under our direction and control and within the scope of his or her duties" for counseling professional liability in the amount of \$1,000,000 per claim, with an aggregate of \$3,000,000.

We also have coverage for hired and non-owned automobile liability in case something unfortunate happens when a church event involves members going somewhere in a vehicle. Each occurrence has a limit of

\$1,000,000 with an aggregate of \$3,000,000. There is also a medical expense endorsement for \$10,000 for any one person and an aggregate of \$25,000.

The Church Administrator will review the policy with a Church Mutual agent in October 2019. The total cost for the current year (2019-20) will be about \$7,100. This includes our workers compensation policy costs, which can vary depending on the size of the staff each year. Policy premiums are annually updated in April.

Fiscal Manual Review

We also review our congregation's Fiscal Manual on an annual basis. An updated copy is included, below.

Respectfully submitted,
Carol Marks
Church Administrator

Fiscal Manual
Unitarian Universalist Church of Bloomington, Indiana

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer will investigate any *outstanding checks*.
4. Chase Bank confirmed that no checks made payable to “UU Church” will be cashed at any of their branches—these will be deposited to our account only.
5. **No original financial documents** such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the account numbers are redacted and copies are destroyed after use.
6. The church’s **credit card** may be used only with the direct supervision of the church administrator. The credit card held by the church administrator may only be used by another staff member while in the church building and with complete documentation about the date of the transaction and the amount, plus the budget line to be charged, printed on paper and given to the church administrator within one hour of the purchase being completed. The church administrator and Treasurer will audit the credit card statement carefully on a monthly basis.

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals unrelated by blood or marriage will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit.
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

1. Petty cash funds for General Petty Cash (Church Administrator) will be reconciled monthly by someone other than the petty cash custodian.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped “paid” and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website on an unannounced monthly basis. Username and password will provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

Money Management Rules: How to Handle Cash from Fundraising

Top 4 Guidelines

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not reimburse expenses out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

Details

1. If you need start up change contact the Church Administrator, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.
2. Turn in any cash and checks to the secure drop box or a staff member within 24 hours of each event.
- 3 – 4. Trackability and accountability are important.
 - Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
 - Use Check Request Vouchers to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
 - Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for reimbursement checks to be generated. These vouchers and receipts should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
 - Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$50), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, Green Sanctuary coffee sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a locked location when not in use.

Questions, please see the Church Administrator or the Treasurer.

Revised 8-20-2019

ATTACHMENT C

Letter of Call and Senior Ministry Agreement 2019-2020

Rev. Mary Ann Macklin

PROLOGUE

The Unitarian Universalist Congregation of Bloomington, Indiana, hereinafter the Congregation, and the Reverend Macklin, as Senior Minister, hereinafter the Senior Minister, jointly enter into this Letter of Agreement effective July 1st, 2019.

1. INTENTION

The intention of this Agreement is to set forth the responsibilities and obligations of the Senior Minister to the Congregation and of the Congregation to the Senior Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Senior Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

Anti-Oppression Awareness: In calling a minister from a racial or cultural group historically under-represented in the Unitarian Universalist ministry, this congregation accepts its responsibility to continue to offer its members and ministers opportunities to increase their ability to function in a multiracial, multiethnic capacity and to address the systemic nature of oppression within Unitarian Universalism. On-going opportunities for growth and reflection will be offered to ensure the success of the professional ministry and will be scheduled by the ministers.

2. EXPECTATIONS

2.1. Shared Leadership

2.1.1. The ministers and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

2.1.2. The Congregation looks to its ministers for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Directors and the Congregation's committees.

2.1.3. You will serve the congregation as Senior Minister. The Senior Minister, under our policy governance model, is responsible for the operations of the Church within constraints and expectations set by the Board of Directors.

2.1.4. You will covenant with the other ministers on staff, and with the Congregation, to meet the needs of the Congregation.

2.2. Leadership Goals

The Board of Directors, in consultation with the ministers, staff, and Congregation, defines and maintains a set of Ends Statements, as is typical in Policy Governance, which define the leadership goals for the Congregation and are reviewed annually.

2.3. Pulpit and Worship Services

2.3.1. It is a basic premise of this Congregation that the pulpit is free and untrammled. The Senior Minister is expected to express his/her values, views, and commitments without fear or favor.

2.3.2. The Senior Minister will be free of Sunday service responsibilities once per month.

2.3.3. The Senior Minister will be responsible for all worship services, except those performed by other Ministers, as well as working as part of the ministerial team to provide seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services.

2.4. Services to Persons

2.4.1. The Senior Minister will participate in a collaborative pastoral ministry with the Associate Minister, Connections Coordinator, and Caring Committee to serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved. The Senior Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.4.2. The Senior Minister will provide counsel to members of the Congregation without fee or honorarium. The Senior Minister will preside at weddings and funerals of members and such services will be reimbursed by a fee or honorarium as set forth by the congregation and is the property of the Senior Minister. When such services are provided to non-members, such fee or honorarium may be set by and is the property of the Senior Minister.

2.5. Services to the Board and Committees

2.5.1. The Senior Minister will attend regular Board of Directors meetings as a nonvoting participant, reporting regularly and bringing to its attention specific concerns as they arise.

2.5.2. The Senior Minister may form committees, composed of ministers, staff and members of the Congregation, as necessary to achieve the goals of the Congregation. The Senior Minister, or their delegate, will manage committees and confer at least annually with each committee to ensure it has clearly defined goals, it is still performing a relevant function, and determine any assistance it might need. Attendance by the Senior Minister at most committee meetings is welcome but not expected.

2.6. Community Activities

The Senior Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Senior Minister speaks in public, the Senior Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation or Board of Directors has otherwise authorized.

2.7. Relationship to Church Staff

2.7.1. The Senior Minister is responsible for the supervision and evaluation of the performance of professional and lay staff.

2.7.2. The Senior Minister will report to the Board on the hiring, discharging, and changing compensation of church staff.

2.7.3. The Senior Minister may delegate responsibilities to the Associate Minister, Minister of Religious Education, staff and volunteers, but retains responsibility for overseeing those responsibilities are fulfilled.

2.8. Office Hours and Days Off

2.8.1. The Senior Minister will be available three days per week for appointments and available for correspondence with the Congregation via other forms of communication, as necessary.

2.8.2. The Senior Minister will maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Senior Minister shall be available only for emergencies.

2.9. Evaluation of the Ministry

An assessment of the ministry of the Congregation will be conducted annually by the Board of Directors as part of a periodic review and renewal (“Monitoring”) of the leadership and ministry of the Congregation.

2.10. Minister’s and Congregation’s Conduct

The conduct of the Senior Minister and the Congregation will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing (S&H) Allowance

3.1.1. The Congregation will provide to the Senior Minister a Salary of \$96,501.

3.1.2. The Board will consider the Senior Minister’s request that a portion of Salary be designated Housing Allowance once the Senior Minister has ascertained the likely domiciliary costs to be incurred.

3.1.3. Salary (and housing) may be paid bi-monthly or monthly (at the end of the month). S&H shall be reviewed annually by the Finance Committee and the Board of Directors.

3.2. Other Benefits and Expenses

3.2.1. The congregation is strongly urged to require the Senior Minister to participate in retirement, health, and group insurance plans. The Senior Minister, together with all eligible employees, should be covered by a long term disability insurance plan.

3.2.2. The congregation does not pay 7.65 percent of S&H in lieu of employer's FICA.

3.2.3. The congregation will provide retirement plan contributions made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate retirement plan, at 10 percent of total Salary and Housing.

3.2.4. The congregation will provide the following insurance premiums (all percentages apply to the UUA insurance plans):

3.2.4.1. Comprehensive medical insurance for the minister, 80 percent of total premium (50 percent for spouse/partner and dependents)

3.2.4.2. Group disability insurance, 100 percent of premium (with premium taken as taxable income by the Senior Minister)

3.2.4.3. Group term life insurance, 100 percent of premium (with premium taken as taxable income by the Associate Minister)

3.2.4.4. Group dental, 100 percent of premium.

3.2.5. Professional and out-of-pocket expenses. Reimbursable up to the amount so that benefits and reimbursable expenses total 30 percent of S&H (meaning there is approximately 9% for professional expenses). Expenses are payable promptly on voucher by the Senior Minister in accordance with an Accountable Reimbursement Plan developed jointly by the Ministers, President, and Treasurer. Expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Senior Minister.

3.3. Reallocation

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$127,581. The Board of Directors and the Senior Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the Senior Minister with an optimum array of benefits.

3.4. Annual Review of Compensation

3.4.1. The Board of Directors will review the Senior Minister's compensation annually in consultation with the Finance Committee, and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation.

3.4.2. The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual congregational meeting held for this purpose.

3.5. Annual Leave

3.5.1. The Senior Minister will be relieved of all responsibilities and may be absent from the area for a total of eight weeks per year, four weeks of which should occur in the summer months.

3.5.2. Four of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Senior Minister's return, all costs of such return will be borne by the Congregation.

3.5.3. Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Senior Minister's return, all costs of such return will be borne by the Senior Minister.

3.6. Denominational Service and Continuing Education

Ten days during the year will be allowed for professional conferences, not to include UU Ministers' events which are professional obligations and considered regular workdays.

3.7 Sick, Medical, Disability, Birth/Adoption, and Family Leaves

3.7.1. Sick Leave: The Senior Minister shall be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Senior Minister's illness or for the illness of a member of the Senior Minister's immediate family.

3.7.2. Extended Medical Leave: Should the Senior Minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the congregation shall place the Senior Minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Extended Medical Leave, the congregation shall continue to pay all employee insurance premiums (health, dental, life, retirement, and long term disability) as otherwise provided by this Agreement, and no less than 75 percent of the Senior Minister's salary and housing allowance. If the Senior Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the congregation shall retroactively pay the Senior Minister at 100 percent of salary and housing. [see 4.1 for consequent termination]

3.7.3. Health and Dental Insurance at the Conclusion of Extended Medical Leave: At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the

90-day-limit, health and dental insurance premiums will be discontinued and the Senior Minister will be offered COBRA coverage if available.

3.7.4. Disability Leave: In the event the Senior Minister is approved for long-term disability benefits, the congregation will deem the Senior Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the Group Life Insurance contract. Unless otherwise agreed to by both the congregation and the Senior Minister, salary and housing shall not be paid during disability leave.

3.7.5. Parental Leave: In the case of the birth or adoption of a child, the Senior Minister shall be granted six weeks of paid and six weeks of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, dental, life, and long term disability insurance.

3.7.6. Family Medical Leave: After serving for at least twelve months, the minister may take up to twelve weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave should be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, dental, life, and long term disability insurance.

3.8. Sabbatical Leave

3.8.1. The Senior Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken as agreed with the Board of Directors. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of the sabbatical plan must be approved by the Board of Directors and Senior Minister.

3.8.2. The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.

3.8.3. Every fiscal year, the Congregation will consider sequestering funds for use in funding the Congregation's additional expenses during the Senior Minister's sabbatical. This sabbatical fund is the property of the Congregation.

3.8.4. In the event of the Senior Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

3.8.5. The Senior Minister agrees not to resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

3.8.6. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave.

3.9. Intellectual Property

All notes, research, sermons, and other products solely of the Senior Minister's work shall be the sole property of the Senior Minister. Products created in collaboration with other ministers will be the shared property of all collaborating ministers.

4. DISPUTE AND TERMINATION

4.1. The term of this agreement is indefinite. It will continue until the Senior Minister provides the Congregation with at least ninety days' notice of intent to resign or retire, or until the Congregation provides the Senior Minister with at least ninety days' notice of intent to dismiss, or until the long-term disability or death of the Senior Minister.

4.2. Any dispute concerning the interpretation or performance of this Agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist minister appointed by the Senior Minister, one Unitarian Universalist minister appointed by the Congregation's Board of Directors, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

4.3. Per the Congregation's bylaws, a decision to dismiss the Senior Minister shall be by majority vote of all members of the congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

4.4. At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

4.5. The Senior Minister will arrange their own housing and in the event of the Senior Minister's death, the Congregation is not assumed to take responsibility for housing the Senior Minister's family.

4.6. In the event of dismissal, salary, housing allowance, and benefits will continue for three months.

4.7. In the event that the Senior Minister's resignation is negotiated, salary, housing allowance, and benefits will continue for three months.

4.8. The Senior Minister may be dismissed with less than ninety days' notice, and without the severance payments described in Section 4.1 of this Agreement, if the Senior Minister:

4.8.1. is convicted of a felony,

4.8.2. has their ministerial fellowship with the UUA terminated or suspended,

4.8.3. is found by the Board of Directors to have engaged in physically or sexually abusive acts toward a member of the Congregation, a Congregation employee, or a child, or

4.8.4. is found by the Board of Directors to have grossly neglected her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

5. AMENDMENT

5.1. The terms of this Agreement may be changed by mutual consent of the Senior Minister and the Board of Directors, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.

5.2. This Agreement will be reviewed at least every three years.

5.3. This Agreement is subject to the laws of the State of Indiana and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

6. SIGNATURE

This Agreement represents an official letter of agreement between Reverend Macklin and the Unitarian Universalist Church of Bloomington, Indiana.

Date Letter Extended: _____

For the Congregation: _____

President

Date Offer Accepted: _____

By: _____

Reverend Mary Ann Macklin, Senior Minister

ACKNOWLEDGEMENT

This Letter was modeled from the “JOINT RECOMMENDATIONS on Ministerial Agreements. Unitarian Universalist Ministers Association and Transitions Office. Unitarian Universalist Association. October 18, 2012” and is believed to be in alignment with the “The UUMA Guidelines for the Conduct of Ministry” (July, 2013).

Major changes from that document are:

- Modifications to reflect letter is intended for a Senior Minister. Changes are systemic and include:
 - Added Sections 2.1.3-2.1.4.
 - Specified distribution of responsibility for worship services in 2.3.3.
 - Changes to 2.7, 2.10 to reflect reporting structure.
- Changes to reflect our use of Policy Governance, in particular Section 2.2.
- Section 2.4.2: We ask members to pay for memorials and suggest honorariums for weddings unless it would be a financial burden.
- Section 2.5.2: Generally re-written to reflect the roles of task forces and committees under our policy governance model. We don't have a Nominating Committee or Committee on Ministry. (The Senior Minister normally participates in our Leadership Cultivation Committee.)
- Section 2.9: The role of the Committee on Ministry is handled by our Board of Directors and Ministerial Support Committee.
- Our Board is referred to as the Board of Directors rather than Trustees.
- Section 2.3: We have no Committee on Worship, the ministers are solely responsible for worship.
- Section 3.2: No payment in lieu of FICA. All insurance assumed to be through UUA. Dental is included. Professional expenses provided up to point benefits reflect 30% of S&H.
- Section 3.2.4.3: Indicate premium as taxable income.
- Section 3.6: Ten days are provided as opposed to four Sundays.
- Section 3.8.1: Removed most restrictions on sabbatical. Main requirement is approval by Senior Minister and Board.
- Section 3.9: Relocation Expenses deleted when converted from letter of call to letter of agreement. Section 3.10 renumbered to 3.9.
- Section 3.10.3/9: Clause to reflect shared intellectual property when multiple ministers are involved in creating material.
- Section 4.5: We have no parsonage, the Senior Minister is expected to arrange their own housing. No commitment is made if Senior Minister passes.
- Section 4.7: Three months of S&H are provided on negotiated resignation.

ATTACHMENT D

Letter of Call and Associate Ministry Agreement 2018-19

Rev. Scott McNeill

PROLOGUE

The Unitarian Universalist Congregation of Bloomington, Indiana, hereinafter the Congregation, and the Reverend McNeill, as Associate Minister, hereinafter the Associate Minister, jointly enter into this Letter of Agreement effective July 1, 2019.

1. INTENTION

The intention of this Agreement is to set forth the responsibilities and obligations of the Associate Minister to the Congregation and of the Congregation to the Associate Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Associate Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

Anti-Oppression Awareness: In calling a minister from a racial or cultural group historically under-represented in the Unitarian Universalist ministry, this congregation accepts its responsibility to continue to offer its members and ministers opportunities to increase their ability to function in a multiracial, multiethnic capacity and to address the systemic nature of oppression within Unitarian Universalism. On-going opportunities for growth and reflection will be offered to ensure the success of the professional ministry and will be scheduled by the ministers.

2. EXPECTATIONS

2.1. Shared Leadership

2.1.1. The ministers and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

2.1.2. The Congregation looks to its ministers for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Directors and the Congregation's committees.

2.1.3. You will serve the congregation as Associate Minister and report to the Senior Minister and to the Board of Directors, as a called minister . The Senior Minister, under our policy

governance model, is responsible for the operations of the Church within constraints and expectations set by the Board of Directors.

2.1.4. You will covenant with the other ministers on staff, and with the Congregation, to meet the needs of the Congregation.

2.1.5. Your specific responsibilities and authorities will be agreed upon in consultation with the Senior Minister. In addition to the responsibilities described in this letter, your areas of leadership responsibility are anticipated to include:

- Organizing the call to social justice work in the congregation.
- Ensuring quality and continuity of programming in support of the UUCB's mission and Ends statements.
- Providing opportunities for leadership development of board members, committee members and other lay leaders.
- Connecting the UUCB to the larger regional, national, and international UU faith.

2.2. Leadership Goals

The Board of Directors, in consultation with the ministers, staff, and Congregation, defines and maintains a set of Ends Statements, as is typical in Policy Governance, which define the leadership goals for the Congregation and are reviewed annually.

2.3. Pulpit and Worship Services

2.3.1. It is a basic premise of this Congregation that the pulpit is free and untrammled. The Associate Minister is expected to express his/her values, views, and commitments without fear or favor.

2.3.2. The Associate Minister will be free of Sunday service responsibilities once per month.

2.3.3. The Associate Minister will generally be responsible for preaching two sermons per month (one solo and one shared with the Senior Minister) as well as working as part of the ministerial team to provide seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services.

2.4. Services to Persons

2.4.1. The Associate Minister will participate in a collaborative pastoral ministry with the Senior Minister, Connections Coordinator, and Caring Committee to serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved. The Associate Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.4.2. The Associate Minister will provide counsel to members of the Congregation without fee or honorarium. The Associate Minister will preside at weddings and funerals of members and such services will be reimbursed by a fee or honorarium as set forth by the congregation and is

the property of the Associate Minister. When such services are provided to non-members, such fee or honorarium may be set by and is the property of the Associate Minister.

2.5. Services to the Board and Committees

2.5.1. The Associate Minister, along with the Senior Minister, will attend regular Board of Directors meetings as nonvoting participants, reporting as needed and bringing to its attention specific concerns as they arise.

2.5.2. The Associate Minister will be a member without vote on committees and task forces as determined in consultation with the Senior Minister.

2.6. Community Activities

The Associate Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Associate Minister speaks in public, the Associate Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation, Senior Minister, or Board of Directors has otherwise authorized.

2.7. Relationship to Church Staff

2.7.1. The Associate Minister will supervise and evaluate the performance of professional and lay staff as agreed upon with the Senior Minister.

2.7.2. The Associate Minister participates in annual staff evaluations and recommends personnel actions to the Senior Minister, at the request of the Senior Minister. The Board and Senior Minister will jointly decide on hiring, discharging, and changing compensation of church staff.

2.8. Office Hours and Days Off

2.8.1. The Associate Minister will be available three days per week for appointments and available for correspondence with the Congregation via other forms of communication, as necessary.

2.8.2. The Associate Minister will maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Associate Minister shall be available only for emergencies.

~~**2.9. Committee on Ministry / Transition Team**~~

~~2.9.1. The function of the Committee on Ministry is undertaken by the combination of the Board of Directors and a Ministerial Support Committee, who monitor and nurture the health of the ministry of the Congregation.~~

2.10. Evaluation of the Ministry

2.10.1. An assessment of the ministry of the congregation will be conducted annually by the Board of Directors as part of a periodic review and renewal (“Monitoring”) of the leadership and ministry of the Congregation.

2.10.2. The Senior Minister will assess and evaluate the work of the Associate Minister annually.

2.11. Minister’s and Congregation’s Conduct

The conduct of the Associate Minister and the Congregation will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing Allowance

3.1.1. The Congregation will provide to the Associate Minister a Salary of \$72,515. This includes a housing allowance.

3.1.2. The Board will consider the Associate Minister’s request that a portion of Salary be designated Housing Allowance once the Associate Minister has ascertained the likely domiciliary costs to be incurred.

3.1.3. Salary (and housing) [S&H] may be paid bi-monthly or monthly (at the end of the month). S&H shall be reviewed annually by the Finance Committee and the Board of Directors.

3.2. Other Benefits and Expenses

3.2.1. The congregation is strongly urged to require the Associate Minister to participate in retirement, health, and group insurance plans. The Associate Minister, together with all eligible employees, should be covered by a long term disability insurance plan.

3.2.2. The congregation does not pay 7.65 percent of S & H in lieu of employer’s FICA.

3.2.3. The congregation will provide retirement plan contributions made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate retirement plan, at 10 percent of total Salary and Housing.

3.2.4. The congregation will provide the following insurance premiums (all percentages apply to the UUA insurance plans):

3.2.4.1. Comprehensive medical insurance for the minister, 80 percent of total premium (50 percent for spouse/partner and dependents)

3.2.4.2. Group disability insurance, 100 percent of premium (with premium taken as taxable income by the Associate Minister)

3.2.4.3. Group term life insurance, 100 percent of premium (with premium taken as taxable income by the Associate Minister)

3.2.4.4 Group dental, 100 percent of premium.

3.2.5. Professional and out-of-pocket expenses. Reimbursable up to the amount so that benefits and reimbursable expenses total 30 percent of S&H (meaning there is approximately 9% for professional expenses). Expenses are payable promptly on voucher by the Associate Minister in accordance with an Accountable Reimbursement Plan developed jointly by the Ministers, President, and Treasurer. Expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Associate Minister

3.3. Reallocation

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$96,338. The Board of Directors and the Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the Associate Minister with an optimum array of benefits.

3.4. Annual Review of Compensation

3.4.1. The Board of Directors will review the Associate Minister's compensation annually in consultation with the Finance Committee, and Senior Minister, and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation.

3.4.2. The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual congregational meeting held for this purpose.

3.5. Annual Leave

3.5.1. The Associate Minister will be relieved of all responsibilities and may be absent from the area for a total of eight weeks per year.

3.5.2. Four of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Associate Minister's return, all costs of such return will be borne by the Congregation.

3.5.3. Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Associate Minister's return, all costs of such return will be borne by the Associate Minister.

3.6. Denominational Service and Continuing Education

Ten days during the year will be allowed for professional conferences, not to include UU Ministers' events which are professional obligations and considered regular workdays.

3.7 Sick, Medical, Disability, Birth/Adoption, and Family Leaves

3.7.1. Sick Leave: The Associate Minister shall be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Associate Minister's illness or for the illness of a member of the Associate Minister's immediate family.

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6. SIGNATURE

This Agreement represents an official letter of agreement between Reverend McNeill and the Unitarian Universalist Church of Bloomington, Indiana.

Date Letter Extended: _____

For the Congregation: _____

President

Date Offer Accepted: _____

By: _____

Reverend Scott McNeill, Associate Minister

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Major changes from that document are:

- Modifications to reflect letter is intended for Associate Minister who reports to a Senior Minister, and is part of a team including the Senior Minister and Minister of Religious Education. Changes are systemic and include:
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 - Specified number of sermons per month in 2.3.3.
 - Changes to 2.5, 2.6, 2.7, 2.10 to reflect reporting structure.
- Changes to reflect our use of Policy Governance, in particular Section 2.2.
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