

**Unitarian Universalist Church of Nashua, NH (UUCN)  
Meeting of the Board of Trustees**

June 6, 2019

**Final Minutes** by Jodie K. Holway as of 14 August, 2019

**Reviewed by** Carol Houde, Lindsey Sylvester, Lindsey Hedrick, Rev. Allison Palm, John Burkitt

**Meeting Attendees:**

John Burkitt, Steve Hedges, Lindsey Hedrick (Treasurer), Rev. Allison Palm, Carol Houde (President), Pam Jordan, Rick Spitz, Lindsey Sylvester, Jodie K. Holway (Clerk), Brenna Woods (Vice President)

Full Agenda: see APPENDIX A

**1. Minister's Report, Rev. Allison (see APPENDIX B)**

1. Section about pastoral care: trying to quantify it somewhat by counting candle cards and contacts that were explicitly for pastoral care – not counting any other more social contacts
2. Short discussion of the PINNE Network, a mentoring program for early career clergy
  - i. Rev Allison has sent in her suggested topics, the challenges she wants to work on
  - ii. Others are sending in their challenges – they all sound just like us! E.g. coping with aging buildings, ministering to busy families, etc.
  - iii. First PINNE gathering is in August, after our BoT retreat
3. Many revisions made to [UUCN's Personnel Manual](#)
  - i. Incorporated all recommendations made by the Board's Personnel Subcommittee
  - ii. Various additional things changed by Rev. Allison for the sake of clarity
  - iii. All changes are noted in the Change Log at the beginning of this manual

**2. New Ministerial Contract**

1. Rev. Allison's original Letter of Call from 2015 was based on UUA's proposal from 20 years ago (see Appendix C)
2. Various updates and modernizations proposed by Rev. Allison already, e.g.
  - i. Eliminate reference to offering specific Office Hours, this is a thing of the past
  - ii. Add a better definition of "working" though not in older categories
  - iii. More modern wording, most egregiously the word "untrammled" which we removed
  - iv. Get rid of that pesky hyphen! in Unitarian-Universalist Church of Nashua
3. Discussion of adding a Change Log:
  - i. Last year updated to "parental" not "maternity" leave, should add to change log
  - ii. Should add the date (now) when it is next being revised
4. UUA site has a great Minister Code of Conduct, should insert hyperlink to this
  - i. Board of Trustees should all read this But read it after GA this month, because it's going to change a quite a bit that week

5. Shared Ministry concept is now deeply embodied in this new contract
  - i. Discussed that this requires agreement from the Congregation: so how can the congregation live up to its end of the contract?
  - ii. Maybe this is the whole purpose of the Board, to act as the congregation
  - iii. Do we need a policy for that, not a governance policy but a shared ministry policy?
  - iv. No, the Board just needs to keep talking about this so the words don't become empty
  - v. We've just crafted our new Mission Values and Ends based on communication with congregation, this worked well
  - vi. Monitoring subgroup plays a part in this, to ensure that the congregation is behaving in the desired ways
  - vii. Very thoughtful changes, represented two years' worth of effort
6. Stipulation that all rites of passage services (weddings, ceremonies) must be approved or officiated by Minister
  - i. How can that work if one of our weekly outside groups holds e.g. a graduation?
  - ii. This is covered: Minister's approval is inherent when they started renting our space
7. Relationship between Nominating Committee and Minister
  - i. Contract used to state that Minister must not be ex-officio (non-voting) member of both Nominating and Search Committees
    1. Now only being on Search Committee is prohibited; Nominating is fine
  - ii. Note that the Nominating Committee does regularly speak with Rev. Allison
    1. She knows people, knows their working style, etc. so can make suggestions
  - iii. Right now two members of Board are on the Nominating Committee
    1. They did not report anything to the Board of Trustees from that work this year
    2. This year there was some difficulty filling all the necessary roles
    3. Nominating Committee could have used more leadership development help
    4. Contract is merely trying to prevent "stuffing the leadership" by placing the Minister's political friends and cronies into too many leadership positions
  - iv. Nominating Committee has pretty strong judgement themselves, so not a big worry
8. Housing allowance is changed in this version of contract
  - i. Not everything can be classed as housing allowance in the eyes of the IRS
  - ii. Voting for Rev. Allison's housing allowance must be conducted annually
    1. This year the Board approved something that Rev. Allison recommended
    2. This is correct, it's how it is supposed to work
    3. Every January meeting, the Board must officially take a vote to approve it
    4. Guidelines provide the official upper/lower boundaries, and what can/cannot be included in salary
9. Contract states it must be reviewed every three years
  - i. We haven't done that, but it's a good frequency thing to aim for going forward
10. **MOTION** to approve these changes, after they are added to a new version of contract **MOVED** by Rick Spitz, **SECONDED** by Brenna Woods, **MOTION CARRIED**
11. **ACTION:** Rev Allison will add the change log, fix the noted typos, she'll send it to all (see Appendix D)

**3. Review of Annual Meeting, Content and Process, Carol Houde**

1. Went very successfully
2. Some complaints about documents that were not accessible to members
  - i. Some discomfort with lack of paper-printed copies
  - ii. Some confusion about where on the website or Breeze to find online copies
  - iii. Staff is purposely working to get congregation into the habit of using online devices, being more environmentally conscious in this way

**4. Invested Funds Committee's Meeting Schedule, Carol Houde**

1. Letter drafted to Joan Connacher, who's planning to step down from the IFC
2. Thanking her for her service over these many years
3. Asking them to consider changing the meeting time of this committee
  - i. Will make it easier for people to participate who are in the workforce during standard business hours
  - ii. This is now normal, according to Bank of America reps who sit on other boards
4. In general, Board supports this letter as written
  - i. One feedback: amend to be less specific about when Joan plans to step down

**5. Closing – Meeting Adjourned, to Margarita's Restaurant**

***APPENDIX A: Agenda***

***APPENDIX B: Minister's Report***

***APPENDIX C: New Letter of Call and Ministry Agreement***

***APPENDIX D: Original Letter of Call from 2015***

# FINAL AGENDA

Board of Trustees, Unitarian Universalist Church of Nashua  
June 6, 2019 at 6:30 pm

*Our Mission: We are a welcoming community of faith, inspiring lives of wonder, generosity, and courage, serving the world through love in action.*

**7:00** [5] Admin: Chalice Lighting (Carol)  
Check-in

**7:05** [5] Admin: Consent Agenda  
•May BoT Minutes

**7:10** [10] Monitoring: Minister's Report (Allison)

**7:20** [15] Admin: New Ministerial Contract Draft (Allison)

**7:35** [5] Monitoring: Review of Annual Meeting, Content and Process (Carol)

**7:40** [5] Monitoring: Invested Funds Meeting Schedule: Carol

**7:45** [10] Visioning: Planning for Retreat (Carol)

**7:55** [5] Admin: Covenantal check-out

**8:00** [5] Admin: Closing words (Allison)

Visioning: Brenna Woods, Carol Houde, Lindsey Sylvester

Monitoring: Lindsey Hedrick, Pam Jordan, Rick Spitz

Linkage: Steve Hedges, John Burkitt, Jodie Holway

Personnel: Pam Jordan, John Burkitt, Steve Hedges

Parking lot:

- Articles of Agreement Changes--required 501(c)3 revisions, approved but not submitted
- Knowledge management
- Examine oversight of committees of the congregation--Nashua Cemetery Assoc., et. al.
- Policy updates and tidying

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**June 5, 2019**  
**Covering May 2-June 5, 2019**

**Monthly Report on Ends Statements**

*We create brave space for all ages where we:*

*Know our authentic Unitarian Universalist faith identity, teach it to our children, share it with others, and live it in the world.*

- Sadie ran a test day for next year's Faith Formation workshops model on Sunday, May 5 and met with parents after the service to share info. She had some enthusiastic reviews of the day from kids, and ran one of the workshops again on May 19<sup>th</sup> because there had been so many kids who wanted to do it. Sadie is working hard on recruiting teachers and Faith Formation Associates for next year.
- I had 9 people at my Huntington small group this month, including one members of the congregation, one friend, and one new person.
- I led a Boston UU History Tour for 6 ROPEs youth and 10 mentors and parents on Sunday, May 5.
- Our ROPEs youth led the service on May 19 and shared their credos with the congregation as the culmination of the ROPEs program.
- We have new church t-shirts that feature our new values on the back! It's a fun way to share our values with the larger world. We've sold 67 so far.

*Develop meaningful spiritual practices that connect us to wonder.*

- Average worship attendance this year: 144
- On May 26, we did a Reverse Question Box service, in which the worship leaders got to ask the questions and people in the pews answered in various ways. I got a lot of positive feedback about the service.
- I led a 4 session Summer Worship Workshop in April and May with 6 participants who will all be leading worship this summer. Together we are learning about and working through the whole worship planning and sermon writing process.
- Our All Ages Choir will sing this Sunday for our Flower Communion.

*Ask for and receive care, support, and connection in times of struggle, joy, and transition.*

- We had 9 Candles Cards submitted in April.
- The Pastoral Care Associates and I logged 8 contacts for April.
- I led a brief service for scattering Carol Lasselle's ashes in the memorial garden with her family and close friends on June 1.
- I am doing a tutorial for a couple of our Pastoral Care Associates on using Sign Up Genius today so that they can help support a member who broke her leg by organizing meals.
- Pastoral Care Associates are all set to cover emergencies the weeks that I am on vacation and study leave this summer.

*Grow leaders who serve the needs of our congregation and our community with faith, resilience, and courage.*

- Recruiting for next year is ongoing. There are still some holes to fill.
- The Social Justice Team has decided to try a rotating chair model for next year. One person will take on the role each month.
- Scott Campbell has agreed to chair the Property Team.

*Steward our congregational community with our time, talent, and money.*

- Our matching campaign was very successful! We raised nearly \$12,000 towards the \$6,000 match, for a total of \$18,000 more for next year's budget. Thanks to everyone who gave!
- We held our annual auction on May 19. Attendance was up from previous years and we made about \$5000. We will likely be trying to do a few smaller fundraisers next year rather than one big one, but want to retain some elements from the Auction that work well.
- The staff baked cookies to thank volunteers and handed them out at the Annual Meeting.

*Participate actively in our larger Unitarian Universalist community.*

- We had 9 UU Nashua folks attend the UU Action NH Spring Summit on May 4 (by far the largest representation of any congregation!)
- We had groups attending two New England Region Workshops on May 11: one on Covenant and one on music.
- We have 5 delegates headed to General Assembly in Spokane this month. Sadie will be an off-site delegate, and I will be there in person as well.

*Understand systems of oppression and privilege and work to dismantle them within ourselves, our congregation, our community, and the larger world.*

- Our Racial Justice Discussion Group met on May 21 and watched a webinar on Decentering Whiteness in Worship. I hope to use the webinar for our Worship Associate training in August.
- Our Racial Justice Working Group met on May 9 to review the year and plan for next year. We are hoping to lead a NH Black Heritage Trail trip this summer.

*Work in deep partnership to advance justice and heal our community and our world.*

- Jenn Morton will be honored with a Micah Award from GSOP this Saturday. Jenn will not be able to attend to receive the award in person, but we have a table of 8 folks from the congregation who will be there.
- Our Bail Fund and Sanctuary teams continue to work in partnership with folks from UU Manchester.
- I participated in the following community and justice events this past month:
  - attended 2 Immigrant Solidarity Vigils and 2 Immigrant Solidarity Network meetings
  - attended the UU Action NH Spring Summit
  - attended 2 Vigils in support of the Death Penalty Repeal veto override
  - attended the monthly NAIC Meeting and an NAIC Exec Board meeting (my term on the NAIC Exec ends this month)
  - attended an online Northern New England District Board Meeting
  - attended a New Hampshire Council of Churches Board meeting and an Exec Meeting
- We had 8 regular weekly outside groups use our building in April: Overeaters Anonymous, 4 Narcotics Anonymous Groups, Alcoholics Anonymous, a yoga class and a Spiral Scouts troop.

## **CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL**

- We have 63 kids registered for next year. Chris hopes to register at least ten more before school starts.
- School ended last week and we are in the midst of the first of two weeks of camp. There are about 20 kids attending each week.
- It looks like the school will end the year with a bit of a surplus again. Last year some of the surplus went into the scholarship fund and some went to operating reserves.
- Chris is working on teacher reviews and contracts. We have already signed a new contract for Chris for next year.
- There are three scholarship requests which are being reviewed by a subcommittee of church members.

## **Schedule**

- Summer services begin on June 16.
- I will be at General Assembly June 17-23, on vacation June 24-July 7 and July 31-August 6, and on study leave July 8-20
- I will be leading/co-leading worship on July 28, August 18 and August 25.

## **Other**

I have been accepted into a 2-year program called the Pastoral Innovation Network of New England. I think it will be beneficial to both me and the congregation. Here is the description of the program from their website:

“The PINNE (Pastoral Innovation Network of New England) initiative creates a cross-denominational innovation hub, where 20 creative, early-career clergy interact with experienced coaches to highlight effective approaches to ministry in the New England context. In ten gatherings over two years, pastor participants will problem solve, identify resources, grow professionally, maximize their creative and innovative potential, and move toward their visions for ministry revitalization. This network will enhance participants’ customized and contextualized efforts toward innovation through coaching, conversations around pastoral challenges, the voluntary undertaking of a project of congregational change, and opportunities to mentor one another. PINNE thus facilitates adaptive engagement with the unique ministry challenges of New England, and also seeks to improve ministry across New England by disseminating the learnings to clergy and denominations in the region.”

You can read more about it here: <http://pastoralinnovationnetwork.org/coaches-staff/apply/>

# Letter of Call and Ministry Agreement

Date approved & accepted: April 4, 2015

Date call extended & accepted: May 10, 2015

Revised November 14, 2017

Revised June 6, 2019

Date	Sections	Notes
Nov. 14, 2017	4.9	Change in Parental Leave
June 6, 2019	1.1, 1.2, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2.4, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.8, 4.10, 4.11	Changes to align with new UUA/UUMA recommended Letter of Call; 3.1.1 changed to reflect salary for the 2019-2020 church year

The Unitarian Universalist Church of Nashua, New Hampshire, hereinafter the Congregation, and the Reverend Allison Palm, as Minister, hereinafter the Minister, jointly enter into the Letter of Agreement effective 4 April 2015.

## 1. GOALS, RESPONSIBILITIES, AND RELATIONSHIPS

### 1.1 Intention

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister as we embrace the purposes and principles of Unitarian Universalism and the mission of the Congregation. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides. In most situations, the Congregation will act through its Governing Board (referred to as the “Board”).

### 1.2 Shared Leadership

**1.2.1** The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. This relationship is one of discovery of each other, in a context of mutuality. The relationship of the Minister and the Congregation will be in accordance with the Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association (see <https://uuma.site-ym.com/?guidelines>).



**1.2.2** Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Congregation looks to its Minister to provide spiritual leadership, historical and theological grounding and perspective, assistance in setting and leadership in implementing its mission, oversight of the Congregation's programs, leadership and supervision of the staff team, and administration of its business operations in collaborative partnership with the Board, Congregational committees/teams, and staff.

**1.2.3** Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Minister looks to the Congregation to live out its mission and vision, demonstrate effective leadership, be open to change, broaden the meaning of community, and communicate issues or concerns that may arise in a forthright and respectful manner through established communication channels.

**1.2.4** The Board, on behalf of the Congregation, commits to remaining in covenant with the Minister and holding members of the Board as well as the Congregation to behavior that is respectful of the Minister and of the office, and that is consistent with our shared values and Principles as Unitarian Universalists.

**1.2.5 Monitoring and Nurturing the Health of the Ministry:** The Board and the Minister will monitor and nurture the health of the ministries of the Congregation through regular reviews and assessments. The methodology of such reviews will be collaboratively determined by the Board, or their designee, and the Minister and will reflect an understanding that program effectiveness hinges upon team effort. In determining the assessment methodology, the Board and Minister will also agree upon a process to periodically assess the work of the Minister.

**1.2.6 Anti-Racism, Anti-Oppression and Multicultural Awareness:** The Congregation and the Minister affirm our mutual commitment to address the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that the Minister, members of the Congregation, and staff are trained to understand, welcome and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Board and Minister are committed to an ongoing process to address the ways systems of oppression within and beyond our Congregation are perpetuated and agree to collaborate on the development of a joint process of reflection and growth to ensure progress. This includes, but is not limited to, the ways in which the characteristics of dominant cultures live in our practices, systems procedures, and our very lives. When congregations call ministers who themselves hold historically or currently marginalized identities, the congregation understands that the minister must be free to determine the extent to which they are called to lead in dismantling injustices in which the minister holds a target identity.

**1.2.7 Ongoing Dialogue:** The Board and Minister recognize the different cultural, racial/ethnic, ability, gender, sexual orientation, generational, economic, social and theological experiences and identities that exist within our congregation. While the Board and Minister acknowledge that these differences are a source of great strength, our own limited skills to connect or our levels of discomfort with these differences may also contribute to concerns, disagreements, or organizational conflict.

The Board and the Minister commit to open, truthful, and ongoing communication about the ways in which identity and power impact and shape the congregation. When issues, concerns, and conflicts arise, the Board and Minister commit to addressing the issues at hand, recognizing that conflict is an inherent part of making choices within a diverse faith community. Congregational Leaders will make space to thoughtfully consider how differences in identity, experience, or power might be a factor in any conflict. The Board and Minister will be guided by our Unitarian Universalist Principles and will hold themselves accountable to our shared values. To help create a path forward, the Board or Minister may seek an outside facilitator from the UUA or other mutually agreeable organization.

## **2. RESPONSIBILITIES**

### **2.1 Pulpit and Worship Services**

**2.1.1** It is a basic premise of the Congregation that the pulpit is free. The Minister is expected to express personal and faith values, views, and commitments, consistent with our understanding of the covenant that binds us in an evolving living tradition without fear or favor.

**2.1.2** The Minister will lead or co-lead worship between 30 and 35 Sundays each year, as well as major religious holidays observed by the Congregation. The Minister will be off and relieved of all responsibilities on at least one Sunday per month, including Sundays while on vacation and study leave. In support of the health and growth of the Congregation and the Minister, the Board recognizes the importance of the minister being relieved of all responsibilities for up to four Sundays to participate in denominational activities including the UUA General Assembly, UUA regional meetings; collegial gatherings of ministers and other religious professionals including identity-based gatherings, or UUA/UUMA committees. The Minister will communicate the dates of Sundays away in advance to the Board.

**2.1.3** The Minister has responsibility and authority over all worship services including rites of passage whether or not the Minister is involved in planning or leading a given service. All services, including weddings and memorial services, conducted by outside officiants must be pre-approved by the Minister.

### **2.2 Service to Persons**

**2.2.1** The Minister will conduct rites of passage, including weddings, child dedications, and memorial services as well as provide pastoral care services, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister will maintain awareness of personal limitations and boundaries, and will refer members for professional counseling and other specialized services as appropriate. The Minister will provide such ministerial services and counseling to members of the Congregation without fee or honorarium.

**2.2.2** The Minister may charge a fee when rites of passage, pastoral care services, and other ministerial services are provided to non-members of the Congregation.

### **2.3 Services to the Board and Committees**

**2.3.1 Board:** The Minister will be an ex officio member, without vote, of the Board. The Minister is regularly expected to bring to the attention of the Board matters significantly affecting the life, operation, and mission of the Congregation

**2.3.2 Committees/Teams:** The Minister will be an ex officio member without voting privileges on all committees, task forces and teams except a Ministerial Search Committee formed following the announcement of the Minister's retirement or departure. The Minister will confer, as needed, with each committee on how best to work together to serve the Mission of the Congregation. Attendance by the Minister at most committee meetings is welcomed but not routinely expected.

**2.4 Community Activities:** The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, social justice, and the worth and dignity of all fellow members of the community.

### **2.5 Relationship to Church Staff**

**2.5.1 Minister's Role:** As a policy governance congregation, the Minister serves as Executive Director operating consistent with the policies, authorities, and limitations adopted by the Board. The Minister is responsible for ensuring appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister has authority to hire, discharge, change the compensation of Congregational staff or implement other major personnel-related changes consistent with Board Policies.<sup>1</sup>

**2.5.2 Relationship to Other Professionals on Staff:** The Minister, in collaboration with Congregational leaders, has primary responsibility for overseeing the implementation of the

vision and mission of the Congregation. In recognition of the work done by Congregational staff, the Minister will enter into a covenant with the other professionals on staff. The Minister, as staff lead, will foster a collaborative environment among staff and will take care that changing roles and relations of the shared professional leadership are reviewed, discussed and re-negotiated with clarity, respect, and honesty in the spirit of the UUMA Guidelines.

### **3. COMPENSATION**

The Board, acting on behalf of the Congregation, will provide the following compensation, benefits and professional expenses to the called Minister:

#### **3.1 Salary and the Allocations to Housing Allowance**

**3.1.1** The church will provide the Minister a salary, including housing, of \$97,640 payable in equal increments every two weeks. The church workweek ends on a Saturday, and paychecks are issued on the following Friday.

**3.1.2 Housing Allowance:** Consistent with federal law, the Board will annually designate a portion of salary as a Housing Allowance once the Minister has ascertained the expected cost of housing.

**3.1.3** The portion of the Minister's annual compensation not allocated to Housing Allowance will be the Minister's salary. The combined Salary and Housing Allowance, is hereinafter referred to as S&HA.

#### **3.2 Benefits**

**3.2.1** The Church agrees to pay the Minister a contribution totaling 7.65 percent of S&HA in lieu of FICA, payable with payroll.

**3.2.2** The Church agrees to contribute to the UUA Retirement Plan or other appropriate Pension Plan in the amount of 10% of S&HA.

**3.2.3** The Church agrees to cover the cost of Insurance benefits as prescribed below:

**3.2.3.1** 80 % of the premium for Comprehensive Health Insurance for the Minister and the Minister's spouse/partner and family. Should the Minister elect to be covered under a spouse's or partner's Health Insurance plan and provide evidence of such coverage, the Church agrees to compensate the Minister by an amount commensurate with 80% of his/her personal Health Insurance benefit.

**3.2.3.2** 100% of the premium for the Minister's Group Long-Term Disability Income Insurance.

**3.2.3.3** 100% of the premium for Dental Insurance, through the UUA Plan, for the Minister and the Minister's spouse/partner and family.

**3.2.3.4** 100% of the premium for the Minister's Group Term Life Insurance through the UUA Plan.

**3.2.4** The Church agrees to provide financial reimbursement for Professional Expenses up to 10% of S&HA payable promptly following submission of receipts by the Minister. Expenses for reimbursement include, but are not limited to conference and continuing education expenses, travel, automobile mileage, lodging, meals, incidentals, office equipment not otherwise budgeted, books, periodicals, and dues in professional organizations. Equipment purchased with these funds will be the property of the Congregation, although such items may be subsequently purchased by the Minister from the Congregation at the item's depreciated value or the depreciated value may be imputed as income on the minister's paycheck. Unexpended funds from all Professional Expense advances shall revert to the Church.

### **3.3 Annual Review of Compensation**

**3.3.1** The Board will review the Minister's compensation annually and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increased training and experience, increases in the cost of living, changes in the cost of benefits, congregational growth, and the financial means of the Congregation.

**3.3.2** The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual Congregational meeting held for this purpose.

**3.4 Intellectual Property:** All notes, research, sermons, and other products of the Minister's work will be the sole property of the Minister. During the time of this ministry, the Minister grants to the Congregation a royalty-free, non-exclusive use of sermons and other public pieces created for the ministry.

## **4. WORK WEEKS AND LEAVE PROVISIONS**

**4.1 Work Week:** Ministry is a calling and the Minister is an exempt full-time professional. In recognition that ministry is time intensive with widely varying hours, the Minister and the Board will discuss the broad parameters of the Minister's schedule, understanding that the work of ministry is multifaceted, unpredictable, highly relational, and subject to unforeseen activities and

events. The minister is responsible for monitoring their time to ensure the proper balance of work and time off.

**4.2 Availability for Appointments:** The Minister will inform the Congregation of times when appointments may be scheduled.

**4.3 Study Leave:** In recognition that Ministers need extended time away from the stresses and demands of daily congregational life to deepen and expand their calling and practice of ministry, the Minister will have four weeks of study leave per year. The Congregation understands that the Minister is working during Study Leave. Should a Congregational emergency arise requiring the Minister's return from study leave, all reasonable costs of such return will be borne by the Congregation.

**4.4 Vacation:** The Minister will be relieved of all responsibilities for a total of four weeks per year. A week of vacation is seven days. Should a Congregational emergency arise requiring the Minister's return from vacation, all reasonable costs of such return will be borne by the Congregation.

**4.5 Holidays:** The Minister is entitled to Holidays (days off with pay) consistent with the Personnel Policies of the Congregation. If the Minister is expected to work on a holiday or a holiday falls on the Minister's regularly scheduled day off, then another day should be taken off within two weeks of the holiday.

**4.6 Sick Leave:** The Minister shall be credited with 10 sick days per calendar year each January 1 and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family.

**4.7 Extended Medical Leave:** Should the Minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the Congregation shall place the Minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation and study leave does not accrue during this period. During Extended Medical Leave, the Congregation shall continue to pay all employee insurance premiums (health, dental, and long-term disability) as otherwise covered by this agreement, and no less than 75% of Salary and housing allowance. Retirement benefits will continue to be paid at no less than 10% of salary and housing actually paid during this period. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long-term disability benefits, the

Congregation shall retroactively pay the Minister at 100% of salary and housing.

**4.7.1 Health and Dental Insurance at the conclusion of Extended Medical Leave:** At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the 90-day limit, health and dental benefits insurance premium payments will be discontinued, and the Minister will be offered COBRA coverage if available.

**4.8 Life Insurance Upon Receipt of Long Term Disability Benefits:** In the event the Minister is approved for long-term disability benefits, the Congregation will deem the Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the UUA Group Life Insurance contract. Unless otherwise agreed to by the Congregation and the Minister, salary, housing, and other benefits will not be paid during disability leave.

**4.9 Parental Leave:** In the case of the birth or adoption of a child, the Minister may take 12 weeks of paid, and 4 weeks of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. During periods of unpaid leave, the Congregation will continue paying premiums for health, dental, and long-term disability insurance. This leave must begin within 12 weeks of becoming a parent. The Minister will be expected to communicate the dates of leave in advance to the Board.

**4.10 Family Medical Leave:** After serving at least 12 months, the Minister may take up to 12 weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave will be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the Congregation will continue paying its required contributions toward the premiums for health, dental, life, and long term disability insurance, but not employer retirement contributions.

**4.11 Bereavement Leave:** Upon the death of an immediate family member (spouse/partner, child, sibling, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.

#### **4.12 Sabbatical Leave**

**4.12.1** The Minister may use sabbatical leave for study, education, writing, meditation, or other forms of professional and religious growth. The Minister, in conjunction with the Board, will document the plan and goals for the sabbatical. The dates and duration of any sabbatical plan must be approved by the Board at least one year in advance. Time spent on sabbatical leave counts toward the Minister's service time.

**4.12.2** The Minister accrues one month of sabbatical leave for each full year of service, subject to the other conditions set forth in this section. Sabbatical leave may accrue up to a maximum of six months.

**4.12.3** Sabbatical leave may not be taken prior to the completion of four years of service.

**4.12.4** The Congregation will continue full salary, housing allowance, and benefits during a sabbatical leave. Professional expenses during a sabbatical may be adjusted by the Board.

**4.12.5** The Minister may not use the sabbatical leave to search for another position, nor accept one during this time. The Minister agrees not to accept another Minister position or resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

**4.12.6** In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

**4.12.7** The Congregation agrees to take no action on ministerial tenure during the sabbatical leave.

## **5. DISPUTE AND TERMINATION**

**5.1** The term of this agreement is indefinite. It will continue until the Minister provides the Congregation with at least 90 days' notice of intent to resign or retire, or until the Congregation provides the Minister with at least 90 days' notice of intent to dismiss, or until the long-term disability or death of the Minister.

**5.2** Any dispute concerning the interpretation or performance of this agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Board, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Associations Ministries and Faith Development staff group.

**5.3** In the absence of a specific provision in the By-laws, a decision to dismiss the Minister shall be by two-thirds majority vote of all members of the Congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

**5.4** At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.



**5.5** In the event of dismissal, salary, housing allowance, and benefits will continue for three months.

**5.6** In the event that the Minister's resignation is negotiated, salary, housing allowance, and benefits will continue for one month per year of service up to twelve months from the date of dismissal, or until the Minister has begun service in another position, if sooner.

**5.7** The Minister may be dismissed, with less than 90 days' notice, and without the severance payments described in section 5.6 of this agreement, if the Minister a) is convicted of a felony, b) has his/her Ministerial fellowship with the UUA terminated or suspended, c) is found by the Board to have engaged in physically or sexually abusive acts toward a member of the Congregation, a Congregation employee, or a child, or d) is found by the Board to have grossly neglected his/her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

## **6. AMENDMENT**

**6.1** The terms of this agreement may be changed by mutual consent of the Minister and the Board, except that increases in the total cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.

**6.2** This Agreement will be reviewed at least once every three years.

**6.3** This Agreement is subject to the laws of the State of New Hampshire and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

## **7. OFFER**

This Agreement represents an official offer to the Reverend Allison Palm when the calling of said Minister is approved by at least 90% of the Congregation and accepted by the Minister and shall become final upon the occurrence of all the following events:

- Completion of a criminal record background check satisfactory to the Committee
- Acceptance of this offer by the Minister
- Calling the Minister by the Congregation
- Acceptance by the Minister of the call.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Minister: \_\_\_\_\_ Date: \_\_\_\_\_

# **Letter of Call and Ministry Agreement**

**Unitarian Universalist Church of Nashua, NH**

**4 April 2015**

# Letter of Call and Ministry Agreement

## 4 April 2015

The Unitarian-Universalist Church of Nashua, New Hampshire, hereinafter the Congregation, and the Reverend Allison Palm, as Minister, hereinafter the Minister, jointly enter into the Letter of Agreement effective 4 April 2015.

### 1. INTENTION

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister as we embrace the purposes and principles of Unitarian Universalism and the mission of the Congregation.

It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

### 2. EXPECTATIONS

#### 2.1 Shared Leadership

**2.1.1** The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.


**2.1.2** The Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulation its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Trustees, hereinafter the Board, and committee chairs.

#### 2.2 Leadership Goals

**2.2.1** The Board and the Minister will have an annual planning meeting for the purpose of arriving at specific understandings about the sharing and distribution of authority and responsibility, goals for the coming year and a plan for periodic review and renewal of ministry of the Congregation.

#### 2.3 Pulpit and Worship Services

**2.3.1** It is a basic premise of the Congregation and this agreement that the pulpit be free and untrammelled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

**2.3.2** The Minister is relieved from Sunday service responsibilities once per month provided adequate advanced notice is provided to  Worship Associates in order to make alternative arrangements for covering those responsibilities.

**2.3.3** The Minister will be responsible for all worship services, including seasonal celebrations and rites of passage, such **and** weddings, child dedications, funerals and memorial services except those for which the Minister delegates responsibility to the Worship Associates, including those provided for under paragraph 2.3.2.

## **2.4 Service to Persons**

**2.4.1** The Minister is responsible for implementing a program of pastoral care. As part of this program, the Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister should maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

**2.4.2** The Minister will provide ceremonial services and counsel to members of the Congregation without requesting or expecting a fee or honorarium. When such a service is provided to a non-member, a fee or honorarium may be set by and is the property of the Minister.

## **2.5 Services to the Board and Committees**

**2.5.1** The Minister will be an ex-officio member without voting privileges on the Board and all committees and task forces except the Nominating Committee and the Ministerial Search Committee. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcomed but not expected.

## **2.6 Community Activities**

**2.6.1** The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, social justice, and the worth and dignity of all fellow members of the community.

## **2.7 Relationship to Church Staff**

**2.7.1** The Minister is the Executive Director of the Congregation.

**2.7.2** The Minister is responsible for the annual staff evaluations and personnel actions in accordance with the Church bylaws and Personnel Policy Manual.

## **2.8 Office Hours and Days Off**

**2.8.1** The Minister will maintain regular office hours at least three days per week, with other times available by appointment.

**2.8.2** The Minister will maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for emergencies.

## **2.9 Evaluation of the Ministry**

**2.9.1** An assessment of the work of the Minister, including the ministry of the Congregation and progress against goals and envisioned end-states will be conducted every year by the Board as part of a periodic review and renewal of leadership and ministry of the Congregation. Together, the Minister and Board will discuss this assessment annually with the intent to enhance the church's vision and to explore new opportunities for its realization.

## **2.10 Minister's and Congregation's Code of Conduct**

**2.10.1** The conduct of the Minister will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

## **3. COMPENSATION**

The Board, acting on behalf of the Congregation, will provide the following compensation, benefits and professional expenses to the called Minister:

### **3.1 Salary and Housing Allowance**

**3.1.1** The church will provide the Minister an annual monetary compensation of \$88,500 payable in equal increments every two weeks. The church workweek ends on a Saturday, and paychecks are issued on the following Friday. The Minister will begin working for the church on August 1, 2015 and the first paycheck to the Minister will be prorated to reflect the days worked to the end of the first pay period.

**3.1.2** Once the likely housing costs to be incurred by the Minister have been ascertained, the Minister may request that a proportion of the compensation from Paragraph 3.1.1 be disbursed as a Housing Allowance. The Board will review the request to ensure that the Housing Allowance falls within the rules of current federal tax law and direct the Treasurer to make appropriate disbursement of the Minister's compensation.

**3.1.3** The portion of the Minister's annual compensation not allocated to Housing Allowance will be the Minister's salary. The combined Salary and Housing Allowance, is hereinafter referred to as S&HA.

### **3.2 Benefits**

**3.2.1** The Church agrees to pay the Minister a contribution totaling 7.65 percent of S&HA in lieu of FICA, payable with payroll.

**3.2.2** The Church agrees to contribute to the UUA Retirement Plan or other appropriate Pension Plan in the amount of 10% of S&HA.

**3.2.3** The Church agrees to cover the cost of Insurance benefits as prescribed below:

**3.2.3.1** 80 % of the premium for Comprehensive Health Insurance for the Minister and the Minister's spouse/partner and family. Should the Minister elect to be covered under a spouse's or partner's Health Insurance plan and provide evidence of such coverage, the Church agrees to compensate the Minister by an amount commensurate with 80% of his/her personal Health Insurance benefit.

- 3.2.3.2 100% of the premium for the Minister's Group Long-Term Disability Income Insurance.
- 3.2.3.3 100% of the premium for Dental Insurance, through the UUA Plan, for the Minister and the Minister's spouse/partner and family.
- 3.2.3.4 100% of the premium for the Minister's Group Term Life Insurance through the UUA Plan.
- 3.2.4 The Church agrees to provide financial reimbursement for Professional Expenses up to 10% of S&HA payable promptly following submission of receipts by the Minister. Expenses for reimbursement include, but are not limited to conference and continuing education expenses, travel, automobile mileage, lodging, meals, incidentals, office equipment not otherwise budgeted, books, periodicals, and dues in professional organizations. Unexpended funds from all Professional Expense advances shall revert to the Church.

### **3.3 Reallocations**

- 3.3.1 The Board and the Minister may, upon mutual agreement and before the beginning of a tax or employment year, allocate funds among these various categories to provide the Minister with an optimum array of benefits. The Housing Allowance, for example, may be reviewed as the cost or kind of housing changes. The pension contribution, health, and disability insurances are mandatory unless the Minister provides evidence, satisfactory to the Board, of adequate alternative coverage.

### **3.4 Annual Review of Compensation**

- 3.4.1 The Board will review the Minister's compensation annually and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increased training and experience, increases in the cost of living, changes in the cost of benefits, congregational growth, and the financial means of the Congregation.
- 3.4.2 The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual Congregational meeting held for this purpose.

### **3.5 Annual Vacation and Study Leave**

- 3.5.1 Upon adequate notification to the Board, the Minister will be relieved of all routine responsibilities as prescribed in the following sub-paragraphs.
  - 3.5.1.1 Up to four (4) weeks per church year may be taken as vacation. The vacation benefit is not restricted to any particular time of the year. During vacation, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Congregation.
  - 3.5.1.2 Up to four (4) weeks per church year may be taken as study leave. The study leave benefit is not restricted to any particular time of the year. During study leave, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister.

### **3.6 Denominational Service and Professional Activities**

**3.6.1** With the specific approval of the Board, the Minister may be relieved of responsibilities and absent from the area for up to four Sundays annually to participate in denominational and professional activities. It is understood that participation in these denominational and professional may also affect office hours as defined in paragraph 2.8.1. Each of these Sunday absences is considered a relief from Sunday service responsibilities as defined in paragraph 2.3.2 and subject to the limitations defined therein. Participation in denominational and professional activities as defined in this paragraph does not constitute vacation or any other leave as defined herein.

### **3.7 Sick, Medical, Disability, Birth/Adoption, and Family Leave**

**3.7.1 Sick Leave:** The Minister shall be credited with 10 sick days per calendar year each January 1 and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family.

**3.7.2 Extended Medical Leave:** Should the Minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the Congregation shall place the Minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Extended Medical Leave, the Congregation shall continue to pay all employee insurance premiums (health, dental, and long-term disability) as otherwise covered by this agreement, and no less than 75% of Salary and housing allowance. Retirement benefits will continue to be paid at no less than 10% of salary and housing actually paid during this period. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long-term disability benefits, the Congregation shall retroactively pay the Minister at 100% of salary and housing.

**3.7.3 Health and Dental Insurance at the conclusion of Extended Medical Leave:** At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the 90-day limit, health and dental benefits insurance premium payments will be discontinued, and the Minister will be offered COBRA coverage if available.

**3.7.4 Disability Leave:** In the event that the Minister is approved for long-term disability benefits, and unless otherwise agreed to by both the Congregation and the Minister, salary and housing shall not be paid during disability leave.

**3.7.5 Parental Leave:** In the case of the birth or adoption of a child, the Minister shall be granted six weeks of paid, and six weeks of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. During periods of unpaid leave, the Congregation will continue paying premiums for health, dental, and long-term disability insurance.



**3.7.6 Family Medical Leave:** After serving at least 12 months, the Minister may take up to 12 weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave will be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the Congregation will continue paying premiums for health, dental, and long-term disability insurance.

### **3.8 Sabbatical Leave**

**3.8.1** The Minister may use sabbatical leave for study, education, writing, meditation, or other forms of professional and religious growth. The Minister, in conjunction with the Board, will document the plan and goals for the sabbatical. The dates and duration of any sabbatical plan must be approved by the Board at least one year in advance. Time spent on sabbatical leave counts toward the Minister's service time.

**3.8.2** The Minister accrues one month of sabbatical leave for each full year of service, subject to the other conditions set forth in this section. Sabbatical leave may accrue up to a maximum of six months.

**3.8.3** Sabbatical leave may not be taken prior to the completion of four years of service.

**3.8.4** The Congregation will continue full salary, housing allowance, and benefits during a sabbatical leave. Professional expenses during a sabbatical may be adjusted by the Board.

**3.8.5** The Minister may not use the sabbatical leave to search for another position, nor accept one during this time. The Minister agrees not to accept another Minister position or resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

**3.8.6** In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

**3.8.7** The Congregation agrees to take no action on ministerial tenure during the sabbatical leave.

### **3.9 Relocation Expenses**

**3.9.1** The Congregation will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family to the area up to a maximum of \$10,000. Reasonable expenses include transportation and hotel accommodations for house-hunting trips as required, the services of a professional moving company, plus automobile mileage, and transportation and temporary housing costs, but not meals. This benefit covers moving and relocation-related expenses incurred prior to 1 September 2016.

### **3.10 Intellectual Property**

**3.10.1** All notes, research, sermons, and other products of the Minister's work shall be the sole property of the Minister.

#### **4. DISPUTE AND TERMINATION**

- 4.1** The term of this agreement is indefinite. It will continue until the Minister provides the Congregation with at least 90 days' notice of intent to resign or retire, or until the Congregation provides the Minister with at least 90 days' notice of intent to dismiss, or until the long-term disability or death of the Minister.
- 4.2** Any dispute concerning the interpretation or performance of this agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Board, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Associations Ministries and Faith Development staff group.
- 4.3** In the absence of a specific provision in the By-laws, a decision to dismiss the Minister shall be by two-thirds majority vote of all members of the Congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.
- 4.4** At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.
- 4.5** In the event of dismissal, salary, housing allowance, and benefits will continue for three months.
- 4.6** In the event that the Minister's resignation is negotiated, salary, housing allowance, and benefits will continue for one month per year of service up to twelve months from the date of dismissal, or until the Minister has begun service in another position, if sooner.
- 4.7** The Minister may be dismissed, with less than 90 days' notice, and without the severance payments described in section 4.6 of this agreement, if the Minister a) is convicted of a felony, b) has his/her Ministerial fellowship with the UUA terminated or suspended, c) is found by the Board to have engaged in physically or sexually abusive acts toward a member of the Congregation, a Congregation employee, or a child, or d) is found by the Board to have grossly neglected his/her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

#### **5 AMENDMENT**

- 5.1** The terms of this agreement may be changed by mutual consent of the Minister and the Board, except that increases in the total cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.
- 5.2** This Agreement will be reviewed at least once every three years.
- 5.3** This Agreement is subject to the laws of the State of New Hampshire and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

**6. OFFER**

This Agreement represents an official offer to the Reverend Allison Palm when the calling of said Minister is approved by at least 90% of the Congregation and accepted by the Minister and shall become final upon the occurrence of all the following events:

- Completion of a criminal record background check satisfactory to the Committee
- Acceptance of this offer by the Minister
- Calling the Minister by the Congregation
- Acceptance by the Minister of the call.

Date approved: April 4, 2015  
President Harry Purkiser

Date accepted: April 4, 2015  
Minister Allison Palm

Date Call extended: May 10, 2015  
President Harry Purkiser

Date Call Accepted: May 10, 2015  
Minister Allison Palm