

Agenda & Minutes

Board of Trustees, Unitarian Universalist Church of Nashua

Date of Meeting: January 11, 2024

Attendance:

Present: Rev. Allison Palm, Erin Scott (Ministerial Intern), Lindsey Hedrick (President), Burns Fisher (Vice President), Karen Murray (Clerk), Emma Rearick (Treasurer), Cecile Bonvouloir (Member at Large), Victoria Agnew (Member at Large), Paul Cardone (Member at Large), Robin Trudel (Member at Large)

Absent: Anne Smith (Member at Large)

| Agenda | Decision and/or Action Items |
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| <p>6:30 (20) Check In</p> <p>New zoom cart has an integrated screen and camera.</p> <p>6:50 (5) Chalice Lighting: Story Telling (Cecile), Theme: Liberating Love</p> <p>How you have experienced this gift?</p> <p>How you have experienced our congregation embodying this gift?</p> <p>6:55 (10) Follow Up Story Telling (Open)</p> <p>7:05 – Stewardship Committee Update from Jim Bonvouloir</p> <p>Request for support for the campaign.</p> <p>The campaign area of focus is on the staff salary contributions, with the goal to adjust the staff salaries to bring to current standard of living amounts.</p> <p>The campaign will run this year for 4 weeks, Feb through to March. Testimonials will be used to talk about 2-3 staff members each week. Ask is for volunteers to do the testimonials to provide stories related to the staff. The February 11th service will start these testimonials.</p> <p>All – to volunteer, email Jim B.</p> | <p>All: To volunteer email Jim if you are willing to give one with the list of people you could talk about.</p> |
| <p>7:20 (5) Consent agenda (Lindsey)</p> <p>To be completed during February meeting</p> | |

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| <p>Review of process for review and approve the minutes. This is a process via email where we need 5 approvals via email to be able to approve the consent agenda at the meeting.</p> | |
| <p>7:10 (30) Minister’s Report (Rev Allison)</p> <p>Highlights and discussion:</p> <p>Highlight discussion: on \$9,000 fine related to taxes due inquiry from preschool. In 2016 the two preschools merged. The issue is under investigation. There were two W2s found by Chris Clanin, and she will now call to see if that is enough evidence to not have to pay it.</p> <p>Church as warming station:</p> <p>Question – will the broader congregation have concerns about safety? Rev. Allison explained it will be contained into the dining room, would leave by 6am. They would institute protocols for safety of people and environment. Just for warming. Strong support by the members for offered opinions of support. A contract will be signed with the city for a year. We would be compensated for the additional cost for cleaning.</p> <p>Question – would it be worth adding a sharps container? It’s helpful for safety. The container would be a just in case. This would likely not be the case, but the details would be dictated by the people running the program.</p> <p>In general: we feel this supports nicely with our principles. There are not a lot of night time church events that go during the church. We can avoid any scheduled events. This would be a contract with the city, that Lindsey and/or Rev. Allison will sign, likely both.</p> <p>Salary Data: Rev. Allison ran the numbers regarding the current salaries, and determined the amount of how far under the bar of salaries, this includes her role as well. Including the insurance jump, coming to \$64,000. This was the data that supported the Stewardship goal to raise an additional \$64,000 in the pledge drive. This also includes the fringe that also comes from an increase.</p> | <p>Decision: This would be a contract with the city, that Lindsey and/or Rev. Allison will sign, likely both.</p> |
| <p>7:40 (15) Financial Audit (Rev Allison)</p> <p>Highlights and discussion:</p> <p>Best news of the week is the financial audit – we don’t have to do one! The guidebook for non profit organizations which says you should do an audit if you take in more than \$2 Million. (Charitable Trust Unit)</p> | |
| <p>7:55 (15) BOV Financing (Rev Allison)</p> <p>Highlights and discussion:</p> <p>Discussion/Question: How do we finance the project while we are still collecting money? Years 23-24 we will collect about 1.277M before the work starts.</p> <p>We will likely need to finance \$750,000. Estimate that the timing for that need would be in September. Our architects bill us on a monthly basis based on work</p> | |

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| <p>done that month. Facts - Endowment has about \$3.7M. If we borrowed off of it the interest gets paid back ourselves. Should we have the Invested Funds Committee join us for a presentation of need to gain their input? They are meeting in two weeks. Presentation to show the pros/cons of borrow within vs. external. Historical feelings regarding borrowing for the endowment due to not paying back into it from the elevator. Would be fully be paid back by June 30, 2026. Interest costs would come out of the CC. Question – would this have to be a congregational vote? No, it would be a Board decision.</p> | <p>Decision/Action: Lindsey, Rev. Allison and Emma will attend the IFC to discuss and receive advice regarding use or not use of the endowment.</p> |
| <p>8:10 (5) BREAK</p> | |
| <p>8:15 (10) Miscellaneous items:</p> <p>Learning opportunity: Tuesday, January 23 7PM-8:30PM (RSVP by Monday, Jan 22)</p> <ul style="list-style-type: none"> ● Rev. Allison forwarded an opportunity to join a learning program talking about the different ways we use metrics. We’ve discussed as a board already about how we measure. This program will be discussing this. Do we want to attend? <p>BOV Update: January 21, 11:30am</p> <ul style="list-style-type: none"> ● Join after the service to hear the update | <p>Group Action: Please sign up if interested</p> |
| <p>8:25 (5) Cemetery Association (CA) Sub committee check in (Team)</p> <ul style="list-style-type: none"> ● There was another CA meeting that Robin joined after church on Sunday <ul style="list-style-type: none"> ○ At the meeting there was discussion on cost of one of the services, Robin stated he’s there from the board for their support/our connection point. ○ Ericka and Sadie did a walk through to do an inventory. ● Observations: Meeting management could be improved ● How do we move the work forward? <ul style="list-style-type: none"> ○ Rev. Allison suggested we connect with them 1:1 ○ Purpose of the sub committee is to ascertain what is not working and work with them to improve and make a functioning group. ○ Figure out what to do with those issues, and how can we make them work smoother. We likely have enough information now to determine what can be done to improve this issue. ● There are good things happening to take action when requesting actions needed. | <p>Lindsey will connect with Russ</p> <p>Sub-committee to meet again soon to determine our next steps.</p> |

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| <ul style="list-style-type: none"> ● Erin – needs to do interviews as part of her work to learn. Could she utilize this as an opportunity to learn and hear more? Could be helpful to hear from them on their understanding about their role on it. Not at this time. ● It may be still unclear why we are visiting their meeting. ● Question from Lindsey – Should she as president directly connect with Chair? Decision is a good idea. | |
| <p>8:30 (30) Finance Sub Committee check in (Team)</p> <p>Review of new draft of the Minister Job Description 2023 Draft 2.</p> <p>Overall looks really great.</p> <p>Comments: Rev. Allsion – The Faith Formation should be more about “collaborate with Faith Formation Leader”. Emma highlighting the comment to wordsmith during the day. Volunteer/Leadership development – add a section to it.</p> <p>Question about “Make public statements regarding the official position of the congregation” – Cecile gave more insight that this is something common in a non-profit. Rev. Allsion – suggestion that it would be good to have a policy related to public speaking policy.</p> <p>“Serve as a prophetic voice of the congregation in the community” – can add to the job description.</p> <p>Finalization Steps: Decision that we will use this document for the 2023-2024 evaluation to be done in 2025.</p> <p>Evolving work of the team next will be regarding financial operations/procedures. Team will discuss at next meeting.</p> | <p>☑ Emma</p> <p><- Emma will remove that statement and Rev. Allison will do homework to find wording for a SHORT policy</p> <p>☑ Decision regarding document</p> |
| <p>9:00 (5) Check Out (Lindsey)</p> <p>How did we do this evening? Did everyone feel heard?</p> <p>Are there any concerns or compliments you want to give to the group?</p> <p>9:05 Closing Words (Rev. Allison)</p> <p>A love that seeps into everything</p> | |

Addendum 1: Minister's Report for January 2024

Addendum 2: Minister Job Description Draft

Addendum 1:

Minister's Report to the Board of Trustees

Rev. Allison Palm

UU Church of Nashua, NH

January 10, 2024

Covering December 13, 2023 – January 10, 2024

Worship highlights from this month:

- We did a lot of worship this month, with an evening Solstice service in addition to the two Christmas Eve services and regular Sunday mornings
- The children and youth led a fantastic Solstice Story Service on Dec. 17, with 18 kids participating in different roles to make it happen. Many thanks to Sadie and our grown up volunteers for making that such a success!
- Christmas Eve services were both well attended, with about 250 people across the two services. It worked well to have just the 7pm online, with 18 attendees who joined us that way.

Faith Formation highlights:

- Sadie and the OWL teachers are starting to plan for our next OWL class, starting in February, for 4th and 5th graders.
- Our Kid's Worship Room is getting crowded some Sundays, so Sadie is considering opening up another room on the days that there are no other workshops so that group can be split up.
- We will have another session of the Article II Study Group, led by Erin, beginning in February.
- Erin held our monthly Coffee Conversation online last Sunday and we had 11 attendees.
- 2 new covenant groups are getting started this month, both after church on Sundays.

Some other highlights of the past month:

- Our Carol Sing was so much fun! We had nearly 50 attendees of all ages and sang through our whole book of carols. Moving it to the dining room this year and adding hot cocoa really made it feel festive and fun.
- We raised about \$900 from our Book Fair, hosted by the Stewardship Team. People appreciated getting to see the books from the UUA.

We have been in conversation with the folks from the City of Nashua about being the site for an overnight warming shelter this winter. They would use the Dining Room, and the hours would be 9pm-6am. The city would cover any extra expenses we would incur (trash, cleaning, utilities). It would be staffed by a company who staffs similar shelters in Manchester.

Our Stewardship Team is hard at work getting ready for our upcoming Stewardship Campaign, which kicks off on Feb. 4. The theme is "Lead With Love" and the team is hoping to focus some of the materials on getting our staff up to fair compensation. For this, I've put together some numbers about what it would take to get out staff from where they are now to the appropriate fair compensation levels – it's about a \$64,000 difference in total from this year.

The BOV Team sent out an update in December about the status of our building project, with an invitation for folks to join two task forces. Both have gotten some interest, and we hope to have those

groups start meeting by the end of this month. The BOV Team is planning to host an after church info session/conversation on January 21 to share more details about the progress on the project. We will be meeting next week to finalize plans for that.

We sent out year end giving reminders last month that included both the capital campaign and the annual pledge totals. There have been a bunch of follow up by Ericka from this, which we expected. When the follow up team met with Mark Ewert last month, he said to expect it would take a few times of sending out capital campaign giving reports to get all the money going to the right places. So far, we have collected over \$1 million. Tiffany Holmes from the follow up team also put together an initial analysis of how much we will collect each year.

Coming up in the next month:

- Interfaith MLK Service at First Baptist Church on Jan. 13
- BOV After Church Conversation on Jan. 21
- Circle Dinner & Kid's Movie Night on Jan. 27

Professional Development/Collegial Connection

- We've received the typeset manuscript for "Blessing it All" and I'm working with my co-editor to go through everything before a Friday deadline
- Attended weekly meetings with Nashua clergy
- Attended Boston Area Lead Ministers gathering, focused on staffing structure

Community/Social Justice Activities

- Participated in GSOP Clergy Caucus planning call, and co-facilitated Clergy Caucus Monthly Meeting
- Attended GSOP Nashua Chapter meeting

- Attended NH Council of Churches board meeting
- Attended Nashua Housing Justice meeting.
- Attended NAIC board meeting and monthly meeting.
- Participated in a “How to Be President” event with Rep. Deam Phillips at Temple Beth Abraham

Children’s Winter Garden with White Wing School

- Registration is going strong for next year – we are currently 12 registrations ahead of where we were last year at this time, with three classes already on a waitlist.
- We are still looking for another church member to join the CWG-WWS Board, but have a few ideas that we will pursue in the next month.
- Chris and I received a letter from the IRS last week that had been sent to First Baptist Church, where Children’s Winter Garden was located prior to the merger of the two schools. The letter states that Children’s Winter Garden owes about \$9000 to the IRS. When Chris called, the reason given was that W-2s were not filed in 2016. We think it is an error due to the merger, which happened in 2016. I’ll share more about this at the meeting, and will bring a copy of the letter in case that is helpful. I am also going to be in touch with a couple of the Board members who were there at the time of the merger to find out details of how payroll was merged.

Minister’s Schedule

- Nothing to note this month

Addendum 2: Minister Job Description Draft

Minister Position Summary

The Unitarian Universalist Church of Nashua (UUNashua) is a congregation of approximately 275 adults and 100 children and youth located in downtown Nashua, NH. The Mission of the Unitarian Universalist Church of Nashua is

to be a welcoming community of faith, inspiring lives of wonder, generosity, and courage, serving the world through love in action.

The Minister has primary oversight of UUNashua'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. The Minister reports to the Board of Trustees, and directly supervises staff and volunteers.

This is a full-time position, with semi-flexible hours that will include weekends, some evenings, and occasional travel. Salary and benefits are based on experience and training, and follow the UUA Fair Compensation guidelines for Geo Index 5. A portion of the salary will be designated as a housing allowance. In addition to other generous benefits, sabbatical leave is available after four years of service.

Principal Responsibilities

Executive Director

- Primary responsibility to serve as the Executive Director to implement the mission of the Unitarian Universalist Church of Nashua (UUNashua) and provide oversight of the congregational programs, leadership and supervision of the staff team, and administration of its business operations in collaborative partnership with the Board of Trustees and congregational committees/teams
- Act in the community beyond the congregation on behalf of liberal religious values and network effectively with other church leaders and the community at large
- Sole and primary responsibility to make any public statements about the official position of the congregation or Board of Trustees on controversial social, political, and/or congregational issues
- Oversee internal communications with the congregation, i.e. the weekly e-newsletter, video announcements and oversight of any social media related to UUNashua congregation
- Operate consistently within the policies, authorities and limitations by the Board of Trustees on behalf of the congregation
- Primary leadership and executive responsibility for the creation, implementation, integration and oversight of the UUNashua's Faith Formation programs for children, youth, young adults, adults and elders

Staffing

- Directly supervise and oversee all staff and volunteers
- Ensure appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and the dispute resolution process as outlined in the policy and procedures
- The authority to hire, discharge, change the compensation of the congregational staff or implement other major personnel related changes consistent with board approved policies and procedures
- In collaboration with other staff leaders and staff members, oversee the implementation of the vision and mission of the congregation
- Foster a collaborative environment among staff and will take care that changing roles and relations of the shared leadership are reviewed and discussed to maximize clarity, respect and honesty
- Facilitate and attend weekly staff meetings
- Gather sufficient staff perspectives and points of views to provide appropriate feedback, input and collaboration to be shared with other congregants and the Board of Trustees

- Oversee the on-site preschool and collaborate with the Director of Children’s Winter Garden and White Wing School as needed to address concerns that arise and to coordinate use of shared resources

Finances

- Develop the annual budget for the congregation and monitor all expenditures
- Manage the operational budget, not to exceed the amount voted at the annual meeting
- Implement and provide oversight to all Financial Operating Policies, as well as to update the policy annually
- Provide monthly financial reports and restricted funds balance sheet monthly, as well as the FY final numbers on an annual basis
- Provide a Minister’s Report to the Board of Trustees at each monthly and annual meeting
- Maintain a database of all congregational members who are eligible to vote at the annual meeting and those who are not eligible but remain associated with the church whether active or inactive
- Facilitate and communicate with all the stakeholders, contractors, vendor agencies, and maintenance personnel when making facility changes

Service to Board & Committees & Teams

- Report to the Board of Trustees and directly supervise staff and volunteers
- Ex officio a member of the Board of Trustees without voting privileges
- Provide a monthly minister and financial report and meet with the Executive Committee prior to monthly Board of Trustees Meetings
- Confer as needed with the Board of Trustees on how best to serve the mission of the congregation
- Inform the Board of Trustees relevant trends, public policy initiatives, public events of the organization, and material external and internal changes
- Provide the Ends Statements on an annual basis
- Inform the Board of Trustees of any actual or anticipated noncompliance with Ends or Executive Limitations policies regardless of the monitoring of the Board of Trustees
- Inform the Board of Trustees of any actual or anticipated noncompliance with Bylaws or its own policies
- Confer as needed with committees and teams on how best to work together to serve the mission of the congregation
- In collaboration with committees and leaders, has primary responsibility for overseeing the implementation of the vision and mission of the congregation
- Attend the committee/team meetings as needed but be always aware of all undertakings of members

Service to Community

The Minister is expected and encouraged to represent UUCN through participation in community service and inter-faith activities consistent with the Minister’s concern for social responsibility, the missions of this church and the principles of the UUA. The Minister will have the freedom to express opinions on any and all matters both in and out of the pulpit consistent with any restrictions of the church’s 501(c)3 status.

Spiritual Leader

Worship

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. They 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.

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 conducted by outside officiants must be pre-approved by the Minister.

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.

Pastoral Care

The Minister will 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 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.

Rites of Passage

The Minister will conduct rites of passage, including weddings, child dedications, and memorial services. Rites of passage conducted by outside officiants must be pre-approved by the minister.

Fees

The Minister shall provide Pastoral Care and Rites of Passage to members of the Congregation without fee or honorarium, but may charge a fee when such services are provided to non-members of the Congregation.

Professional Development

The Minister is encouraged to continue their own professional growth and development during their time serving the congregation. Such activities could be but not limited to:

- Appropriate time for personal reading, research, and meditation.
- Plan for the completion of two Continuing Education Units or equivalence annually.
- Attend denominational and interdenominational conferences, conventions regularly and encourage other staff persons and members of the congregation to do likewise.

The church agrees to provide financial support for these activities per church operating policy.

Core Competencies & Qualifications

Mission Focused

- Works to further the Mission, Vision, and Ends of the UU Church of Nashua
- Provides spiritual leadership, historical and theological grounding in the living tradition of UUism
- Committed to addressing systemic prejudices and biases through anti-racism and anti-oppression
- Welcoming of a diverse community of all races, ethnicities, and genders

Interpersonal Skills

- Demonstrates active listening, clear communication, and collaborative problem solving
- Holds others accountable in a spirit of love, while supporting their success
- Compassionately and effectively engages and resolves interpersonal conflict

- Demonstrates sensitivity to others while modeling appropriate and healthy boundaries
- Acts in a professional manner and maintains confidentiality
- Able to connect with members, staff, and others in ways that affirm and empower

Team Building & Shared Leadership Skills

- Exhibits strong team leadership and functions effectively as a team member
- Foster a collaborative environment among staff

Staff & Volunteer Management

- Demonstrates ability to select, train, support, and supervise staff
- Experience in managing, coordinating, and guiding volunteers

Other Core Competencies

- Strong written and oral communication skills
- Ability to multi-task and set priorities, with good organizational skills