

Unitarian Universalist Church of Chattanooga
Board Retreat July 14, 2018

Present: Nicky Ozbek, President; Bart Solomon, Past President; Mary Lou Reed, VP Religious Growth Ministry; Link Christiansen, VP Congregational Life Ministry; Connie Cowherd, Secretary; Lynna Ruth Standridge, Treasurer; Mandy Cowley, Church Administrator.

Absent: Dave Benn, VP Resources

Guests: Nancy Kaib, Ministerial Search Committee (MSC) joined the Board @ 4PM.

Meeting called to order @1:15 PM by Nicky

I. Introduction and Opening Words – Nicky

II. Icebreaker exercise led by Nicky

III. Annual Calendar:

- A. Quarterly council 2018/2019 meetings have been set for Saturday September 22nd, January 26th, and May 18th. Meetings begin at 9AM at the church.
- B. Board of Trustees meeting will continue to be on the 3rd Tuesday of each month.
- C. Annual Congregational Meeting June 9th, 2019.

IV. Contracting portions of the Ministry – Five choices

- A. Keep budgeted funds and have lay lead services (some members have concerns about the church degenerating with this option)
- B. Contract for ½ year and save ½ of funds for ministerial search
- C. Contract new Minister
- D. UUA has new minister in mind for full time. There is concern our offer would not be accepted
- E. Contract with UUA minister from Knoxville to come as needed.

There are three people, possibly, interested in the position of contract Minister. Two are scheduled to be in the pulpit in August. Meredith Olson will speak on August 5th and Rod Harrison August 19th.

Discussed Lay Pastoral Care responsibilities of Minister. Wendy Sapp, chairperson of this committee, is no longer on the Pastoral Care committee. This leaves Rich Dyer and Elaine Hill. The committee averages 40 calls per month. There was a consensus that we need a minister to support both membership and lay pastoral care.

Board finalized a draft of an interim minister's expectations. This draft of these responsibilities is attached.

V. Considerations in Absence of Minister:

Board members are to be on call for any benevolence fund, pastoral care and membership issues. Mandy will speak with potential new members.

VI. July 22nd Congregational meeting:

A. Need to clearly define agenda items and votes to be taken

1. to call a full-time minister to begin in fall of 2019 more funds are needed
2. 2018/2019 pledges total 167,000 compared to previous fiscal year of 183,000.
3. To offer same salary of previous minister requires an additional \$16,000.
4. Are we going to do this by taking a leap of faith, make more money with fund raising, cut UUA dues, cut committee budgets, or get new pledging members.

B. Historical budget information – There is 112,000 savings; this includes Church of God savings, restricted funds accounts, and money market.

C. Fund raising- Historically there have been annual fund-raising events; one service auction and one fund raiser. Our last fund raiser grossed \$8000. Many churches include this income into their annual budget.

Bart agreed to speak at the Congregational Meeting on July 22nd, 2018.

D. UUA has distributed a suggested employment contract to UU's Boards for review and input. This was briefly discussed. Item tabled – to be discussed later.

VII. Cathy's Exit Interview with UUA's Terri

Those in attendance, Connie, Mary Lou, Link and Nicky, believe an accurate presentation of our evaluation was presented to UUA. Terri will be having an exit interview with Cathy and be back in touch with us.

A. Committee on Ministry – tabled

VIII. Ministerial Search Committee

Nancy Kaib gives an update on the progress of our Ministerial Search Committee. Salaries discussed as well as sources of potential candidates. UUCC is not bound to UUA to provide a future settled minister.

IX. Other: Lynna Ruth, Treasurer, representing the Finance Committee recommends Mandy take responsibility of UUCC's weekly newsletter. It is expected this will take 2 to 3 hours per week. At a max of 12 hours per month this would be another \$2600/year. Link makes a motion to adopt this recommendation. Lynna Ruth seconds. Motion approved unanimously. Personnel Committee will conduct the annual evaluation which is due now.

Other:

Next Board Meeting is August 21st at 6:30 PM

Board Rep Schedule: August 5th Mary Lou and Link; August 12th Dave and ??; August 19th Nicky and Mary Lou; August 26th Link and Lynna Ruth.

Closing Words: provided by Nicky. Dinner followed.

Respectfully submitted,
Connie Cowherd
Board Secretary
September 22, 2018

Contract Ministerial Responsibilities

Objective: Maintain operations during UUCC's ministerial search year.

Administrative tasks:

- Supervise staff, including weekly staff meetings
- Work collaboratively with the Board and committees, attending most meetings to provide a ministerial perspective and encourage collaboration/communication among groups

Worship and Rites of Passage:

- Lead or co-lead worship once or twice per month, including Christmas Eve
- Officiate weddings and memorial services as needed

Pastoral Care

- Keep regular office hours
- Maintain Benevolence Fund
- Offer pastoral visits and calls for those dealing with difficulties and transitions
- Collaborate with and offer developmental opportunities for Lay Pastoral Care team

Religious Education

- Support the work of the RE Committee and DRE
- Support and assist with Faith Forward Membership classes

Social Justice and Outreach

- Work with congregational leaders to ensure UUCC is welcoming to guests and known in the greater Chattanooga community

Connections with Wider UU Community

- Support relationship-building and collaboration with nearby UU congregations
- Encourage members to participate in regional and national UU programs and events

