

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of January 12, 2010

Present: Sam Brooks, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Susan McDaniel, Maggie Scarborough, Paige Smith, Josh Socolar, George Thompson, Bob Weston

Ex Officio: Maj-Britt Johnson, Scott Provan

Visitors: Frankie Stern, Peter Witt

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 7:01 pm. Erich Lieth, the Board Member of the Month, lit the chalice and read about “What You’re Missing While Waiting for Spring.”

BOARD LEARNING

Frankie Stern and Peter Witt made a presentation entitled *Stewardship Ministry Team Briefing to the Board*. Frankie said that support for a UU church breaks down to approximately as follows:

- 20% of members are committed to the institution;
- 60% are connected to UU values; and
- 20% are consumers of the ministry.

She said that the church’s mission feeds deeper fellowship, which feeds stewardship, which feeds the mission.

Scott Provan said that our church’s revenues fell 7% last year because some people were not able to meet their pledge commitments due to the poor economy. Frankie said that pledges for 2010 went well until late in the drive, when, in reflecting the poor economy, several members suddenly said that they could not continue to give money to the church because of their financial problems.

Frankie recommended that the Board: a) continue toward mission-based governance; b) ensure Stewardship Ministry leadership continuity; c) recognize the Stewardship Ministry’s significant contribution and responsibility to the church; and d) make visible the Board’s own generosity and support of the Annual Stewardship Drive. Frankie was impassioned about the Board thanking the people who raise money on behalf of the church. She also thinks that the Board should show its interest in the stewardship effort by asking for quarterly reports about stewardship.

Barbara Chapman asked if and how the Board should recognize the major contribution of the 43 largest donors who together provide 50% of the Church’s funds. Maj-Britt Johnson said that every other congregation that she knows about has a major donor dinner.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [January Exec Com Report](#)
- For approval:
 - December Minutes

Barbara Chapman moved that the consent agenda be approved. Mariana Fiorentino seconded. Unanimously approved.

REPORTS

1. [Minister's Report](#)

Maj-Britt Johnson explained that she gets lots of requests for internships and has accepted as an intern a local young man from Carrboro, Nate Holister, whose grandparents were founders of ERUUF. She proposes for him to have a half-time internship for two years beginning this fall. She expects that he will help with social justice issues because this is his passion, and that his internship will take a couple of hours per month of her time. She would like him to be compensated, and said that UU guidelines are for about \$15,000 per year for a full-time intern.

There was general discussion about whether or not the church should pay for an intern. Some Board members felt it is fair to pay a person for work. Other Board members felt that the church would be doing an intern a favor by educating them, especially because this particular intern is just beginning his course work. It was also mentioned that Maj-Britt will need to go to Chicago once a year for training in dealing with interns.

Susan McDaniel moved that the Board accept Maj-Britt Johnson's proposal to have an intern for two years starting in the fall of 2010. There will be no financial commitment. Sam Brooks seconded. Unanimously approved.

2. **Previous Month's Action Items**

All action items have been completed, with the following exceptions:

ACTION	BY WHOM	DUE DATE
Thank Nominating Committee	Susan Spalt	ASAP
Follow-up with Mia regarding what Nominating Committee wants with respect to maintaining confidentiality of records	Susan Spalt	ASAP
Contact Church Council members regarding committee reports for Annual Report	Erich Lieth	ASAP
Ask Andrea to find a place at the church for confidential records	Maj-Britt	ASAP

ANNOUNCEMENTS

George Thompson says that the [agenda for this weekend's Board retreat](#) is sufficiently described in the attachment that it needs no further discussion. Barbara Chapman says that people with computers will need to bring their own extension cords to the retreat.

Paige Smith says that the Services auction, scheduled for February 6, is one of our largest fundraisers, and raised \$12,000 last year. Of the funds raised, 40% will go to the Straley fund, 20% to outreach, 20% to the Manse, and 20% to the operational budget. It would be wonderful if all Board members would donate to the auction. Scott Provan will be auctioneer, and Josh Socolar and Erich Lieth will play music. Donation items are being solicited through tabling, and the committee will call people who have donated in the past.

ACTION ITEMS – NEW

1. Use of Manse

Alan Spalt, Mariana Fiorentino, and others have been on a Manse Committee to determine what should be done with the Manse. George Thompson asked all Board members to share their observations about the Manse. These included the following.

Assets of the Manse include:

- it is located in a beautiful setting

The problems with the Manse include:

- it's too far from the parking lot
- the path from the parking lot is a problem for mobility-constrained persons
- it has inadequate outside lighting
- it's too small for some groups
- it's not sufficiently comfortable (e.g., too cold)
- it takes time to heat up
- it has power problems (including intermittent electricity on windy days)
- the woodwork around windows looks shabby
- the cabinets in the kitchen look horrendous

The Board needs to answer the following basic questions about the Manse:

- How can the congregation best use the Manse for purposes related to the church's mission?
- How do we make the Manse amenable to the church's own program?
- How can we make it more useful?
- Is it worth pumping money into?
- How can we rent it on the cheap?

Some important considerations in deciding what to do with the Manse:

- If the Manse is rented, significant staff time will be spent on building rental because renters need to see the property, renters need attention, and clean-up is necessary.
- Improvements are going to be larger to rent the Manse than if we are just using it ourselves.
- Because Religious Education uses the Manse, we need to be mindful of use of space for kids.
- Sprucing up the Manse could be done at low cost (e.g., painting, upgrading electrical outlets at only \$10 or so per outlet).
- We can do inexpensive decorating with historical photos of the church.
- Serious renovation would require a major capital campaign of up to \$150,000.

Barbara Chapman suggested that Alan and Mariana lead a Board discussion of the Manse at a near-term Board meeting. Mariana said that the February Board meeting might be suitable.

2. Newly Revised Mission Statement

Barbara Chapman read the latest draft, distributed earlier in the day, which was re-written in response to lots of pushback from congregation members on many parts of the proposed draft that was shown to the congregation. Several Board members thereupon expressed major reservations about the latest draft. Comments included:

- This latest draft is not the statement that people commented on before, so it would be premature to hold a congregational vote on it on February 14.
- The new statement is “vapid.”
- The passive voice of the latest statement is not good.
- There are problems with the syntax of the second sentence.
- It is not clear why there is a separate mission statement and statement of purpose.

In response to the criticisms, Scott Provan said that the committee took out all of the things that people didn't like, which was all of the things that had passion.

Barbara said that the committee can no longer continue working on the mission statement because the committee has been looking at the statement too long. Barbara reminded the Board that our church is at tipping point in terms of governance size, and advised Board members to look at what Hotchkiss (in *Governance and Ministry*) says about mission statements.

ADJOURNMENT

The Board Retreat is Friday, January 15, at 7 pm in the Kirby Room; and Saturday, January 16, at 9 am in the Community Room.

The next Board meeting is Tuesday, February 9, at 7 pm.

The meeting adjourned at 9:09 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Contact Church Council members regarding committee reports for Annual Report	Erich Lieth	ASAP
Ask Andrea to find a place at the church for confidential records	Maj-Britt Johnson	ASAP
Contact Nate regarding internship and no financial remuneration	Maj-Britt Johnson	ASAP
Letter to Stewardship Committee from BOD	George Thompson	ASAP
Work with Allen Spalt to lead discussion with and give recommendations to BOD regarding manse	Mariana Fiorentino	February 9

Retreat Overview

There will be 3 parts to the Board retreat.

- On Friday evening, we will meet in the Kirby Room at 7:00 pm. Please arrive a few minutes early so we can start on time. Maj-Britt will be leading the Friday evening session and sharing her goals and staff information. Folders and handouts will be provided.
- Saturday morning, we will meet in the Community Room starting promptly at 9:00 am. After preliminaries, the Governance Task Force will lead the morning activities. ***Please be sure to bring your Governance and Ministry book. Also, please take time to read and mark your copy so we will have more background information for the activities.*** Lunch will be provided from noon to 12:30.
- The afternoon session will start promptly at 12:30. We need to finish by 3:15 to avoid the traffic jam after the home basketball game. The afternoon session will be devoted to Board goal setting and sign ups.
- The new board members have read the *Governance and Ministry* book and are up to speed. New board member orientation was held on January 2.
- Thanks to all for volunteering to set up, clean up and provide snacks to make our time comfortable and productive.

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Community Church of Chapel Hill – Executive Committee Meeting

Date: January 5, 2010 @ 7:00 p.m.

Present: George Thompson, Paige Hall Smith, Erich Lieth, Barb Chapman, Scott Provan, Maj-Britt Johnson

Board Learning

- Frankie Price-Stern is planning a presentation on the importance of year-round stewardship.
- As this was being discussed, Andy Hencke passed through, saying he was on this way to a Stewardship Committee meeting and would take the message to the committee that this should be on the BOD agenda asap.

Board Retreat

- Friday evening session (Jan 15 from 7:00-9:00 p.m.) will be in the Kirby Room.
- All sessions on Saturday (Jan 16 from 9:00a.m. - 3:15 p.m.) will be in the Community Room.
- The projector is currently in a lock box in the Straley Room; Erich will get it set up for the retreat.
- Lunch has been ordered from Breadmen's and will be delivered by 12:00 noon.
- Barb will call Susie to reserve the Kirby Room for Friday evening of the retreat.
- Barb will do set up for Kirby Room and Community Room

Calendaring

- Scott raised the question of when calendaring is done, and the need for it to be done as soon as possible so the Concert Series Committee can do its scheduling.
- Maj-Britt said staff begins the calendaring process and has been doing so as early as possible to avoid conflicts with rentals.

Budget

- The July 18, 2009 budget review with individual committees did not work well as too few BOD members attended, committees were not ready, and over all it seems too early.
- Scott felt it was very helpful for BOD members to hear from individual committees, but with the BOD's attempt to not "micromanage," extensive justifications

from committees are no longer necessary.

- Maj-Britt said we need to look at how decisions are made, who hears what.
- Erich's recommendation was that budgets still be due July 1 as committees are bringing closure to the year and before folks leave for vacations.
- Scott's recommendation was that final budgets be due in late September.
- Budget dates should be added to the over-all church year-long timeline, e.g.,
 - Town meeting in Oct to discuss budgets
 - Joint meeting of BOD and CC in November
 - Congregational meeting in Dec
- Paige suggested an important open question is, "How do we align budget and visioning process?"
- The question of changing the church's fiscal year was again raised.

How should we deal with important concerns or issues for which standing committees do not have time, i.e., ministry out in the world?

- How do we get a visual of all the things people in our church are doing out in the world?
- Having huge committees is generally not effective.
- Our Covenant Group structure is an example of effective committee structure, i.e., there is a small central committee, members of that committee go out to work with groups, and involvement mushrooms.
- Committees should have names that give an accurate picture of the work they do (e.g., Community Services Ministry). Names do give people a preconceived notion of the work a committee does.
- Committee charters should tell what a group does so someone could read a charter and tell what the group does, and subsequently the breadth of the work being done by the church (within and beyond these walls).

Minister's Report

- Maj-Britt is currently preparing for the retreat.
- Some recommendations made for future reports: (1) not necessarily in detail what MBJ and office are doing, (2) an overall picture of what's going on, what's working and what's not – this would serve as a record of what is going on in the church..

Services Auction

- Paige will give a report at the January BOD meeting.

New Business

- Use of the manse
 - The manse is not always working out well for meetings with regard to comfort, lights, outlets, heat.
 - Marion is pleased with the use of the manse for RE.
 - At this time, it is not good rental space.
 - Staff time must be a consideration in renting the manse.
 - 20% of the proceeds from the Services Auction (hopefully \$2500) will go to improvements to manse.
 - How much would/will it take to make the manse comfortably usable?
 - There is a reserve fund of \$25,00 for the manse.
 - George will ask Allen Spalt to bring information and proposals to BOD in February to start an “excellent conversation” about the manse.

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Minister's Report

Minister's report to the (new) Board January 2010

As some of you are new I'll go ahead and do an overview for you of how I spend my time as some folks may not know how ministers stay busy when they're not in the pulpit or at a Board meeting. In the future I will report on how things are going in key areas with the staff and in my own work. Last month's report told you about staff changes. My main focus in Dec. continued to be with staff.

On a daily basis: Do e-mail and take care of the unexpected and unplanned -phone calls from strangers, issues that come up on the fly, scheduling, responding to queries, problem solving, reading minutes, and reports etc. 12 hrs. wk. averaged out.

Monthly: Minister's meetings -2 UU meetings (one of them is only 4x year, one is every month), one Justice United Clergy meeting, one interfaith clergy group - 2 hr wk.

Caring Ministry - The Caring Ministry coordinators, Ivy and Cathy and I meet monthly to talk about that ministry, strategize and plan, usually for two hours. We also have frequent contact about pastoral issues by phone and email. Then I meet with them and the Pastoral Associates about a week after that for a two hour training. I often spend 2-3 hours prepping for the training, and/or doing follow up with Cathy and Ivy. Soon we will be doing a visioning session as we want to expand the ministry's goals. 1.5/week

The Covenant group facilitators. First I prepare a session which they will use with their groups. We do a run through of it as a group ourselves. We also have a business meeting for one hour after the run through. 1 hr. wk.

The Worship and Arts Ministry. First I meet with the Chair, Marni Goldshlag to review the agenda. At the meeting we meet as a whole committee, then I meet with only the associates for the second hour. With preparation for the associates , 1 hr wk.

Committee meetings: I also meet monthly with the Committee on Ministry, the Board Exec., the Board, and the Church Council. Before the Church Council meeting I meet with Tifani and the Board V.P to plan the agenda for that. 3 hrs. wk

PRN As needed I meet with Membership (will meet with them at the end of January for visioning), Peace and Justice, Community Services Ministry, Stewardship, I.T. (avg. maybe 1 hr. week)

Weekly:

Staff - Most of the staff members and I meet about once a week. Marion and I definitely do. She and I will be working on a vision for Lifespan R.E. as well as small group ministries in addition to Covenant Groups we may be starting to provide more opportunities for people to find a way to belong, and to grow their spirituality, at the church.

The part-timers, Tifani and Glenn, and I meet with a little less often, but we end up talking every week. I do a daily check in with Andrea. We meet as a whole staff once a week. This past week our topic was the goals we want to share with the Board. 6+ per wk.

Pastoral care varies. In December I spent 16 hours in one-on-one sessions, some were health

related, others were people who just needed to meet with me for one reason or another. Some months are less. Some much more if there is a memorial service. This is the hardest area to either predict or average out, and there is an endless amount that could be done. 4 week avg.

Sermons. A sermon is supposed to take 20 hours to prepare -or so they teach us in Div School. I reserve Wednesdays and Saturdays for sermon prep. Other things happen on Saturdays (Board retreat, newcomer orientation, weddings) so it's rare I get that much time. I preach 3 times a month and use non sermon Wednesdays for catch up and future planning, and reading. Avg. 16 hours wk.

Sundays – I work 6 a.m. to 2 p.m. Plus occasional Sunday eve's or afternoons e.g. Coming of Age sessions this spring. 8 hrs. week.

Adult R.E. – I prep for and lead a Friday drop in group. 2 hrs. wk.

This “semester” I will lead 3 different 3 week Adult R.E. Courses. Prep will happen throughout the five months Jan-May. Avg. 50 hours with prep most likely. 2 hrs wk.

Annual:

Denominational work - UU Funding Panel. I make two annual trips to Boston, Nov. and May. Prep = reading grants and contacting grantees. Annually it takes about 80 hours. 2 hrs wk.

Part of my role as a fellowshipped minister is also to mentor students and ministers in the fellowshipping process. Currently I **mentor** one minister who is in the process, and this fall I began as a “**teaching pastor**” for a Meadville Lombard student. That school bestows the title of Adjunct professor on teachings pastors, by way of payment (to the ego I suppose ☺) And beginning next year I will need to go to Chicago once a year for a training/seminar which they pay for. I am happy to report that this means the student I “pastor” will be an intern for us starting next fall, for two years. His name is Nathaniel Hollister. No payment is absolutely required but is advised. We will need to talk about how much we can raise to compensate him to the degree we are able. 1 wk. (more starting next fall)

Community Outreach – one thing or another (MLK events, Peace and Justice Plaza events, Justice United events) 1 hr wk.

Total 60-65 hours a week, 6 days a week is pretty much avg. I have one Sunday off a month which sometimes makes for a less intense week, sometimes not.

Faithfully,

Maj-Britt

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