

Agenda & Minutes

Board of Trustees, Unitarian Universalist Church of Nashua

Date of Meeting: February 8, 2024

Attendance:

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

Absent: Erin Scott (Ministerial Intern)

| Agenda | Decision and/or Action Items |
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| <p>6:30 (20) Check In</p> <p>6:50 (5) Chalice Lighting: Story Telling (Victoria) Theme: Justice & Equity</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 (5) Consent agenda (Lindsey)</p> | <p>Motion by Victoria, 2nd by burns, All in Favor, motion passes</p> |
| <p>7:10 (20) Minister's Report (Rev Allison)</p> <p>Highlights and discussion:</p> <p>Discussion related to report: The warming station will start as soon as we are able to get a document from our insurance agent that the city needs in order for it to move forward.</p> <p>IRS Letter from last month – update: All paperwork was submitted to show that we did indeed do the taxes for the preschool for the year in question. The question and confusion (on the IRS' part) came because of the merger and the change from two non-profit reports to a single one. We now wait from the IRS, however an agent stated that even if they don't get back to us it is not an amount they would do anything about.</p> <p>Warming station - Good call out that it is inspiring that a lot of people are asking how they can help.</p> <p>Circle dinners are going well. Good feedback, people have been enjoying. One more round for the year in April. Two stories of the auction events coming together and having fun, and that contributes to the success of the staff's goal of having more fun.</p> | |

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| <p>Two extra items for the report: Day long youth conference on our building upcoming Saturday in March. Second, we have booked some camp sites for the church to join, two nights with an extra optional night. 7 Campsites reserved, room for 42 people. Kids are doing another lemonade and bake sale to earn money for this event. Pawtuckaway.</p> | |
| <p>7:30 (15) BOV Update – Invested Funds Committee (IFC) meeting update (Lindsey)</p> <p>Highlights and discussion:</p> <p>Discussion on how to finance the gap between when we need to pay out money and when it comes in from capital campaign commitments. Lindsey explained this situation to ask for the advice of the Invested Funds Committee (IFC). The IFC suggested to utilize the endowment fund, acknowledging that this situation is different than the historical time of bringing in the elevator because we have explicit financial commitments from individuals which are already being honored. Emma explained that June mentioned that letting people know that pledges coming in earlier will help alleviate this need. Timing for this messaging ideally should be around the time construction costs.</p> <p>Question – what kind of interest rate? Lindsey explained they would revisit the meeting in April to get more details and path forward.</p> <p>Question – Can there be anything worked out with the payment schedule with the builder? No</p> <p>The two task forces regarding the tree and the organ have begun.</p> <p>Rev. Allison will begin working on displacement plans. We don't know dates yet but know it will need to be planned.</p> | |
| <p>7:45 (15) Policy language discussion about speaking for the church</p> <p>Highlights and discussion:</p> <p>Rev. Allison wrote the short policy regarding who can speak publicly on behalf of the church that will go in the Board policies. The purpose is to make it clear that the minister, the president, and the Social Justice Committee as a whole have the authority to speak on behalf of the church if it is in alignment with our values.</p> <p>Discussion: Is there a risk with this in giving this autonomy? The solution is to put a modifier language to explain it is a collective or as a 'collective Social Justice Team'.</p> <p>Question: Should this be with the communications policy, but by putting it in the Board policies it gives it more weight.</p> <p>Policy wording: The Minister, President, and the collective Social Justice Team may speak out publicly on behalf of the congregation in terms of social justice matters where the values being defended are consistent with our own precedent, with our Values, Mission, and Ends, and with established Unitarian Universalist values. Such statements must not jeopardize the 501c3 status of the congregation.</p> | <p>Vote to make this a policy:</p> <p>Motion made by Karen 2nd by Burns</p> <p>All in favor Motion passes</p> <p>Action: Karen as clerk will update the policies</p> |
| <p>8:00 (10) BREAK</p> | |

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| <p>8:05 (5) Regional Update (Lindsey)</p> <p>Lindsey had received an email that a Regional Coordinator would reach out. A small group of Lindsey, Burns and Allison will talk with them and determine a date where they would join us. Evan, the Regional Coordinator will bring in some ideas from other regions. One of those ideas is to meet with congregations once a year to share best practices. The part of the UUA that is the New England region is struggling with personnel, including after the districts joining together, and covid etc. So this would be a zoom call, and that will be extended to the Board to join.</p> <p>Lindsey attended the training/discussion on what we are measuring and evaluating. It was moderately helpful. Small breakouts tackled various topics such as anonymous vs. non. Ideas were shared with each other, and Lindsey realized other congregations are also trying to figure out how to do the Ministerial review.</p> | |
| <p>8:10 (5) Cemetery sub-committee update (Lindsey)</p> <p>Sub committee met once. Lindsey will prepare to talk with Russ. Kevin Murray had good ideas about assigning actions coming out. The BOV team presented some small changes that would be required on cemetery land for the BOV project and the cemetery committee was on board</p> | |
| <p>8:15 (10) Finance sub-committee update (Team)</p> <p>Emma shared updates to the job description. Edits were made to the job descriptions and sent to the Board for review. The next steps and action items were discussed.</p> <p>Familiarizing with the current financial reports and processes that exist. Alignment -The goal is to make sure the finances get the right level of review. Rev. Allison shared there is a bylaw about the financial record review. The structure of the process and report can be analyzed to see what makes sense.</p> <p>Motion to approve Allison’s job description.</p> | <p>Motion made for approval by Cecile</p> <p>2nd Robin All approve Motion passes</p> |
| <p>8:25 (60) Ministerial Evaluation (Lindsey)</p> <p>Highlights and discussion:</p> <p>The board discussed the evaluation of Rev. Allison by starting with the data that was obtained from the online survey. Lindsey took notes to prepare a summary to be provided to Rev. Allison.</p> | |
| <p>9:25 (5) Check Out (Lindsey)</p> <p>How did we do this evening?</p> <p>Did everyone feel heard?</p> <p>Are there any concerns or compliments you want to give to the group?</p> <p>9:30 Closing Words (Lindsey)</p> | |

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Addendums:

Addendum 1: Minister's Report for February

Addendum 2: Minister Job Description

Addendum 1: Minister's Report for February

Minister's Report to the Board of Trustees

Rev. Allison Palm

UU Church of Nashua, NH

February 7, 2024

Covering January 10 – February 7, 2024

Worship highlights from this month:

- I held a very successful pre-service conversation about generational differences around the word love to get ready for the January 21 service. I had 9 attendees and we had a rich conversation about the topic. It definitely gave me a lot of fodder for the sermon!
- Six of our old elementary and middle school kids participated in the Jan. 28 service, sharing about different historical UUs. They did a really excellent job and each seemed to connect with the people they were portraying.

Faith Formation highlights:

- OWL for 4th-6th graders started this past Sunday and will run through May. There are 6 kids in the class.
- We will have another session of the Article II Study Group, led by Erin, beginning later this month.

- I led our monthly Coffee Conversation last Sunday and we had 6 attendees.
- 1 new covenant groups started last month, and another is starting this Sunday

Some other highlights of the past month:

- We held our second Circle Dinner and Kids Movie Night on Jan 28. We had 36 adults at 5 Circle Dinners, and 18 kids with 6 adults for the movie night. We again heard really good feedback about the connections people made. We are planning one more round for mid-April.

Any day now, the City of Nashua will be opening an overnight warming station in our Dining Room. We are just waiting on our insurance to provide the appropriate paperwork. The hours will be 9pm-6am. It will be staffed by a company who staffs similar shelters in Manchester. We have signed a contract with the city from now until April 30, and they will reimburse us up to \$3000 for expenses (utilities, cleaning & supplies). Some congregants have asked if there is a way they can support the warming station, so we will be putting together an online wishlist with the supplies needed for it, in case people want to donate something.

Our Stewardship Campaign, “Lead With Love,” kicked off on Feb. 4. The team is focusing their materials on getting our staff up to fair compensation. As of Wednesday morning, we had received 11 pledges for a total of \$53,231.50. We would need about \$450,000 total in pledges to get all our staff up to fair compensation. Last year’s total pledges were \$376,000, so that is a very ambitious goal. Thank you to the four Board members who will be sharing testimonials over the next four weeks – and don’t forget to get your pledges in!

The BOV Team held an info session on January 21 with between 35-40 attendees. The latest plans were well received, and folks shared some helpful feedback, which we have passed on to our architects. Both the Organ Task Force and the Tree Task Force have met and are starting to gather the info they need.

Coming up in the next month:

- Pizza and Games night on Feb. 24

Professional Development/Collegial Connection

- **Attended weekly meetings with Nashua clergy**
- **Attended NH UU Ministers Cluster Meeting**
- **Participated in collegial conversation about Stewardship on Zoom**

Community/Social Justice Activities

- **Participated in GSOP Clergy Caucus planning call, and co-facilitated Clergy Caucus Monthly Meeting**
- **Attended part of GSOP Nashua Chapter meeting**
- **Attended NH Council of Churches board meeting**
- **Attended Nashua Housing Justice meeting.**
- **Attended NAIC board meeting and monthly meeting.**
- **Attended Nashua Interfaith MLK Celebration & part of the MLK Day gathering in Manchester**
- **Participated in visibilities at the NH State House for bills on Trans rights and immigrant rights**

Children's Winter Garden with White Wing School

- **Registration is continuing to be strong for next year – we are currently 10 registrations ahead of where we were last year at this time, with four of the six classes already on a waitlist.**
- **Krista Earley will be joining the CWG-WWS Board! We are hoping to get one more church member to join.**
- **Chris has submitted the paperwork to the IRS showing that we did file W-2s in 2016. I will let you know when we get a response (but we aren't expecting it to be quick!). The person Chris spoke with at the IRS also told her that this is not a "collectable" amount due, meaning they won't pursue it if we don't pay.**

Minister's Schedule

- **My Sunday off is February 18**
- **The church office is closed on February 19 for President's Day**

Monitoring Reports

There are no monitoring reports due for this month, according to the current monitoring calendar.

Addendum 2: Minister Job Description

Job Description Minister

Reports to: Board of Trustees

Directly Supervises: Staff and volunteers

Status: Full Time

FLSA: Exempt

Job Summary

The minister implements the mission of the Unitarian Universalist Church of Nashua (UU Nashua) by providing spiritual and pastoral direction and guidance, oversight of the congregational programs, leadership and supervision of the church staff, and administration of its business operations in collaborative partnership with the Board of Trustees and congregational committees/teams.

Essential Functions:

- **Worship:** responsible for all worship services, including collaborating with the Music Director and lay leaders; also responsible for rites of passage whether or not directly involved in a given service
- **Faith Formation:** collaborates with the Director of Faith Formation to provide programs and events for children, youth, young adults, adults, and elders
- **Pastoral Care:** 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
- **Community Building:** foster leadership within the congregation and oversee internal communications and events that provide an opportunity for the congregation to connect
- **Social Justice:** serve as a prophetic voice of the congregation by guiding the church and its members in community service and inter-faith activities consistent with the Minister's concern for social responsibility, the mission of the church, and the principles of the UUA
- **Administration:** serve as the Executive Director by providing oversight of the congregational programs, leadership and supervision of the church staff, and administration of its business operations in collaborative partnership with the Board of Trustees and congregational committees/teams

Other Responsibilities:

- Oversee the on-site preschool and collaborate with the preschool director to coordinate use of shared resources and address any concerns
- Ongoing professional development, including denominational and interdenominational conferences and conventions

Minimum Qualifications:

- Preliminary or final fellowship through UUA Ministerial Fellowship Committee
- Demonstrated leadership experiences

Physical Requirements:

- Capacity to lead worship on a weekly basis
- Able to communicate clearly in public and with individuals
- Capacity to carry out ongoing operational functions, including evening and weekend meetings and some days with unusual hours

Core Competencies:***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
- Computer literate
- Ability to recognize the need for and implement self-care