

BOT Meeting Minutes September 18, 2014

Unitarian Universalist Church of Chattanooga

Present: Leslie Brock, President; Monique Lewis, President Elect; Frank Caperton, Past President; Daidee Springer, Treasurer; Jim Welborn, Secretary; Buck O'Rear, VP Resources Ministry; Linda Park, VP Outreach Ministry; Greg Cruz, VP Congregational Life Ministry

Absent: Cecile de Rocher, VP Religious Growth Ministry

Guest: Kay McCurdy, DRE

Leslie called the meeting to order at 6:33 pm and Rev. Cathy lit the chalice. Leslie opened with a reading by Anne Forester "Into the Dawning". Everyone checked in and meeting began.

August Minutes: Jim presented the amended minutes. Buck made a motion to accept and Daidee seconded the motion and minutes were approved.

Minister's update: Rev. Cathy is proceeding to appoint a transition team of from 5-7 members to work with her during her time of ministry at UUCC. Rev. Cathy will begin to educate the congregation on right relationships. The Lay Pastoral team will have an important role in this education. We are exploring Chalice Lighter Grants to upgrade the downstairs. Also, we need to get more hymnals for the sanctuary.

Minister's Notes

UUCC

September 18, 2014

Dear Board Members,

This has been a very productive and educational month. Beginning with the Transitions Training with UUA staff and two Professional Transitions Specialists from the Interim Ministry Network. If you are interested in learning more about IMN, the website is imnedu.org. I've also pasted below information from Rev. Barbara Child AIM about creating a Transition Team to work with me instead of a traditional Committee on Ministry. Barbara suggests that this be done prior to arrival of the Interim, but since we are working together on Developmental Ministry as opposed to Interim, I suggest that we glean from this what we want and create our Transition Team to suit our needs. The five goals that were set by the board are a good place to begin planning our work together. The Lay Pastoral Care Team and I had a wonderful meeting and discussion about their role in this transition period. One thing we discussed was beginning to educate the congregation about right relationship. I would like to ask Wendy and/or others from that team to be on the Transition Team. We can discuss this at the board meeting as we review the five goals.

Here's a look at what my first month was like as your new Developmental Minister:

Two days after returning home from Minneapolis, my mother and I (along with two dogs and a cat) began our journey to Chattanooga. We are finally beginning to feel settled in our new home. My husband arrived last Saturday and has been helping us with finishing touches. His plan is to come down for a week once a month and maybe even a long weekend now and then in between. We are grateful for the warm welcome we received from the members of UUCC, it is beginning to feel like home.

Chris has been a tremendous help to me as I begin to settle into the rhythms of UUCC congregational life. I've attended as many meetings as possible in the past two weeks and have had one-on-one visits with a few congregants. I was invited to visit Winie and Bruce McDuffie and their daughter, Susan, on the Monday before his death and maintained contact with them that week. The memorial service is scheduled for December 7 at UUCC. I have had an opportunity to learn about the congregation's history from many of the conversations that I've had, but there is so much more to learn. A Transition Team would be a tremendous help in that regard.

Below is a summary of my schedule for the past two weeks. It's been intense, but necessary to make initial contact with as many of the leaders of the church as possible.

9/2 – Judith and Elaine (Social Justice)
9/3 ~ Kay (DRE)
9/4 ~former congregant (resigned the book last Sunday)
9/5 ~Wendy Sapp (re: pastoral care)
9/5~ Wendy, tom, Steve Hollingsworth (Communications)
9/5 ~Jennifer (Music Director)
9/6~ attended Small Group Ministry facilitator training (9-12)
9/7 ~ Sunday Worship water communion service
9/8 ~ home visit Bruce McDuffie
9/9 ~ meeting with prospective member
9/9 ~ meeting with Rich regarding sound adjustments, etc.
9/9 ~ meeting with board president
9/10 ~ meeting with Kay
9/10 ~ meeting with Wendy
9/11 ~meeting with Daidee
9/12 ~ study day
9/13 ~ sermon prep
9/14 ~ Forum speaker and Worship
9/14 ~ Worship Committee meeting
9/15 ~ a full day off! ☺
9/16 ~ Lay Pastoral Care meeting
9/16 ~ conducted my first wedding in Chattanooga!

9/16 ~ meeting with Leslie

9/16 ~ attended Finance Committee meeting

9/17 ~ SEUUMA meeting in Oak Ridge TN

9/18 ~ home visit with Winie; meeting with Judith, meeting with Kay, board meeting.

Transition Team (by Barbara Child, AIM)

I ask the President to have the Board appoint a Transition Team in the summer before I arrive. This should be a group of 5-7 people, none on the Board, all well-known and respected members of the congregation, not representative of any ideological “factions.” Also, there should be no one on the Team who served on any Committee on Ministry that worked with the previous minister. I ask that such a COM disband. Its work is finished. If I discover when I get there that there are remnants of a COM who want to be involved in leadership during the interim period, I meet with them separately from the Transition Team and engage them as a study group to work towards the later creation of a COM along the lines described by Robert Latham in *Moving on from Church Folly Lane* (2006, pp 244-72).

Before I arrive, the Transition Team arranges my calendar for my first couple of weeks on site. I ask them to make individual appointments for me with every Board member, committee chair, staff member, and any other leader they think I should meet at the outset. They are not to schedule appointments during that time with resident complainers or people who just can’t wait to meet me because they want to bend my ear about something or other. Genuine requests for pastoral conversation will come to me directly for scheduling once I get on site.

I ask the Transition Team to figure out what is the best way for me to get to know the congregants – picnic, potluck, series of coffees or dessert gatherings, whatever – all to happen and be done by the end of October.

Throughout the year, the Transition Team is my think tank. We meet monthly for me to get their sense of the pulse of the congregation. I want them to have read *Temporary Shepherds* (In the Interim), our “Bible” of interim ministry, before I get there so they can help me educate the congregation about the interim tasks and help make sure the congregation, and especially the leadership, is doing its interim work. It is common for the Transition Team to have a regular column in the newsletter in addition to mine for regularly reinforcing communication of key messages to the congregation. We take special care that no attempts at triangulation among the congregation (or individual congregants), the Team, and me succeed. The Transition Team needs not to function in any respect like the formerly common Ministerial Relations Committee. Together we figure out what the congregation most needs as interim work and how best to do it. Often this turns into work on present identity, mission, and vision. Often this

turns into devising workshops or other gatherings for this thoughtful work to happen among the congregants. When it nears time for me to leave, I tell the Transition Team explicitly that they are in charge of making sure there is a suitable finale for my ministry there, a reception after Sunday service, or a dinner, etc., so that there is a proper good-bye and a sense that my ministry with the congregation is finished.

Board Goals Revisited: Rev. Cathy says that these five BOT goals are a good place to start our work. We will need to prioritize the goals before work begins.

Goals

1. Identity. Vision and Mission. Who do we say we are, to ourselves and to the world? How do we express the unity that binds us despite our humanistic and spiritualist differences?
2. Covenant and Safe Community Policy. What are the standards for the relationships we want to have with one another? How shall we respond when behavior violates these standards?
3. Member Engagement. How do we build a larger core of active members? Are there programming changes that will help? How do we identify and build the next generation of church leaders? How do we build a financial stewardship tradition that will sustain the church?
4. Governance. How do we extricate our Board of Trustees from the ever-flowing nitty gritty of ministerial decision-making to create time for governance and strategic thinking? How do we develop policies that will make our decision making more consistent?
5. Better Communication. What procedures and habits must we build to make decisionmaking as transparent as possible and build trust within the community? How do we do a better job of telling our story to the larger community?

Financial reports: Daidee reported that it was necessary to transfer another \$1000 from COG funds to balance out last year. This makes us about \$150 to the good. She is looking at next year cautiously and currently we have enough COG money to cover this year's budget if we have to use these funds.

Childcare for events is not charged to program budget. It is currently under nursery workers. It is very important that Kay be contacted for any childcare needs. **Do Not** call childcare staff. Call Kay at 423-774-1099 or email dre@uucc.org. Kay has developed a spread sheet to track RE expenses. Also, Kay will bring our childcare policy to next BOT.

Items from Finance Committee:

1. **Craft Fair:** So far we have 6 vendors and are shooting for 15. The advertising committee will determine the extent of advertising within UUC and outside.
2. **Building content insurance update:** Insurance on contents has been increased to \$150,000. The question was raised about coverage of electronics and our insurance rep. assured us that there is no limit for electronics that we currently have on site. Building is insured for \$1,000,000 and we also have liability insurance. We may need to determine how much we would need to replace the current structure.
3. **UUA consultant for Stewardship Drive:** Buck has been in discussions with UUA and consultant Bill

Clontz about assisting us with our stewardship drive for next year. The cost is \$1600 for the "Next Step Weekend" which entails a visit and discussions with numerous church members and consultant will return with recommendations on how to proceed. We have the option of stopping the process at this point if we choose to do so. The earliest date for Bill Clontz is December. After much discussion the following motion was put forth by Buck.

I (Buck) respectfully move that the board accept the recommendations of the finance committee and approve of contracting with UUA for the stewardship consultants "Next Step Weekend Program" at a cost of \$1600. Date to be arranged. Expense to be charged to Growth Initiatives Fund. Motion seconded by Daidee and the motion was approved unanimously.

4. **Facility Use Policy draft #6:** Buck presented the draft # 6 as a living document which can be revised as needed. Buck put forth the motion. **I (Buck) respectfully move that the board accept the recommendation of the finance committee and approve adoption of draft #6 Facility Use Policy, as replacement of existing building use policy in its entirety.** Linda seconded the motion and the motion was approved unanimously.

DRE Report: Kay had a good idea for an adult prom to be held on Saturday, February 14, 2015 (Valentine's Day). The idea will be developed further. Below is Kay's report.

August 2014 Religious Education Report

- Average weekly attendance: 27
- Teaching Teams are set for the 2014/2015 church school year.

Sprouts (ages 5-8)

Wendy Sapp, Linda Helton, Christy Tittsworth, Eric Tittsworth

Medievals (ages 9-12)

Gale Audier, Sandy Kurtz, Claire Ballew, tom kunesh, Elaine Watkins

Teens (ages 13-18)

James Joyner, Kristie McKinley, Nancy Beel, Diana Solomon

- The Religious Education Committee held a day long retreat on August

23rd, at the home of Wendy Sapp. The event was led by Brenda Ford, RE Committee Chair, and the entire committee (Brenda Ford, Cecile De Rocher, Wendy Sapp, Leslie Brock, James Joyner, tom kunesh, Kay McCurdy) was in attendance.

- UUCC teen Isabelle McCurdy attended the UUA's Summer Seminary program at Meadville Lombard in Chicago for one week in August. She is looking forward to applying to the program again this coming summer, and is seriously considering the ministry as a career path.
- DRE is leading a six week course on Wednesday nights, *Parents as Resident Theologians*. Three folks signed up for the class, and we had a great first session together.
- Due to lack of demand, we are not currently offering childcare for Wednesday night programming at church.
- Coming up in October: Harvest Festival on October 11th!

Outreach: Linda reported that membership is functioning. Social Justice just had a movie night. Communications is fortunate to have Wendy Sapp continue as editor of Newsletter. Tom needs help with website. On the morning of October 18, we will have pictures with Santa Rich at the church. A donation to the church of \$25 will be the charge. Rose Anne will take the pictures. Linda will handle the dogs and cats. Greg said to make sure to bring your own flash drive for the pictures.

Congregational Life: Gregg reported requests from the Wowzers.

1. In order for the children to leave the service in time for a full RE program, Wowzers are requesting that the Board Rep ONLY start the service with the Welcome to Worship introduction. Announcements can be mentioned as listed in the program, put on the screen for reference prior to the service, brought to the attention of attendees by special announcements on color paper placed in seats or saved for the closing, if the event is following the service. At this point in time, twenty minutes have lapsed before the children leave to go downstairs.

2. Pictures illustrating the Story for All ages can be placed on the screen, IF the reader goes to the trouble of scanning the picture(s) in a Google docs format. Google docs can be shared and power points cannot. We are purchasing one month of Kindle books and receive an additional month free, to see on an experimental basis, if images can be used easily from books that have already been scanned into Kindle format. Not all children's books are available in this format, of course. All of this is to say, the use of

one book that is held up and only seen by a very few in attendance will be strongly discouraged. There will be an announcement in the newsletter requesting Creative Geek squad volunteers to form a subcommittee to help with visuals for hymns, responsive readings and stories for all ages.

3. The Wowzers request the BOT to accept the gift of the upright piano from Richard Raulston. It will be placed in the Sophia Fahs room for the use of the choir, if need be, or other uses to support adult RE. Knowing that Kay McCurdy does not want the children using the piano inappropriately, a lock for the piano can be obtained if need arises. Steve Hollingsworth went to Richard's house to determine whether we could use this piano. The answer was 'yes'. Jennifer Arbogast has been consulted and said 'yes'. Nicky Ozbek called Summit piano to get a name and price quote for a piano tuner. \$85.00 to come to the church and tune pianos. Hopefully the piano can be moved with the assistance of our church volunteers. With the help of Connection volunteers and Rev Harrington and Anne Johnson, we are hoping the Sophia Fahs room will be refreshed in the near future to provide a space for Connections and meditative thought.

The BOT discussed items 1 & 3 and agreed that the Board Rep part of service can be shortened and Rev. Cathy will draft a new Board Rep welcome. Also Greg volunteered to help with scanning and etc. for the children's story. The BOT still has concerns about the piano and tabled the discussion until next BOT.

Also, Daidee requested that anyone using the kitchen must clean up and put dishes away.

Board Retreat: The BOT retreat will be on Friday, Oct 24 from 5:30 pm to 8:30 pm and Saturday, Oct 25 from 8:30 am to 4:30 pm. The Friday session will be at church. The Saturday session will be in the Eastgate Community Conference Room.

Quick Reports:

- a. Board Rep duties/ script: Both need revision and Rev. Cathy will begin with the Script to shorten the time on Sunday mornings. The duties will be discussed at next meeting.
- b. Board Rep Schedule: Set for next quarter. OK as is.
- c. Proposal for Solomon Memorial: Tabled until next BOT.
- d. **Next BOT Meeting: Thursday October 16 at 6:30 pm at UUCC.**
- e. **November BOT Meeting conflict:** In order to support and not conflict with the Transgender Day of Remembrance Service on November 20, the BOT unanimously agreed to meet on Wednesday, November 19 instead of on their usual third Thursday of the month. The BOT meeting for November will be on **Wednesday, November 19 at 6:30 pm at UUCC.**

Everyone checked out and the meeting adjourned at 9:10 pm. Submitted by: Jim Welborn, Secretary