

# Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

October 15, 2019

*DRAFT: Not approved by the Parish Committee, do not circulate*

**Present:** Steve McMullin (Chair), Marie Meter (Vice Chair), Celia Wcislo (Clerk), David Klingsberg (Treasurer), Maggie Carey (Parish Committee Member), Tom Estabrook (Parish Committee Member), Sara Galantowicz (Parish Committee Member), Paul Hollings (Parish Committee Member), Anne Quaadgras (Parish Committee Member), Marta Flanagan (Minister), Chloe Briede, (Ministerial Intern), Loren Melton (HR Committee), David Desjardins (Stewardship), Kathy Greene (Stewardship), Carolyn White (Stewardship), Wendy Page (Affiliate Minister)

**(1) Consent agenda.** *The members of the Parish Committee voted 9-0-0* to accept the consent agenda, which consists of the agenda, October 9 minutes, Minister's Report (Appendix A), DRE's Report (Appendix B).

**(2) Second Minister Search Committee Report (Maggie Carey).** Maggie reported on the Milestones reached so far (Appendix C and D):

- \* 320 responses out of 440 members
- \* Analyzing results. RE, Youth, Community, Worship and Music are highlights
- \* Need more programs for spirituality, connection, and social programs
- \* Strong confidence in FP as a whole; including minister and staff

Working with Stewardship committee to prepare for our financial needs. Workshop in early winter on "Beyond Categorical Thinking"

The FP packet will be done by mid-November. Need to begin the 2020-2021 preliminary budget, including a list of needs once a new minister is selected (office, etc). Need to work with HR early to develop a contract.

**(3) HR Committee Report on Administrative needs (Loren Melton).** Because of the pending retirement of Joan Dwyer, the HR committee was tasked with how to rearrange administrative staffing. Because of the needs for money for a second minister, the money allotted was for 1.5 FTEs. The committee broke down all job functions, and concluded that it requires 2 FTEs, unless some functions are cut. They are examining the possibilities of volunteers helping more or outsourcing some of the skills. They raised the concern of timely responses, managing volunteers is additionally work, and the concern that the workload would lead to burnout and turnover. Since some staff are hourly, there would be FSLA limits on how much work can be assigned. They hope to post the Executive Manager position by the end of Fall so there can be overlap with Joan (2-3 weeks), as well as their being involved in hiring the other administrative person that they will be supervising. Depending of the person hired, there could be an additional

\$15,000 cost of health insurance which is not built into the budget currently.

**4) Stewardship Committee (David Desjardins, Carolyn White, Kathy Greene).** After reviewing why the drive fell short last year, Stewardship has decided to do a one-to-one canvas this year. They are now recruiting people to help with this. These people will receive a training on how to ask for pledges. The campaign will be about six weeks starting March first. A Lead donors' event will be held February 29<sup>th</sup>. Carolyn and Julius will be trained in WordPress so they can increase the communications. Hope to use the good news of FP work and the survey to focus the campaign. Targets will be newer members (joining over the last 5 years). FP needs about \$2,000 person to keep running. The hope is to increase the pledges by 5% each year for the next few years. Goals for individual pledges must consider their personal circumstance. ((Attachment E)

**(5) Wendy Page's Covenant with First Parish.** Wendy Page Affiliate Ministers Covenant is up for renewal. Wendy is now a hospital chaplain and her affiliation with FP grounds her in the UU tradition. *ParCom voted 9-0-0 to renew the Affiliate Ministers Covenant.* (Appendix F)

**(6) State of the Church (Marta Flanagan).** The death and memorial service of a child in our congregation, as well as the ordination of Stevie Carmody marked the past month. Marta also spoke at the selectman hearing in town about Arlington Police Officers Rick Pedrini's published racist, xenophobic remarks. There were more than a dozen FP members at the Select Board meeting speaking about either racism in Arlington, or the an issue related to climate change. She described how our congregation is: caring for one another through the changes in our lives, shaping future ministers in our liberal religious tradition, and active in the world defending our moral values. (Appendix D)

**(7) Financial Report (David Klingsberg).** Reviewed the new financial format that comes directly from QuickBooks, which will make it easier to produce monthly. It is a work in process, and we can change it as we go along. The finances continue to be good. (Appendix E)

The meeting adjourned at 9:15 p.m.

Draft minutes submitted by Celia Wcislo, Clerk

Upcoming hosts:

## Appendix A

### Minister Report

September 12 -October 10, 2019

Rev. Marta Morris Flanagan

First Parish in Arlington Massachusetts

The program year is off! The Religious Education and Youth programs are launched! The Ferry Beach Retreat brought 154 people together for a weekend. But that's not all....

This month included additional significant and meaningful happenings in our community.

Jake Jerman, 11 years old, died on September 27 . Jake was the son of members Julie Kenerson and Eric Jerman and brother of 8 year old Lukas. We buried Jake on Friday, October 4 and conducted a memorial service on October 5 with more than 350 people attending. I am enormously grateful to the staff and the many First Parish folks who helped usher and were available during the memorial service. It was a poignant and hard experience

First Parish hosted a demonstration in conjunction with the global youth-led Climate Strike on September 20. Climate Strike in with 400 attending, Chloe Briede, Ministerial Intern, kicked off the occasion which included 400 participants.

First Parish ordained Rev. Stevie Carmody on October 6. Participating in the service were Marie Meteer, Parish Committee Vice Chair in the act of ordination; Tina Schultz, Director of Religious Education and Chloe Briede, Ministerial Intern offering opening words; Members of our Youth Group, offering statements of faith with Rose Sawyer, Youth Program Coordinator; First Parish member Rev. Natalie Malter leading the Laying on of Hands; First Parish Member Rev. Aisha Ansano, former Youth Program Coordinator, offering the charge to the minister; and First Parish member Rev. Bill Gardiner serving as Marshall. I was honored to preach the ordination sermon. Stevie's supervisor came from San Diego to deliver the "Right Hand of Fellowship."

These 3 events reflect the priorities of First Parish as a religious community. We mourn and celebrate together. We stand up for what is good and right in the world. And through it all we remain committed to children, youth and young adults.

I must also note happenings that attest to the institutional well-being of our community

The Congregational Survey overseen by the Second Minister Search Committee collected 321 surveys! That is a fabulous response. The results are still being sorted. But early returns attest to our health as a community.

Our experimental Program Council (VIP-C) had its first meeting thanks to Kiki Giatis with my participating. Six lay leaders attended representing 4 program committees. It was useful 2 hour session.

The new website is a work-in-progress that already communicates vitality and confidence. Thanks especially to Kiki Giatis and Marie Meter!

The Human Resource Committee chaired by Lauren Melton made their initial recommendation regarding an office redesign. it too is work in progress. Heads up that their initial recommendation is to increase the office staff by a half time position.'

We are now a "teaching congregation." Chloe Briede has been with us one month as Intern Minsiter. She is working with her Intern Committee chaired by Tian Silberman, and with me as supervisor. She has preached and offered words during the last four services. Her learning agreement will soon by complete and she will begin offering adult programs.

Amidst all these happenings, I note also that my pastoral contacts this month was double that of last month. The need for a second minister was vividly apparent to me -- especially with the necessity of preparing a memorial service and an ordination sermon in a single weekend

I am grateful to all those who this month showed up and lent a hand in so many ways on so many occasions this last month. We are living our faith!

*Marta*

## **Worship**

September 15	Climate Strike Theme (289 attending) Rev. Marta Morris Flanagan preaching
September 22	The Small Things (240) Chloe Briede preaching
September 29	A New Year (212) Rev. Marta Morris Flanagan preaching
	Note: Sept 27/28/29 was the Ferry Beach Retreat at which 154 adults and children attended
October 6	Guest Preacher Mikel Satchel (227)

October 6                      Ordination of Rev. Stevie Carmody (200?)  
                                        Rev. Marta Morris Flanagan preaching

Average Sunday (mean) attendance was 242

Annual Worship Associate training: Saturday 9/21

Monthly Worship Associate Meeting: 9/25

### **Pastoral Care Provided by Minister**

Death of Jake Jerman, Brial 10/4, Memorial Service 10/5

Pastoral appointments and visits

In my office:            9

In hospital:            1

In homes:              5

                                This is twice as many pastoral contacts as last month  
                                (themes: family death, medical issues, family relationships, wedding  
planning)

Monthly Lay Ministry Meeting: 10/2

### **Staff and Lay Leadership Support Provided by Minister**

Appointments with lay leaders regarding projects and committee work: 3

Committee meetings attended

(in addition to Lay Ministry and Worship Associates):

ParCom Exec 9/25

ParCom Meetings 9/17

VIP-C (Program Council) 9/22

Second Minister Search Committee 9/24, 10/8

Committee on Ministry 9/18

Individual weekly meeting with Chloe Briede, Intern Minister,  
DRE Tina Schultz and Executive Assistant Sara Haugland

Biweekly weekly meetings with Music Director Jonathan Brennand  
and Joan Dyer, Office Administrator

Biweekly Program Staff Meetings

(DRE, Office Manager, Music Director, Intern, Minister)

## **Education and Community Building**

Lectio Divina: weekly  
Led “Conversation with the Minister” 9/22

## **Social Justice / Turning Outward**

Attended and addressed Arlington Selectboard regarding Officer Pedrini 10/7

## **Professional Development, Connection and Continuing Education**

Attended UU Ministers Association, Mass Bay, 9/18  
Attended monthly meeting of UU Women’s Minister Group 9/1

## **Appendix B**

### **Parish Committee October 2019 Report of the Director of Religious Education**

#### **Religious Education is in full swing!**

##### **Staffing Updates:**

I am so pleased with the Religious Education team – Rose Sawyer Marsh as the Youth Group Program Coordinator, Lucy Voges as the Sunday Morning Assistant, and Jan Penney a wonderful administrative helper and organizer.

##### **RE Committee Happenings:**

We held our annual retreat prior to the start of the new year to welcome new members (Chris Barton and Pamela Baldwin). Subcommittees were formed to help with this year's priorities (curriculum review, outreach to new families, better connections with youth group families and supporting teachers). Members of the RE Committee have been available to meet and greet new families every week since Ingathering. Co-chairs Wendy Fields and Janis Fleishman have attended the VIPC and Leadership Roundtable meetings to learn from others and share success stories. Treasurer Sara Short has met with Joan, Janis and me numerous times to help streamline the recording process of our expenses and income.

The committee voted to financially support the racial justice committee's initiative of a lending library (purchasing children's books). We are also collaborating with the music committee to provide special guest musicians for Dios De Los Muertos service later in October. We purchased Vestry rocking chairs to offer parents with babies and toddlers during worship.

##### **Sunday Morning Programming**

I offered a fall teacher training before classes began. We had 100% participation. Only one new teacher – Joel Carlton-Gyson - this term. I met with him for a one-on-one new teacher orientation.

The Nursery and PreK classrooms are bustling with our youngest children. Attendance statistics for older children over the past month are interesting in that total numbers in most grades are stable from week to week but family attendance is erratic. Jan Penney is keeping detailed attendance in Realm so I should be able to provide end of term statistics for you.

We have had 100% retention with our two returning OWL classes as well as 80% Coming of Age youth transitioning as freshmen into our vibrant youth group.

We are offering One Room Sunday School programs with a more interactive focus, including more visuals and theme-based stories and conversations. The first one, led by RE Chair Wendy Fields, will be focused on Indigenous People's Day, and highlighting the contributions of the Wampanoag tribe to Massachusetts history.

Our Neighboring Faiths class attended high holy days services right here at First Parish and are visiting Temple Beth El for a shabbat service. In upcoming weeks they will visit Christian churches within walking distance – St. Agnes, High Rock and St. Johns.

The committee and I have rewritten our Lessons of Loss curriculum which is being piloted in grade 6 this fall. Our newly revamped Hebrew Stories offered in grade 4 is a hit with teachers Alan Linov and Chris Barton.

We have recruited most of our volunteer teachers for the entire church year. Just 3 Prek teachers for the spring term need to be found. I have lined up stellar teachers Jen Davis Kay and Tim Riley for the next OWL class which begins in March. Rose and I have been actively searching for more female advisors for the youth group.

##### **Worship:**

We have lined up Time for All Ages speakers for all of the fall term. Themes have been welcoming

others and introducing new staff, how we serve others, growing up in a Jewish household, and raising awareness about climate justice. I am collaborating with the Climate Action Group to do a Time For Ages to kick off their composting effort.

Marta and I have begun planning for the All Ages worship service in November.

I participated in Steve Carmody's ordination service and collaborated with Rose and the youth group for their Time for All Ages at that special occasion.

### **Youth Group Highlights:**

Rose and the youth leaders led a parent orientation early in September, which I attended. Freshmen representatives have been elected. The annual retreat will take place at First Parish on November 2. Two YAC (youth group planning meetings) have been held, which I attend. The youth have been brainstorming ideas regarding their social justice theme of the year – Climate Justice – including local, regional, and legal projects, protests, and initiatives. The first fund raising event will be a dance held in December.

### **Community Building:**

I organized a panel workshop for parents "Talking with Children about Loss, Grief and Death".

Response was very light so we cancelled, but hope to offer at a later date during the year. Chloe and I are working together to offer another parenting forum in the early winter.

I plan to participate in the New UU Class.

I am organizing parents to attend a concert at the Follen Church in November "Deeper that Skin", in collaboration with racial justice committee members.

### **Professional Connections:**

I meet weekly with Marta, Rose, Lucy/Jan and regularly with RE Chairs Wendy Fields and Janis Fleishman. I meet bi-monthly with RE treasurer Sarah Short. I attend staff meetings and am a resource for Chloe as she is learning about our community.

I attend monthly DRE team meetings and am enrolled in the bi-annual Religious Educators retreat/educational forum in November. I act as mentor for a newly hired DRE in Lincoln.

### **Pastoral:**

The death of Jake Jerman had a big impact on me personally, as well a number of our families who are close to the parents. Immediately following his death I organized volunteers to talk with the parents of second and sixth graders at Ferry Beach. I visited those classrooms to talk with the children about Jake's death, his memorial service and ways to support the family. I supported Jake's brother Lukas during the worship service and helped him to practice his reading. I organized childcare for the service and helped with the children during the reception following the memorial. The sixth graders further discussed his service last week, and wrote condolence cards.

There is a rise in anxiety and depression in our children and youth. I have met with six families to talk with them about resources for their children.

One child in our eighth grade was diagnosed with an unusual mental challenge. To help her classmates better understand her challenges one of her parents and I held an educational session for the kids and their teachers. I monitor her behavior in class on a weekly basis and am in weekly contact with her parents.

### **Other:**

As Marta mentioned in her report it has been a very full fall, especially with a memorial service for a child and Steve's ordination service. Although Rose is wonderful it has taken extra time and energy to help her ramp up to begin. Our two previous Youth Program Coordinators had been RE Assistants so they already had a strong foundation prior to working with the teens. It has been a reminder to me of how much learning needs to take place to understand our office, the database, the calendar, the seasons



of the worship services, as well as getting to know the huge community. Both she and Chloe are doing well, but it does take time!

Thank you for your on-going patience and support of our program.

Respectfully Submitted by:

Tina Schultz

## Various Appendix Handouts

APPENDIX C

### First Parish UU Arlington Second Minister Search Committee

October 2019

- Milestones
  - Congregational Survey a success (320 responses 116% of average Sunday attendance of 275; 73% of official membership of 440)
- Detailed analysis in-process. Preliminary themes include:
  - Importance highlights: RE, Youth, Community, Worship, Music
  - Needs note programs for spirituality, connection, social programs
  - Strong sense of confidence in First Parish as a whole; minister, and staff
- Stewardship synergies underway for 2020 Canvass
- Beyond Categorical Thinking Workshop (Dec/Jan) – leverage LDC/ leadership
- Next steps
  - First Parish packet preparation- draft target 11/15, final due 12/1
  - UUA interim check point to be scheduled (Christine Purcell/ SMSC representatives)
- Open Items
  - 2019-2020 preliminary budget developed and 2020-2021 needs in process
  - HR committee checkpoint needed early

## APPENDIX 'D'

### Some **Preliminary** Results of Congregational Survey Marta Flanagan to ParCom October 2019

Return: 320

#### On the culture and leadership of First Parish

- 81% The congregation is open to change
- 84% The leadership is interested in the well-being of the whole  
and not the strong preferences of a few
- 94 Have confidence in professional staff
- 76 have confidence in finances
- 81 have confidence in lay leaders
- 80 the congregation has the ability to engage difficult conversations

#### Demographics

Mix of single and partnered (60%)

About a third have children at home (38% have children under age 18)

Age: More than half are in the 50s and 60s.

The remaining half are roughly split younger and older than that.

10% 20s and 30s

16% 40s

25% 50s

29% 60s

15% 70s

3% 80s or older

#### Education:

Virtually 100% are college graduates.

About half have a master's degree.

Another quarter have a Ph.D. or other advanced degree

#### Employment

Just under half work full time.

30% work part time or are self-employed.

20% are retired.

only 2% re unemployed or unable to work

#### Income

Nearly 20% have income 200K or more

11% 150-199K

20% 100-149K

16% 50-99

7% 25-49

4% less than 25K

A third between 100K and 200K

A quarter less than 100K

24% prefer not to answer

## APPENDIX "E"

### First Parish Arlington September 3, 2019

Current Number of Pledging Households:	291
Total Dollars Pledged for 2019-2020:	\$657,935
Average Pledge:	<b>\$2,261</b>

Of the 70 member households who have joined in the last 5 years, the average pledge is **\$1,583**.

#### Average Household Pledge by Year Joined

2014-15	\$2,144
2015-16	1,129
2016-17	1,229
2017-18	1,725
2018-19	1,302

#### Note:

Anecdotally here at First Parish, and trending in Protestant congregations across the country, new members are increasingly coming from nonreligious backgrounds.

Members who joined in the past had grown up in or had experienced fundraising in a congregation.

New members increasingly do not know what it costs to maintain a congregation. They do not know what a minimal, average or generous pledge is.

**Some General Principles on Church Canvass Drives**  
**gleaned from professional fundraisers**

What is the quickest, easiest and most efficient way to raise the largest amount of money in a congregation?

Secure an annual financial commitment from all members & friends

What is the quickest easiest and most efficient way to secure an annual financial commitment from members and friends?

- Get people to feel good about the religious community they are supporting
- Get people to feel good about the financial commitment they are making
- Give people a sense of confidence in the congregation.
- Make it fun



## **Marks of a Successful Canvass Campaign gleaned from professional fundraisers**

- Successful canvass campaigns are best conducted with each individual or family face-to-face in people's homes.

No more than 4 people to a team

- Successful canvass campaigns are fun and short

Canvassers are in and out in a single day

"I'd like you to visit 3 people in an afternoon and come back for a party afterwards to celebrate our success."

- Successful canvass campaigns have something visionary in the budget

People give to people, programs and to vision.  
They don't give to a budget.

- Successful canvass campaigns receive 2/3 of their money from the canvass team.

The canvass team is canvassed first.

Canvassers pledge before they canvass

Before the campaign begins officially, 2/3 of the money should be in hand.



**First Parish** a liberal religious community welcoming to all  
first gathered 1739  
became Unitarian 1829  
First Universalist Society organized 1840  
First Parish Unitarian Universalist created from their merger 1965

630 Massachusetts Avenue    Arlington MA 02476    781 648 3799    [www.firstparish.info](http://www.firstparish.info)

**Covenant between**  
**The First Parish Unitarian Universalist of Arlington, MA**  
**and Wendy Page**  
**September 2019**

**Mission of an affiliate ministry and reason for a covenant**

Affiliate ministers expand the ministry Unitarian Universalism offers the world, providing compassion, spurring justice and witnessing to the values of liberal religion. Individual congregations support individual affiliate ministers in their work. Individual affiliate ministers deepen the experience of and the service a congregation provides the larger community.

Wendy Page serves as an affiliate minister of First Parish. First Parish provides Wendy Page with a religious home, opportunities for ministry in a congregational setting, and a formal and ongoing relationship to Unitarian Universalism.

Wendy is pursuing hospital and hospice chaplaincy ministry. She works as a Hospice chaplain with Ascend Hospice and also does per diem chaplaincy at both Massachusetts General Hospital and Saint Elizabeth's Hospital.

This covenant seeks to clarify the relationship of the affiliate minister with the First Parish and Wendy Page as a minister. This is particularly important because Wendy has a history as a member of the congregation and lay leader. As she reenters the congregation it is important for her, the congregation, the settled minister and staff to be clear about role expectations on both sides.

This covenant and relationship also helps fulfill a requirement of Preliminary Fellowship with the UUA.

**The role of the affiliate minister within the congregation**

Wendy Page is a member of First Parish. She is also a community minister and has her primary employment outside of the church. She is not on the staff of the congregation.



If she is sought out for ministerial services at First Parish, including pastoral care for congregants, she will refer individuals to the settled minister. Ministerial services will only be provided with the settled minister's knowledge and agreement.

**Ministry Provided to the congregation by the affiliate minister**

Wendy will preach one or more times per year at the usual honorarium.

Wendy will provide quarterly contributions to the Spire or eNews on her ministerial experiences as a hospice chaplain. This is provided gratis.

Wendy will participate in or lead one or more trainings for lay ministers, worship associates or congregation. This provided gratis

She will provide emergency pastoral coverage when available. This will be provided gratis.

If she is sought out for ministerial services at First Parish such as weddings and funerals, she will again refer individuals to the settled minister. Ministerial services will only be provided with the settled minister's knowledge and agreement and church fee rates will apply.

**Support provided by the congregation**

The congregation will provide members for the Affiliate Minister Committee. There will also be members from the affiliate minister's workplace. The committee will provide advice and counsel. This advice and counsel will be formalized in a written midyear review. In addition, the committee will provide a written annual evaluation for renewal of fellowship to the UUA Ministerial Fellowship Committee.

Wendy will be allowed to use First Parish letterhead stationary, be listed on the Website and have access to church resources and materials and staff for church related activities.

Wendy will be a delegate to UUA General Assembly as an affiliate minister of First Parish.

**Relationships with congregational ministers and staff**

The affiliate minister and the settled minister will follow UUMA guidelines and remain in good standing with the MFC.

As stated in the UUMA's Code of Professional Practice, "The Affiliated Community Minister... will in all ways honor the priority of the Settled Minister's call to the ministry of that congregation."

Wendy will meet regularly with the settled minister. Together they will plan the particulars of ministerial contributions and scheduling. They will maintain confidentiality of congregational pastoral matters.

Wendy will collaborate with First Parish staff members on First Parish related activities but does not expect their services for her outside ministry.