

Unitarian-Universalist Church of Nashua, NH (UUCN)

Board of Trustees (BoT) Meeting

December 14, 2015

Present: David Hudson, Mike Wilt, Kate O'Shea, Mary Licking, Lance Pratt, Carol Wagner, Rick Spitz, Ellen McCormick, Steve Hedges, and the Reverend Allison Palm. Absent: None. Guests: Sandra Greenfield, Interim Director of Lifespan Religious Education (stayed until close of presentation); Harry Purkhiser (stayed until close of presentation).

The timekeeper was Kate. Lance performed the reading for the chalice lighting. BoT members were invited to Check in. The sign-up sheet for performing the Welcome at worship services was circulated among the BoT members.

David led a discussion of the proposed consent agenda, which included the minutes for August 16th, September 14th, October 13th, and November 9th. He explained that the August and October minutes note when the BoT went into Executive Session at those meetings. A motion carried made by Ellen and seconded by Carol to approve the minutes for those four dates.

Harry Purkhiser, representing the Stewardship Team, led the discussion on this year's goals and efforts (see attached briefing). Rick, also on behalf of the Stewardship Team, contributed to the presentation. It was pointed out that an online seminar provided by the UUA on the topic of Stewardship served as one of the sources in putting together this year's plan. BoT members agreed to submit pledges by January 3 in support of the Stewardship campaign.

Sandra Greenfield, in her role as IDLRE, gave a status report on efforts from her start on August 17th through the present. She noted that progress has been made, but there is still much to be done. The BoT should be aware that January is the time for a decision on what to do about that particular position or a similar settled position regarding the 2016 – 2017 church year. The timing has to do with job description preparation and dissemination, a search, and then interviewing. The BoT was appreciative of the thorough presentation and Sandra's efforts to date. The BoT shared Sandra's view that another year of interim would be beneficial. The BoT indicated its support for another year of interim to The Reverend Palm and the deep admiration for the work Sandra is doing in that role. The Reverend Palm stressed that the BoT is only one group to be consulted in this process and that she will be meeting with other groups before a decision is made, not only on the contract, but on what form the position will take. Sandra thanked the church for the holiday staff appreciation event she plans to attend this week.

A motion carried made by Kate and seconded by Steve to enter Executive Session. After a discussion led by David, the BoT exited Executive Session.

A discussion on the monthly report regarding White Wing School (see attached) was led by David.

The Reverend Allison Palm gave the Minister's Report (see attached). The Reverend Palm noted that the staff created two new policies, one for food and another for alcohol. These are the first of a number of Operational Policies that will be approved in the coming months. Policies will be circulated to the parties most affected as they are approved and will be added to the website in the coming months. Several BoT members gave favorable comments regarding the report.

Mike led the discussion regarding the nomination of Tina Marshman to fill the vacancy for an Assistant Treasurer. A motion carried made by Mike and seconded by Rick to approve Tina Marshman as an Assistant Treasurer.

A motion carried made by Steve and seconded by Lance to accept the amended (this is the third proposal) BoT Covenant version put forth before the BoT at this meeting (see attached).

The discussion on the bylaws revision efforts is rescheduled for the January BoT meeting (see November 2015 minutes).

Among other items considered were as follows: David announced that of the three hours we have left in our account with Unity Consulting, one will be used by The Reverend Palm and David, one will be used by the staff, and one will remain in the account for a use to be determined. The NNED Board has posed five questions to us and each BoT member is asked to get responses to David so he can get them to Carol, who will collate them, by Friday. Another response to the coffee house survey was received (in addition to the two post-October-meeting deadline responses received that were announced at last meeting), changes to the document recently suggested by David have been incorporated and the survey addendum containing those responses was provided to the BoT by Mary. The Clerk, on behalf of the BoT, accepted from Harry Purkhiser, earlier in the meeting a letter authored by Cecile Bonvouloir he was passing on at Cecile's request thanking the church for the Ministerial Search Committee appreciation dinner she and her family attended. David gave a brief assessment of where the BoT stands on intended accomplishments now that the year is at the one third mark.

Kate gave the timekeeper report.

Closing words over the chalice extinguishing were provided by the Reverend Allison Palm. A covenantal check out was performed.

Volunteers slated for BoT tasks are named in Lists #1 and #2 below. List #3 below includes upcoming dates of events and List #4 describes attachments to these minutes.

Lists #1 through #4

List #1 Words of Welcome

& Church Service Announcements:

December 20 Steve, December 27 Rick, January 3 Mike, January 10 Mary, January 17 Steve, January 24 Ellen, January 30 Kate, February 7 Carol, February 14 blank, February 21 blank, February 28 blank, March 6 Mary

List #2 Chalice lighting: Jan. 11th – Mary, Feb. 8th – Steve, Mar. 14th – Lance, Apr. 11th – blank, May 9th – blank, June 13th – blank  
Timekeeper schedule: Jan. 11th – Ellen, Feb. 8th – Rick, Mar. 14th –blank, Apr. 11th – blank, May 9th – blank, June 13th – blank

List #3 Upcoming Dates:

Event Dates Listing:

Thursday, December 24<sup>th</sup>, Christmas Eve Services (7 & 10 pm), Sanctuary

Monday, January 11<sup>th</sup>, Next BoT meeting, 7:00 pm, Youth Room

Saturday, March 19<sup>th</sup>, Church Auction, Parish House

Saturday, April 10<sup>th</sup>, The Reverend Allison Palm's Installation as Settled Minister of UUCN

List #4 Attachments to these minutes:

- Minutes for Aug 16, Sep 14, Oct 13, & Nov 9 BoT meetings
- Stewardship and Leadership presentation, December 14, 2015
- The Minister's Report, December 14, 2015
- BoT Covenant, December 14, 2015
- Coffeehouse survey responses received after 10.13.2015
- Letter of thanks from Cecile Bonvouloir for Ministerial Search appreciation dinner

/// /// End of attachments listing ///

Minutes submitted by,  
Mary Licking,  
Clerk, Unitarian-Universalist Church of Nashua, NH

## **Board of Trustees Meeting Minutes**

The BoT meeting minutes for the following meetings held in 2015 listed below:

August 16th, September 14th, October 13th, and November 9<sup>th</sup>

can be accessed on the [uunashua.org](http://uunashua.org) website or else by reading them in the physical folder that is kept at the back of the dining room.

VERTICAL NOTE: After posting of August 16<sup>th</sup>, 2015 minutes it was noted by Clerk, UUCN, that the absence shown in the minutes of BoT member, Carol Wagner, was not followed by (excused) as it should have been. This erroneous omission is intended to be brought before the BoT at its January 2016 meeting. Signed, Mary Licking, Clerk, UUCN

# Stewardship and Leadership

Presentation to the Board

Dec. 14, 2015

# Stewardship Team Activities

- Working to instill higher sense of generosity among parishioners
- Planning Financial Commitment Campaign with goal of \$325K vs. \$290K pledged last year
- New tasks under Stewardship umbrella
  - Annual Goods and Services Auction
  - Coordination of all church fundraising
  - Working on Stewardship web pages and online pledging & payment

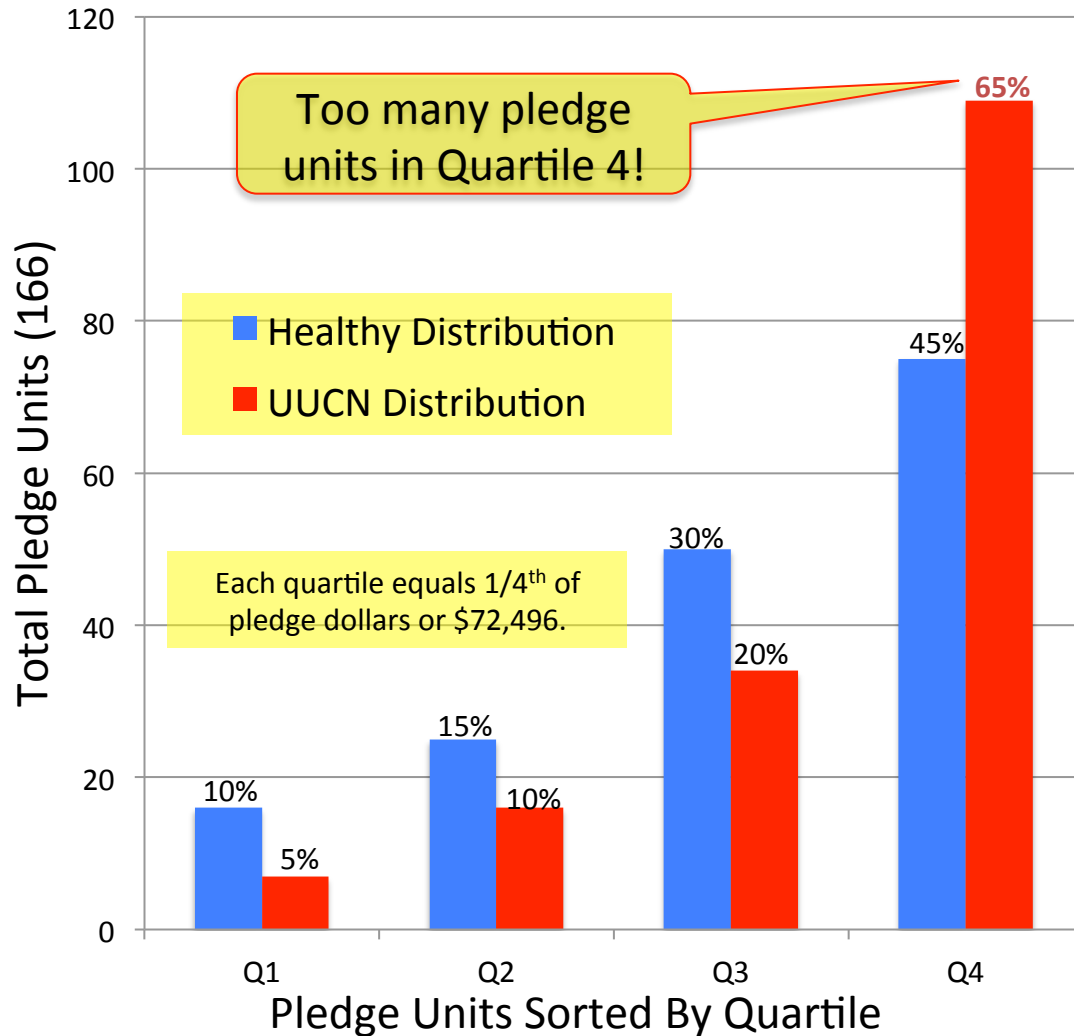
# 2015 Pledge Drive Quartile Analysis

Overall 2015	
Families	292
Pledge Units	166
Total Pledged	\$289,983
High Pledge	\$17,000
Average Pledge	\$1,747
Median Pledge	\$1,000
Low Pledge	\$10
One Quartile =	\$72,496

Quartile Analysis	Quartile			
	Q1	Q2	Q3	Q4
No. of Pledges	7	16	34	109
% of All Pledges	5%	10%	20%	65%
High Pledge	\$17,000	\$6,000	\$3,000	\$1,500
Avg Pledge	\$10,743	\$4,554	\$2,133	\$637
Median Pledge	\$10,200	\$4,900	\$2,000	\$540
Low Pledge	\$6,500	\$3,000	\$1,500	\$10
Healthy Pledge	10%	15%	30%	45%
Mean Increase of Increasers	30%	25%	28%	50%
% Increased	100%	80%	70%	38%
% stayed Level	0%	20%	18%	45%
% Decreased	0%	0%	12%	17%

What would happen to our totals if these folk had stayed level?

# How Can We Reach Quartile #4?





# Critical Campaign Success Factors

1. Experts suggest we must have a compelling case for generosity tied to our *mission* because there is lots of competition for donor dollars.

Questions for the Board:

1. Does our current mission statement encourage you in any way to be better stewards of our church? In what way?
2. Are there changes we may want to think about to update our mission statement to be more compelling to generosity?

# Critical Campaign Success Factors

## 2. Leadership Commitment is in the Top Ten Tips for Jumpstarting Your Pledge Drive.

***The Board was **key** to last year's campaign success!***

Challenges for the Board:

1. Make a substantial financial commitment that you can be proud of, then talk to others about how you arrived at your pledge.
2. Volunteer for videos, testimonials, the wrap-up phone-a-thon, etc.
3. Pledge NOW so we can show your level of commitment to other church leaders and the rest of the members and friends.

# The Fine Print

- Examine your income and obligations
- Examine your other giving opportunities
- Consider the goal of giving 5% to the church
- Decide how much you can give
- Complete the 2016-2017 Financial Commitment form and turn in to church office or hand to a Stewardship Team member, or email to [harrypurkhiser@mac.com](mailto:harrypurkhiser@mac.com).
- Relax in the glow of [Saying Yes](#), and tell others.

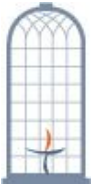
And....

Thank you!

From the Stewardship Team:

Stu Davidson, Russ Leonard, Elizabeth Lewis, the Rev. Allison Palm, Harry Purkhiser, Rick Spitz, Garvin Warner, and Jess Woods.

# The 2016-2017 "Saying Yes" Stewardship Campaign



## Unitarian-Universalist Church of Nashua

58 Lowell Street  
Nashua, NH 03064  
(603) 882-1091 [uucnoffice@gmail.com](mailto:uucnoffice@gmail.com)  
<http://uunashua.org>

Donor name \_\_\_\_\_ Second donor name \_\_\_\_\_

\_\_\_\_\_  
Mailing address City State Zip code

\_\_\_\_\_  
Telephone E-mail

I/we commit \$ \_\_\_\_\_ to support the operating budget for the church year beginning June 1, 2016 and ending May 31, 2017.

My/our financial commitment will be fulfilled using the following schedule:

\$ \_\_\_\_\_ Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_ Quarterly \$ \_\_\_\_\_ Annually by (what date) \_\_\_\_\_

### Optional:

With this commitment I have reached or exceeded the goal of giving 5% to UUCN. \_\_\_\_ Yes \_\_\_\_ No  
I am on the path to reaching the goal of giving 5% to UUCN. \_\_\_\_ Yes \_\_\_\_ No

### Payment Method (Select one)

1. \_\_\_\_ Debit my bank account. (Recurring debits are on the 20th of each month.)  
\_\_\_\_\_  
Routing number Account number (or include voided check)

\_\_\_\_ Continue to debit my bank account. (For those who set this up in past years.)

2. \_\_\_\_ Charge my credit card. (Please be sure to sign this form below.)

\_\_\_\_ Mastercard \_\_\_\_ Visa \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Card number Security Expiration date Signature  
Code

3. \_\_\_\_ Cash or check enclosed.

4. \_\_\_\_ Stock transfer. (Please contact me at the phone number above for details.)

\_\_\_\_\_  
signature (or 2 signatures for a couple) date

**Donations to the Unitarian-Universalist Church of Nashua are tax deductible. It is understood that financial situations sometimes change. If you need to revise your financial commitment, please contact a member of the Stewardship Team.**

STATUS REPORT TO  
BOARD OF TRUSTEES

14 DECEMBER 2015

UNITARIAN UNIVERSALIST CHURCH  
OF NASHUA

Sandra Greenfield  
Interim Director of Lifespan  
Religious Education

# Report Contents

TIMELINES

FIVE INTERIM  
TASKS

ACTIVITIES TO  
DATE

OBSERVATIONS &  
RECOMMENDATIONS

Thank  
You



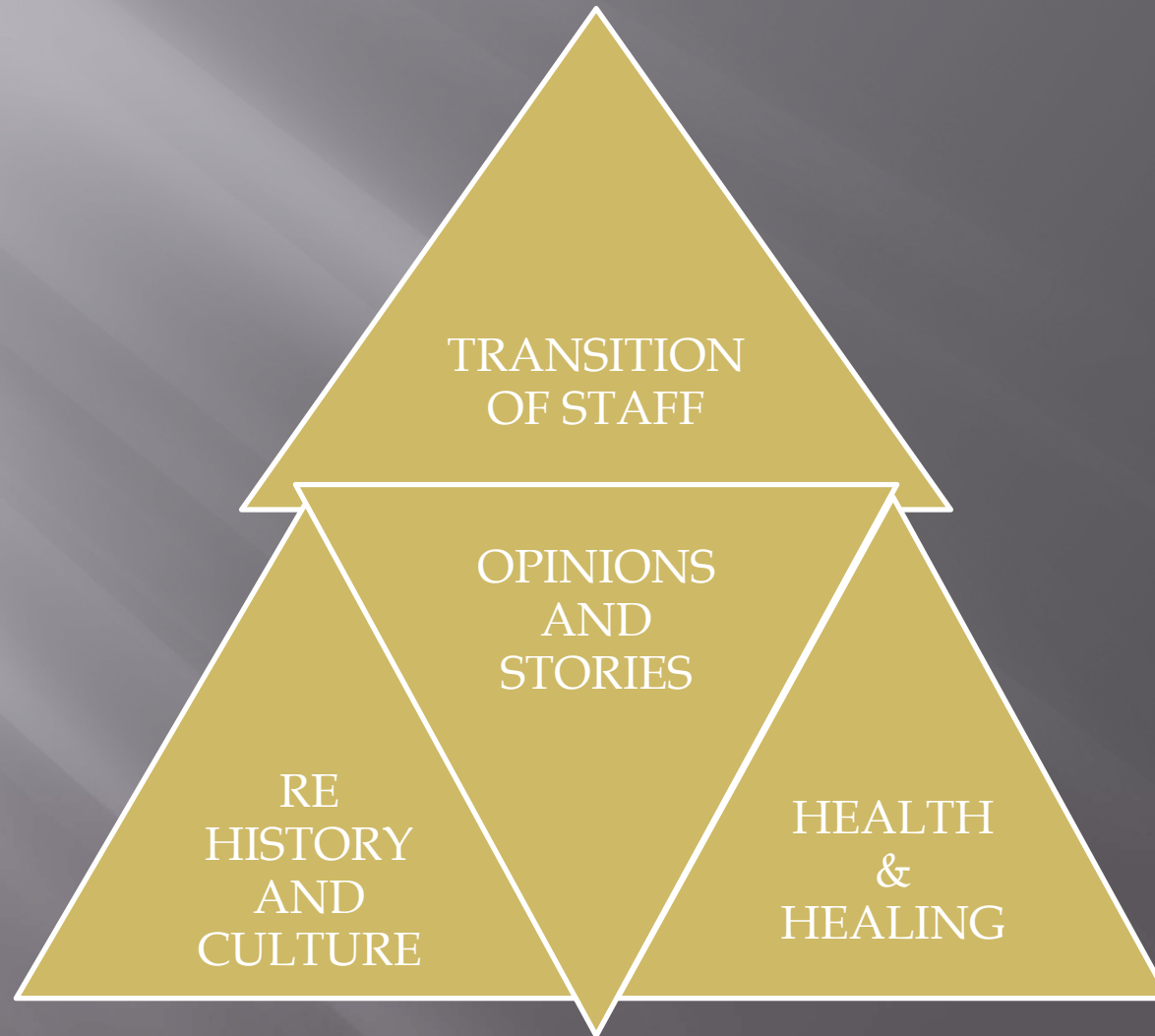
# Timeline

- ▣ Beginning of fifth month of 2<sup>nd</sup> year of interim religious education ministry
- ▣ Current contract started on August 17, 2015
- ▣ August – October the program administration and execution a mix of on and off site
- ▣ On site administration starting 10/3

# Five Interim Tasks

- ▣ Coming to Terms With History
- ▣ Evolving a Unique Religious Education Program Identity
- ▣ Leadership Changes During the Interim Period
- ▣ Renewing Associational Linkages
- ▣ Commitment to Future Program Vitality

# History



# Evolving a Unique Religious Education Program Identity



# Leadership Changes

Program structure and staff

Navigating the shifts in leadership

Advocating for strong lay leadership

Empower congregation

Model new approaches

Nurture collegial relationships-staff team

# Renewing Associational Linkages

- ▣ Raising awareness among the RE Program leaders and congregation about the importance of Unitarian Universalist Association and your local UUA district and region
- ▣ Renewing connections with available resources and services within the district, region, and the UUA, including Liberal Religious Educators Association (LREDA), Unitarian Universalist Ministers Association (UUMA) and other RE and lifespan faith development resources

# Future program vitality

VISION,  
STEWARDSHIP,  
INFRASTRUCTURE

FOCUS ON  
POSITIVE

CLOSURE

SERVE AS  
RESOURCE

PRESENT AND  
FUTURE CHANGES

TRANSITION  
STRATEGY

# First year of interim 2014-2015

## ▣ Efforts towards interim tasks

Creating stability during the first year following  
a 29-year predecessor

Revitalization of young adult ministry

Elevation of professionalism of position

Covenant of Right Relations

Day time adult programming

Children's worship

Lay leader support



# The Past 5 Months

## The Next 7 Months

### AUGUST - DECEMBER

- ▣ Attendance at meetings
- ▣ One-on-one interviews
- ▣ Participation in staff team formation
- ▣ New office and Resource Room
- ▣ Multigenerational Worship
- ▣ REC meeting structure

### JANUARY - JULY

- ▣ Visioning retreats for RE, ASD and Youth
- ▣ Additional worship services, starting chapel
- ▣ Additional interviews
- ▣ Volunteer lay leader training support
- ▣ Safe Congregation Policy

# Chris Parker's Legacy



# Observations: Strengths & Successes

1. New minister – supportive of religious education and Religious Educator
2. Dedicated membership coordinator
3. Commitment and desire to experiment! Ready for change!
4. Community involvement – social justice and outreach (outreach collection, Community Dinner, AREA)
5. Worship! The use of A/V and the music!
6. Space for youth and space for children's worship

# Strengths & Successes

7. Commitment to life-changing youth programs such as OWL and ROPES
8. The growing theological diversity
9. The Dream Team – REC
10. Dedication in leadership (Board, RE, Stewardship)
11. A rich history in Nashua; commitment to the legacies
12. Financial commitment for RE – new office, Resource Room!
13. Attention to staff team, staff goals and professionalism

# Observations: Challenges

1. Program for children and youth rooted in traditional educational models. Lack of progression and vision. Rooted in the past
2. Lack of UU identity in children and youth (Bill of Rights, etc. on the walls), possibly many adults as well
3. Lack of understanding of lifespan learning or lifelong learning
4. Omission of processes: culture of folks responding, reacting and planning on their own

# Challenges Cont'd

5. Energies scattered with multiple concurrent initiatives (interim RE, Strategic Plan, Leadership Development, Website, Policy Governance)
6. Infrastructure for staff: clarity in roles, accountability, performance evaluation
7. Organizational Chart: where does RE fit?
8. Lack of connection between children and youth as well as with adults
9. Young families – burdening the already overburdened

# Challenges cont'd

10. No ASD Committee or apparent interest
11. Can be challenging to be a parent or a family
12. Infrastructure – resources and tools for staff and leaders: technology
13. Diversity

# What needs to be in place for settled educator?

- ▣ Articulate and plan for fostering of UU identity of this congregation
- ▣ Vision, where going. Growth? Lifespan?
- ▣ Family ministry, pastoral care
- ▣ Organization - electronic and physical
- ▣ Classroom space
- ▣ Time to build the compensation package- see how stewardship campaign goes
- ▣ Staffing considerations: overall educational AND ministerial needs



# Recommendations

- ▣ Evaluate job description in light of staffing needs
- ▣ Create a timeline for search (job description, search team, publication, etc.)
- ▣ Thank the Dream Team for returning to RE leadership during the interim period!
- ▣ Continue interim ministry through July 2017



**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**December 14, 2015**

First, the staff would like to say a big thank you to the Board for treating us to a holiday meal. We will celebrate together this Thursday and are grateful for your generosity.

**1. WITHIN**

*The Unitarian-Universalist Church of Nashua is a spiritual home where members and friends experience personal transformation by: Participating in varied and meaningful common worship that nurtures, challenges, and inspires; Exploring religious values and discovering individual truths; Joining in fellowship with other members and friends.*

- Average Sunday attendance so far this year: 222 (combined worship & RE)
- Sandra Greenfield and I held a well received Vespers service to dismantle our Ancestry Altar. 20 people attended. A desire was expressed for more such services in the future.
- The Music Team is preparing a survey to gather thoughts on video-recording the service.
- Once monthly Children's Chapel will begin in January. The Worship Associates will be assisting with those services.
- We will have a total of 5 multigenerational services this winter and spring.
- Children's Religious Education enrollment has risen from 81 to 95 in the last month.
- The Youth Group has begun holding monthly Pancake Breakfasts on the first Sunday of the month. They also hosted a holiday concert on December 12.
- QUESTION: Right now, the Board has a bunch of binders in the Youth Room closet. Would it be possible to relocate these so the youth could use that storage space?
- Sandra and I spent a day in late November on retreat together, discussing Lifespan RE and the interim work. She will share more of our conversations at the Board Meeting.
- T-UU-sday Adult Spiritual Development Offerings will begin in January. We will also be offering "The Wi\$dom Path" again this winter.
- Small Group Ministry Facilitators will be helping to lead the service on January 24.
- The Pastoral Care Team is planning a training on "Listening as a Spiritual Practice" in January or February led by Aaron Pawelek, a local Pastoral Psychotherapist. We plan to invite the rest of the congregation and Pastoral Care groups from other area congregations.

## 2. AMONG

*The Unitarian-Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by: Creating a beloved community where we minister to one another; Supporting and respecting one another in our daily lives and our religious journeys; Generously giving of our time, talents, and money; Being good stewards of our church resources in pursuit of our mission.*

- A Restorative Circles Team has formed as a result of the training that took place in October. They will be hosting Reflective Listening practice sessions every second Tuesday from January through May. They will also be engaging in practice together as a group.
- The Leadership Development Team will be working with the Property Team over the next few months to help strengthen that team.
- The Stewardship Team is working with Mike Wilt and the Web Team to implement online pledging and payments in time for this year's Stewardship Campaign.
- Jenn Morton, Michelle Morrison and Kate O'Shea have stepped up to lead this year's Auction. Mark your calendars now for March 19!
- Cabinets for the Resource Room will be delivered and installed this week. The staff are looking forward to getting the room organized.
- I have assembled a Strategic Advisory Team to help with the development of a 5-year plan and a 20-year building plan. The Team consists of Gary Lerude, John Sanders, Mary Merkel and Gillian Hinkle.
- My Shared Ministry Team (Carol Houde, Steve Ladew, Brenna Woods and Cecile Bonvouloir) has now met twice. They will be the other body (besides the Board) who will be evaluating me for my Fellowship renewal.

## 3. BEYOND

*The Unitarian-Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.*

- I participated in the Nashua Area Interfaith Council Thanksgiving Service on November 24. I hope next year we can do a better job of advertising this and get a few more UUCN folks to attend the service.
- We welcomed 16 new members and 8 children and youth into our congregation on November 22.
- Sandra and I went to Youth Group to promote General Assembly on December 6. I hope that either this year or next year a group of youth will attend.

- Last month I reported that a letter had been sent to me regarding Black Lives Matter. I will be meeting with that group on Wednesday (December 16) and will report more next month.

#### 4. ORGANIZATIONAL HEALTH & EFFECTIVENESS

- The staff have begun reviewing and approving operational policies. I will be attaching the policies we approve each month to my Board Report as an FYI.
- We are in the midst of interviewing for a bookkeeper. We received 13 applications and are conducting 3 interviews. The plan is for the Bookkeeper to begin in the new year.

#### 5. FINANCES

Line Item	Year to Date (11/8/15)	Budget	Notes
INCOME			
Endowment	\$74,189.54	\$149,662.00	
Pledges	\$121,156.23	\$283,108.00	
Other Income	\$11,045.54	\$53,600.00	looks like there is an accounting mix-up on the Outreach Offerings
<b>TOTAL INCOME</b>	<b>\$206,391.31</b>	\$486,370.00	
EXPENSES			
Budgeted Outreach	\$1,595.09	\$3800.00	
Denomination	\$19,829.00	\$19,414.00	more members than budgeted
Board Discretionary	\$0	\$1500.00	
Membership	\$7,017.65	\$12,859.00	
Music	\$12,870.88	\$23,816.00	
Operations	\$70,233.86	\$127,771.24	
Outreach Disbursement	\$8,770.83	\$35,000.00	
Property	\$46,761.03	\$73,925.00	
Public Relations	\$2,821.50	\$3000.00	New sign
RE	\$31,464.51	\$78,860.00	
Search Committee	\$114.35		Late reimbursement
Social Justice	\$0	\$1000	
Spiritual	\$63,878.52	\$140,903.04	
<b>TOTAL EXPENSES</b>	<b>\$265,357.22</b>	\$521,848.28	
	<b>-\$58,965.91</b>	-\$35,478.28	Difference is essentially the same as last month, if you disregard the Outreach Offering discrepancy

## **ATTACHMENT 1: Food Policy**

While we are cognizant of many of the diverse dietary needs of UUCN members and friends, we cannot be responsible for meeting the full range of dietary needs. We encourage full descriptions of ingredients at potlucks, but those with specific needs must make their own decisions on whether foods are appropriate for them and assume the risk if they choose to eat them. Individuals are welcome to bring their own food to events if they feel the need to be sure of ingredients and/or preparation methods. Parents are responsible for monitoring food for children with life threatening allergies.

Approved by Staff 11/24/2015

## **ATTACHMENT 2: Alcohol Policy**

The use of alcohol in our society has long been a source of controversy. UUCN has never taken a position that forbids the use of alcoholic beverages by its members and friends. We all realize that alcoholic beverages can easily be abused, leading to potential suffering because of the effects of dangerous addiction and the serious damage that can be done under its influence.

In developing a policy on the serving of alcoholic beverages in the context of church sponsored events, these values and these dangers must be carefully balanced. We know that alcohol in and of itself is not something evil. However, because of the great amount of damage caused by the abuse of alcohol in our present society, there is a pressing need to deal with it with special caution and for UUCN members and friends to set an example of using it responsibly. In addition, while the social use of alcohol in moderation is acceptable, UUCN has a responsibility to those who choose to abstain from the use of alcoholic beverages.

In light of this, the following policies will govern the use of alcoholic beverages at UUCN functions or functions that occur at UUCN not specifically sponsored or endorsed by UUCN. This policy also applies to UUCN sponsored events that happen offsite.

1. All applicable Federal, State and Local laws and ordinances, governing the use/distribution of alcohol must be acknowledged and observed when serving alcoholic beverages.
2. The serving of alcohol shall be confined to the Parish House.
3. The only alcoholic beverages allowed will be beer and/or wine.
4. Alcoholic beverages and food containing alcohol must be clearly labeled as such.
5. Food will always be offered when alcohol is being served.
6. Any group serving alcohol must have at least one person designated and identified to ensure alcohol is being served according to these rules and is being consumed responsibly. If the designated person decides someone has had too much alcohol, they can take action necessary to ensure that person or persons are not served any more alcohol. The designated person(s) shall not consume alcohol while acting in this capacity.
7. Drinking alcohol will never be a social requirement. Non-alcoholic beverages will always be available and clearly labeled whenever alcoholic beverages are being offered.
8. Non-alcoholic beverages will be offered in such a way as to be equal to the offering of alcoholic beverages.

9. Alcohol will not be allowed or consumed at youth group events or youth group sponsored events, like a youth conference, performance or retreat, even if a person is 21 or older.
10. No one under the age of 21 will be permitted to consume or serve alcohol, even with permission of their parents.
11. Consumption of alcohol outside on church grounds is not permitted.
12. The sale of alcohol is prohibited unless a permit for sale of alcohol is obtained from the city prior to an event. Any outside group obtaining such a permit must provide a copy of the permit to the church office prior to the event taking place.
13. Alcohol will not be stored on church property for more than 24 hours prior to or after an event. Any alcohol remaining 24 hours after an event will be removed from the premises.
14. Non-church groups using our facility may serve alcohol provided they have given a Certificate of Liability to the church office prior to the event that names UUCN as an insured.
15. Non-church groups using our facility will adhere to UUCN's alcohol policy.

Approved by Staff 12/8/2015

# Board of Trustees Covenant

Unitarian-Universalist Church of Nashua

December 14, 2014

The members of the Unitarian-Universalist Church of Nashua, New Hampshire, acting in the tradition of the Free Church, have entrusted us with the responsible governance of our congregation. To help us honor that trust we promise the following to one another. As fellow members of the Board of Trustees of the Unitarian-Universalist Church of Nashua, we will:

**Show respect for one another.** We will honor the dignity of our fellow Board members and respect their opinions. We will strive to ensure that everyone's voice is heard and refrain from interrupting each other. We will assume the best intentions of our fellow Board members, remembering that we are working toward common goals.

**Take responsibility to express our opinions on the issues before us.** We recognize that we each have an obligation to express our views on the important matters that come to the Board. We will keep an open mind when listening to the viewpoints of others, and express our disagreements respectfully.

**Respect the dignity of Board decisions.** We may offer varying opinions in our discussions, but we will stand behind the decisions the Board has made once the decision making process has been fairly completed.

**Make efficient use of time.** We will focus on the issue on the table with minimum distractions and complete our work in a timely manner. Making efficient use of time includes timely dissemination of meeting materials; taking time to read through materials and prepare for meeting discussions, respecting established time limitations; and keeping comments pertinent and succinct.

## CURRENT LANGUAGE

**Conduct our business face to face.** Whenever possible, we will conduct our discussions and deliberations in person.

## PROPOSED REVISION

**Respect the value of face-to-face interaction, but allow the use of alternative communication technologies when necessary.** Whenever possible, we will conduct our discussions and deliberations in person. When we cannot meet in person we will value real-time, interactive communication technologies (e.g. Skype) over alternatives, resorting to email only as a last resort when expediency demands it. To that end, any



member(s) participating remotely who can both hear our discussion and speak will count towards a quorum and be allowed to vote.

**Maintain a sense of the sacred.** Even as we attend to matters of business, we will remember that we are a religious community, and our purpose is to advance the mission and covenant of this Church.

**Inject fun in our work.** Though our work together is serious, we shall not take ourselves too seriously.

**Make our activities transparent to the Congregation.** We are mindful that we have been entrusted by the members of this Church to carry out the business of governance. Therefore it is our duty and obligation to participate in and encourage open, two-way communication regarding our work on their behalf.

**Keep mindful that we are part of a greater community.** We shall remember that in our deliberations we must consider the needs of our larger community and the impact of our decisions on the world outside our doors.

**When we fall short of this covenant,** we will make amends, forgive ourselves and each other, and, if necessary, seek help to restore covenant between us.

**This is a living document.** As such, it can be reviewed and revised by consensus at any time.

**\*\*\*\*\*CH survey Results reported after 10.13.2015\*\*\*\*\***

**Results received from three additional sites that did not respond in time for inclusion in our October 2015 meeting packet.**

Name of Coffee house: *[NOTE: A 7-digit # was entered here that was assigned to the Coffee house. Also, a double asterisk, \*\*, after the number and its right bracket denote the survey was received between November 9 and December 14th]*

COFFEE HOUSE Survey

Please address each of the nine (9) questions. If you choose to use the following abbreviations, they will be understood – NA for not applicable, NK for not known, KS for known but sensitive. In my reporting of the data you have entered on this form to the Board of Trustees, UUCN, the identity of your organization will be given as a 7 digit number and it will be related that the data is from a Coffee House in New England.

**1 What is the Governing Body of the coffee house?**

Is it a Self appointed committee? Or a Director? Congregation?

[5138629] Self appointed committee

[3279618] Self appointed committee affiliated w/ our church

[3879142]\*\* Self appointed committee

**2 Who or what does the Governing Body report to?**

A parent organization? Congregation? No one?

[5138629] No one

[3279618] No one

[3879142]\*\* Congregation – annual reports and informal collaboration

**3 Does the coffee house have an endowment? Yes or no, and if you can provide a figure, good.** [5138629] No

[3279618] No

[3879142]\*\* No

**4 Hiring of paid staff?**

Is it that the coffee house has no paid staff, so that there is no hiring of paid staff?

[5138629] No hiring

[3279618] All volunteer staff

[3879142]\*\* No pay for anyone

**5** Contracts – who on the Coffee House end of things signs the contracts – someone on the committee? If so, the same person every time?

[5138629] Someone on committee – same person

[3279618] booking committee takes care of contracts (booking comm. people part of parent comm.)

[3879142]\*\* One booking person

**6** Own anything? – such as land, equipment, or supplies. Describe.

Speakers? Sound board? Microphones? Music stands? Lamps? Stage constructs?

[5138629] Speakers, Sound board, Microphones, Stage constructs

[3279618] Speakers, Sound board, Microphones, Music stands, Lamps, Stage constructs (The church owns the land on which the building stands)

[3879142]\*\* Yes – the coffeehouse owns all of the above. The church has its own sound system but once in a while they use the CH platform

**7** Tax ID #, how derived?

Unique to the coffee house OR does the coffee house use the tax ID of a parent organization? [5138629] No

[3279618] Tax ID of the church (if needed)

[3879142]\*\* The parent organization – the church

**8** Profit / contribution – disposition of same

Is it that the profits or contributions related to coffee house activities are donated to some cause or another? **Yes or No**, but also SUPPORT parent organization? DONATED? or See website (if so, do NOT write down the website) for an explanation?

[5138629] profits go to the musicians – then church

[3279618] profits go to maintaining equipment etc... donation given to church at the end of our season

[3879142]\*\* Not on a regular basis but some shows are dedicated to the church or some other cause sometimes.

**9** Facility incurred costs? – are there any? **Yes or no**, and maybe a word about what and how much each of those costs are (insurance, rent, etc.)

[5138629] No

[3279618] Regarding ins. & rent, we are part of the church

[3879142]\*\* The coffeehouse gives a yearly donation of about \$1000 – 1800 per year to the church

**10** (optional) Any further comments

[5138629] [Note: None entered]

[3279618] Sorry this is so late. Feel free to call me. [Note: telephone number & a name are entered]

[3879142]\*\* We were established 27 years ago to be part of the church's community outreach – to increase its visibility and to provide a service – a safe, non-alcohol place for live music.



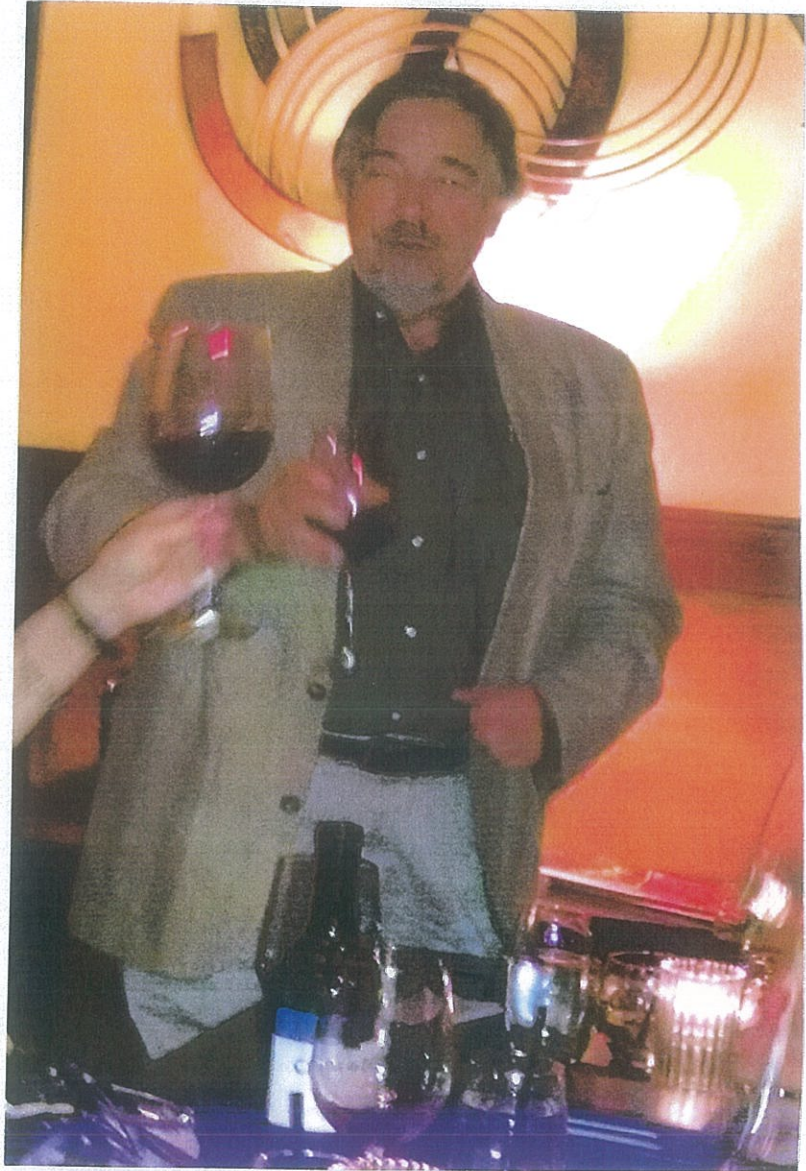
DEAR MEMBERS OF THE BOARD OF TRUSTEES:

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK YOU FOR TREATING THE SEARCH COMMITTEE MEMBERS TO A WONDERFUL DINNER AND EVENING OUT. IT WAS AN AMAZING DINNER AT IGNITE & HOOKED RESTAURANT AND SUCH A LOVELY REUNION TO SPEND SOME TIME REMINISCING ON VARIOUS PARTS OF THE JOURNEY.

MY HUSBAND AND I WERE TRULY HONORED TO BE INCLUDED AND WANTED TO EXPRESS OUR GRATITUDE. I AM ENCLOSING A PICTURE OF HARRY TOASTING TO THE ACCOMPLISHMENT OF HAVING FOUND SUCH A WONDERFUL MINISTER.

HAPPY HOLIDAYS TO YOU AND YOUR FAMILIES!

*Paile Bonvillian*



Harry  
I write + hooked restaurant  
10/24/2015