

Unitarian Society of New Haven  
Minutes of the Meeting of the Board of Trustees  
March 22, 2012

Accepted April 26, 2012

Board Members Present: Lisa Anderson; Thea Bourke-Martin, Gil Belaval; Sarah Berke; Gregg Burton; Patricia Duff; Sue Linsley; Larry Rizzolo, Alan Price; J. Whitehead

Board Members Absent: Sandra Frawley

Also Present: Kathleen McTigue; Marion Visal; David Jones

T. Martin called the meeting to order at 7:05 p.m. and G. Burton recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with T. Martin presiding.

### **Check-In**

The Board shared time for check-in and reflection.

### **Sarah Berke Resignation**

Sarah Berke informed the Board that she will resign from the Board upon completion of her term as Vice President.

### **Director of Religious Education Search Committee Report**

David Jones presented the DRE Search Committee's proposal to hire Jesse Greist as DRE. The Board discussed the proposal.

**MOTION** by G. Belaval to hire Jesse Greist as Director of Religious Education as proposed by the DRE Search Committee. **Seconded and passed without dissent and with one (1) abstention.**

### **Kathleen McTigue's Resignation**

The Board discussed the details of K. McTigue's resignation. The Board also discussed K. McTigue's request to receive full salary and benefits through July 15, 2012, but to end regular duties May 20, 2012. After responding to the questions of the Board, K. McTigue recused herself from the meeting for the remainder of discussion and the Board's decision. The Board continued its discussion.

**MOTION** by P. Duff to accept K. McTigue's proposal to end regular duties May 20, 2012 and to be available only for emergency pastoral care, memorial services and transitional needs until July 15, 2012. **Seconded and passed without dissent.**

### **Ministerial Transition Process**

T. Martin reported on her conversations with UUA district transition personnel and explained the UUA interim minister process. The UUA generally recommends that after an extended term of a called minister that the interim minister serves for 2 years. Interim Ministers are ministers that are specifically designated as interim ministers and only serve as interim ministers while they are so designated. Interim ministers are not eligible to be candidates for a settled minister. The first year of the process is spent in an active, congregation-wide discernment effort to take stock of the congregation and determine the needs and desires of the congregation for its next settled minister. A search for a settled minister is conducted during the second year of the interim period.

The first step of the interim minister selection process according to UUA guidelines is to appoint an Interim Task Force. The Interim Task Force is to serve for a short term and should be a subset of the Board. The Interim Task Force is to complete the UUA application for an Interim Minister which is due by April 16, 2012. The UUA will provide 2 or 3 candidates based on the application information. The Interim Task Force will review applications and interview candidates and select the candidate to be presented to the Board. The expectation is that an Interim Minister will be selected by the end of May, 2012.

Once the Interim Minister is in place, which is expected to be August 1, 2012, the UUA guidelines recommend the formation of a Transitions Team made up of members of the congregation. The Transitions Team works with the Interim Minister and the congregation to facilitate the discernment process during the first year of the interim period. The Transitions Team also creates the parameters for the Ministerial Search Committee and, in coordination with the Nominating Committee, recommends individuals to be appointed to the Ministerial Search Committee. The Transition Team continues to work with the congregation over the second year of the interim period to prepare the congregation for calling a new minister.

**MOTION** by S. Berke to hire an interim minister for a period of 2 years. **Seconded and passed without dissent.**

T. Martin requested volunteers from the Board to comprise the Interim Task Force. G. Belaval, A. Price and T. Bourke volunteered to serve on the Interim Task Force and were accepted by the Board without objection.

### **Application for Interim Minister**

T. Martin reviewed the application for an interim minister with the Board. The Board and K. McTigue offered corrections and modifications.

**ACTION ITEM:** Board members are to email responses to strengths and weaknesses questions for the application to Thea, per instructions to be emailed to Board members tonight by G. Burton.

### **Communication to the Congregation**

The Board discussed increasing its participation in chalice lightings, announcements etc. as a means to provide regular updates to the congregation. This effort will be coordinated with K. McTigue and the Worship Committee. The Board will participate, with K. McTigue, in a questions session after each service on Sunday, March 25, 2012. The Board discussed the need to prepare a letter from the Board to the congregation to provide an initial explanation of current steps and the transition process.

**ACTION ITEM:** A. Price and T. Martin to draft a letter from the Board to the congregation for dissemination on Sunday.

### **Farewell Celebration Service**

The Board discussed preliminary plans to host a farewell celebration service on flower communion Sunday, June 16, 2012. The event is likely to include an event on Saturday evening and on Sunday after second service.

### **Adjournment**

**MOTION** by A. Price to adjourn the meeting. **Seconded and passed without dissent.**

The meeting was adjourned at 9:07 p.m.