

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

October 3, 2019

Final Minutes by Jodie K. Holway as of October 31, 2019

Reviewed by: John Burkitt, Rev. Allison, Lindsey Sylvester, Brenna Woods, Carol Houde

Meeting Attendees:

John Burkitt, Lindsey Hedrick (Treasurer), Jodie K. Holway (Clerk), Carol Houde (President), Rev. Allison Palm, Rick Spitz, Lindsey Sylvester

Attendee by Zoom: Brenna Woods (Vice President)

Excused: Victoria Agnew, Burns Fisher

Full Agenda: APPENDIX A

1. Consent Agenda

1. **MOTION** to accept the May 2019 minutes
MOVED by Lindsey Hedrick, **SECONDED** by John Burkitt, **MOTION CARRIED**
2. **MOTION** to accept the September 2019 minutes
MOVED by Lindsey Sylvester, **SECONDED** by Rick Spitz,
abstention by Jodie K. Holway and Brenna Woods, **MOTION CARRIED**

2. Conversation with Sadie Kahn-Greene, Director of Faith Formation

1. Perspective over the 3 years of her ministry here
 - i. Year one she got acquainted with everyone
 1. Ran the Religious Education program designed by predecessor
 2. Grateful that everything was in place and all teachers were lined up
 - ii. Year two had some successes but several challenges
 1. Sadie developed the Wonder Box ideas which went over very well
 2. Previously Sadie had evaluated a couple very strong lessons/curricula from Soul Matters and liked the theme-based approach
 3. She worked to connect classes to each other, and to monthly themes used by the larger congregation
 4. However Soul Matters didn't end up being a good curriculum for us
 5. Also the existing Faith Formation leadership team was worn out and left
 6. Sadie found it difficult to be the point person for every program like AREA too
 7. Challenge to tell a volunteer they had to step down, Safe Congregations Response Team was fully supportive
 8. Good moments last year, building on the Wonder Box ideas etc.
 9. Preschool and kindergarten had great leadership that year, using an existing curriculum, good for visitors and the new dedicated member children
 - iii. Year three, this year: introduced a new approach of Workshop Choices

2. Discussion of this year's successful Children's Faith Formation workshops
 - i. This pattern is newly being delivered in different regions in different ways
 - ii. Four choices for kids to sign themselves up for each week
 1. They sign up according to what they want that week, before service
 2. They get a sticker to wear all day, showing their workshop choice
 3. They meet in the glass hallway with one teacher, who counts them
 4. They walk (not run!) to their class where met by other teacher
 5. Teacher gives them their choice of greeting as they enter
 6. Same ritual in every workshop every week, sharing joys and concerns
 7. Teachers write down joys and concerns, so Sadie could follow up
 - iii. Each one ties to one of our new Values!
 1. Moving around/games, for our value of Connection/Community
 2. Service projects, for our value Love in Action
 3. Art, craft, or contemplative, for our value Wonder
 - iv. Sadie adapted this idea for us by talking with many people, brainstorming
 - v. Practiced the workshop once last May, low attendance but it went very well
 - vi. The whole goal is to meet one of our new Ends statement:
"Know our authentic Unitarian Universalist faith identity, teach it to our children, share it with others, and live it in the world"
 1. All teachers are reviewing the 7 core values with kids each week
 2. Kids learn what they are and experience how each one feels in class
 - vii. So many good benefits of this workshop approach
 1. Kids have the right to choose what they want, so more engaged
 2. Kids choose the level of activity they want, so they are better suited
 3. Rare opportunity to interact with kids of all ages
 - a. The younger ones love looking up to the older ones
 - b. The older ones love teaching/modeling for the younger ones
 4. Teachers don't prepare a new class each week
 - a. Same (or similar) class is repeated all month
 - b. Most kids don't attend weekly: custody issues, travel etc.
 - c. About 50 are enrolled, weekly attendance is mid-20's
 - viii. What if the age-cohorts are not bonding over the years as they did before?
 1. Sadie will work to plan events to get them together by age
 2. But may also be better to meet new people, not same group forever
 - ix. What if all kids sign up for same one? Never happens
 - x. What if all kids don't sign up for one? Those teachers go to church that day!
 1. In old model it was odd to teach a lesson to 1-2 children
 2. Also odd to suddenly combine them into unfamiliar new class
 - xi. One important piece of feedback: one disappointment that Neighboring Faiths is not being taught this year
 1. We should have communicated this change better in this case
 2. That great curriculum was from Soul Matters, by the way
 3. Last year we taught that twice in a row; it needed a break

- xii. These one-month workshops are easy to recruit teachers
 - 1. Many congregants will volunteer for 3-weeks, a 20-minute activity
 - 2. Harry Purkheiser volunteered for a month of photography
 - 3. Tina Marshman volunteered just after jumping into a conversation
 - 4. Sadie has a list of Associates just like Worship Associates
 - 5. Now it's planned a month out, Sadie not creating on Thursday alone
- xiii. Is everyone background checked? What's the process for a volunteer?
 - 1. Ongoing training a month in advance for all workshop leaders
 - 2. Even for a 3-week session, same rules as full year: volunteers must be background checked, read code of ethics, be here for one year
 - 3. Watch the training video: e.g. how to do group dynamics
 - 4. Harry videoed the Safe Congregations training so the volunteers will have a month ahead to learn and watch
- xiv. Question: is she using the list of Ends statements to tie to some workshops, like the Humane Society for working with community in deep partnership
 - 1. Just track which workshops fit into each End, see if any are skipped
 - 2. Plus work within the themes of the month
- 3. Youth Ministry also under her umbrella
 - i. One meeting per month, and 1 social event per month
 - 1. And 2 new kids coming due to the Pride dance that we hosted
 - 2. Only got 1-4 kids out of 20 last year, held 3-4 times per month
 - ii. Also invite to help with workshops, help with slides, invite them to participate in many ways
- 4. Young Adults 18-35
 - i. Lots are fully in church and on BoT even without special activity/group
 - ii. But want something out in the world
 - iii. This was also on a low last year, starting up now in October 3, 2019
- 5. Requested groups are formed now: Women's and Men's Groups; would love to have more
- 6. Social / Racial Justice will start up, need people to sign up as participants
- 7. Covenant Groups ongoing 3 or 4 exist now

3. Minister's Report and New Ends Interpretation, Rev. Allison

- 1. Interpretation of our first Ends statement, about Brave Space
 - i. Informal Assessment: Rev. Allison provided her impression of how our progress or state feels right now with respect to this End, no hard numbers
- 2. Does not contain any interpretation nor report for one section about financial, because all of this should be done together, according to the monitoring table
- 3. Observation about Visitors: seem to have had a slightly larger number now, than last year
- 4. Fellowship hour struggling a bit to get enough hosts
 - i. Very few people signed up for the latter half of this year
 - 1. What does it indicate if we're seeing people unwilling to serve?
 - 2. Biggest abstainers are they people who push back when told they HAVE TO
 - 3. And anyone is excused if don't want to, and no consequences of course

- ii. For next year's signups, we'll start next month
 - 1. Breeze now supports this, might work better for people than Signup Genius
 - 2. Next year will designate a group of Lead Hosts: one will always be there, to help run the hour and demystify the coffee maker and dishwasher, etc.
- 5. Community Dinners are still running monthly
 - i. Here also we're getting too few signups in advance so it's worrisome
 - ii. But at the last minute there's always people who show up, sometimes too many!
 - iii. Overall it's running well, Karen Thomas is doing a great job
- 6. Love in Action workshop that Rev. Allison recently attended was awesome
 - i. "Become a Community Organizing Congregation" especially around justice work
 - ii. She had an "aha moment" about the way Social Justice is happening at UUCN
 - 1. Our Social Justice team is doing the work, but not organizing the congregation to do the work (Community Dinners is doing the best job of this so far)
 - 2. But none of them are trained to engage the congregation, nor and Rev. Allison hasn't been giving them this guidance nor resources how to do so
 - 3. Now she will start this approach
 - 4. GSOP will deliver a training on this subject to UUCN, if Social Justice agrees
- 7. Interpretation of Policy B: "Shall not be disconnected from the life of the church"
 - i. This policy is written weirdly, hard to interpret
 - 1. *The Executive shall not allow members of the congregation to be disconnected from the life and care of the Church.*
 - 2. Rev. Allison feels it should be measurable differently or possibly removed
 - 3. Interpretation: This policy is best measured by the Ends Survey that the Monitoring Subcommittee is working on.
- 8. Feedback on the new format of the Minister's report? Overall enthusiasm from the Board.
- 9. Discussion of Northern New England District (NNED) and Dissolution
 - i. Rev. Allison has been the Secretary of Northern New England District for four years
 - ii. Annual NNED meeting will be held here at UUCN
 - 1. Joe Sylvester will lead us in trivia on Friday night to kick off the festivities!
 - iii. They recommended to dissolve the district, planning a vote on dissolution in 2020
 - iv. Why not dissolve? Some concern about what to do with NNED's considerable money
 - 1. Remember last year this UUCN Board answered a series of questions about money, intentions of the original donors for the region vs. now just giving it all to UUA for their general discretion, reconciling these competing pulls
 - 2. Any concerns about Chalice Lighters is obsolete, this was a way of raising money but now replaced by online methods e.g. Faithify
 - 3. NNED board has spent MANY hours reviewing boxes of papers about every donation over the history of NNED to find any earmarks/restricted money
 - a. Turns out only 2% of our \$4 million is restricted
 - b. The rest can go to any successor organization

- v. NNED bylaws are very specific about what happens to any money if dissolution
 - 1. Funds go to UUA for use exclusively to benefit the congregations in the area of the former district, as UUA staff best see fit: that's Maine, NH, and Mass
 - 2. The UUA is perfectly willing to track how it's spent for these three states—they already have good financial tracking tools and people who can do this
- vi. Of the four districts that are now combined, others already voted for dissolution
 - 1. Note that NNED is the richest of them: we have \$4mil vs. \$200K in others
 - a. 50 years ago there was mismanagement at UUA which lost money
 - b. But NNED didn't share its money with UUA so didn't lose it
 - c. Some NNED folks have long memories so don't want to combine now
- vii. What work is NNED doing now, spending money and time today?
 - 1. Just managing the money and convincing people to dissolve itself!
 - 2. Most expedient route to dissolution is just to follow our bylaws
- viii. UUA work regional staff costs money
 - 1. We should be taking only 4% draw now, more prudent than today's 5%
 - 2. No functional change in what work is being done
- ix. How would this vote take place?
 - 1. Every congregation sends delegates to NNED meeting
 - a. One lay delegate per each 50 members of the congregation
 - b. Plus each congregation's Minister(s) and LAREDA Religious Educators
 - 2. UUCN sends 9 total delegates
 - a. Six lay delegates
 - b. Plus Sadie Kahn-Greene, Rev. Allison, Rev. Emeritus Steve Edington
 - c. UUCN vice president Brenna coordinates recruiting the delegates, then the full Board votes to approve that list of people
 - d. We must ensure they're well educated on the topic of dissolution
 - e. This Board can prepare a statement to give them confidence about how much consideration we've given to this matter, help them vote
 - 3. NNED board trying to ensure full turnout of people who understand the issues
 - a. Don't want only the angry people to volunteer as delegates
 - b. Don't want people who think it's a no-brainer to not come, or who think the dissolution has already happened!
 - i. President of UU Rutland Herb Ogden is most vocal opponent
 - ii. **ACTION:** Carol Houde will forward a long email from him, laying out his point of view
 - iii. He says the District COULD DO lots of things if it doesn't dissolve, although it has not yet done these as of now

4. Vote on Proclamation about Phone Service, by president Carol Houde

1. Endless technical difficulties from our phone service provider, no incoming calls are working
2. Carol proposes a resolution/proclamation to honor administrator Sherri Woolsey's efforts
3. Text proposed:

The Board acknowledges and celebrates the persistence, determination, and patience of Church Administrator, Sherri Woolsey, in managing the incredibly frustrating process of working with the technology provider to restore phone service after an entire month of no service. We salute her dedication, tenacity, and good humor throughout and send a huge thank you.

4. **MOTION** to approve this statement with no changes
MOVED by Jodie K. Holway, **SECONDED** by Lindsey Hedrick, **MOTION CARRIED**

5. Monitoring Task Force, president Carol Houde

1. Monitoring schedule review
 - i. Current schedule looks good
 - ii. Except change the frequency of Policy D to match the budgeting cycle
Section IV: Policy D – Compensation and Benefits of Church Staff
2. Baseline Survey Update
 - i. Need a starting point to measure our new Ends statements
 1. For each, currently where does the congregation consider us to be? How much energy we are we spending? How we're doing?
 - ii. Decided not to pay the web service Survey Monkey to do this
 - iii. Will review survey with Laura Park
 1. How to ask some of these questions
 2. Set them up to measure again and again over years to come
 - iv. Goal to do this later than November
3. Proposed Board Goals for 2019-20 church year
 - i. List as proposed:
 1. Obtain baseline measure of current status of End Statements
 2. Assess health/readiness of the congregation with respect to a Capital Campaign launch via the Next Step weekend
 3. Complete gaps in current Board Policy
 4. Become leaders of the congregation in radical hospitality
 5. Meet timelines for production and posting of Board minutes:
five responses to draft minutes received within three days of submission
 - ii. Discussion of goal: Commit to us all greeting new people in Fellowship Hour?
 1. Board members should practice "radical hospitality" to welcome everyone
 2. Some congregations use a specific color coffee cup, to indicate you want conversation – and if you're standing holding it, people better talk to you!
 3. Rev. Allison noted that some of the difficulties come from physical space:
 - a. Small corridor and doors mean you have to squeeze in
 - b. Also means you can get stuck trying to go out
 - c. So loud in the room that conversation must be in closed circles

- d. Not space in the fellowship room if all service attendees came in
- 4. Board should consider it our job to meet new people
- 5. Sometimes this is uncomfortable; discussed strategies and lines to use:
 - a. Start: “Hi, I don’t think we’ve met.”
(not, “Are you new?” “No, I’ve been a member for 30 years!”)
 - b. End: “It’s been a pleasure to talk with you, hope to see you again.”
- 6. Tell the congregation to meet people they don’t know
- 7. Note that visitors often make a beeline out the door at the end of Sunday services – we could catch them and talk to them then
- iii. Discussion of goal: Be more responsive to minutes and board/other UUCN emails
 - 1. **ACTION: Jodie Holway, Clerk, and president Carol Houde** to talk about what is promised in the Board Policy
 - 2. Expectation for minutes of monthly Board of Trustees meetings:
 - a. Clerk circulates draft version within two weeks of the meeting
 - b. Attendees respond with any comments or approval within 1 week
 - c. Clerk circulates revised final draft before next monthly meeting
 - d. After approval on Consent Agenda, clerk can post it right away
 - 3. Past methods had bottleneck of preliminary review by president and minister
- iv. Discussion of goal: Three Board members on the new Building our Vision team
- v. How to be engaged with work in the congregation, but not descend into operations?
 - 1. Last month, we agreed that Rev. Allison would recommend when a visitor would be informative to educate us – like we just had Sadie tonight
 - 2. Rick Spitz notes that other organizations like Big Brother Big Sister does the same way, various teams get occasional exposure to the board to educate and reconnect the board members as needed

6. Financial Review, treasurer Lindsey Hedrick

- 1. Lindsey asked our auditor Peter Houde if he’d consider reviewing us again, hypothetically?
 - i. Response: “Yowza!” He said it was very difficult to create the review report this time
 - ii. He said they only billed us for approximately one third of the many hours they spent!
 - iii. Lindsey will ask if this was because we were slow in responding to his requests, vs. just more complex than he’d billed for
 - iv. Peter recommended that we do this annually to watch more closely and shore up procedures, but he didn’t give us any suggestions, so how to improve??
 - v. Should use it as a learning exercise, not just a snapshot of numbers
 - vi. But of course he would recommend annual reviewing; it’s his job and his perspective

7. Covenantal Checkout – see you on the 1st Thursday of each month!

Appendix A: Full Agenda

Appendix B: Minister’s Report

FINAL AGENDA

Board of Trustees, Unitarian Universalist Church of Nashua
October 3, 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.

Excused: Brenna Woods, Victoria Agnew, Burns Fisher

6:30 [15] Admin: Chalice Lighting (Rick)

Check-in

6:45 [5] Admin: Consent Agenda

- May BoT Minutes
- September BoT Minutes

6:50 [20] Conversation with Sadie Kahn-Greene (Welcome!)

7:10 [20] Monitoring/Visioning: Minister's Report and New Ends Interpretation (Allison)

(Note: Allison will interpret one of the new ends and Board will give feedback)

7:30 [20] NNED Update: Allison

7:50 [5] Break

8:00 [30]: Monitoring Task Force (Carol)

- Baseline Survey update
- Monitoring Schedule review
- Proposed Board Goals for 2019-20 church year

8:30 [15] Monitoring: Financial Review (Lindsey H)

Covenantal Check-out

Closing Words

Adjournment

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
October 2, 2019
Covering September 5 – October 2, 2019

General Updates

We have kicked off the regular program year with our Ingathering Water Communion service on September 8. Worship has been going well so far. Nearly all of our new Worship Associates have done a service, and we are all learning as we go. Ben has been a part of every service that he has been present for.

We have had a number of visitors this fall. I will be leading our first Intro to UU session this Sunday. I have 4 people who have committed to attend already. We are struggling a bit with Fellowship Hour volunteers this fall, as there are a number of people who had been signed up for the fall and are unwilling to serve in that capacity. Carol has been helping recruit subs (thanks, Carol!). Sherri and I are working on putting together a group of Lead Hosts that will serve like Lead Greeters for our next round of sign ups (starting in January). I think this will alleviate many of the challenges of doing Fellowship Hour with volunteers.

The new Children's Faith Formation workshops started on September 15. So far the mixed age workshops are going well! Our Whole Lives for grades 7-9 starts this Sunday, October 6. They will be meeting for an extended time on the first two Sundays of the month. Our senior high youth will be gathering twice a month this year: once for a regular YG meeting and planning for an outing/event, and once for an outing/event.

We have three ongoing Adult Faith Formation programs starting this month: Women of Wisdom, Men & Masculinities Group, and Building the World We Dream About. I had my first session of Wiggle and Wonder for little ones ages 0-2 and their caregivers on the September 10. One parent and their little one joined me. They were from outside the church (which is one of the hopes of this program!). Sadie is joining the Board meeting this month to talk more about Faith Formation and answer any questions the Board has.

Our Social Justice Team is gearing up for the CROP Walk at the end of October, which Ben is spearheading. Community Dinners are going well. Despite sign-ups happening at the last minute or not at all for volunteers, they always end up with the people they need to make the meal happen. I attended a three day Faith in Action National Clergy Training mid-month and will be sharing my learnings with the Social Justice Team in October. I used two Sunday in September to preach on current issues, one on the September 20th Climate Strike and one on Affordable Housing in Nashua, as part of a weekend of preaching on that topic in various faith communities in the greater Nashua area. We had about 30 people from the congregation at the Climate Strike Rally that Jenn Morton organized on the 20th, where I offered a blessing.

The Building Our Vision Team is fully staffed: Frank Grossman, Lindsey Hedrick, Jon Lasselle, Kate O'Shea, Steve Pugh, Bob Sampson, Rick Spitz, and Lindsey Sylvester. We will be meeting

for the first time on October 24. I've included the charge I put together for the team as an addendum to this report.

I was hoping to bring a full end of FY19 Financial Report to this board meeting. However, we are still waiting on a payment from the Cemetery Trustees before we can close the books. Sherri is doing her best to secure this payment.

Updates on Ends Statements

We create brave space for all ages where we:

Interpretation: This overarching statement has two important points. First, that the community we are creating is a brave space. My interpretation of this term is inspired by the work of Mickey ScottBey Jones (<http://www.mickyscottbeyjones.com/invitation-to-brave-space/>) and I interpret it to mean that this community gives people the courage to go outside their comfort zone. In this congregation, members and friends are brave enough to be vulnerable, to ask for help, to share what they believe, to try new things, to make mistakes, and to be open to learning.

Second, that the community we are creating is for all ages. I interpret this to mean that people of all ages feel welcomed as full participants in the life of the congregation.

Informal assessment: The goal of brave space is a big one. Our Covenant is a piece of making this happen. We have a group who is in a working group with the Region on Covenant this fall. We are planning an "Authentic Connections Summit" (previously known as Leadership Summit) on covenant and our values for the beginning of November. The congregation still struggles with asking for help, sharing what they believe, and feeling okay making mistakes. These are areas for growth.

In terms of welcoming all ages, I see growth in this area. There are still grumbles about children in worship, some of which came out at the Safe Congregation Training. I feel good about our age distribution in leadership, as it seems like all adult generations are represented. We are working on revitalizing our youth group, and figuring out spaces for them to be fed and serve in the broader congregation.

Children's Winter Garden with White Wing School

- The first meeting of the board was September 18.
- We are still seeking one more church member to join the Preschool Board. Currently Tiffany Holmes and Victoria Agnew are the church members on the board. Victoria will be leaving in November and will be replaced by Allison Annand.
- We have had a mouse problem, especially in the preschool. We have brought in a professional pest control person for a three-week treatment and ongoing monthly treatments.
- The Board had a discussion on the surplus that they have accumulated over the last couple of years and they are interested in opening a Savings account and putting approximately \$30,000 in there.
- Chris is starting to think about the reaccreditation process. The entire process has changed in a lot of ways and she is planning on attending some workshops at the national

convention in November about the new process and the "Accreditation Portal." After getting that information, she will start the process with the staff in going over the 10 Standards, which encompass the 440 criteria. This will be a lengthy process, which they will work on for approximately 6 months. The board discussed a stipend for staff members and asked Chris to come up with a suggestion of how much payroll might be for this process.

Minister's Schedule

- My Sunday off for October is October 13. I will be out of the area that weekend.

Monitoring Report of Policy B: Treatment of Church Members, Visitors, and Groups

The Executive shall not cause or allow conditions or procedures that are unsafe, disrespectful, or unnecessarily intrusive to members, friends, or visitors, including children. Accordingly, the Executive shall develop and maintain a Safe Congregation Policy that formalizes and details the necessary systems, policies, and procedures to support this goal. The Board of Trustees will approve this policy and any changes, but implementation will be the responsibility of the Executive, except when issues arise that require Board involvement as noted in the policy itself.

Interpretation: I interpret "unsafe" conditions to mean conditions that jeopardize a person's physical or psychological well-being, recognizing that we cannot guarantee safety, but will do our best to mitigate risk. I interpret "disrespectful" conditions to be those that do not honor the worth and dignity of each person. I interpret "unnecessarily intrusive" to mean conditions that invade someone's privacy without cause.

Data: Our Safe Congregation Policy can be found here: <https://www.uunashua.org/wp-content/uploads/2018/10/Safe-Congregation-Policy-10.4.2018.pdf>. As per the policy, we held a Safe Congregation Training on September 22. 47 people attended. We will be following up with the rest of the volunteers who are required to do the training and offer them an online option to complete it.

Statement of Compliance: I report compliance

The Executive shall not allow members of the congregation to be disconnected from the life and care of the Church.

Interpretation: This policy is best measured by the Ends Survey that the Monitoring Subcommittee is working on.

The Executive shall not allow Church groups (committees, task forces, and other groups) to operate without his or her authorization and supervision.

Interpretation: All groups affiliated with the church should be operating with the knowledge of the Executive, and should have a staff point person who checks in on them at least once a year.

Data: The following is a list of groups affiliated with the church and their staff point person:

- Worship Associates: Rev. Allison Palm
- Pastoral Care Associates: Rev. Allison Palm
- Stewardship Team: Rev. Allison Palm
- Lead Greeters: Rev. Allison Palm
- Social Justice Team (and all sub-teams): Rev. Allison Palm
- CWG-WWS Board: Rev. Allison Palm
- Huntington Group: Rev. Allison Palm
- Building Our Vision Team: Rev. Allison Palm
- Fellowship & Fun Team: Rev. Allison Palm
- Music Team: Jed Holland
- Choir: Jed Holland
- Covenant Groups: Sadie Kahn-Greene
- Faith Formation Teachers: Sadie Kahn-Greene
- OWL Leaders: Sadie Kahn-Greene
- Youth Advisors/Youth Group: Sadie Kahn-Greene
- Buddhist Meditation Group: Sadie Kahn-Greene
- UU Hikers: Sadie Kahn-Greene
- Property Team: Sherri Woolsey
- AV Volunteers: Sherri Woolsey
- Intern Committee: Ben Atherton-Zeman

Statement of Compliance: I report compliance

Policy C: Treatment of Church Staff and Volunteers

With respect to treatment of staff and volunteers, the Executive Director may not cause or allow conditions that are unsafe, inhumane, unfair, or unprofessional. Accordingly, the Executive Director may not:

1. *Discriminate (as defined by city, state, and federal laws) among existing or potential staff or volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.*

Interpretation: The Executive Director will make decisions about recruiting, training, promotions, compensation, benefits, and all similar employment decisions in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, age, disability, or any other classification protected by law.

Data: All staff decisions have been made in compliance with federal, state and local laws.

Statement of Compliance: I report compliance.

2. *Operate without written personnel policies that clarify procedures for staff.*

Interpretation: There will be a Personnel Manual that is easily found and kept up to date on the website that spells out employment policies and practices, wage and hour administration and benefits. All staff will be provided with a copy of the Personnel Manual at the time they are hired and a signed acknowledgement of receipt will be kept in their file in the church office. All staff will be notified promptly of any changes to the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Staff received a copy of the updated manual by email on May 21, 2019. All staff have a signed acknowledgement of receiving the Personnel Manual in their Personnel file in the church office.

Statement of Compliance: I report compliance.

3. *Withhold from staff a due-process internal grievance procedure.*

Interpretation: A clear grievance procedure will be included in the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a clear grievance procedure.

Statement of Compliance: I report compliance.

4. *Prevent staff from grieving to the Church President when internal grievance procedures have been exhausted and the employee alleges either that*
 - a. *Board policy has been violated to the employee's detriment, or*
 - b. *Board policy does not adequately protect the employee's human rights.*

Interpretation: The grievance procedure in the Personnel Manual will include the option to bring the grievance to the church president when Board policy has been violated to the employee's detriment, or Board policy does not adequately protect the employee's human rights.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a grievance procedure that offers the option to grieve to the Church President.

Statement of Compliance: I report compliance.

5. *Allow the Church's at-will employment policies to be jeopardized (see Policy D-3-ii).*

Interpretation: The Personnel Manual will include language that clarifies that the relationship between employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party for any reason, with or without notice.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 1.1 includes this language

Statement of Compliance: I report compliance.

Addendum: Building Our Vision Team Charge

The Building Our Vision Team is charged with creating a plan for a physical building that will serve the mission of the UU Church of Nashua now and into the future. To that end, the team will:

- Design and implement a process of collecting input from members, friends and other key stakeholders on how our current building is and is not serving our mission, and on those stakeholders' visions for the future of our building
- Using that input, create a comprehensive vision for our physical building
- Consult with architects, contractors, and other experts to turn the vision into 1-3 concrete plans. Engage other members and stakeholders in these conversations as appropriate and useful.
- Present plan or plans to congregation and stakeholders for feedback.
- Incorporate feedback into one final plan for the congregation to vote on.

Ideal timeline: congregational vote at a specially called meeting sometime in the 2020-2021 church year