

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Board Minutes

December 21, 2022



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Board members attending: Abby Gitlitz, Jane McLeod, Linda Pickle, Rich Slabach, Mary Craig, Drew Schrader, Regina DiLamore

Board Members Attending via Zoom: None

Board members absent: None

Ministers attending: Rev Connie Grant

Guests attending: Carol Marks, Amanda Waye

Submitted by: Regina DiLamore, Secretary

Attached Documents:

- A. Lead Minister's Report

I. Call to Order and Chalice Lighting

President Abby Gitlitz called the meeting to order at 7:13pm and the chalice was lit. A quorum was in attendance.

II. Check-in

III. Approval of the Minutes

Regina DiLavore moved to approve the November minutes. The motion was seconded and approved.

IV. Reports

A. Report from Lead Minister

Board discussed the personnel policy. Rev Connie Grant will be working on a check in with members. An Interim Progress Appraisal Board Meeting was scheduled for January 15, 2023.

President Abby Gitlitz moved to approve the Interim Minister's housing allowance for 2023 at 7:45 pm. The motion was approved.

The Interim Lead Minister Report is provided in Attachment A.

V. Old Business

A. Personnel Committee

Discussed during the lead ministers report. Discussion centered on the possibility of extending health insurance benefits to part-time staff, consistent with UUA recommendations.

B. Stewardship

The board discussed the need for an ongoing stewardship committee but agreed there is an acute need for support right now for the 2023 campaign. Drew Schrader and Rev Connie Grant agreed to begin working on 2023 stewardship campaign right away.

C. Formation of Search Committee

During the congregational meeting the Rev Connie Grant and the Board talked about the formation of the search committee. A nomination tool will launch at the end of March.

D. Bylaws and Policies Committee

The committee is ready to launch.

VI. New Business

A. Director of Administration

- UUCB will be getting new HVAC Units
- The two malfunctioning furnaces will be repaired by Christmas Eve.
- Space heaters can be used on Christmas Eve if the repairs are delayed.
- The database transition is complete
- Church DB will be retired on December 31, 2022
- Carol will remove the link to the old database from the webpage
- Carol described how she will be stepping away from UUCB

VII. Housekeeping

Board members have signed up for announcements through January 15.

Signups for Prologue articles are needed for mid-January.

VIII. Topics for Future Consideration

A. How delegates are chosen for GA and why it matters

Deferred

IX. Executive Session

The Board entered executive session at 9:08 p.m.

X. Adjournment

President Abby Gitlitz adjourned the meeting at approximately 9:22 p.m.

Date: December 21, 2022
To: Board of Directors
From: Rev. Connie Grant, Interim Lead Minister
Subject: Monthly Report, December 2022

1. As per your current policies, the lead minister's monthly report is to include "Progress of the UUCB towards its Ends (Section I)." Beginning in January, I plan to organize my report more closely in line with your Ends statements.

For December:

Personnel policies, Safety Procedures (II.B: Staff and Volunteer Treatment)

Personnel policies are currently under revision. As with other UUCB policies, there are inconsistencies between written policy, current practices, and best practice.

Your current policy says this about Health Insurance

Employees who work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Unitarian Universalist Association (UUA). Employees are responsible for payment of premiums. Further information concerning the plan and any alternative health related benefits may be obtained from the Church Administrator. The Employer does not sponsor a group health insurance plan, and purchase of private health insurance by employees is permitted.

Note the second sentence "Employees are responsible for payment of premiums." Currently, UUCB is paying 80% of premiums for your outgoing Director of Administration and your Director of Religious Education, and I plan to offer the same to your new Director of Administration as well as to your new Technology Coordinator (whose actual cost would be minimal because he is covered under his father's policy).

Regarding Safety of Congregation, Staff, and Volunteers: The Safety Team monitors safe conditions inside and outside the building. We are establishing procedures for locking and monitoring the doors.

Regarding related Policy II.C: Compensation and Benefits:

As part of the staffing plan currently being implemented, some disparity in compensation levels for staff members came to light. In setting revised compensation, fairness and equity have been taken into account.

Policy II.J: Religious Education

UUCB shall provide Religious Education for all ages, preschool through adult.

UUCB is in compliance with this policy! Experience here is very similar to that described in this essay by Evin Carvill-Ziemer, Congregational Life Consultant for Youth Ministry for the UUA's Central East Region.

"Where are the Children and Families?": It's not just your congregation.

<https://www.uua.org/central-east/blog/better-together/where-are-children>

2. Review of membership roll

Per Bylaws 2.2

Review of roll. Membership rolls shall be reviewed annually with reference to participation. Any Member who has not participated within one year shall be asked whether he or she wishes to remain a Member. The name of a Member who cannot be located, replies in the negative, or does not reply within thirty (30) days of the mailing of an inquiry by first-class mail to the Member's last-known address shall be removed from the roll.

I'm considering a way to assess the participation levels and needs of everyone on the membership roll this year, through a gentle but forthright survey.

3. Interim Progress Appraisals

As part of the UUA's transitional ministry program, they ask for Interim Progress Appraisals, as follows.

Can we get this done by February?

Overview

Interim Progress Appraisals are a time for the board and leadership to reflect with the minister on the joint work of interim ministry. How well are the leadership and interim minister working on the tasks of interim ministry? What needed more work than expected? Where does work need to begin? Is the process moving along well?

The appraisals should be approached as a conversation between leaders and the interim. The Transitions Office likes to have copies of the appraisals to learn about the congregation's readiness for settled ministry and to see how self-reflective and open the interim minister and congregation are as they move forward. They are not meant as an evaluation of the interim minister.

The evaluation from the congregation should be done as a group, with one form submitted on behalf of the leadership after consultation with the minister. The interim minister should also consult with the board before submitting their own interim ministry appraisal.

Cycles

For a 24-month interim ministry

The appraisals are due: 1. six months after the start date 2. twelve months after the start date (usually good to begin a church year and reassessment) 3. toward the end of the interim ministry (in the last month or two)

See Appendix A

4. Housing Allowance for Calendar Year 2023

Please record in the minutes the Board's vote to approve the attached resolution (See Appendix B) for the full text):

Resolved, that effective this date, a housing allowance of \$2,781.96 per month for the calendar year ending December 31, 2023 is hereby designated pursuant to section 107 of the Internal Revenue Code.

Resolved by vote of the Board of Trustees, Unitarian Universalist Church of Bloomington.

Appendix A

Interim Progress Appraisal form

Interim appraisals should be completed separately by congregation and interim minister with results shared. Appraisals are due after 6 months, after 12 months, and at the end of the second year of interim ministry. In the case of a three-year interim, a final appraisal should be conducted at the end of the ministry. Please email completed form as an email attachment to transitions@uua.org.

1. Congregation Name (please enter full name)
2. Congregation City and State/Province
3. Name of Interim Minister
4. Date Interim Ministry Began
5. Name of Person Completing Appraisal
6. Email of Person Completing Appraisal
7. Role of Person Completing Appraisal
8. When was this appraisal conducted?
 after 6 months
 after 12 months
 at end of second year
 at end of third year
9. Date of Appraisal
10. How did the leadership and congregation prepare itself for interim ministry?
11. Had previous interim ministries affected how interim ministry is viewed? If so, please describe.
12. Goals of the interim ministry:
13. Please assess the congregation's work toward engaging and acknowledging its grief and conflicts.

14. Please assess the congregation's work toward recognizing its unique identity and its strengths.
15. Please assess the congregation's work toward recognizing its needs and challenges.
16. Please assess the congregation's work toward understanding the appropriate role of the minister(s), church staff, and lay leaders.
17. Please assess the congregation's work toward successfully navigating leadership shifts that often accompany times of transition.
18. Please assess the congregation's use of appropriate external resources, e.g. the UUA, Regional or District Resources, etc.
19. Please assess the congregation's ongoing work about being engaged in the wider world e.g. service to others, social justice, anti-oppression.
20. Is the interim minister capably ministering as preacher, pastor, and teacher? Have there been difficulties or have constraints been put upon the minister's ability to do so?
21. Has the interim minister been attentive to self-care and to a spiritual practice of choice?
22. Is the interim minister courageously raising the needful issues in the congregation?
23. Is the interim minister gaining the cooperation of the church leadership in addressing those issues?
24. What would you like to see addressed during the remaining interim period or in the future? Are there any adjustments that need to be made to the initial goals or anything else?
25. Any additional thoughts or observations?
26. Has this appraisal been shared with the minister if being completed by the board or with the board if being completed by the minister?
27. If appraisal has not been shared, please explain.

Appendix B

Unitarian Universalist Church of Bloomington
Housing Allowance Resolution
for Rev. Constance L. Grant

December 21, 2022

Whereas, section 107 of the Internal Revenue Code specifies that the amount of ministers' compensation that is designated in advance by their employer as a housing allowance is not taxable in computing federal income taxes to the extent that it is used to pay for actual expenses incurred in owning or renting a home or apartment, and, in the case of ministers who own their home, does not exceed the fair rental value and maintenance of the home; and

Whereas, Rev. Constance L. Grant is compensated by Unitarian Universalist Church of Bloomington exclusively for services as a minister; and

Whereas, Unitarian Universalist Church of Bloomington does not provide Rev. Constance L. Grant with a parsonage; therefore, it is

Resolved, that effective this date, a housing allowance of \$2,781.96 per month for the calendar year ending December 31, 2023 is hereby designated pursuant to section 107 of the Internal Revenue Code.

Resolved by vote of the Board of Trustees, Unitarian Universalist Church of Bloomington.

Abby Gitlitz
President, Board of Trustees
December 21, 2022