

Unitarian-Universalist Church of Nashua, NH (UUCN)

Special Meeting of the Board of Trustees

August 25, 2016

Present: David Hudson, Lance Pratt, Mike Wilt, Mary Licking, Carol Wagner (entered after chalice lighting), Rick Spitz, Steve Hedges, Ellen McCormick, Brenna Woods, and the Reverend Allison Palm.
Guests: Sandra Greenfield.

David performed the chalice lighting. A check-in was performed. Timekeeper was the BoT as a whole.

The minutes for June 13 and the Annual Meeting minutes, set for the consent agenda of this meeting, are deferred until September.

The Reverend Palm gave the Minister's Report, including the 2015-16 Budget versus Actual Financial statement and the June 2016 Budget versus Actual Financial statement (see attached for those documents). Rev. Palm was pleased to report, and the BoT was happy to hear, that we ended both the fiscal year and our bonus month in positive territory.

David led a discussion on the evaluation of the minister that is to be submitted to the UUA. All Board members are to send their completed evaluation forms (see attached evaluation of the Reverend Palm that is mandated by the UUA) to Carol for collation by mid-September 2016.

Sandra and Ellen led the discussion on the Unitarian-Universalist Church of Nashua, Status Report of Safe Congregations Policy Task Force for August 25th, 2016 (see attached report). A full report is to be submitted in September.

The Reverend Palm and David led a discussion regarding check signature authority, the subject of a 2016 UUCN bylaws change. A motion carried made by Mary and seconded by Rick that one holding the UUCN position of Church Administrator on a permanent basis can sign UUCN checks for amounts in the 0-2000 United States Dollar range and that one holding the UUCN position of Minister on a permanent basis can sign UUCN checks for amounts in the 0-4999.99 United States Dollar range with the proviso that those check signers to not sign checks that create a conflict of interest such as signing a check to self or signing a check to a relative who is a first cousin or whose relationship is closer to the signer.

A motion carried made by Lance and seconded by Ellen to set the time for regularly scheduled BoT meetings to the second Tuesday of the month at 7 pm.

David led the discussion to raise awareness among BoT members regarding BoT responsibilities on specific tasks for the upcoming Church year and that there are governance changes. David will send an e-mail to BoT members regarding the BoT's duty to appoint two of its members to the Nominating Committee. Four of the six Bylaws Committee members are continuing in their roles this year, as the Bylaws Committee contemplates further changes to the Bylaws; the BoT must appoint two members to that Committee. Minister reports for regularly scheduled BoT meetings for 2016-2017, to reflect the role the Executive Director is taking on regarding the school, will include Children's Wintergarden with White Wing School enrollment numbers, its budget and other details as needed. This year more responsibilities have been shifted to the Executive Director. Linkage and monitoring efforts of the BoT

continue, building on what was started previously and making them year-round in their scheduling. A thorough analysis of our monitoring will take place. In contrast to BoT efforts of the past few years, plans for this year feature more visioning and less publishing of documents. Whether the BoT has a role this year in the Stewardship campaign is a question. The groundwork will be started for a Capital Campaign.

A motion passed made by Lance and seconded by Carol to adjourn.

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: September 11 David, September 18 Steve
September 25 Ellen, October 1, Mary

List #2 Chalice lighting: September 13th – Carol; Timekeeper schedule: September 13th – Ellen

List #3 Upcoming Dates: Event Dates Listing:

Tuesday, September 13th, Next BoT meeting, 7:00 pm, Youth Room

Sunday, August 28th, Jump Start potluck and planning led by Pat Ladew and the Leadership
Development Team, 11:30 am, Dining Room, for Team Chairs and other invited UUCN leaders

September 9th, Children's Winter Garden with White Wing School, first day of school, at 8 am

Sunday, September 11th, 10 am, Worship Service with water ceremony to mark the start of a new
Church year, Sanctuary

Sunday September 11th, 4:30 pm, Body & Soul, Dining Room and Auditorium

List #4 Attachments to these minutes: Minister's Report for August 25, 2016, including the 2015-16
Budget versus Actual Financial statement and the June 2016 Budget versus Actual Financial statement,
Evaluation Form (UUA – to be completed by BoT members & submitted by mid-September), UUCN
Status Report of Safe Congregations Policy Task Force for August 25th, 2016.

Minutes submitted by,

Mary Licking, Clerk,

Unitarian-Universalist Church of Nashua, NH

Rev. 5

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
August 25, 2016

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 summer worship attendance: 66 (compared to an average of 60 at this time last year)
- Planning and advertising for our new monthly Body & Soul services is underway. The first service will be on September 11.
- Jed and the Music Team are helping to recruit musicians for both Children's Chapel and Body & Soul this year.
- The new Adult Faith Formation Team has been meeting throughout the summer, and has a great slate of programs planned for this fall. TUUsdays will resume, starting September 13.
- The Children and Youth Faith Formation Team will be trying a new model for their work this year, with members acting as liaisons with other Teams in order to foster more collaboration. Jamie Hinkle is heading up this effort as chair of the Team.
- We will hold trainings for both the Covenant Group Facilitators and the Worship Associates on August 27.
- The DFF Search Team will meet for the first time on August 31.

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.

- The Pastoral Care Team has grown from four members to eight. All members, new and returning, will participate in a training on September 11. The Team has been struggling this summer with setting limits on the care offered by our Caring Community program.
- The Leadership Development Team is holding a "Team Jump Start" on August 28 to help teams get a head start on planning and setting goals for the year. They will be utilizing the Strategic Plan for guidance.
- We received our Letter of Determination from the IRS last week, making us an official 501c3 organization. Many thanks to Sherri for her hard work on this.

- Weekly staff meetings began on August 16. The staff also gathered for a retreat on August 21. Our retreat included team building, review of policies and goal setting for the year.
- This year's staff goals are closely associated with the Strategic Plan. You will find a copy of these goals attached.
- We also reviewed last year's goals at our retreat. You'll find a summary of that review attached.
- The Safe Congregations Task Force has been meeting all summer and will have a partial policy ready for the Board's review.
- Both the FY16 and the Special June budget resulted in surpluses for the year. Detailed reports will be distributed separately.
- There has been a lot of activity getting the church building spruced up for the beginning of the church year, including painting the front of the sanctuary building, and three of the classrooms in the White Wing.

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.

- Sandra and I have been meeting this summer with the ministers from the Manchester and Milford churches to collaborate on Adult Faith Formation. We will be piloting this collaboration this year. We also plan to do a couple Sundays of three-way pulpit swaps.
- The joint picnic between the Manchester, Milford and Nashua churches in early August was a great success, with about 75 people in attendance, and an abundance of food.
- We had a great group attend General Assembly this year. The group presented a Sunday service about their experiences on July 17 and led four adult programs on different aspects of General Assembly throughout July and August.

4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL

The CWG-WWS Board has been meeting every other week this summer, and are continuing to sort out the details of the consolidation.

- Current enrollment is at 59
- The Board and Director have been maintaining regular communication with the parents over the summer to keep them abreast of new developments as the consolidation continues.
- 3 teachers resigned in July (Cathy Seavey, Leanna Rowe, Darlene Travis). This left Chris and the Board with the need to hire two new teachers. They received several qualified applicants and made two hires this past week: Angie McDonnell and Bonnie Murphy.

- CWG furniture and supplies were moved over in early August. Since then, Chris and the teachers have been working hard to unpack and get the classrooms ready.
- Current projected income and expenses for the year have the school close to breaking even. There are still some unknowns, such as afternoon registration, camp revenue and additional students.
- Orientation is on Sept. 6, followed by Parent Visiting Days on the 7th and 8th, and the first official day of classes on Sept. 9.
- The Board has merged the CWG and WWS social media presence, and a combined website is in the works. They are also in conversation about getting a new sign.
- There has been some change in Board make-up over the summer. Current Board members are: Gillian Hinkle (co-chair), Katie Osborn (co-chair), Jim Bonvouloir (treasurer), Kim Desmarais (secretary), Donna Dye, David Hudson, Tabatha Chapman, Jeffa Lombardi, Berna Inalpolat, Erin Corbett. Ex officio members are Chris Clanin and Allison Palm.

5. FINANCES

Because we are in the midst of transitioning from Quickbooks Desktop to Quickbooks Online, I am not including a YTD financial report this month. The transition means that there are too many pieces of data that are not yet sorted out to give you a useful snapshot. I can say from looking at the the numbers that we are in line with where I would expect us to be at this point in the fiscal year. Expenses are a bit ahead of revenue. Revenue tends to be slower in the summer months, and expenses are higher (mostly because of paying our denominational dues and doing summer maintenance projects). I will give you a regular financial report at our September meeting.

Attachment: Animal Policy

With the exception of service dogs, the presence of animals, (e.g., pet dogs, cats, birds, reptiles etc) in the church facility is prohibited except for special occasions or pre-approved events.

As defined by the Americans with Disabilities Act (ADA) **service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA, and are not permitted in church buildings.

Service animals may accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals must be harnessed, leashed, or tethered, unless

these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

The person bringing the service animal into the church building shall be financially responsible for any damage caused by the animal. It is expected that the person bringing the service animal into the building will inform the minister, staff or church officers of any safety issues, special considerations, or dangers the animal may pose to children or adults in attendance, so that these concerns can be addressed and shared with the congregation when appropriate. Since a service animal is a working animal, members of the congregation should not seek verbal or physical contact by beckoning or calling, or attempting to pet or engage the service animal in play.

Attachment: FY2016 Staff Goal Review

1. WITHIN

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- Assess the need for and the possible impacts of a second worship service: **Accomplished. Currently no need for a second Sunday morning service. Will pilot once-a-month evening service in FY17.**
- Pilot Theme-based worship; gather feedback: **Accomplished. Received overwhelmingly positive feedback.**
- Incorporate more musical forms into worship services, including intentionally including non-choral pieces at least once a month: **Accomplished. Will continue in year to come.**
- Re-invigorate the Adult Spiritual Development Team and begin visioning for the future; assess current offerings to aide in that visioning: **Accomplished. Adult Faith Formation Team established and working on programming for the 2016-2017 church year.**
- Engage Religious Education Team in a Visioning/Planning Process: **Accomplished. Change to Faith Formation; acting as liaisons to other Teams to promote collaboration.**
- Strengthen Pastoral Care Team and add a Parish Care arm: **Accomplished. PCT now has 8 members (up from 4) and has helped several folks with Caring Community needs.**
- Continue shift to year-round church, with program and staffing to support that shift: **Accomplished. Sherri and Lori now at year-round hours; Allison more present in summer services; some Adult Faith Formation programs ran this summer.**

2. AMONG

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- Upgrade the current online calendar so it fits our current needs: **Deferred to FY2017 due to ongoing website redesign.**
- Operationally split the Bookkeeper role from the Treasurer role: **Accomplished. Bookkeeper hired and trained.**

- Complete Interim tasks of: Documenting RE History and UUCN's unique identity: **Deferred to FY2017.**
- Recommend revised Safe Congregations Policy to the Board of Trustees: **Deferred to FY2017. Partial policy will be recommended at September BoT meeting.**
- Develop comprehensive Organizational Chart for the congregation. Use chart to educate about lines of authority, responsibility and accountability: **This work was begun but not finished. Deferred to FY2017.**
- Support Leadership Development Team with hosting three Committee/Team Summits this year in order to improve communication and cross-pollination: **Supported LD Team in hosting two summits.**
- Run a successful Stewardship Campaign, with a goal of raising \$325,000 from pledges for 2016-2017: **Successful Campaign, raised \$314,000.**
- Complete new Resource Room: **Accomplished.**

3. BEYOND

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- Tie up all the loose ends from the website redesign, including finishing all training for staff and leadership: **Ongoing. Deferred to FY2017.**
- Create systems to track visitors and newcomers: **Ongoing. Improved systems introduced this year, including "Snapshot" email. Still work to be done.**
- Clarify internal and external communications procedures, especially for Social Media: **Ongoing. Deferred to FY2017.**
- Support Social Justice Team in re-visioning structure and purpose: **Ongoing. Some changes were made last year. Further assessment to come in FY2017.**
- Participate actively as a congregation in the Nashua Area Interfaith Council and its activities: **Accomplished. Allison and Sandra attended meetings regularly. Large group participated in CROP Walk. Allison participated in Thanksgiving service.**
- Send delegates to both any Regional Assembly that may happen in the spring and the UUA General Assembly in June: **Accomplished. Full delegation at Regional Assembly; 5 of 6 at GA.**

4. ORGANIZATIONAL EFFECTIVENESS

- Finish Procedure Manual and make accessible to any who might need it: **Ongoing. Progress made this year with several policies and procedures written and approved.**
- Create an inventory of all church equipment: **Accomplished.**
- Continue educating Staff and congregation about Policy Governance: **Ongoing. Workshop for staff this year, as well as education around Policy Governance in Leadership Summits.**
- Assess needs around the current database; explore upgrading as needed: **Ongoing. Deferred to FY2018**
- Create and implement a regular procedure for staff evaluations: **Accomplished. All staff were evaluated in May and June using new process. Some tweaks will be made by Personnel Team in upcoming year.**

- Create a 5-year strategic plan for the Congregation and a 20-year facilities plan: **Strategic Plan finished; Facilities plan deferred to FY2017.**
- Obtain official 501(c)3 status: **Accomplished.**

Attachment: FY2017 Staff Goals

1. WITHIN

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- Implement monthly Body & Soul services and evaluate impact (benchmark 20% attendance of morning services) (Allison)
- Design and implement Worship Associate training (Allison)
- Integrate music program into children's chapel and Body & Soul (Jed)
- Implement permanent solution for slides in worship (Allison)
- Evaluate and implement team structures for lifespan faith formation (e.g., two teams with collaboration or one lifespan council) (Sandra)
- Create a plan for a fully developed faith formation program for adults (ages 18+), including the Young Adult Group (Sandra)
- Create a plan for a fully developed faith formation program for children through ROPES (Sandra)
- Create a plan for a fully developed senior youth group program (including active outreach and service trips) (Sandra)
- Assess the training and support needs of volunteer staffing for children and youth. (Sandra)
- Establish collaboration for AREA events with at least two other teams (Sandra)
- Hire a permanent Director of Faith Formation (Allison)

2. AMONG

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- Complete Interim tasks of Documenting RE History and UUCN's Unique Identity (Sandra)
- Design and implement training for Pastoral Care Team members (Allison)
- Work with Pastoral Care Team to develop a list of community resources for referrals (Allison)
- Clarify role of Pastoral Care Team and create job description (Allison)
- Continue to work on increasing the visibility of Pastoral Care Team (Allison)
- Host Leadership Summit focused on Policy Governance (Allison)
- Clarify role of Leadership Development Team (Allison)

- Clarify role of Membership Team and staff accordingly. Clarify relationship with Membership Coordinator. (Lori)
- Evaluate the existing organizational chart in an effort to efficiently and effectively meet the Mission and Ends of the congregation (Allison)
- Redesign weekly newsletter (Sherri)
- Transition to Quickbooks online (Sherri)
- Develop internal communications policies and procedures, including assigning staff responsibilities for individual components (with special attention to Social Media) (Sherri)
- Submit recommended Safe Congregations Policy to Board (Sandra)
- Assess how staffing adjustments are working and determine best utilization of additional staff hours and training. (Allison)
- Add staff hours (20 hrs/wk) and training for Fall 2017, consistent with the organizational plan (Allison)
- Survey, assess, and prioritize possible projects for a facilities improvement plan (Sherri & Allison)
- Create a 20-year maintenance plan (Sherri)
- Assess list of possible projects with the Board of Trustees; establish initial scope of the facilities improvement plan (Allison)

3. BEYOND

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- Engage more children, youth and their families in providing support for community dinners (Sandra)
- Engage the congregation in evaluating the social justice program of the UU Church of Nashua (Allison)
- Choose one or two main issues to focus on as a congregation for a multi-year commitment (Allison)
- Host at least one Regional event (Allison)
- Assess Denominational Connections Team and implement changes in structure as determined (Allison)
- Organize Youth Group trip to General Assembly (Sandra)
- Pilot a cluster approach to Adult Faith Formation, partnering with UU congregations in Milford and Manchester (Sandra)
- Participate in at least 4 Regional events (Allison)
- Launch new website look and offer training for Team chairs on new website (Sherri)

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	<u>Jun '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
100 Questions	944.46	500.00	444.46	188.89%
Buddhist Meditation	549.87	200.00	349.87	274.94%
Coffee Hour	412.16	100.00	312.16	412.16%
Endowment				
Restricted	0.00	1,121.00	-1,121.00	0.0%
Unrestricted	139,603.21	148,541.00	-8,937.79	93.98%
Total Endowment	139,603.21	149,662.00	-10,058.79	93.28%
Fund Raisers				
Auction	10,306.46	8,000.00	2,306.46	128.83%
Community Dinners Donations	150.00			
Fall cemetery clean-up	1,000.00	1,800.00	-800.00	55.56%
Other Fund-raisers	669.50			
Total Fund Raisers	12,125.96	9,800.00	2,325.96	123.73%
Insurance Payments	42.00			
Outreach Collections	40,871.06	35,000.00	5,871.06	116.77%
Pledges				
Early Pledges	35,433.00	32,000.00	3,433.00	110.73%
FY Pledges	260,111.46	251,108.00	9,003.46	103.59%
Pledges - Other	403.00			
Total Pledges	295,947.46	283,108.00	12,839.46	104.54%
User Fees	5,430.51	8,000.00	-2,569.49	67.88%
WW Contrib	23,000.00			
Total Income	518,926.69	486,370.00	32,556.69	106.69%
Gross Profit	518,926.69	486,370.00	32,556.69	106.69%
Expense				
Budgeted Outreach				
Community dinners	1,431.18	2,000.00	-568.82	71.56%
GSOP	750.00	750.00	0.00	100.0%
Nashua Area Interfaith Council	50.00	50.00	0.00	100.0%
Soup Kitchen Food	942.30	1,000.00	-57.70	94.23%
Total Budgeted Outreach	3,173.48	3,800.00	-626.52	83.51%
Denomination				
District	4,769.00	4,414.00	355.00	108.04%
UUA	15,060.00	15,000.00	60.00	100.4%
Total Denomination	19,829.00	19,414.00	415.00	102.14%
EB Discretionary Fund	1,403.15	1,500.00	-96.85	93.54%
Membership				
Committee Budget	444.07	1,500.00	-1,055.93	29.61%
Coordinator				
Prof Exp	102.50	805.00	-702.50	12.73%
Retirement	140.34	805.00	-664.66	17.43%

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	<u>Jun '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Salary	9,560.85	8,045.00	1,515.85	118.84%
Taxes	731.42	704.00	27.42	103.9%
Total Coordinator	10,535.11	10,359.00	176.11	101.7%
Leadership Devel	238.00	500.00	-262.00	47.6%
Social Activities	138.07	500.00	-361.93	27.61%
Total Membership	11,355.25	12,859.00	-1,503.75	88.31%
Music				
Committee Budget				
Babysitting	54.00	900.00	-846.00	6.0%
Choir expenses	0.00	100.00	-100.00	0.0%
Guest musician	280.00	400.00	-120.00	70.0%
Hymnals	1,008.00			
Octavos	2,368.60	2,400.00	-31.40	98.69%
Organ/piano R&M	927.10	1,100.00	-172.90	84.28%
Substitute Organist	0.00	350.00	-350.00	0.0%
Summer Music	1,230.00	2,600.00	-1,370.00	47.31%
Committee Budget - Other	393.98			
Total Committee Budget	6,261.68	7,850.00	-1,588.32	79.77%
Director				
Prof Exp	897.50	700.00	197.50	128.21%
Salary	14,591.85	14,201.00	390.85	102.75%
Taxes	1,162.18	1,065.00	97.18	109.13%
Total Director	16,651.53	15,966.00	685.53	104.29%
Total Music	22,913.21	23,816.00	-902.79	96.21%
Operations				
Administrator				
Health	1,195.48	1,300.00	-104.52	91.96%
Prof Exp	636.20	1,368.24	-732.04	46.5%
Retirement	2,631.25	2,737.00	-105.75	96.14%
Salary	26,312.50	27,365.00	-1,052.50	96.15%
Taxes	2,012.91	2,052.00	-39.09	98.1%
Administrator - Other	0.00			
Total Administrator	32,788.34	34,822.24	-2,033.90	94.16%
Background Checks	747.75	500.00	247.75	149.55%
Bookkeeper				
Salary	1,130.80			
Taxes	86.51			
Total Bookkeeper	1,217.31			
Custodian Coverage	196.05	800.00	-603.95	24.51%
Electricity	7,541.34	8,000.00	-458.66	94.27%
Electronic Transaction Fees	1,376.25	1,500.00	-123.75	91.75%
Fees	850.00	850.00	0.00	100.0%

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	<u>Jun '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Gas	12,218.68	14,150.00	-1,931.32	86.35%
Insurance	19,558.75	14,000.00	5,558.75	139.71%
Internet	840.67	900.00	-59.33	93.41%
Janitorial Supplies	2,072.54	2,400.00	-327.46	86.36%
Laundry	1,199.04	1,000.00	199.04	119.9%
Office machines	3,198.16	3,000.00	198.16	106.61%
Office Supplies	5,022.72	4,500.00	522.72	111.62%
Payroll Service	1,380.00	1,500.00	-120.00	92.0%
Pledge Drive	275.36	250.00	25.36	110.14%
Sexton				
Health	1,526.05	1,500.00	26.05	101.74%
Retirement	2,815.78	2,685.00	130.78	104.87%
Salary	28,157.67	26,850.00	1,307.67	104.87%
Taxes	2,154.06	2,014.00	140.06	106.95%
Total Sexton	34,653.56	33,049.00	1,604.56	104.86%
Telephone	1,250.21	250.00	1,000.21	500.08%
Trash removal	2,170.55	2,300.00	-129.45	94.37%
Water	5,886.31	4,000.00	1,886.31	147.16%
Total Operations	134,443.59	127,771.24	6,672.35	105.22%
Outreach Disburse	40,649.05	35,000.00	5,649.05	116.14%
Property				
Alarm Systems	2,550.50	2,000.00	550.50	127.53%
AV Systems	1,657.00	3,025.00	-1,368.00	54.78%
Building Inspections	260.00	1,200.00	-940.00	21.67%
Cleaning Services	1,334.00	1,000.00	334.00	133.4%
Elevator	1,696.32	1,500.00	196.32	113.09%
Equipment	10.00			
False Alarms	0.00	1,200.00	-1,200.00	0.0%
Groundskeeping	3,240.42	3,000.00	240.42	108.01%
Major maintenance	47,150.28	50,000.00	-2,849.72	94.3%
Repairs	0.00			
Snow Removal	10,522.00	11,000.00	-478.00	95.66%
Total Property	68,420.52	73,925.00	-5,504.48	92.55%
Public Relations				
Advertising	2,955.29	3,000.00	-44.71	98.51%
Public Relations - Other	50.00			
Total Public Relations	3,005.29	3,000.00	5.29	100.18%
RE				
Adult RE	499.45	500.00	-0.55	99.89%
Basketball	600.00	600.00	0.00	100.0%
Committee Budget				
Appreciation	882.49	600.00	282.49	147.08%
Curriculum/Books	601.47	600.00	1.47	100.25%

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	<u>Jun '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Events	349.86	300.00	49.86	116.62%
JR High OWL	312.40	350.00	-37.60	89.26%
RE Outreach	29.99	200.00	-170.01	15.0%
Refreshments	25.45	300.00	-274.55	8.48%
Senior High	378.40	400.00	-21.60	94.6%
Supplies	529.11	650.00	-120.89	81.4%
Training	220.06	650.00	-429.94	33.86%
Total Committee Budget	3,329.23	4,050.00	-720.77	82.2%
DLRE				
Health	6,404.37	4,925.00	1,479.37	130.04%
Life Insurance	111.71	616.00	-504.29	18.14%
Moving	3,938.91	4,925.00	-986.09	79.98%
Prof Exp	1,546.12	4,825.00	-3,278.88	32.04%
Retirement	4,560.63	4,925.00	-364.37	92.6%
Salary	47,586.56	49,250.00	-1,663.44	96.62%
Taxes	3,640.38	3,694.00	-53.62	98.55%
Total DLRE	67,788.68	73,160.00	-5,371.32	92.66%
Young Adult	349.67	500.00	-150.33	69.93%
Total RE	72,567.03	78,810.00	-6,242.97	92.08%
Search Committee	114.35			
Social Justice	200.00	1,000.00	-800.00	20.0%
Spiritual				
Babysitters				
Salary	4,758.09	3,500.00	1,258.09	135.95%
Taxes	364.00	263.00	101.00	138.4%
Babysitters - Other	211.38			
Total Babysitters	5,333.47	3,763.00	1,570.47	141.74%
Coffee Hour	1,405.11	1,500.00	-94.89	93.67%
Flowers	1,557.85	1,500.00	57.85	103.86%
Minister				
Health	8,072.70	8,850.00	-777.30	91.22%
Installation	2,896.49	4,000.00	-1,103.51	72.41%
Life Insurance	312.97	1,102.00	-789.03	28.4%
Moving	1,790.06	4,850.00	-3,059.94	36.91%
Prof Exp	7,720.21	8,850.00	-1,129.79	87.23%
Retirement	7,160.46	8,850.00	-1,689.54	80.91%
Salary/Housing	90,600.84	88,500.00	2,100.84	102.37%
Taxes	0.00	6,638.04	-6,638.04	0.0%
Total Minister	118,553.73	131,640.04	-13,086.31	90.06%
Minister Discretionary	1,282.41	1,500.00	-217.59	85.49%
Worship & Services	1,140.07	1,000.00	140.07	114.01%
Total Spiritual	129,272.64	140,903.04	-11,630.40	91.75%

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	<u>Jun '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Expense	507,346.56	521,798.28	-14,451.72	97.23%
Net Income	<u>11,580.13</u>	<u>-35,428.28</u>	<u>47,008.41</u>	<u>-32.69%</u>

Unitarian Universalist Church of Nashua, New Hampshire Profit & Loss Budget vs. Actual

June 2016

	<u>Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
100 Questions	0.00	0.00	0.00	0.0%
Buddhist Meditation	143.00	0.00	143.00	100.0%
Coffee Hour	0.00	0.00	0.00	0.0%
Donations	125.00			
Endowment				
Restricted	0.00	0.00	0.00	0.0%
Unrestricted	10,500.00	10,500.00	0.00	100.0%
Total Endowment	10,500.00	10,500.00	0.00	100.0%
Outreach Collections	2,428.12	3,000.00	-571.88	80.94%
Pledges				
Early Pledges	2,220.00	0.00	2,220.00	100.0%
FY Pledges	26,228.12	24,000.00	2,228.12	109.28%
Total Pledges	28,448.12	24,000.00	4,448.12	118.53%
User Fees	605.00	0.00	605.00	100.0%
Total Income	42,249.24	37,500.00	4,749.24	112.67%
Gross Profit	42,249.24	37,500.00	4,749.24	112.67%
Expense				
Budgeted Outreach				
Community dinners	76.17	200.00	-123.83	38.09%
Soup Kitchen Food	145.30	0.00	145.30	100.0%
Total Budgeted Outreach	221.47	200.00	21.47	110.74%
EB Discretionary Fund	0.00	0.00	0.00	0.0%
Membership				
Committee Budget	0.00	0.00	0.00	0.0%
Coordinator				
Prof Exp	0.00	0.00	0.00	0.0%
Salary	650.00	650.00	0.00	100.0%
Taxes	49.72	50.00	-0.28	99.44%
Total Coordinator	699.72	700.00	-0.28	99.96%
Leadership Devel	0.00	0.00	0.00	0.0%
Social Activities	0.00	0.00	0.00	0.0%
Total Membership	699.72	700.00	-0.28	99.96%
Music				
Committee Budget				
Babysitting	0.00	0.00	0.00	0.0%
Choir expenses	0.00	0.00	0.00	0.0%
Guest musician	0.00	0.00	0.00	0.0%
Octavos	0.00	0.00	0.00	0.0%
Summer Music	0.00	200.00	-200.00	0.0%
Substitute Organist	150.00	250.00	-100.00	60.0%
Total Committee Budget	150.00	450.00	-300.00	33.33%

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual

June 2016

	<u>Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Director				
Prof Exp	0.00	0.00	0.00	0.0%
Salary	1,092.38	1,093.00	-0.62	99.94%
Taxes	83.57	84.00	-0.43	99.49%
Total Director	<u>1,175.95</u>	<u>1,177.00</u>	<u>-1.05</u>	<u>99.91%</u>
Total Music	1,325.95	1,627.00	-301.05	81.5%
Operations				
Administrator				
Health	0.00	0.00	0.00	0.0%
Prof Exp	21.50	0.00	21.50	100.0%
Retirement	210.50	211.00	-0.50	99.76%
Salary	2,105.00	2,105.00	0.00	100.0%
Taxes	161.04	161.00	0.04	100.03%
Total Administrator	<u>2,498.04</u>	<u>2,477.00</u>	<u>21.04</u>	<u>100.85%</u>
Background Checks	45.75	0.00	45.75	100.0%
Bookkeeper				
Salary	246.16	269.00		
Taxes	18.83	21.00		
Total Bookkeeper	<u>264.99</u>	<u>290.00</u>		
Custodian Coverage	0.00	0.00	0.00	0.0%
Electricity	666.08	500.00	166.08	133.22%
Electronic Transaction Fees	215.60	100.00	115.60	215.6%
Fees	0.00	0.00	0.00	0.0%
Gas	164.96	200.00	-35.04	82.48%
Insurance	2,620.25	0.00	2,620.25	100.0%
Internet	0.00	75.00	-75.00	0.0%
Janitorial Supplies	125.92	100.00	25.92	125.92%
Laundry	170.10	80.00	90.10	212.63%
Office machines	0.00	0.00	0.00	0.0%
Office Supplies	57.64	100.00	-42.36	57.64%
Payroll Service	101.00	125.00	-24.00	80.8%
Pledge Drive	0.00	0.00	0.00	0.0%
Sexton				
Health	0.00	0.00	0.00	0.0%
Retirement	219.04	207.00	12.04	105.82%
Salary	2,190.38	2,065.00	125.38	106.07%
Taxes	167.57	158.00	9.57	106.06%
Total Sexton	<u>2,576.99</u>	<u>2,430.00</u>	<u>146.99</u>	<u>106.05%</u>
Telephone	165.52	100.00	65.52	165.52%
Trash removal	211.11	200.00	11.11	105.56%
Water	610.60	400.00	210.60	152.65%
Total Operations	<u>10,494.55</u>	<u>7,177.00</u>	<u>3,317.55</u>	<u>146.23%</u>

Unitarian Universalist Church of Nashua, New Hampshire Profit & Loss Budget vs. Actual

June 2016

	<u>Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Outreach Disburse	3,234.96	3,000.00	234.96	107.83%
Property				
Alarm Systems	216.00	200.00	16.00	108.0%
AV Systems	0.00	0.00	1,657.00	100.0%
Building Inspections	0.00	0.00	0.00	0.0%
Cleaning Services	0.00	0.00	0.00	0.0%
Elevator	368.86	350.00	18.86	105.39%
False Alarms	0.00	0.00	0.00	0.0%
Groundskeeping	670.00	500.00	170.00	134.0%
Major maintenance	0.00	0.00	0.00	0.0%
Snow Removal	0.00	0.00	0.00	0.0%
Total Property	<u>1,254.86</u>	<u>1,050.00</u>	<u>204.86</u>	<u>119.51%</u>
Public Relations				
Advertising	0.00	0.00	0.00	0.0%
Total Public Relations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
RE				
Adult RE	0.00	0.00	0.00	0.0%
Basketball	0.00	0.00	0.00	0.0%
Committee Budget				
Appreciation	0.00	0.00	0.00	0.0%
Curriculum/Books	0.00	0.00	0.00	0.0%
Events	0.00	0.00	0.00	0.0%
JR High OWL	0.00	0.00	0.00	0.0%
RE Outreach	0.00	0.00	0.00	0.0%
Refreshments	0.00	0.00	0.00	0.0%
Senior High	6.00	0.00	6.00	100.0%
Supplies	0.00	0.00	0.00	0.0%
Training	0.00	0.00	0.00	0.0%
Total Committee Budget	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>	<u>100.0%</u>
DLRE				
Health	635.66	636.00	-0.34	99.95%
Life Insurance	0.00	66.00	-66.00	0.0%
Prof Exp	0.00	0.00	0.00	0.0%
Retirement	396.16	396.00	0.16	100.04%
Salary	3,961.54	3,962.00	-0.46	99.99%
Taxes	303.06	303.00	0.06	100.02%
Total DLRE	<u>5,296.42</u>	<u>5,363.00</u>	<u>-66.58</u>	<u>98.76%</u>
Young Adult	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total RE	<u>5,302.42</u>	<u>5,363.00</u>	<u>-60.58</u>	<u>98.87%</u>
Social Justice	0.00	0.00	0.00	0.0%
Spiritual				
Babysitters				

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual

June 2016

	<u>Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Salary	279.88	348.00	-68.12	80.43%
Taxes	22.43	27.00	-4.57	83.07%
Total Babysitters	302.31	375.00	-72.69	80.62%
Coffee Hour	495.32	375.00	120.32	132.09%
Flowers	97.50	107.00	-9.50	91.12%
Minister				
Health	520.18	632.00	-111.82	82.31%
Life Insurance	0.00	74.00	-74.00	0.0%
Prof Exp	0.00	0.00	0.00	0.0%
Retirement	554.02	680.00	-125.98	81.47%
Salary	7,386.36	6,866.00	520.36	107.58%
Taxes	0.00	520.00	-520.00	0.0%
Total Minister	8,460.56	8,772.00	-311.44	96.45%
Minister Discretionary	26.00	0.00	26.00	100.0%
Worship & Services	252.48	0.00	252.48	100.0%
Total Spiritual	9,634.17	9,629.00	5.17	100.05%
Total Expense	32,168.10	28,746.00	3,422.10	111.91%
Net Income	10,081.14	8,754.00	1,327.14	115.16%

Parish Ministry - Governing Board/Supervisor Evaluation For the UUA Ministerial Fellowship Committee

Name of Minister: _____ Date: _____

Position being evaluated: _____ Period of evaluation: From: _____ To: _____

Congregation: _____

Name of Contact for this evaluation: _____

Contact's Phone: _____ Contact's Email: _____

Notes Relating to Completion of Form

This evaluation should be completed by whoever is responsible for supervising the minister. In most congregations that body is the Board. In some congregations it may be a senior minister. The Board may charge a smaller task group to gather feedback and then present that to the whole Board before sharing it with the minister. For tips on how to do an assessment of a minister, please refer to the forms page on our website at:
<http://www.uua.org/careers/ministers/support/fellowship/15505.shtml>.

When completing this evaluation form, review the suggested considerations and then comment on the particular strengths and areas for growth of the minister. Simply checking a box is not sufficient feedback. Without detailed responses, the evaluation will be considered incomplete by the MFC. Both the minister and the MFC benefit from an honest and thorough assessment of the ministry.

Please provide the evaluation as a consensus report of the group. Do not provide individual ratings from each Board member.

The section entitled "**Comments on organizational ownership and involvement in this area**" is your opportunity to reflect on the organization's own engagement in this particular area.

Continuing Education/Action Steps: When appropriate, make concrete suggestions to the minister for appropriate continuing education or action steps that will strengthen this area of ministry. (i.e., take time management course, study system's theory, etc.)

When completed, this evaluation should be shared with the minister and the minister's Committee on Ministry and they should share their evaluations with you as well.

PLEASE ONLY SUBMIT TYPED EVALUATION FORMS. Forms should be submitted via email to mfccordinator@uua.org.

Please note that fields for your text will expand to accommodate your entries.

Area of Ministry:

1. Counseling & Pastoral Care

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

2. Practical Arts

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider administration, organizational development in out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fund raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

3. Organizational Ministry

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider integration of new member and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of*

programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

4. Personal and Professional Growth

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: *(Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

5. Teaching (All Ages)

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: *(Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

6. Worship

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

7. Denominational Activities

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider involvement in UU denominational and District events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

8. Prophetic Outreach

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

Unitarian-Universalist Church of Nashua
Status Report of Safe Congregation Policy Task Force
25 August 2016

Background

One of the explicit goals of the interim work is to review the congregation's current policies and procedures that are in place to mitigate risk to vulnerable people in the congregation of abuse. A Task Force was formed at the end of last church year and has been meeting over the summer.

Members include Ellen McCormick (Board representative), Andy Straussberg, Victoria Agnew, Sharon Machado, Sherri Woolsey, and Rev. Allison Palm. Loreen Johnson began with us and had to withdraw. I am grateful to this group of folks who are charting some rough waters.

The Task Force has met 5 times with a goal of presenting its recommendations to the Board at its August meeting in readiness for the new church year on September 11th (a training date was set for September 10th and 18th for relevant parties). The Task Force has been working hard towards those ends but it had to push back the date of presentation to the Board for its September 13th meeting.

Approach

At its initial meetings, the Task Force identified the following areas as needing to be reviewed and possibly updated or added. These areas fall into two categories: (1) Prevention and (2) Responses and Reporting.

The attached document presents these two categories with their associated policy areas. The Task Force has reviewed and researched policies and recommendations from the UUA, The Religious Institute on Sexual Morality, Justice and Healing, several Districts/Regions and congregations with noted successes (River Road in Maryland, Ridgewood in New Jersey, Portsmouth in New Hampshire and Burlington in Vermont). In addition, we have sought the advice of UUCN's insurance carrier, Church Mutual. Sherri has also reached out to her church administrator colleagues.

The areas highlighted in **ORANGE** have been determined as NOT needing immediate attention and will be addressed during the church year with the

expectation of having the final Policy in place by the end of March. Those areas include “Disruptive Behavior,” “Facilities,” “Electronic Communication,” and “Pastoral Care Team Guidelines.”

Planning for Church Year

The plan was to have the Board-approved policy available for training on September 10th for teachers, advisors, pastoral care givers, and others who qualify under the policy. A second training is scheduled for the 18th. The training will proceed and will focus on the existing policy, possible additions as well as the much-requested information on identifying abuse, mandatory reporting, and best practices for prevention.

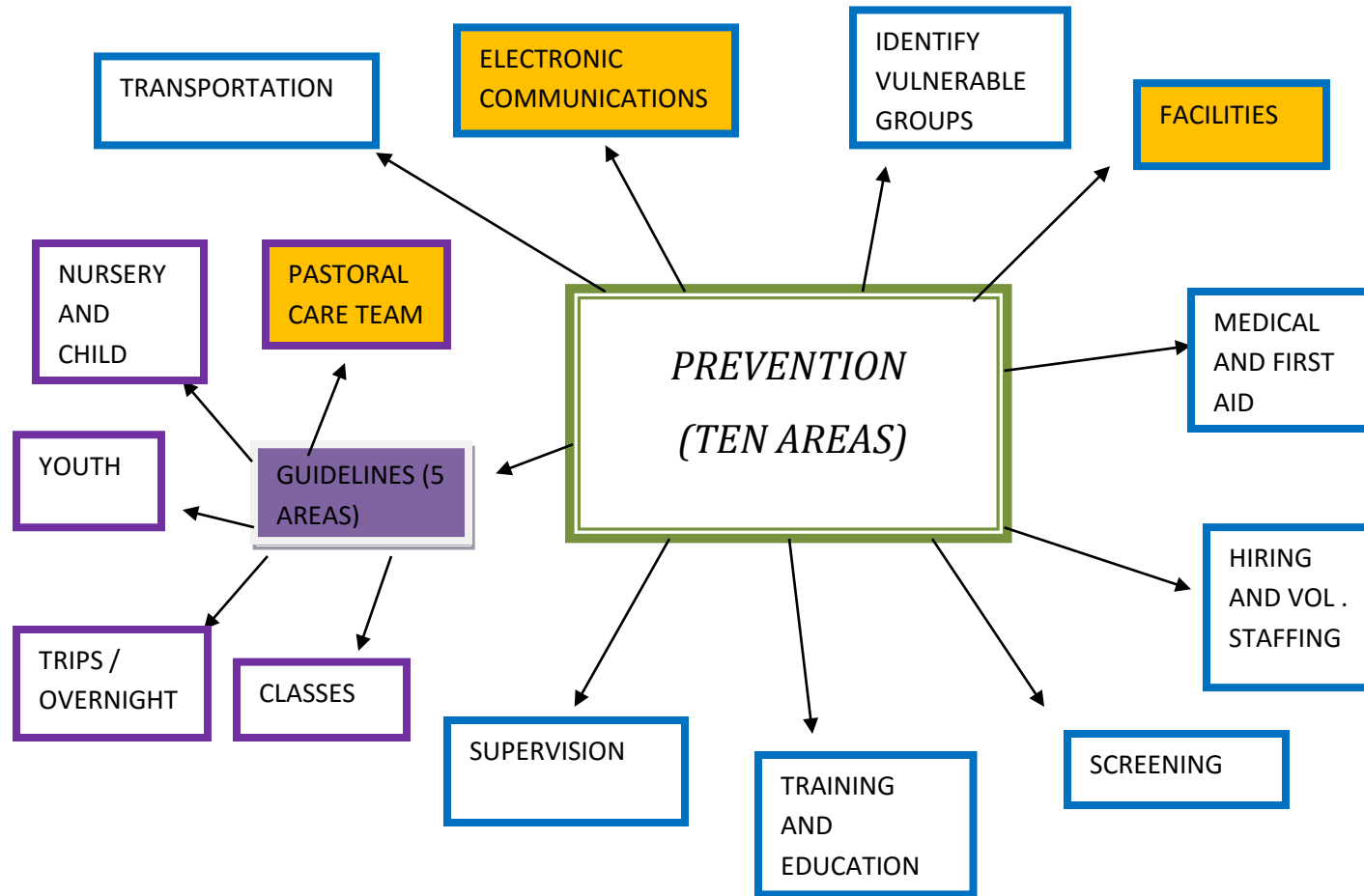
The 18th will include the policy. Those who attend the training on the 10th will receive updates via email.

The Task Force is recommending that the new Policy be formally introduced to the Congregation and will assist the Board in that process. The Policy should be on the church website.

Respectfully submitted,

Sandra Greenfield
Interim Director of Faith Formation

SAFE CONGREGATION POLICY - PREVENTION



SAFE CONGREGATION POLICY – RESPONSES & REPORTING

