

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
September 8, 2016

Accepted October 13, 2016

Board Members Present: Carol Cheney, Kathy Garner, Daniel Gelperin, Holly Hawkins, Bernice Marie-Daily, Peggy Myers, Pamela Miller, Bobbi Pace, Pat Trotta

Board Members Absent: Russell Heinrich

Also Present: David Jones, Megan Lloyd Joiner, Gail Figliola, Randal Spaulding

D. Gelperin called the meeting to order at 7:01 pm and P. Miller recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding.

Gather

C. Cheney lit the chalice and did the opening readings: a selection from *Seasons of Love* from *Rent*, and a personal reading. Attendees read the Board of Trustees Covenant.

Meeting Preparation for this evening

Correction to the agenda: We will review the MT Interpretation of policy 3.1, not policy 1.3. The presentation on Restorative justice circles workshops was moved to the next position on the agenda.

Restorative justice circles workshops- Permanent Committee on Right Relations

G. Figliola spoke to the BoT about the upcoming Restorative Justice Circles Workshops. There is an open invitation to BoT members to attend the workshops. Restorative justice has been around a long time. Restorative means reparative, justice means bringing back to right relations. It has sources in Native American cultures and was adopted in some criminal justice systems. One year ago the BoT charged the PCRR to come up with a practice model to present to the congregation. It was intended to find ways to problem solve in a reparative, egalitarian way. The PCRR looked for a suitable person to present and found Joe Brummer. The program will be held on 3 Saturdays. The first session is most important.

In this program everyone speaks in a circle and everyone listens. We need to have a reservoir of people trained to guide the circles. The Circle process is not intended to be used only for conflict resolution. This method will fit with any covenant. It has similarities to a consensus process but is not identical.

What role does PCRR have in maintaining this process? The PCRR group has had some training already. It has already handled some issues and has offered to work with committees as needed. Some issues have been referred to the PCRR and some have been self-referred. The PCRR has confidence that they can handle it. When more people live within and practice the covenant it is not a difficult model.

There is a fee for the program which can be waived. They will need assistance with hospitality. The sessions take place on September 24, October 15, and November 12. The fee is \$10 for the first session, \$15 each for the second and third sessions. The second and third sessions build on the first session. The PCRR is working on ways to offer this training to people who can't make the first session.

G. Figliola left the meeting at 7:28pm.

Assess the Past (Monitoring)

a. Management Team Report for past month

1. D. Jones presented the MT Executive Limitations report which is attached to the minutes. The MT is proposing to get a group together to brainstorm on the stewardship campaign. The campaign does not have chairs at this time. MT wants to gather input from people who have been involved in the past, to ask past chairs what worked and what needed improvement. They have extensive minutes on previous work and a notebook with other information that goes back some years.

Sign up genius will probably be used mostly by committee chairs. It might have other uses as well. There will be training, but it is very straight forward. D. Cross has agreed to do the Council of Chairs training. The Sunday Morning Team has already used it. The cost is \$500 for the year, which came from the MT's budget. Last year we could only have 4 administrators: Columbus House, the Treasurer, and a few others. The Council of Chairs wanted USNH to buy Sign up Genius.

The roof work has been completed. The Dryvit work is not quite finished. It needs one more layer. We are waiting on vacuum truck to empty the oil tank. We replaced 2 large compressors and 1 small compressor. We still have 1 small compressor that has not been replaced. The current system should last another 10 years. Money for the compressors was taken out of the capital fund that had been set aside for HVAC work. The old bench which was dedicated to Judy Bruce, has been moved to the Memorial Garden. Two new benches are by the front entrance. This wraps up all major projects. In the fall, MT wants to have discussions on future projects. The fan in Ladies room doesn't stay on because it is attached to motion sensors. This is on the list for additional work.

MT recommends that we send a letter of thanks to Tom Ginz and SealTite Roofing who donated a lot to USNH. They made all necessary adjustments without additional payment. They had to add another layer of insulation, did some work on gutters including gutters around the sanctuary, to fix some holes. They paid for the second dumpster needed to remove old roofing material.

R. Spaulding joined the meeting at 7:45pm.

2. M. Lloyd Joiner presented the Ends report which is attached to the minutes. She is still looking at changes to Ends report format. One of her goals for the year is to connect more with the congregation. Her Installation date is October 22 at 3pm. She may not make the 3rd circle meeting because it falls on her daughter's birthday.

Some RE classes need teachers as there have been dropouts since the Ends report was written. A new USNH member who is active in Showing Up for Racial Justice will participate in the forum on a BLM banner.

b. Finance Report

K. Garner presented the finance report as of September 7, 2016. The budget has been input by A. Baroga. There is nothing unexpected in the finance report.

Income \$112,996.92

Expenses \$98,635.26

Net Income \$14,361.66

K. Garner will meet with A. Baroga and our accountant to reconcile reports. The Finance committee met on Aug. 28. They are looking for an alternative which would provide better returns on liquid accounts.

The budget for M. Lloyd Joiner's installation is \$5000, most of which is for travel. A smaller share has been allocated for a reception.

Create the Future & Learning

a. Association between USNH and Reverend Randall Spaulding

M. Lloyd Joiner and R. Spaulding presented a proposal to officially affiliate with R. Spaulding with USNH as a community minister. This would benefit both R. Spaulding and USNH. There are multiple ways to handle this. Some congregations have used a covenant, others have a BoT vote, or a congregational meeting vote. The ministers wanted to bring the subject to the BoT before taking it to the congregation.

R. Spaulding considers it a win/win situation. It is reasonable for both parties. He will not be reimbursed. Anything over two Sundays would be paid at the regular UUA rate. No budget is needed for this association. R. Spaulding could become involved with the lay ministry team but this has not been discussed to date. He is not certain that he should continue on the Nominating committee. This should be put on the table as a gray area. Consensus is that he probably should not be on the nominating committee.

Do we have anything in policy that covers this? The closest policy is on Treatment of paid and volunteer staff. Who reviews the agreement? There will be a separate committee from USNH and YNHH to oversee it. R. Spaulding would give a report at the end of the year which would come through M. Lloyd Joiner.

Should our policy on the minister be modified to include a community minister? This is not the first time we have had a community minister at USNH. For now, it would fall under volunteer staff. Are there any insurance issues? We can follow up with UUA and R. Spaulding's mentor at YNHH on this question.

Board is very happy with this proposed association. No vote was taken on the question. This topic will be on the agenda for the fall congregational meeting.

R. Spaulding left the meeting at 8:13pm.

b. MT Interpretation of policy 3.1

D. Jones presented the MT interpretation of Policy 3.1 Management Team Membership. MT believes that it needs to have at least two lay members on the team. They are working on a MT job description. MT wants to cut down MT time requirements. Their goal is to get to one meeting

per month. They are now meeting every two weeks. His experience when he and S. Frawley were the only members of the team makes him think that three lay members would be better for the MT.

Should we consider having a staff member on the MT in addition to the minister and lay members? J. Ross has been invited to attend the meetings but not as a member. MT would like to move to more staff participation. Should we continue with this arrangement for another year before reconsidering integration of staff members with the MT? BoT could amend the policy. F. Hudson's experience in Nebraska was similar to what we are experiencing. It took 16 years to get down to one MT meeting per month.

MOTION – B. Pace, to amend policy 3.1 to say that MT consists of the minister and additional lay leaders and/or staff; **SECONDED – P. Myers**;

FAILED: with 0 in favor, 8 opposed, and 0 abstentions.

The proposed policy change is being sent back to the governance working group for consideration. The policy interpretation is postponed. The Governance working group should check with M. Lloyd Joiner and the MT before presenting a new policy proposal.

D. Jones left the meeting at 8:37pm

c. **Sponsoring Laurel Gray**

MOTION – H. Hawkins, to approve sponsoring Laurel Gray; **SECONDED - B. Pace**;

PASSED unanimously: with 8 in favor, 0 opposed, 0 abstentions.

d. **Update Board's covenant with itself**

At the last BoT retreat a group was set up to establish a covenant between the minister and the board. M. Lloyd Joiner recommends that changes to the BoT covenant could wait until this new covenant is presented at the September BoT retreat. This topic will be added to the agenda for the October BoT meeting.

e. **Reports from working groups**

1. Governance – D. Gelperin - Governance, Monitoring, and P. Myers will get together and make a plan for a revised group. New topics include: Exit interview for ex-MT members to collect information on their experience; Does policy need to speak to a community minister; Policy 3.1 revision; Approve metrics so finance policies can be assessed.

2. Linkage: B. Pace – Linkage will meet on September 18th at 9am with the Sunday morning team and others.

3. Monitoring – Updates are included with Governance working group updates.

4. Bylaws – One meeting open to the congregation has been held so far. Only four congregation members and the Bylaws team attended.

g. Discuss appropriate size of board.

Will we have enough people to do BoT work if the Board numbers are reduced before we have completed the 5 year governance policy implementation process?

If people are committed to work, we can do it. It is valid to discuss how to phase out members. C. Cheney stated that she has never seen a 7 person board in her 38 years of work in this field. BoT size has already been decreased. The Bylaws were revised at that time. Years before the BoT had 14 members at one time. The MT is drawing from same set of people who often are on the BoT. One BoT position was left vacant this year.

Training of the BoT is important. A larger group allows new people to become involved. It may be better to cultivate more people to participate. Some Boards have a range in the number of members. This could present a problem for the Nominating Committee.

MOTION – P. Myers, to keep the current wording for bylaws Article VI Section 1 regarding the size of the board: The Board of Trustees shall consist of the Society’s officers, the retired prior year’s president, and six members at large, two of whom are to be elected each year and serve for a term of three years. Members at large shall not be eligible for re-election until at least one year has elapsed from the expiration of a full term of office. **SECONDED – B. Pace**;

FAILED: with 3 in favor, 1 opposed, and 5 abstentions.

MOTION – D. Gelperin, to reconsider this topic at the October BoT meeting; **SECONDED – P. Myers**;

PASSED unanimously with 8 in favor, 0 opposed, and 0 abstentions.

h. Propose fall congregational meeting to be Nov 6th.

1. Vote on association with Randall Spaulding
2. Communicate board goals for the year
3. Vote on bylaws revisions (if they will be ready)
4. Vote on BLM banner?

This will be included on the October agenda.

i. Determine which policy(s) to interpret next.

This will be included on the October agenda.

j. Evaluation of minister needs to be done- agree on a process & people/actions

This will be included on the October agenda.

Consent Agenda

a. August 11 BoT minutes

MOTION – -D. Gelperin, to approve the consent agenda; **SECONDED B. Pace**;

PASSED unanimously, with 0 opposed, 0 abstentions.

Distribute Board duties

- a. Sign up for newsletter submissions from the Board – April – July are open
- b. Sign up for opening reading at Board meeting – May – July are open

Announcements

a. Update on board retreat: Sept 17 11:45-5PM at 20 Grand Ave, New Haven; lunch will be served. Co-facilitated by Joe Sullivan, Stewardship and Peer Facilitators Program Lead, and Stan McMillan, long-time lay leader in Manchester. Focus on visioning/interpreting ends. More details and description of preparation to come soon.

b. Update from Pat, Bobbi & Peggy's retreat with the Westport board

We need to develop a linkage policy with interpretation.

Meeting Summary

- a. Decisions Review, Action Items and Assignments

Thank-you's

P. Trotta will send a thank you letter to Tom Ginz and SealTite Roofing.

Adjournment

MOTION – D. Gelperin, to adjourn; **SECONDED – B. Marie-Daily**;

PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:10 pm.

Attachments

1. MT Executive Limitations report
2. MT Ends report
3. MT Interpretation of policy 3.1
4. Circle Program Flyer
5. Agreement of Endorsement
6. Laurel Gray Sponsoring Congregation Letter
7. Board Covenant

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Management Team – Sept. 6, 2016

We are a diverse, multi-generational faith community that

- **inspires lives of compassion and generosity**
- **nurtures spiritual growth**
- **cultivates transformative connections, and**
- **creates a more just world**

1. Recognizing

Policy 1.3: With respect to treatment of staff/volunteers, the Management Team may not act in a manner inconsistent with UU Principles or cause or allow conditions that are inhumane, unfair, or unprofessional.

The Management Team Reports that:

- The MT worked with the Personnel Committee to develop a new job description for the membership Coordinator position. Interviewing will begin shortly.
- Consideration of other personnel changes (bringing the sexton to full time, hiring a part time office assistant, etc.) will need to await additional resources.

2. Recognizing

Policy 1.4 ...Management Team may not:

- a. *Recommend compensation and benefits that create obligations over a term longer than revenues can be safely projected.*
- b.
- c. *Establish current compensation and benefits that deviate materially from the non-profit, geographic, and professional market for the skills employed*

and

Policy 1.5 ...the Management Team may not...cause or allow fiscal projections that:

- a. *Contain too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.*
- b.
- c. *Deviate materially from Board-stated priorities and requirements (see Ends policies) in its allocation among competing fiscal needs.*
- d.

and

Policy 1.5.1: The Management Team shall not fail to:

- a. *Use realistic assumptions of income and expenses when creating budgets.*
- b. *Create an annual operating budget for congregational approval at the Annual Spring Meeting of the Society.*

- c. Create an annual capital budget with the means to pay for one to present for congregational approval at the Annual Spring Meeting.*
- d. Consider multi-year financial projections and events that affect future operating income and expenditures and future capital expenditure requirements.*

and

Policy 1.5.2.2: The Management Team shall not fail to establish a capital fund for planned and unexpected facility and equipment expenses.

The Management Team reports that

- **A final review of last year's stewardship campaign was held with the committee and the management team, and planning has begun for this year's stewardship drive.**
- **Sign Up Genius has been purchased to assist planning of meetings and events at USNH. Training will be occurring at the Council of Chairs meeting, and chairs of committees can be given administrator privileges to use it.**
- **Review of the 25% of annual budget reserve has been referred to the Finance Committee.**

3. Recognizing

Policy 1.7 The Management Team shall not allow the assets of the Society to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

And

Policy 1.7.2: The Management Team shall not fail to assure that:

The buildings and grounds and equipment are maintained to allow continued value and use.

The Management Team Reports that

- **Sealtite Roofing has finished work on the foyer/coat room/kitchen roof. The water saturated three layers of roofing and insulation removed weighed 28,000 lbs. (14 tons!) and filled two large dumpsters. The second dumpster, additional insulation to correct**
-

for the I beam found, and some copper work on the gutters were donated by Tom Ginz and Sealrite Roofing. Architect Leland Torrance approved the final roof.

- The new high efficiency gas fired boiler has been installed by Environmental Engineering. The gas line has been trenched around the back of the building and inspected and approved. Removal of the oil tank remains, which will occur once the vacuum truck removes the oil in the tank. Work will be completed in the next 1-2 weeks.
- Joe Lesiak and Terry Vidal have completed repairs on the podium and installed wheels on it. Many thanks to them!
- A compressor on one of the HVAC units for the sanctuary was replaced for about \$5,000. Those two units have four of those, and this makes the third one we have replaced in the last two years.

4. Recognizing

Policy 1.8: ...The Management Team may not: Fail to advise the Board if, in the Management Team's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Team Delegation.

UNITARIAN SOCIETY OF NEW HAVEN

MINISTER'S ENDS MONITORING REPORT TO TRUSTEES

September 8, 2016

We are a diverse, multi-generational faith community that
- inspires lives of compassion and generosity
- nurtures spiritual growth
- cultivates transformative connections, and
- creates a more just world

AMONG

USNH is a congregation of welcome and connection, where people of all ages:

- * Treat one another with respect*
- * Give and receive support in times of joy, sorrow and transition*
- * Give generously of ourselves and our resources*
- * Embrace diversity*
- * Engage in life-long learning*

- The Permanent Committee on Right Relations is sponsoring three workshops on Restorative Justice Circles for “building relationships, for peacekeeping, and growing a vibrant community.” All workshops are 9am-12:30pm. Board members and other congregational leadership are specifically invited to attend. The PCRR and I see this as an opportunity to affect positive change in our community around how we live our covenant and communicate with each other.
 - September 24 (required if one wants to attend 2nd and 3rd workshops)
 - October 15
 - November 12
- Beginning October, 2016, I will host “Third Thursdays with Rev. Megan,” a small group conversation on the monthly worship theme.
- All Religious Education classes have the required number of teachers, a testament to USNHers giving of themselves and the skill of our staff at organizing programs.

WITHIN

Respecting different spiritual journeys, the people of USNH find inspiration and a safe place to

- * Develop our best selves*
- * Grow spiritually*
- * Live with more joy and open-heartedness*
- * Experience a connection to something larger than ourselves*
- * Find meaning and purpose in our lives*
- * Articulate our Unitarian Universalist identity*

- **Worship Attendance: August 14 – 80, August 21 – 75, August 28 – 138**
 - **First Sunday BBQs have been organized by the Membership Team. They have been well attended and successful gatherings.**
-

BEYOND

*The people of USNH, together and with our partners, act on our values in the larger world.
We:*

- * *Advance justice in our community and beyond*
- * *Develop new understanding of ourselves and others through our justice work*
- * *Expand our understanding and awareness of social and environmental issues*
- * *Strengthen Unitarian Universalism*
 - I represented USNH as the minister of the week on Star Island August 13-20.
 - The Waverly program celebrated their end of summer BBQ on Saturday August 27. Eight USNH members, myself and my spouse were in attendance in addition to children and youth from Waverly and their families. School supplies collected and purchased by USNH were distributed.
 - On July 9, USNH member Craig Machado (ESL administrator from Norwalk Community College) conducted a two-hour training about ESL at the New Haven Public Library, attended by 10 USNH members. Nine people from USNH have met with several Syrian refugees on Tuesdays from 10:00 to 12:00 for a six-session ESL series (July 12-August 16). The IRTF purchased 10 Arabic-English Picture Dictionaries to use in the classes, and they have been invaluable. Four different Syrians have attended. All are from the city of Homs and now live in New Haven. Their English is at a "survival" level, but they are studying hard and are highly motivated. The tutors have learned things we didn't know before about Arabic, Syria, and Islam. (from the Immigration and Refugee Task Force)
 - Preparations are underway for a discussion of hanging a Black Lives Matter banner. A forum will be held on September 18th following a sermon on the subject. Members from the Social Justice Council (SJC) and Anti-Racism Team (ART) will facilitate. Plans are in the works for two or three more small gatherings. Members of SJC and ART will also make themselves available for one-on-one conversations. Depending on the response from the forum, gatherings and one-on-one meetings, the plan is to ask that the hanging of the banner be placed on the fall congregational meeting agenda.

Minister's Reflections

While formal goal setting will be a part of my fall evaluation process, I want to share my goals for the year with you:

1. Provide engaging and inspiring worship services in collaboration with staff and worship associates
2. Deepen my connections with the USNH community through my October 23 installation, small group sessions, potlucks, Right Relations workshops, pastoral meetings, etc.
3. Work with the Management Team (MT) and Board to evaluate and refine our governance process such that the structure is working in service of our ends and is sustainable for all parties involved.

Please **SAVE THE DATE:** October 23, 2016 3pm for my installation as minister.

Respectfully Submitted by Rev. Megan Lloyd Joiner

Management Team Membership

The Management Team consists of the Minister and additional lay leaders. The function and authority of the Management Team is shared equally by its members. However, the Minister is Chief of Staff and has the authority to hire and terminate staff.

Interpretation: While the Management Team members are coequals in many respects, the Minister, with input from the Management Team and related committees, is responsible for worship services and pastoral care. ~~Only the Minister has the additional authority to hire and terminate staff.~~

Approved by the Board: January 8, 2015 and revised on March 12, 2015 and May 14, 2015

- a. The Board will appoint the lay leaders for a minimum term of two years which can be renewed upon mutual agreement of the Board and the Management Team.

Interpretation: Lay leaders are expected to commit to a two year term on the Management Team. The Management Team is encouraged to may recommend new team members to the BOT. ~~but the~~ The Board has the right to approve or reject proposed candidates. The Management Team is expected to give the board sufficient notice to find new team members when BOT recruiting is needed.

- b. The number of lay leaders appointed will be dependent on the anticipated work load and may fluctuate as needs determine.

Interpretation: The Management Team may include two+ or more lay leaders along with the Minister. The Management Team is expected to advise the Board about changing needs for team members, ~~to allow the Board to determine what changes to make to the Management Team membership.~~ If changes to the number of members are requested, the Management Team is expected to ~~report on~~ provide reasonable estimates of the duties and the time required to perform the reallocated tasks.

- c. The terms of the Management Team will be rotated in a manner that ensures a continuity of lay leadership on the Team.

Interpretation: While the Management Team may have as few as two+ lay leader to work with the Minister, ideally a replacement lay member will be appointed to the Management Team before the original lay member leaves in order to provide time for necessary knowledge transfer. If there are two+ or more lay members on the Management Team, only one member may be replaced at a time.

Approved by the Board: May 14, 2015

We propose that a policy on mt job description be prepared.



WORKSHOP DESCRIPTIONS (all take place 9:00am - 12:30pm)

**Workshop One
September 24
Introduction to Circles**

In this workshop participants will to learn how dialogue circles can be used for building relationships, for peacekeeping, and for growing a vibrant community.

Participants will come to know that the restorative justice Circle is a way of talking together in which all:
-Are respected and treated equally
-Have the opportunity to speak without interruption
-Tell one's own story
-Speak and listen in a deeper, more heartfelt way.

AND MORE

- Values Underlying Circles:
- Mutual concern and respect
 - consensual decision-making
 - appreciation of differences
 - interconnectedness
 - shared responsibility
 - Flexibility

Info from Center for Restorative Justice and Peacemaking

**Workshop Two *
October 15th
Circle Keeping and the Five
Skills of Restorative Dialogue**

In this workshop, participants will expand on the ideas from the first workshop, learning about facilitation and how to be a circle keeper. We will explore the various ways circles are used to build, maintain, and repair community. We will also explore the five main skills needed to be a restorative justice practitioner.

*Attendance at Workshop 1 is required to attend this workshop.

CIRCLES CAN BE USED TO:

- Achieve greater mutual understanding
 - work through differences, difficult issues, painful experiences
 - make decisions together, build consensus
 - plan for the future
- AND MORE**

**Workshop Three*
November 12th
Facilitating Circles that
Address Harm and Healing**

In this final workshop, participants will learn to use the five restorative skills to facilitate circles for healing and addressing harm in our congregation, families, and our communities. We will consider how to discern whether a particular case is suitable for a circle. In addition, we will learn how to conduct a circle so that each community member involved is responded to with respect and emotional safety. We will explore follow-up circles, writing action plans, and maintaining a restorative system of justice in our congregation.

*Attendance at Workshops 1 and 2 is required to attend this workshop.

LET'S CIRCLE UP!

**Agreement of Endorsement between
The Unitarian Society of New Haven
And
The Reverend Randall Spaulding**

Definition of community-based ministry:

- Community-based Unitarian Universalist ministry calls out those persons recognized as religious leaders in our free and prophetic religious tradition to live out the practical and profound principles of our faith in the world beyond our walls.
- The community-based minister is the face of Unitarian Universalism in the community.
- The community minister carries the vision of a world made whole from the church to the community and from the community to the church.

The Unitarian Universalist Society for Community Ministries

www.uuscm.org

Mission:

The Mission of a community-based minister is to implement a vision and recognition of an inclusive and diverse Unitarian Universalist (UU) ministry in the larger world.

Purpose:

- To foster the provision of Unitarian Universalist ministries to people who are marginalized, wounded, oppressed and to the diverse concerns of age, race, class, life-style, affectional or sexual orientation, and planetary survival so that Unitarian Universalism may assist the moral arc of the universe to bend toward justice and healing.
- To support and promote the Unitarian Universalist movement, its societies and congregations, and its Association.
- To encourage the Unitarian Universalist Ministers' Association (UUMA), Unitarian Universalist Association (UUA) and Unitarian Universalist congregations to support community ministries spiritually, professionally, and financially.
- To assist ministers, congregations, and the Association in interpreting community ministry.
- To conduct such other activities and programs in furtherance of the foregoing purposes as may be carried out by a Corporation organized under Massachusetts General Laws, as described in federal tax codes.

Endorsement:

- All community ministers must be endorsed by a UUA member congregation or other UUA organization.
- This endorsement is necessary in order for the community-based minister to remain in full and active ministerial fellowship with the UUA.

- The endorsement includes a pledge of continuing relationship and support and affirmation that is recognized by the endorsing body as a ministry.

Endorsement Agreement between USNH and The Reverend Randall Spaulding:

The Unitarian Society of New Haven endorses the health care ministry of The Reverend Randall Spaulding as a recognized ministry of the congregation of USNH. Both parties agree to a relationship of mutual support as set forth in the following:

Continuing Relationship and Support:

- The Unitarian Society of New Haven agrees to:
 - Identify and support a position of endorsed health-care related ministry as a recognized ministry of USNH.
 - Provide support through membership on a Committee on Ministry comprised of USNH members and members of the Yale-New Haven Hospital, to assist the Endorsed Community Minister toward completing requirements of Final Fellowship and for further professional development.
 - Recognize the endorsed community-based minister by name and title in publications, staff lists, in annual reports to the UUA and the New England Region and Clara Barton District, and in historical and public congregational documents.
 - Provide opportunities for the endorsed minister to participate in the ministry of USNH by offering invitations to preach, teach Religious Education classes for congregants of all ages, perform weddings, funerals, and otherwise assume duties of ministry at the request of and in support of the settled minister.
 - Financially support the community-based minister at denominational activities in which USNH expects the minister to attend on issues concerning USNH, such as General Assembly and New England Region.
 - Provide access to meeting space and services that, when needed for preaching or emergency pastoral care needs, include but are not limited to physical space for meetings, private space to provide pastoral care for congregants, telephone, photocopying, and internet access.
- The Reverend Randall Spaulding agrees to:
 - Primarily serve the furtherance of Unitarian Universalism in the world at large by service in a health care organization (hospital, hospice, nursing home, home care or other agency) or other health-related ministry.
 - Support the mission and the ministry of USNH as defined by its settled minister, the Board of Trustees, and the voting majority of the congregation.
 - Provide services during the church year to the congregation that include:
 - Lead worship services and preach on two Sundays on a schedule to be determined.
 - Participate in worship services at least six Sundays a year or as requested by the settled minister.

- Leading one workshop on a topic of interest to the congregation.
 - Represent the congregation at public events as requested and when possible as agreed upon with the settled minister.
 - Meet with the settled minister to review our relationship with one another and within the life of the congregation.
 - Share responsibilities for emergency pastoral care to the congregation during the settled minister's absence with other community-based ministers of the congregation.
 - Write an annual report of the activities to be included in the settled minister's annual report.
 - Share the responsibility for emergency pastoral care to the congregation during the settled minister's absence during the summer months, sabbatical, or other planned leave.
- Both parties agree:
 - The UUMA Code of Professional Practice shall be carefully observed by both the settled minister and the Endorsed Community Minister. If difficulties arise, various resources may be called upon, including the Good Offices program of the UUMA.
 - The community minister may resign upon thirty (30) days' notice. Upon recommendation of the settled minister and/or with the concurrence of the Board of Trustees, the community minister's relationship with the congregation may be terminated upon thirty (30) days' notice.
 - The relationship of the settled minister to the congregation is primary. Should the settled minister resign the community minister shall be prepared to resign, if necessary as well, pending establishment of a harmonious working relationship with the new minister.
 - Changes to this document may be made by agreement between the ministers concerned and shall be effective sixty (60) days after written notice of the change is given to the Board of Trustees, unless the Board votes to delay or to reject the change.

Agreed this _____ day of _____, 2016.

Signed:

The Unitarian Society of New Haven Board of Trustees Chair

Settled Minister of The Unitarian Society of New Haven

Endorsed Community Minister

Laurel Littlejohn Gray

149 WINCHESTER AVE • NEW HAVEN, CT 06511 • (401) 932-7855 • LAURELGRAY@YALE.EDU

September 2nd, 2016

The Board of Trustees
Unitarian Society of New Haven
700 Hartford Turnpike
Hamden, CT 06517

Dear Members of the Board,

It is my pleasure to write to you to request your support for my path towards ordination as a Unitarian Universalist minister. In my work as the membership coordinator at USNH last year, I learned what it is like to be in a position of community building and leadership within a congregation—the closest I've come to filling a ministerial role in a congregation thus far. My hope is that my time at USNH earned your confidence in my capacity for ministry and leadership. I would like to formally request that the Unitarian Society of New Haven act as my sponsoring congregation. The Unitarian Universalist Association requires ministerial candidates to obtain congregational sponsorship, which it describes this way:

"Sponsorship of a Candidate indicates confidence in the person's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the UUA Ministry and Professional Leadership Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition."

I was raised Unitarian Universalist, because my parents wanted a religious home that would allow my sister and I to form our own ideas about theology. I chose to apply to seminary the year after I graduated with a degree in Sociology, Anthropology, and Religion from Middlebury College in Vermont. I had written my senior thesis on religious engagement amongst college students, looking at the interplay between a desire for religious community and the perception of whether or not the community would be welcoming to one's identity. It was profound work and solidified my belief that religious community that is welcoming and accepting is deeply necessary in society. Ultimately, I decided that I wanted to participate in creating that kind of community, instead of just studying it, and thus began the path towards ministry.

I moved to San Francisco after I graduated from college to explore a new place and see what life on the west coast was like. As it turned out, Starr King School for the Ministry was just over the bridge to Berkeley, and I ended up completing the first year of my masters in divinity there. I was also working full-time, learning as much as I could about business management and organizational leadership by working as a senior manager in a growing linen-rental company. Simultaneously, I was taking classes and attending workshops on leadership to hone my skills.

Ultimately, I decided that Starr King was not the place that would help me grow into the minister I wanted to be, so I decided to transfer and move back east. I am now entering my second year at Yale Divinity School, which I chose because I felt it would ask the most of me, while providing an environment that would nourish my soul and stretch my mind. Yale is an unconventional choice for a Unitarian Universalist, but I am finding that sometimes contrast helps in knowing oneself. I will be attending school three quarters time this fall, as I am still recovering from the concussion I sustained in April, but I am still on track to graduate in the spring of 2018.

I greatly appreciate your consideration and would be happy to answer any questions you have about my ordination process. I have included the UUA's congregational sponsorship form for you to review. If you do choose to act as my sponsoring congregation, by vote of the board, simply sign the form and email or mail to the UUA address at the top of the form.

I very much enjoyed my time at USNH and look forward to visiting as a congregant in the future.

Thank you for your consideration,

Laurel Gray

STATEMENT OF CONGREGATIONAL SPONSORSHIP FOR A MINISTERIAL CANDIDATE

Print this form, type or print your entries, return by mail to: **UUA Ministerial Credentialing Office, 24 Farnsworth St., Boston, MA 02210** or by email to: mco@uua.org.

One of the requirements for Fellowship as a Unitarian Universalist minister is sponsorship by a Unitarian Universalist (UU) congregation. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life, and encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future ministers.

Sponsorship of a Candidate indicates confidence in the person's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the UUA Ministry and Professional Leadership Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of a Candidate will be determined by vote of the congregation or its representative body.

With the above in mind, we, the *Unitarian Society of New Haven* are pleased to sponsor *Laurel Littlejohn Gray* as a Candidate for fellowship in the UU ministry.

Signed,

Dan Gelprin
President of the Board, USNH

Name of Candidate: Laurel Littlejohn Gray
Name of Congregation: Unitarian Society of New Haven
Address of Congregation: 700 Hartford Turnpike Hamden, CT 06517

2015-2016 Board Covenant
Promises we make to each other on the Board
Drafted on 9/10/15

- Respect Confidential matters
 - Speak with one voice outside meetings
 - Assume good intentions
 - Come prepared
 - Respect ambiguity
 - Encourage multiple viewpoints
 - Allow moments for contemplation & opportunities for clarification
 - Respect the agenda
 - OK to remind each other to hold to the covenant
 - Be as fully present as you can
 - Listen openly and actively
 - Speak your truth & expect to hear others' truths
 - Commit to your own growth & learning
 - Take risks towards vulnerability & imperfection
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