

Unitarian Universalist Church of Nashua, NH (UUCN)
Meeting of the Board of Trustees
February 13, 2018

Meeting Attendees: Steve Hedges, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), Carol Houde (Vice President), David Hudson (President), Pam Jordan, Rev. Allison Palm, Rick Spitz, Brenna Woods (via Zoom)

Excused: Ellen McCormick

Approved by: Lindsey Hedrick, Steve Hedges, Carol Houde

Full Agenda: see APPENDIX A

1. Consent Agenda

1. Reviewed the consent agenda, minutes from the [January Board of Trustees meeting](#)
2. **MOTION** to accept these minutes
MOVED by Carol Houde, **SECONDED** by Steve Hedges, **MOTION CARRIED**

2. Minister's Report, Rev. Allison Palm (See APPENDIX B)

1. Minister Emeritus Update
 - a. Steve Edington would be honored to have this recognition
 - b. Rev. Allison and Steve will compose a simple covenant
 - c. Steps to officialize this:
 - i. Board of Trustees will place this issue on the UUCN Annual Meeting agenda for a vote by the full congregation in June 2018
 - ii. If approved, the Board will inform the UUA via its Web site
 - iii. Celebration to recognize Steve's new relationship with UUCN, fall 2018
2. Review Minister's Report
 - a. Rev. Allison is systematically reviewing each Policy in UUCN's [Governing Policies](#) in Section IV Executive Limitations
 - i. She is creating her interpretations of each, for Board review
 - ii. She is stating our compliance or lack of compliance and plans to fix if any.
 - b. Monitoring report on Policy F: Financial Condition and Management
 - i. Wrote interpretations of policy and its 9 bullets
Found 2 bullets where UUCN is non-compliant so far:
 - ii. Absence of a written policy concerning our operating reserve funds, referenced in Section IV Policies E 3 and 4. The reserve funds are currently kept in our checking account, but perhaps some should be moved to a savings account; need to make a prudent investment.
 - iii. Absence of documented accounting policies and procedures.
Rev. Allison and others will draft policies on these various accounting matters, in preparation for outside auditor to find any other gaps this fall.

3. Staffing matters
 - a. New Faith Formation assistant, Ericka LaValley: working out well so far
 - b. Interim membership coordinator position: received six applicants, Rev. Allison would like to offer the position to one of them
 4. Children's Winter Garden with White Wing School
 - a. Surplus funds could possibly be used to resurface the playground
 - b. Considering sending the director Chris to the NAYC conference
 - c. Maybe part of the surplus could go to the scholarship fund
- 3. Planned Giving—WNOV Campaign**, presented by guest Marie Bozzi
1. Legacy Challenge is a new aspect of the UUA's 2014 campaign, Wake Now Our Vision
 2. Planned giving, with Matching, to benefit individual ministries and the general UUA.
 - a. UU Congregation [Shelter Rock](#) in New York is providing the matching portion for 10% of the Legacy's value, up to \$10,000.
 - i. Shelter Rock made a \$5 million commitment to the UU in 2017.
 - ii. About \$1.5 million of the \$5 million has already been allocated.
 - b. For married couples and people with joint accounts, they will match 10% up to \$200,000 donated to our church, which means \$20,000 in matching funds given
 - c. Shelter Rock doesn't require that we formalize what we'll do with the match
 - d. Can come from will, trust, stocks, annuities, retirement plans, insurance policies
 - e. Operates on good faith, Shelter Rock is the final decision maker
 3. Marie urges that we introduce this at UUCN soon, after stewardship campaign
 - a. Pledge form is at <http://wakenowourvision.org> for making a Legacy gift
 - b. UUA will offer training, tools, written materials, FAQs for this campaign
 - c. Two-part plan for distribution (to batch it all together for the match): first in summer of 2019, then in 2020 for the final amounts.
 - d. Even if members don't feel able to contribute much right now, they could choose now to donate after their passing, and the match comes to UUCN immediately
 - e. If the church is not aware of anything that's already willed to us, then this counts as new giving and thus is eligible for match
 - f. Today any funds willed to UUCN go into the Endowment unless will restricts it
 4. Board discussion of presentation: What would these matching funds be used for?
 - a. Let's refer to it as a Vision Fund, or Investment Fund, not for day-to-day use
 - b. While LRPC figures out what to invest in, let's start getting matching funds now
 - c. Members' gifts can be earmarked, this may help people agree to contribute
 - d. Do we need congregation approval to participate?
 - i. No, because money from Shelter Rock goes direct to the congregation
 - ii. Thus it goes into the budget, which congregation already sees/approves
 - e. Agreed: in a future Board meeting, we'll create a Policy about a Vision Fund
 - i. This can be created by a Motion
 - ii. Policy will outline boundaries, what it can and can't spend
 - iii. Dave Hudson, Lindsey Hedrick, Carol Houde work on this.
 - iv. Will have a Stewardship Chat with leaders of stewardship over past 6 yrs

4. NNED and GA Delegates, Carol Houde

1. General Assembly: Carol Houde next month will propose slate of delegates
2. Northern New England District
 - i. Slate of delegates: Jodie K. Holway, Ellen Barr, Mary Licking, Kathy Fletcher, Laurie Barry, Karen Thomas
 1. Note these are all female delegates
 2. Sherri is in charge of volunteers logistics
 3. **MOTION** to accept this slate of delegates for NNED
MOVED by Carol Houde, **SECONDED** by Pam Jordan,
MOTION CARRIED
 - ii. Schedule is April 13 evening Meet and Greet, full day April 14
 - iii. No Region meeting this year (last year they overlapped, in same place)

5. Long Range Planning Committee (LRPC) Update, Brenna Woods

- a. Cottage meetings upcoming Feb 18 and March 18, 2018
 - i. Seeking thoughts from congregation about 10-20 year aspirations
 - ii. Members are welcome to come even if they also participated in LRPC conversations with their team(s)/committee(s)
 - iii. Script is written to help facilitators
 - iv. Seeking more participants for this Sunday – remind congregation on Sunday to stay, we will purchase extra lunches!
- b. Survey for congregation
 - i. Contains 5 questions for LRPC
 - ii. Contains 10 questions that are taken from the Ministerial Search Committee's questions 5 years ago, to compare answers
- c. Several common threads identified so far, including Community Outreach, Spiritual Development, and Technological Improvement – more details to come

6. Break: Exchange of verbal valentines!**7. Knowledge Management, Dave Hudson & Brenna Woods**

- a. The problem to solve:
 - i. Across our church, in any team or committee or this Board
 - ii. Current people figure out information or challenges, but not recorded
 - iii. Later successors have to re-figure out the same things on their own
- b. Achievable scale
 - i. Each person with knowledge must do a few extra steps, no immediate payoff, helps their info potentially get found for reuse in future
 - ii. Let's aim to improve, move the needle a bit, not yet to find the ideal fix
- c. What info to save?
 - i. Reference material, successes AND failures, open questions identified
 - ii. Be mindful of how it can be searched/found later on

- d. With whom to share this info?
 - i. Within each team, beyond to other teams, to congregation
 - ii. Think about finding it now and in future
 - e. How to find the info when needed?
 - i. Search (after the fact) has won over organizing (tags in advance) – note that Google beat Yahoo
 - ii. So UUCN is starting to use Google Drive, instead of emailing info around
 - iii. But still not helpful if suddenly upload many disorganized files
 - f. This Board of Trustees has a need for Knowledge Management
 - i. We can start defining ways for ourselves, then any ways that work for us, we can recommend to the rest of the congregation
 - ii. Not all documents are searchable, e.g. this Board’s PDF minutes
 - iii. Not all documents are public, e.g. Executive Session proceedings
 - iv. Overlap with the topic of Board Record Retention:
Dave Hudson and Pam Jordan will present about this later
 - v. Agreed: Rick proposed we can record a couple of simple “How-To” videos on options for Google Drive and knowledge management here at UUCN
- 8. Ministerial Compensation, Steve Hedges (Rev. Allison exits the room) (See APPENDIX C)**
- a. Excellent presentation about UUA standards and historical perspectives
 - b. **MOTION** to approve a 4.25% raise of Minister’s salary, to \$98,200 in fiscal year 2018-2019, in recognition of her attaining Final Fellowship, and the Board of Trustee’s continued appreciation of Reverend Allison’s ministerial leadership and expansion of programming
MOVED by Jodie K. Holway, **SECONDED** by Steve Hedges, **MOTION CARRIED**
- 9. New Business**
- a. Three subcommittees: next month, the team formerly known as Monitoring will report on Personnel Committee issues
 - b. Two new policies will be circulated by Dave Hudson next month:
 - i. Past Presidents Policy, to allow advising within our Confidentiality clause
 - ii. Policy for voting on Delegates, to capture the criteria we’ve used successfully in past two years
- 10. Closing**
- a. Covenantal Checkout
 - b. **MOTION** to adjourn
MOVED by Lindsey Hedrick, **SECONDED** by Carol Houde, **MOTION CARRIED**

APPENDIX A: Agenda

APPENDIX B: Minister’s Report

APPENDIX C: Background on Ministerial Salary

Agenda

Board of Trustees, Unitarian Universalist Church of Nashua

February 13, 2018 @ 6:30 PM

© **UUCN Mission:** The mission of the Unitarian Universalist Church of Nashua is to engage people in a search for truth and meaning within a supportive liberal religious community that encourages personal and spiritual growth, embraces diversity, and promotes social justice.

⌚ **Timekeeper:** Steve

6:30 [7] Admin: Chalice Lighting (David) & Check In

6:37 [3] Admin: Consent Agenda

- January BoT Meeting Minutes

6:40 [20] Monitoring: Minister's Report (Allison)

- Review Minister's Report
- Minister Emeritus Update

7:00 [30] Admin: Planned Giving - WNMV Campaign (Marie Bozzi)

7:30 [15] Admin: NNED & GA Delegates (Carol)

7:45 [15] Linkage: LRPC Update & Prep (Brenna)

8:00 [5] Break

8:05 [55] Admin: Knowledge Management (Dave & Brenna)

9:00 [15] Admin: Ministerial Compensation (Steve)

9:15 [5] Admin: New Business

- Quick check-in on our three subcommittee (SC) model
- Monitoring SC in March (Board as Personnel Comm) – Linkage SC in April — Visioning SC in May
- Other business?

9:20 [5] Admin: Covenantal Checkout

- What worked in our meeting tonight?
- What did not work in our meeting tonight?
- Are there any questions or concerns?
- How are we working as a group?

9:25 [3] Admin: Timekeeper's Report

9:28 [2] Admin: Closing Words (Allison)

9:30 Adjourn

(continued)

Allocated Time:

- [00 m - 0.0%] Visioning
- [20 m - 11.1%] Monitoring
- [140 m - 77.8%] Administration
- [00 m - 0.0%] Executive Session
- [15 m - 8.3%] Linkage
- [00 m - 0.0%] Policies & Procedures
- [05 m - 2.8%] Break

[180 m - 100.0%] Total

Board Subcommittees:

- *Visioning*: Ellen, Brenna, and David
- *Monitoring*: Lindsey, Pam, and Rick
- *Linkage*: Steve, Jodie, and Carol
- *LRPC*: Ellen, Brenna, and Lindsey (+ Carol)

Upcoming Dates:

- Sunday, February 18, 2018 @ 12:00 – 1:30 pm — LRPC Cottage Meeting #1
- Tuesday, March 13, 2018 @ 6:30 pm — Board of Trustees meeting
- Sunday, March 18, 2018 @ 12:00 – 1:30 pm — LRPC Cottage Meeting #2
- Sunday, June 3, 2018 @ 12:00 – 2:00 pm — UUCN Annual Meeting

Parking Lot:

- Articles of Agreement Changes
 - Required 501(c)3 Revisions – approved but not submitted (September 2016)
 - Removal of hyphen from official name of congregation
- Review gaps in our existing Policies & Procedures
- Board job descriptions
- Minister Emeritus approval for Steve (Rev. Edington)
- Delegate selection policy for denominational events (NNED & GA)
- Examine oversight of committees of the congregation – Nashua Cemetery Association, et. al.
- Revisit “Affiliated Organizations” – Simple Gifts, UUANH

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
February 12, 2018
Covering January 9, 2018 – February 12, 2018

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: 171. (2016: 183, 2015: 210)
- Our Youth Group had their first overnight of the year on January 26/27. 15 youth attended. Over the next couple months, the youth will be working hard to prepare for their service on March 18.
- Sadie and I are facilitated an Adult Faith Formation class with Jeff Beland over the past month called “Owning Your Religious Past.” We had 6 people who took the class. Three of them will be sharing about their spiritual journeys at our Feb. 25 service.
- Harry Purkhiser and Roy Goodman facilitated the second session of our Common Read workshops on January 16. The third workshop will be a joint venture with Manchester and Milford.
- About 20 people attended our All Ages Faith Formation program on Feb. 10, including 9 children. I led an Intro to UU session for the adults as part of the program, with 4 people who are considering membership (and others who wanted a refresher!). We hope to do more events like this one in the future.
- After our Child Care Lead stepped down in December, Sadie took the opportunity to review the childcare needs and the job description for that role. We had budgeted for 4+ hours of childcare on Sunday mornings, and have been needing just 1 hour. Using the budget allocated, Sadie created a new position description for a 4 hour “Faith Formation Assistant,” who will do childcare during the service and help with program setup, support and administration before and after the service on Sunday. This position description is attached. Sadie hired Ericka LaValley for this role, and her first official day was February 4. Ericka has worked for Head Start for the last 8 years and brings a wealth of experience!
- We currently have 9 Covenant Groups running, serving about 50 people.

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.

- We kicked off our 2018 Stewardship Campaign: “Sustaining Our Vision: Within, Among, Beyond” on February 4. The Stewardship Team hosted their second “Coffee with the Stewardship Team” event on January 28, and plan to host a third on February 25. The goals for the campaign is 175 pledge units and \$350,000. So far, we have collected 53 pledges for \$170,416.56. Thanks to all of you who have already made your pledge! And a reminder to the rest of you that we are really pushing to get pledges in early so that we can have budgeting done in March.
- Budget requests for next year are due by February 15.
- Karen Thomas, Laurie Goodman and I have begun interviewing candidates for our Acting Membership Coordinator position. We had one interview last week and will do one this week. We had 6 applicants for the job.

- The Database Team is beta testing two potential databases this month, and have recruited several others who use the database on a regular basis to try them out as well. We hope to make a decision about which system to go with by the end of March.
- Sherri has been working with the Music Team and the Communications Team over the last few several months to get us signed up for a music licensing program, which will officially get us the permissions to stream the music during our service and post it online. We finished the last step of the process and got the license on Feb. 12.
- Property Team is meeting on Feb. 13 to go over the first steps of putting together a 20-year maintenance plan. They are also looking into a grounds maintenance company for this year and exploring bids for a new heating/cooling system for the Faith Formation 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.

- We have two membership classes coming up on Feb. 20 and March 11. We will be welcoming new members during the service on March 25.
- Many members of our choir joined the Community Interfaith Choir to sing at the Interfaith Martin Luther King Jr. Service on Jan. 13
- Ten church members attended a “Lunch & Learn” event at Temple Beth Abraham about Religion and the Constitution on February 3. It was very well received.
- The GSOP sub-group of the Social Justice Team has held a couple of conversations around immigrant solidarity in New Hampshire. I also offered a service on this topic on January 21. They are continuing to consider a vote to have us be a Level 2 (support) sanctuary congregation, and are doing a feasibility study about becoming a Level 1 (physical) sanctuary congregation.
- The Jeffrey Campbell study group led a Sunday service on Jeffrey & Marguerite Campbell on Feb. 11. It was very well received! The Faithify campaign to raise money for a grave marker just went up on Thursday and has already raised \$1515 out of a \$2500 goal.
- I participated in the following community, denominational and justice events this past month: attended the MLK Interfaith Service at First Baptist on January 13, offered the Invocation at the MLK Breakfast on January 15, attended 2 Immigrant Solidarity Vigils and 2 monthly meetings of the NH Immigrant Solidarity Network, attended an in-person NNED board meeting on Jan 20, planned and led a Nashua kickoff meeting for the Poor People’s Campaign on Feb. 11, and attended a Nashua Area Interfaith Council Exec meeting.
- We had 9 regular weekly outside groups use our building during January: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, a Spiral Scouts troop and 2 yoga classes for kids.

4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL

- Finances look great at this point in the year, with a \$44,000 surplus currently. The school has \$88,000 in the bank.
- Enrollment continues to go well for next year. As of January 24, there were 43 students enrolled for the 2018-2019 year. Chris and the Board are hoping for 80 students next year.
- The school had a very successful Margarita’s Fundraiser on Feb. 8

- The church outreach offering will go to the CWG-WWS scholarship fund in March.
- Victoria Agnew has officially joined the CWG-WWS Board.

5. Monitoring Report on Policy F: Financial Condition and Management

Policy language is in italics. Interpretations, Data, and Statements of Compliance are in regular font.

With respect to the Church's actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures and income from the annual budget approved by the Congregation or Board priorities established in the Ends Policies.

Interpretation: This policy is interpreted to mean that:

1. The church should not be in danger of running out of money to cover expenses and financial planning goals.
2. The actual income received and money spent should be in line with the budget approved at the Annual Meeting each year in June. "Material deviation" is interpreted to mean that expenses do not exceed 105% of each budget line item approved by the congregation. The budget set each year should allocate expenses in a way that will use the financial resources of the church to further the Mission and Ends of the congregation.

Data: Our current checking account balance is \$164,182.32. This is enough for more than three months of regular operating expenses. The Income and Expense report included below indicates that none of our expenses are on track to exceed 105% of the budget this year.

Statement of Compliance: I report compliance

Accordingly, the Executive Director shall not:

1. *Operate without written policies guiding the prudent investment of Church operating reserve funds as described in Policy E-3 & 4 above.*

Interpretation: There should be a written policy about where Church operating reserve funds are held.

Data: Currently, we keep our operating reserves in our checking account. There is no written policy about those funds.

Statement of Compliance: I report non-compliance. We are working to write down as many of our financial procedures as possible in the months leading up to meeting with an outside auditor in the fall. I will make sure that this policy is on that list. I would appreciate thoughts from the Board about whether or not our current practice seems prudent.

2. *Operate without adequate accounting controls and procedures that are maintained and documented;*

Interpretation: There should be written policies for all of our accounting procedures that follow standard accounting practices and ensure that there are adequate checks built into our procedures.

Data: We have very few written accounting policies and procedures.

Statement of Compliance: I report non-compliance. We are working to write down as many of our financial procedures as possible in the months leading up to meeting with an outside auditor in the fall. The external financial review should then tell us what we are still missing.

3. *Allow annual operating expenses to exceed 105% of the budget without the agreement of the Board;*

Interpretation: Total annual operating expenses should not be more than 105% of the total operating expenses budgeted unless the Board of Trustees agrees to the additional expenditure.

Data: The Income and Expense report included below indicates that none of our expenses are on track to exceed 105% of the budget this year.

Statement of Compliance: I report compliance

4. Assume any long-term indebtedness without Board approval;

Interpretation: The church should not take on any loans or other debts that last longer than six months unless the debt is approved by the Board.

Data: We have no current debts that qualify as “long-term.”

Statement of Compliance: I report compliance

5. Undertake transactions exceeding \$10,000 without seeking multiple bids or cost comparisons;

Interpretation: Any team or staff member of the church who is making a purchase or entering into a contract on behalf of the church that exceeds \$10,000 should obtain at least 2 bids or compare prices from at least 2 suppliers before making the purchase or entering in to the contract.

Data: Since July 1, 2017, the church has not entered into any contracts or made any purchases that exceed \$10,000.

Statement of Compliance: I report compliance

6. Enter into any purchase or service contract exceeding \$25,000 without prior Board approval;

Interpretation: Any purchase or service contract that exceeds \$25,000 must be approved by the Board of Trustees.

Data: Since July 1, 2017, the church has not entered into any contracts or made any purchases that exceed \$25,000.

Statement of Compliance: I report compliance

7. Acquire, encumber, or dispose of real property without prior Board approval;

Interpretation: Any purchase or sale of land or buildings must be approved by the Board of Trustees.

Data: Since July 1, 2017, the church has not purchased or sold any land or buildings.

Statement of Compliance: I report compliance

8. Spend or borrow Endowment funds without prior Board approval; or

9. Plan for annual Endowment outlays of more than the “prudent withdrawal amount” percentage, as determined by the Board, of the Endowment fund balance.

Interpretation: The Board must approve the withdrawal of any Endowment funds. The annual budget approved by the Board and voted on by the congregation serves as blanket Board approval to withdraw any Endowment funds indicated in that budget. The proposed budget each year should not include income from the Endowment funds that exceeds the prudent withdrawal amount recommended by the Invested Funds Committee, unless approved by both the Board and the Invested Funds Committee.

Data: The Endowment withdrawal included in the FY18 budget is the amount recommended by the Invested Funds Committee. The FY18 budget was approved by the Board in May 2017 and voted on by the congregation in June 2017. We have not withdrawn any funds in excess of what was budgeted.

Statement of Compliance: I report compliance

Income and Expense Report as of 2-12-2018

We are 62% of the way through this year. Income is just slightly behind at 61.07%. Expenses are further behind at 55.13%. As of now, we have an \$33,036 surplus.

	Actual	Budget	Percentage
INCOME			
Endowment	\$93,077.61	\$150,814.00	61.72%
Fundraisers	\$525.00	\$11,800.00	4.45%
Outreach Collections	\$20,253.56	\$35,000.00	57.87%
Pledges	\$212,979.49	\$330,000.00	64.54%
User Fees	\$3,167.00	\$6,000.00	52.78%
CWG-WWS Contribution	\$11,200.00	\$28,000.00	40.00%
Other Income	\$2467.75	\$1,150.00	214.59%
TOTAL INCOME	\$343,670.41	\$562,764.00	61.07%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$4,765.86	\$9,800.00	46.50%
Faith Formation	\$2,591.57	\$6,300.00	41.14%
Membership	\$549.51	\$3,200.00	17.17%
Social Justice	\$22,724.34	\$39,900.00	56.95%
Leadership Development	\$131.50	\$300.00	43.83%
Board Expenses	\$380.72	\$1,600.00	23.80%
Ministry Funds	\$200.00	\$1,300.00	15.38%
Total Programs	\$31,343.50	\$62,850.00	49.87%
<i>Operations</i>			
Administration	\$13,971.95	\$34,800.00	40.15%
Communications	\$233.91	\$1,500.00	13.33%
Stewardship	\$359.00	\$2,800.00	12.82%
Denomination	\$22,357.00	\$22,357.00	100%
Property	\$42,610.74	\$100,150.00	42.55%
Total Operations	\$79,532.60	\$161,607.00	49.21%
<i>Staff</i>			
Minister	\$78,540.91	\$123,932.00	60.63%
Program Staff	\$71,161.23	\$133,085.00	53.47%
Administrative Staff	\$50,055.50	\$77,633.00	64.48%
Total Staff	\$199,757.64	\$338,994.00	58.93%
TOTAL EXPENSES	\$310,633.74	\$563,451.00	55.13%
Difference	\$33,036.67	\$63	

6. Parental Leave Planning Updates

- I have three of the four Sundays that need pulpit supply filled. I am looking for one more guest preacher.
- The Worship Associates have begun planning summer services, and plan to have a schedule for those complete before I go on leave.
- I am working on a brochure for the congregation about my leave plans and hope to have a draft to show the board at your meeting.
- I have put together a contract for our Parental Leave Pastoral Care Minister. See Attachment 2.

7. Schedule

- February 18 is my Sunday off for this month. I will be out of state from Thursday Feb 15-Sunday, Feb. 18, but will be available by email and phone.
- March 4 is our second three-way pulpit swap. I will be preaching in Milford, Patrick McLaughlin will preach here in Nashua, and Carol Strecker will preach in Manchester.

ATTACHMENT 1: Faith Formation Assistant Job Description

Position Description :

The Faith Formation Assistant is responsible for supporting the faith formation program at the UU Church of Nashua. This is a 4-hour position on Sunday mornings that is a mix of working directly with children and toddlers during Sunday services with teen childcare assistant and offering administrative support before and after Sunday morning programs. An additional 5-10 hours per month of program support are possible as scheduled with the Director of Faith Formation.

Responsibilities :

Work as part of a team with volunteers, teen childcare assistants, and the Director of Faith Formation to support faith formation of our babies, toddlers and children.

Provide care for babies and toddlers during Sunday morning worship services, in the family corner of the sanctuary or the childcare room and playground.

Provide care through leading games and activities for mixed ages of children during occasional special events beyond Sunday as available.

Comply with UU Church of Nashua Safety Policies and Procedures and attends annual safety training.

Offer administrative support such as entering family information into the church database and tracking attendance.

Help out as needed with the Sunday morning program if no young children arrive for childcare.

Work Hours and Schedule (2017-18) :

- This is a 10-month position, starting Sundays: 8:45am -12:45 pm every Sunday morning starting 2nd week in August through the 2nd week in June. Up to 4 Sundays off per year as scheduled ahead of time.
- Occasional Saturday evening family programs with child care programs from 4pm-7pm as available.
- 1-2 hours of flex time per month for communication and trainings.

Qualifications and Experience :

- At least 25 years of age, preferred
- Childcare experience working with babies though elementary aged children.
- Dependability/Reliability and Punctuality
- Experience working with children on the Autism Spectrum is helpful
- Recent certification in Basic First Aid and child/infant CPR or willing to be certified

- Satisfactory completion of a nationwide criminal background check and references check
- Familiarity with Unitarian Universalism or a willingness to learn more

Relationships :

The Faith Formation Assistant reports to and is supervised by the Director of Faith Formation and works directly with Teenage Assistant Caregivers; also works with volunteers, co-workers, congregants, and visitors; and is in a cooperative relationship with facility, program and administrative/church staff.

ATTACHMENT 2: Parental Leave Pastoral Care Minister Contract

THIS AGREEMENT is entered into by and between the **Rev. Barbara McKusick Liscord** and the **Unitarian Universalist Church of Nashua** on February 10, 2018 for the position of **Parental Leave Pastoral Care Minister**.

The purpose of this position is to provide professional pastoral care during the parental leave of the Rev. Allison Palm. The responsibilities may include, but are not limited to: pastoral care for congregation members and friends, linkage with and support to the Pastoral Care Team, and memorial services. Most routine pastoral care will be covered by members of the Pastoral Care Team, who will call on Rev. McKusick Liscord for situations that need her professional support.

This position will begin on or about April 22nd, and will last for two and a half months (10 weeks). Compensation will be pro-rated in the case timing of the contract is mutually agreed to be altered. If there are times during this period when Rev. McKusick Liscord is not available, she will make necessary arrangements with the Pastoral Care Team. Rev. McKusick Liscord knows that she will be unavailable from June 2-June 10.

Rev. McKusick Liscord will report to Parental Leave Co-Executives (Sherri Woolsey and Sadie Kahn-Greene) as necessary.

Compensation for the performance of this contract will be \$400/month to include: on-call status, monthly 1.5 hour meeting with the Pastoral Care Team, and up to 4 hours of pastoral care. Additional care if needed will be paid at a rate of \$50/hour. If Rev. McKusick Liscord is called upon to perform a memorial service for a member of the congregation, the payment of \$250.00 per service shall come from the church. If Rev. McKusick Liscord is engaged to officiate at a memorial service for someone other than a member, payment shall come from the family.

Compensation will be paid monthly. In the case of additional care above the base agreement of 4 hours/month, Rev. McKusick Liscord will submit an invoice to the church for additional hours at the rate stated above. The Unitarian Universalist Church of Nashua will not be responsible for payroll withholding taxes or Worker's Compensation insurance. The Unitarian Universalist Church of Nashua will reimburse Rev. McKusick Liscord for mileage to and from Pastoral Care Team meetings and pastoral visits at the current IRS rate of \$0.545/mile. The Rev. McKusick Liscord will be responsible for tracking mileage and submitting it to the church monthly. There are no other paid benefits associated with this contract.



Ministerial S&H Guideline Trends (2016 – 2019)

UUA Compensation Guidelines



Geo-Index 5 -- Mid-Sized II (250 - 349)

Church Fiscal Year	Min	Mid	Max	% Increase (of Mid)
2016	\$ 72,300	\$ 94,100	\$ 115,800	1.6%
2017	\$ 73,750	\$ 96,000	\$ 118,100	2.0%
2018 ¹	\$ 75,211	\$ 97,906	\$ 120,427	2.0%
2019	\$ 76,700	\$ 99,850	\$ 122,800	2.0%

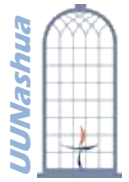
¹ UUA Compensation Guidelines did not change in 2018, only because the UUA took a "gap year" to more fully study compensation metrics. Values shown for 2018 are the geometric average of 2017 values and new recommendations for 2019.

- UUA Compensation Guidelines for Lead Ministers of Mid-Size II congregations in our Geo Index (5) have shown a consistent annual increase of 2%.



Annual Raises to Get to the UUA Midpoint @ Year 7

As a function of the Inflation applied to the UUA Guidelines



Projection from FY 2016 to FY 2023 (7-year tenure)

Annual Guideline Inflation	Min	Mid	Max	Annual Raise to Get to Midpoint
1.30%	\$ 81,817	\$ 106,511	\$ 130,992	2.49%
1.50%	\$ 82,628	\$ 107,567	\$ 132,290	2.69%
1.75%	\$ 83,650	\$ 108,898	\$ 133,928	2.94%
2.00%	\$ 84,683	\$ 110,242	\$ 135,581	3.20%
2.25%	\$ 85,726	\$ 111,600	\$ 137,251	3.45%
2.50%	\$ 86,779	\$ 112,971	\$ 138,937	3.70%
2.75%	\$ 87,842	\$ 114,356	\$ 140,640	3.95%
3.00%	\$ 88,916	\$ 115,754	\$ 142,359	4.21%

For a range of Average Annual Inflation Rates in the UUA Guidelines, this table shows the annual compensation increase percentage needed to get Allison to the Mid-Sized II Midpoint in her 7th year

For example, if we assume an average annual increase of 2% in UUA guidelines, Allison needs a 3.20% raise (on average) to get her to the mid-point in her 7th year



History of Allison's Salary Adjustments



Fiscal Year	Salary	% Increase	Resulting Percentile
2016	\$ 88,500	Starting	37.24
2017	\$ 91,400	3.28%	39.80
2018	\$ 94,200	3.06%	42.00

As expected, Allison's position within her UUA Guideline salary range (expressed as a percentile of that range) is increasing each year.

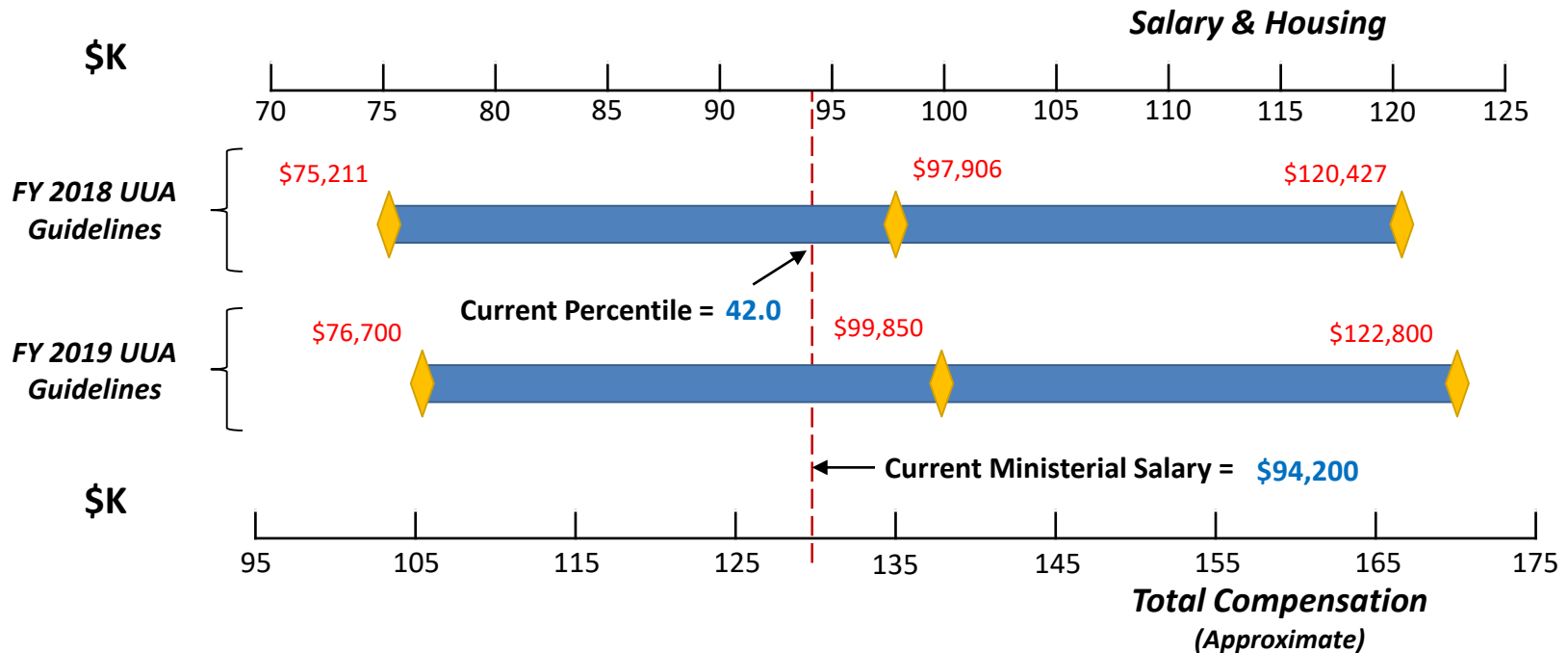
The question for the BoT is, based on her performance to date, what should her salary trajectory be relative to UUA Guidelines?

What should her percentile be at 5 years? 7 years? 10 years?



Current Ministerial Salary

Relative to Fiscal 2018 & 2019 UUA Compensation Guidelines



All graphs shown in accurate scale