

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
March 14, 2019

Accepted April 11, 2019

Board Members Present: President - Peggy Myers, Vice President - Al Bosch, Clerk - Pamela Miller, Past-President - Dan Gelperin, Ex-Officio – Rev. Megan Lloyd Joiner, At Large: Bobbi Pace, Pat Trotta, Dan Wade

Board Members Absent: Treasurer - Linda Mehta, At Large: Jeannette Faber, Craig Machado

Others Present: G. Heuss-Severance, D. Stagg

Gather:

Attendees read the covenant. P. Myers called the meeting to order at 6:34pm. She lit the chalice and P. Miller read a speech by Naomi Wadler for the chalice lighting. This was followed by a life event check in and a check in with each person answering the question, “Do you have a go-to resource (alive or dead, animate or inanimate) when you want to experience some grounding?”

Changes to the agenda:

We will monitor policy 1.1 instead of policies 1.5 and 1.6.

The Re-interpretation of 1.7.1 was done at the February board meeting, so need not be revisited.

The MT will discuss budget variances instead of the Treasurer giving a quarterly report. BoT will discuss tabulating search committee votes.

Assess the Past:

Minister’s report

The Minister’s report is attached at the end of the minutes.

We will need to make choices about the budget. The proposed budget has a major deficit because all requests have been added to the budget. The process is not the same as used last year.

The nominating committee needs more visibility. They will talk at the Board/congregation meeting on Sunday.

Monitoring of policies

- Monitoring of policy 1.1

The MT monitoring report and policy interpretation are included at the end of the minutes. This is the first time that this policy has been interpreted.

How will policies be communicated to the congregation? The policies are placed in the On-line Library. Announcements are made by e-blast and at congregational meetings. Discussions about policies are held with the Council of Chairs. The Covenantal Relations committee is a resource to be used. A meeting was held with the Covenantal Relations committee to discuss the Disruptive Behavior Policy. Details of how to follow policies need not be included in Board Policies but can be specified in MT policies.

The monitoring report follows the interpretation. Seven policies have been published in the On-Line Library. Other policies are nearing completion. Data from churchdb is de-identified and distributed on a need to know basis.

MOTION – Dan G., to adopt the interpretation as written; **SECONDED – B. Pace;**
PASSED: 7 in favor, 0 opposed, 0 abstentions.

PL Budget vs Actual January 2019

The PL report is attached at the end of the minutes.

Income:

Interest income will be moved to a different line in the next report.

Expenses:

5120 Maintenance and repair: over budget because of the work done on skylights. It should have been put in as a capital expense.

5130 Property management: 89% because we resurfaced floors in the daycare area. There are additional expenses when Oscar is sick.

5150 Landscape: This line looks good but we have not had much snow. Ice has required a lot of work. This line will probably go over budget.

5160 Security/ alarm system: An invoice was turned in late.

5300 Membership services: Expenses are down a bit.

5684 Allowance music director: This budget hasn't been used to date.

5700 Trustees Research & Development: Most of this budget has been used. In part it was to pay Liz Coit for Stewardship.

Create the Future & Learning:

Disruptive Behavior Policy

The new policy is attached at the end of the minutes.

This policy is intended to protect everyone at USNH. It was developed using recommendations from UUA, research from other churches, and existing USNH policies. There are specific steps in the policy that involve the Board and the Covenantal Relations Committee.

What is the outer boundary of this policy? For example, does this policy extend off site if a committee meeting is held off site? It is a gray area. Can thought be put into drawing a boundary? Sponsored events would be included.

The Board endorses the policy, but it will require additional review. It can be distributed to potential interim and permanent ministers.

It is recommended that updated copies of reports should be maintained in an appropriate page on the board site for reference, e.g. Financial Reports or Management Team. All documents will be moved to the archive at the end of the congregational year. Versions of files in the archive will not be updated. Policies will be maintained in the On-Line Library.

What will Board Chats look like in March, April and May?

Could we use these chats to ask the congregation what they would want to see in an interim minister? Most discussion at Board Chats has been about what they don't want to see in a minister.

There are 2 congregations looking for a 1-year interim and not many 1-year interims are available.

What do we want to accomplish during the interim year? A discussion will be held in the Children's Chapel on March 24.

Discussion of "where do we go from here?"

The Themes and Goals document is attached at the end of the minutes. The Covenantal Committee will prepare a 5th end which may be added to this document.

The MT cannot complete the work described without help. The Council of chairs may be of assistance. We may bring committee chairs to the Welcome Corner to recruit committee members. It is difficult to bring people in certain age groups into committee work. Can the Stewardship potlucks include discussion about how to get people involved? There may not have been enough time for people to respond to the survey that was done in the service. There will be a conversation guide for the potlucks. It is about what do you appreciate about USNH.

Can we have a fellowship committee to organize events? The membership committee is stretched. It only covers the first six months of a person's involvement at USNH. Potlucks should be self-perpetuating. J. Greist and T. Vidal have ideas on this subject.

What do young families need and want from the congregation? They might not be looking for another activity. Encourage people to come to multi-generational activities. The MT should ask J. Greist how we can help. Would a pizza night or a neighborhood soup night work?

G. Heuss-Severance will remain on the MT through the transition. Her final date is TBD.

A trifold will be setup on Sunday to explain the search process. Plan to use the 4th Tuesday meeting to prepare a script for phone calls and go over how to handle phone calls and ballots.

Board rep after 10:30 service:

3/17 – A. Bosch
3/24 – B. Pace
3/31 – P. Miller
4/7 – D. Wade

Consent Agenda:

Minutes from Board meeting on 2/14/19

MOTION – B. Pace, to approve the consent agenda; **SECONDED – A. Bosch**;
PASSED: 7 in favor, 0 opposed, 0 abstentions.

Announcements:

Be sure we all have signed up for a stewardship pot luck.

The Stewardship committee wants to say that leadership has made pledges by March 24th. Pledge forms are being mailed today. A link will be available for pledge forms. Potlucks will be for sharing what we like about USNH.

Thank you's: None

Adjournment:

MOTION – D. Gelperin, to adjourn; **SECONDED – A. Bosch**;
PASSED unanimously, 7 in favor, 0 opposed, 0 abstentions
The meeting was adjourned at 8:30pm.

Attachments:

Minister's report
MT monitoring report - policy 1.1
PL Budget vs Actual
Disruptive behavior policy
Themes and goals 2019 - 2020

Minister's Report
March 14, 2019
Rev. Megan Lloyd Joiner

State of the Congregation *(recent successes, challenges, observations about the congregation's functioning in relationship to the mission, ministries, members, staff, or other Board concerns)*

My focus has remained on being present to the needs of members, staff and leadership as we prepare for my departure in June. I have had many private meetings with congregants and have worked closely with staff on negotiating their work with members while people are still processing my departure. In consultation with leaders, we have heard mostly from people that the overarching feeling at this point is disappointment, but a sense of USNH's strength and capability moving forward.

Major Accomplishments *(Large, new, or not regular-duty projects)*

Nothing to report at this time.

Primary Ministry Focus *(Areas of intellectual, mental, or spiritual study)*

- March's Theme of "Journey"
- April's Theme of "Wholeness"
- Easter/Passover/Earth Day (all fall on April 21)
- Common Read: *Justice on Earth*
- Studying examples of "leaving well"

Upcoming Time Away *(vacation, study leave, UUMA or UUA gatherings)*

- I will be away on vacation March 29-31 and April 13-19.

Activity Report for Areas of Ministry
(not exhaustive)

Counseling and Pastoral Care

- My main focus is making time available for pastoral meetings and a number of people have already had or made meetings with me to discuss my departure or other pastoral concerns not related to the departure.
- I continue to work with the Lay Ministry to solidify their leadership and contributions in this area.

Practical Arts *(administration, organizational development in and out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fundraising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.)*

- The Finance Committee has given the Management Team a first draft of the 2019-2020 budget. Currently, this is a deficit budget. MT will work to present a balanced budget to the Board possibly as early as at the April meeting.
- Stewardship is in very good hands. We plan to hear a report from consultant Liz Coit with her final report this week. We are kicking off the campaign this week. A letter will go out and the worship service will focus on Stewardship. The focus of the campaign is potlucks and there are over 20 potlucks planned. The goal is 100% participation. The theme is ALL IN!

Organizational Ministry (*integration of new members and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.*)

- We will hold new member classes again in April 2019. We will likely have about 5 new members on May 5th.
- I have worked with Nominating Committee to provide names for nominations this year with the hopes of bringing new and especially younger members into leadership.

Personal and Professional Growth

- Continuing to work with my coach, spiritual director and mentor.

Teaching

- I led one Common Read discussion on March 3rd. The second was snowed out.

Worship

Sermons Preached/Services Led

February 10 – “Trusting Hearts” (multi-generational)

March 3 – “Where We’ve Been”

Lay Led Services

February 24 – Wild and Precious Life, Rich Stockton

Guest Preacher Services

February 17 – Bruce Knotts, UU-UNO

March 10 was canceled due to ice and snow

Attendance –

February 10 –

Total Returning Visitors- 11

First Time Visitors- 4

Total Congregants in Attendance - 242

Total Children- NA

Total RE Teachers- NA

Total Attendees - 257

February 17 –

Total Returners- 12

First Time Visitors- 2

Total Congregants in Attendance - 163

Total Children- 27

Total RE Teachers- 7

Total Attendees - 211

February 24 –
Total Returning Visitors- 13
First Time Visitors- 9
Total Congregants in Attendance - 170
Total Children- 56
Total RE Teachers- 17
Total Attendees - 265

March 3 –
Total Returning Visitors- 17
First Time Visitors- 3
Total Congregants in Attendance - 222
Total Children- 55
Total RE Teachers- 14
Total Attendees - 311

March 10 – canceled

Denominational Activities

- I hosted a successful UUMA cluster meeting at USNH on 2/20

Prophetic Outreach

- nothing to report at this time

Respectfully Submitted by Rev. Megan Lloyd Joiner

Management Team monitoring of Policy Governance Section 1.1

1.1 Treatment of Congregants, Friends, and Visitors

With respect to interactions with members, friends and visitors of the church, the Management Team shall not cause or allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

Approved by the Board: October 9, 2014; revised February 12, 2015

MT Interpretation

The Management Team will work to maintain our Principles, Mission and Values using our Covenant of Right Relations within all the activities of the Society. To that end, the MT will develop Policies and Procedures to provide guidance to the various committees, task forces and society members. The MT will receive and act upon any reports of activities that are inconsistent with our values or compromise the safety, confidentiality or privacy of members and friends. The MT will also ensure that access to confidential information is strictly on a "need to know" basis

Proposed by the Management Team: March 14th 2019

The Management Team has completed 7 Standard Operating Procedures all of which are published in the "Online Library" of our Website. Most recently, working with Jesse Greist we completed and published SOP-0008 "Policy Concerning Child and Youth Protection". Policy SOP-0007: "Behavior and Safety" (previously called Disruptive Behavior Policy) was recently completed and will be presented to the Board for approval tonight. SOP0010 "Emergency Procedures" (previously called Lockdown Procedures) is almost complete and will soon be published on the Website. We continue to monitor access to the ChurchDB database containing pledge data to ensure that reports requested by the Finance Committee for research are "de-identified". Data provided to the Stewardship Team will be on a "need to know" basis as approved by the MT.

We report compliance

Submitted by the Management Team 14th March 2019

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2018 through January 2019

Ordinary Income/Expense	Jul '18 - Jan '19	Budget	\$ Over Budget	% of Budget
Income				
4000 - Pledges				
4010 - Current Year Pledges	348,148.22			
4000 - Prepaid Pledges	48,912.57			
4000 - Pledges - Other	0.00	445,000.00	-445,000.00	0.0%
Total 4000 - Pledges	397,060.79	445,000.00	-148,939.21	88.31%
4100 - Collection Plate	13,329.72	25,000.00	-11,670.28	53.32%
4200 - Miscellaneous Donations				
4210 - Sunday Flowers donations	600.00			
4220 - Coffee donations	80.87			
4200 - Miscellaneous Donations - Other	147.54	1,500.00	-1,352.36	9.84%
Total 4200 - Miscellaneous Donations	828.41	1,500.00	-671.59	55.22%
4300 - Rentals				
4310 - Long-term rental	33,966.00	58,000.00	-24,034.00	58.56%
4320 - Incidental rental	5,440.00	7,000.00	-1,560.00	77.71%
Total 4300 - Rentals	39,406.00	65,000.00	-25,594.00	60.62%
4400 - RE Tuition Income	980.00	900.00	180.00	122.0%
4800 - Fundraising Income				
4811 - Shop & Shop Cards revenue	3,378.75			
4812 - Shop Kits Cards revenue	211.25			
4813 - Regifting sale income	3,816.40			
4814 - Used Books sale	851.75			
4815a - Tag and Place Sale Income	3,254.60			
4815b - Book Cart sale	586.00			
4815c - Book Cart Expenses	-530.38			
4817a - Equal Exchange Revenue	190.00			
4817b - Equal Exchange Expenses	-420.50			
4821 - BLUU fundraising	3,002.00	3,000.00	2.00	101.40%
4800 - Fundraising Income - Other	0.00	18,000.00	-18,000.00	0.0%
Total 4800 - Fundraising Income	14,461.89	21,000.00	-7,538.11	67.17%
4900 - Interest Income				
4910 - Interest earned	1,352.32			
4920 - Gains/loss on Sale of Securities	-1,760.94			
4930 - Dividend Income	121.75			
4900 - Interest Income - Other	0.00	1,700.00	-1,700.00	0.0%
Total 4900 - Interest Income	-318.87	1,700.00	-2,018.87	-18.84%
4700 - Restricted Funds released				
4710 - Released from Emerson and Bern	10,000.00	10,000.00	0.00	100.0%
Total 4700 - Restricted Funds released	10,000.00	10,000.00	0.00	100.0%
4900 - Endowment contribution	0.00	23,827.50	-23,827.50	0.0%
Total Income	373,450.54	594,027.50	-220,576.96	62.88%
Expense				
8100 - Facility				
8110 - Utilities	14,827.84	25,000.00	-10,172.16	59.35%
8120 - Maintenance and Repair	7,125.23	7,000.00	125.23	101.79%
8130 - Property Management	8,902.74	10,000.00	-1,097.26	89.02%
8140 - Custodial Supplies	1,442.78	2,700.00	-1,257.22	53.44%
8150 - Landscaping	3,836.10	11,000.00	-7,163.90	23.89%
8180 - Security / Alarm system	3,851.65	3,000.00	851.65	128.39%
Total 8100 - Facility	37,986.34	58,700.00	-20,713.66	64.05%
8200 - Office/Communications/Media				
8210 - Office Supplies	754.38	2,000.00	-1,245.62	37.72%
8220 - Postage	342.90	1,000.00	-657.10	34.29%
8230 - Office Service Contracts	5,219.79	10,000.00	-4,780.21	52.2%
8240 - Internet, Phone, TV, wifi	2,024.01	4,000.00	-1,975.99	50.6%
8280 - Web Hosting and Software	917.83	1,800.00	-882.17	50.7%
Total 8200 - Office/Communications/Media	8,258.91	18,800.00	-10,541.09	46.25%
8300 - Member Services/Committee Supp.				
8310 - Membership Committee	858.53	1,000.00	-141.47	85.85%
8320 - Right Relations Committee	0.00	1,500.00	-1,500.00	0.0%
8330 - Sunday Morning Team	1,257.06	1,800.00	-542.94	69.84%
8340 - Stewardship/Concess	133.00	1,800.00	-1,667.00	7.39%
8380 - Endowment and Legacy	1,807.00	2,000.00	-193.00	90.35%
8390 - Small Group Ministries	0.00	150.00	-150.00	0.0%
8370 - Library, History, Archives	25.84	200.00	-174.16	12.92%
8390 - Lay Ministry Team	148.00	200.00	-52.00	74.0%
Total 8300 - Member Services/Committee Supp.	3,429.43	8,850.00	-5,420.57	38.85%

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2018 through January 2019

	Jul '18 - Jan '19	Budget	\$ Over Budget	% of Budget
6400 - Devotional Affairs				
6410 - USA Program Fund	7,351.25			
6400 - Devotional Affairs - Other	0.00	14,702.50	-14,702.50	0.0%
Total 6400 - Devotional Affairs	7,351.25	14,702.50	-7,351.25	50.0%
6800 - Financial Affairs				
6810 - Mortgage				
6811 - Building loan principal	9,510.00			
6812 - Building loan interest	12,460.37			
6810 - Mortgage - Other	0.00	36,813.60	-36,813.60	0.0%
Total 6810 - Mortgage	22,000.37	36,813.60	-14,813.23	59.8%
6820 - Insurance	7,253.00	7,900.00	-647.00	91.81%
6830 - Accountant's review	0.00	3,900.00	-3,900.00	0.0%
6840 - BPF fees	155.42	400.00	-244.58	38.86%
6860 - Bank fees	50.00	300.00	-250.00	25.0%
6888 - Payroll fees	278.58	800.00	-521.42	48.43%
6870 - CT sales tax	193.00	250.00	-57.00	77.2%
6880 - Merrill Edge sales commission	91.39	50.00	41.39	162.78%
6800 - Financial Affairs - Other	55.00			
Total 6800 - Financial Affairs	30,076.78	51,813.60	-21,736.84	58.0%
8800 - Personnel Expenses				
8810 - Salaries				
8811 - Salary (w/Housing) Minister				
8811a - Salary Minister	36,457.94			
8811c - Housing allowance Minister	16,622.38			
8811 - Salary (w/Housing) Minister - Other	0.00	97,899.00	-97,899.00	0.0%
Total 8811 - Salary (w/Housing) Minister	53,080.32	97,899.00	-44,778.68	55.33%
8812 - Salary RE Director	33,036.18	56,638.56	-23,598.40	58.32%
8813 - Salary Music Director	15,066.48	25,821.74	-10,755.26	58.32%
8814 - Salary Cong. Admin.	21,349.40	53,570.40	-32,221.00	58.32%
8815 - Salary Section	15,655.49	25,674.00	-10,018.51	60.27%
8816 - Salary Assoc. Music Director	8,808.94	15,101.10	-6,292.16	58.32%
8817 - Salary Membership Coord.	4,023.79	11,370.00	-7,346.21	35.39%
8818 - Salary Hospitality Coordinator	0.00	2,280.00	-2,280.00	0.0%
Total 8810 - Salaries	104,925.58	200,634.80	-95,709.22	52.34%
8820 - Child Care Services	2,051.99	4,980.00	-2,928.01	50.29%
8828 - Bookkeeping services	8,212.50	14,250.00	-6,037.50	58.32%
8830 - Medical Insurance				
8832 - Health Ins. RE Director	5,869.14	10,017.00	-4,147.86	58.59%
8833 - Health Ins. Cong. Admin.	5,514.55	9,887.00	-4,372.45	55.78%
8834 - Health Ins. Section	2,765.57	5,267.00	-2,501.43	54.58%
Total 8830 - Medical Insurance	14,149.26	24,671.00	-10,521.74	58.89%
8840 - Insurance				
8841 - Dental Insurance	392.00	872.00	-480.00	58.32%
8843 - Disability Insurance	1,462.88	2,340.52	-877.64	63.30%
8844 - Life Insurance	1,308.35	1,782.78	-474.43	58.58%
8848 - Workers Compensation Ins.	3,031.00	3,985.39	-954.39	62.89%
Total 8840 - Insurance	5,814.23	8,480.69	-2,666.46	69.9%
8860 - FICA Payroll Taxes				
8861 - FICA/Medicare - others	7,825.75	14,805.70	-6,979.95	53.17%
8862 - FICA/Medicare reimb. Minister	4,063.62	7,487.00	-3,423.38	54.28%
Total 8860 - FICA Payroll Taxes	11,889.37	22,292.70	-10,403.33	53.54%
8880 - Pension Expense				
8881 - Pension Minister	5,736.06	9,787.00	-4,077.94	58.32%
8882 - Pension RE Director	3,303.88	5,864.00	-2,560.14	58.32%
8883 - Pension Cong. Admin.	3,124.94	5,357.00	-2,232.06	58.32%
8884 - Pension Section	1,565.61	2,567.00	-1,001.39	60.29%
Total 8880 - Pension Expense	13,730.47	23,405.00	-9,701.53	58.55%
8870 - Payroll administration fees				
8871 - Payroll service fees	1,021.00			
8872 - Section 138 administration	225.98			
8870 - Payroll administration fees - Other	63.00	3,300.00	-3,137.00	1.87%
Total 8870 - Payroll administration fees	1,310.98	3,300.00	-1,989.02	41.25%
8890 - Professional Expense accounts				
8891 - Allowance Minister	5,753.02	8,500.00	-2,746.98	67.68%
8892 - Allowance RE Director	486.25	3,000.00	-2,513.75	16.21%
8893 - Allowance Cong. Admin.	250.00	800.00	-550.00	41.67%

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2018 through January 2019

	Jul '18 - Jan '19	Budget	\$ Over Budget	% of Budget
8884 - Allowance Music Director	0.00	1,800.00	-1,800.00	0.0%
Total 8880 - Professional Expense accounts	6,489.27	13,700.00	-7,210.73	-52.5%
Total 8900 - Personal Expenses	228,865.96	403,084.19	-174,218.23	58.78%
8700 - Trustees Research & Development	1,302.32	1,500.00	-197.68	90.18%
8710 - Management Team contingency	700.00	1,000.00	-300.00	70.0%
8100 - Music Program				
8110 - Paid Instrumentalists	100.00	1,150.00	-1,050.00	8.7%
8130 - Sheet Music and Library	186.68	800.00	-613.32	23.34%
8140 - Piano Tuning/repair	800.00	700.00	100.00	114.29%
8180 - Discs, Tapes, Misc.	0.00	100.00	-100.00	0.0%
Total 8100 - Music Program	786.68	2,450.00	-1,663.32	67.21%
8200 - Religious Education Program				
8201 - Adult RE	472.50	1,300.00	-827.50	36.35%
8202 - CYRS Discretionary fund	31.29	400.00	-368.71	7.82%
8203 - Teacher training & support	124.81	300.00	-175.19	41.6%
8204 - Curriculum, Supplies, Equipment	325.77	1,300.00	-974.23	24.98%
8205 - YWU Support	274.43	700.00	-425.57	39.2%
8206 - Family Matigen Activities	238.34	500.00	-261.66	47.57%
8207 - Teacher/volunteer lgl checks	173.00	150.00	23.00	115.33%
8208 - CWL Teacher training	400.00	500.00	-100.00	80.0%
8209 - Affirmation Class budgeted exp.	0.00	1,800.00	-1,800.00	0.0%
Total 8200 - Religious Education Program	2,008.14	6,850.00	-4,841.86	70.19%
8300 - Social Justice Programs				
8302 - Anti-Racism Task Force	400.00			
8303 - Peace task Force	40.58			
8304 - Kids Service team	87.50			
8305 - Immigration Refugee Task Force	376.30			
8306 - Wavery Project/USNH Partnership	5,008.50			
8312 - Mental Health Awareness	-27.47			
8313 - CONECT	0.00	1,000.00	-1,000.00	0.0%
8314 - BLUU Support	2,722.00	3,500.00	-778.00	77.77%
8390 - Social Justice Programs - Other	800.00	17,000.00	-16,200.00	3.53%
Total 8300 - Social Justice Programs	9,208.42	21,500.00	-12,291.58	43.25%
8400 - Worship				
8410 - Speaker's fee	464.25	1,300.00	-835.75	35.68%
8420 - Worship Supplies	55.98	400.00	-344.02	14.0%
8430 - Flower expenses	1,302.28	1,300.00	2.28	100.18%
8490 - Worship - Other	150.00			
Total 8400 - Worship	1,972.51	2,400.00	-427.49	82.19%
Total Expense	332,586.38	592,484.29	-259,897.91	58.13%
Net Ordinary Income	40,840.65	1,567.21	39,273.44	2,505.95%
Net Income	40,840.65	1,567.21	39,273.44	2,505.95%

1.0 PURPOSE:

Procedures for Unitarian Society of New Haven (USNH) staff and members to address and make safe USNH members, staff and property from those exhibiting disruptive, threatening, overtly sexual or violent behavior.

2.0 BACKGROUND

USNH strives to be an inclusive community affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of our congregation, our actions as people of faith must reflect this emphasis on security.

3.0 DEFINITION OF DISRUPTIVE OR THREATENING BEHAVIOR

This includes but may not be limited to -

3.1 Words or actions that threaten safety of any adult or child.

3.2 Words or actions that disrupt congregational activities.

3.3 Words or actions that diminish the appeal of the congregation to its potential and existing membership.

3.4 Words or actions that threaten property of USNH or members or friends.

4.0 USNH PRINCIPLES

The Unitarian Society of New Haven (hereinafter called the Society or USNH) is a place of safety and integrity for each person's mind, body and spirit. We are a supportive and nurturing faith community, honoring and respecting the rich diversity of those gathered here.

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist.

When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the dismissal or expulsion of the offending person or persons.

5.0 USNH AFFIRMATIONS

We affirm our Unitarian Universalist principles by the policies described herein:

- 5.1 The inherent worth and dignity of every person.
- 5.2 Justice, equity and compassion in human relations.
- 5.3 Acceptance of one another and encouragement to spiritual growth in our congregations.
- 5.4 A free and responsible search for truth and meaning.
- 5.5 The right of conscience and the use of the democratic process within our congregations and in society at large.
- 5.6 The goal of world community with peace, liberty, and justice for all.
- 5.7 Respect for the interdependent web of all existence of which we are a part.

6.0 **USNH COVENANT**

We seek to affirm our congregational covenant and use it as a guide for engagement around the policies described herein. As a congregation, we covenant together to create and nurture a culture of respect and kindness, and to engage in the spiritual and everyday practice of loving more generously.

To this end we will strive to:

- 6.1 **Be Open** to new ideas, experiences, and change; to create space for all opinions; and to warmly welcome newcomers into our community.
- 6.2 **Value Differences** by welcoming diversity in all its forms; celebrating the unique qualities and gifts of every individual; and by honoring the diversity of our spiritual paths.
- 6.3 **Listen Deeply** and honor others with our full attention, seeking to understand, and assuming good intentions.
- 6.4 **Use Kind Language** speaking with care and consideration; being gentle with one another; and remembering there is power in silence and reflection.
- 6.5 **Speak our Truths** by sharing personal stories that build trust and community; by speaking our truths with courage and encouraging others to do the same, especially in difficult times.
- 6.6 **Work with Conflict** addressing differences with honesty and compassion; requesting support when needed; making and receiving authentic apologies; being willing to forgive.

6.7 **Seek Humor and Joy** remembering that these qualities can enrich all that we do; and by holding things lightly when we are able.

7.0 OVERALL RESPONSIBILITIES

7.1 The Minister(s). (8.2, 8.3, 8.6, 8.7.4, 8.7.4.3, 9.2, 9.4, 9.5, 9.7)

7.2 The Board. (8.2, 8.3, 8.6, 8.7, 8.7.1, 8.7.3, 8.7.4, 8.7.4.3, 9.2, 9.4, 9.5, 9.7)

7.3 Management Team. (8.2)

7.4 Paid Members of the Society's Administrative or Program Staff. (8.3, 8.4, 8.5)

7.5 Covenantal Relations Committee. (8.7.4.5, 8.7)

7.6 Congregants. (8.1, 8.6)

7.7 Ad Hoc Committee. (8.7, 8.7.1, 8.7.4.3, 8.7.4.5)

7.8 Unitarian Universalist Association. (9.7, 9.9)

7.9 Police/ Law Enforcement. (8.3, 8.6, 9.4, 9.7)

7.10 Director of Lifespan Religious Education. (9.4)

8.0 RESPONDING TO DISRUPTIVE BEHAVIOR.

8.1 Initial Steps. The Unitarian Society of New Haven invites congregants to be involved in the decisions that affect them. As an initial step in dealing with any disruptive and challenging situation, individuals are encouraged to first attempt to address their concerns directly with the other individual(s) involved.

8.2 Reporting Disruptive Behavior. In the case of an unsatisfactory outcome to a direct attempt at resolving disruptive/intimidating behaviors any person who believes that they have witnessed or experienced disruptive behavior or who has had a disruptive behavior incident reported to them should report it to the minister, a board member, a member of the Management Team or a member of the USNH staff.

8.3 Legal Requirements. If required by law, ordinance, or similar regulation, the senior minister or a designated member of the Society's staff will immediately report the incident to the proper authorities.

8.4 No Retaliation. The Society will not retaliate against anyone who brings forward a complaint. All Society leaders and staff are required to immediately report any knowledge of disruptive behavior, harassment, abuse, or misconduct to the minister(s) or the Board.

8.5 Confidentiality. While the Society cannot guarantee absolute confidentiality, the Society will make every reasonable effort to maintain confidentiality by disclosing the identity of the individuals involved only on a "need-to-know" basis and as necessary to investigate and resolve the complaint.

8.6 Immediate Response. If an immediate response is required, this will be undertaken by the minister, if available, and/or the leader of the group involved. This may include asking the offending person(s) to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken

without the minister's presence, the minister and the President and Vice-President of the Board of Trustees must be notified. A copy of this policy and a follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the minister and the Board of Trustees to the offending party or parties.

8.7 Longer Term Response. Situations not requiring an immediate response will be referred to the Board of Trustees which, depending on the level of severity, may choose to refer to the Covenantal Relations Committee (CRC) or appoint an ad hoc committee to respond to the situation in question. The Board will determine if the behavior/situation falls outside the bounds of this policy i.e. does not meet the criteria established above for disruptive behavior. If this is the case, the Board will refer to the CRC and recommend following procedures outlined in Policy of Covenantal Relations. If the behavior does meet the criteria for disruptive behavior, the Board or an ad hoc committee will respond by first providing a copy of this policy to the individual whose behavior is considered disruptive. Then the Board or its designates will observe the following in terms of their own judgment:

8.7.1 Responder. The Board or a designated ad hoc committee will respond to problems as they arise.

8.7.2 No Stereotyping. Persons identified as displaying disruptive behavior will be engaged as individuals; stereotypes will be avoided.

8.7.3 Determining the Level of Response. The Board or its designates will collect all necessary information and will decide on the necessary response on a case-by-case basis. The following facts will be considered:

8.7.3.1 Danger. Is the individual the source of a threat to persons or property? If yes, in what setting?

8.7.3.2 Disruption. Is there a pattern of interference with or disruption of Society activities? If yes, in what setting?

8.7.3.3 Causes. Why is the disruption occurring? Is it a conflict between the individual and others in the Society? Is it due to a professionally diagnosed condition or mental illness?

8.7.3.4 History. What has been the frequency and degree of disruption in the past?

8.7.3.5 Impact. Is there a pattern of prospective or existing members leaving the congregation as a result of the disruptive behavior?

8.7.3.6 Probability of Change. How likely is it that the problem behavior will diminish in the future?

8.7.4 Levels of Response.

8.7.4.1 Level One – The Board or its designates shall inform the minister of the problem and the minister and a member of the Board shall meet with the individual identified as displaying disruptive behavior to communicate the concern and listen to the individual's point of view. Strategies for remaining in relationship with the Society are established and outlined in written form.

8.7.4.2 Level Two – The individual identified as displaying disruptive behavior is excluded from the Society and/or specific society activities for a limited period of time, with reasons and the conditions of return made clear and outlined in written form.

8.7.4.3 Level Three – The individual identified as displaying disruptive behavior shall be permanently excluded from the USNH premises and all USNH activities. Before this is carried out, any ad hoc committee acting on behalf of the Board of Trustees will consult with the Board and the minister. If it is decided that expulsion will take place, a letter will be sent by the Board and the minister, explaining the expulsion and the individual's rights and possible recourse including what options could be pursued for reinstatement.

8.7.4.4 Level Three Appeal - Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days to six months of the letter of notification. The request must contain information concerning the rationale for the reinstatement:

8.7.4.4.1 A statement of understanding of the reasons for which they were removed from membership and

8.7.4.4.2 An explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified.

8.7.4.5 Level Three Ad Hoc Appeal Committee.

An ad hoc appeal committee shall be formed by the Board of Trustees in the event that the action taken under Level Three is appealed. The appeal committee shall be composed of two members of the Board of Trustees, one member of the Management Team, one member of the Covenantal Relations Committee (CRC), one member selected by the Covenantal Relations Committee who is not a member of the CRC nor a member of the Board of Trustees, and a sixth Society member being an active member of the Society, chosen by the removed person. In a case where the individual does not have a member to propose, the sixth member would be selected by the other five members of this appeal committee. The majority decision of the appeal committee shall be adhered to for a year, after which a second appeal could be considered.

9.0 RESPONDING TO SEXUAL OR VIOLENT BEHAVIOR

9.1 Applicability. This policy applies to a current member/friend or newcomer who is accused or has been convicted of a sexual or other violent offense. It seeks to balance principles that are sometimes in tension but stem from our deepest conviction that this congregation is a space of radical hospitality and fundamental respect for the worth and dignity of every individual, on the one hand, with our deep commitment to ensuring that it is a safe space, in which the actions of participants do not jeopardize the welfare of others. We start with the assumption that persons entering the space and programs of USNH will conduct themselves with integrity and deep respect for all who are here; violations of this standard will be addressed as follows.

9.2 Initial Steps. When the minister becomes aware of an individual accused or convicted of sexual or violent offense, s/he will meet with the individual and a member of the Board of Trustees to explore with the individual the nature of the accusation or conviction and assess its potential impact on the congregation.

9.3 Issues Considered. Among the issues to be considered will be the nature of the accusation/conviction, when it occurred, whether it appears to be a single episode or part of a pattern, its current legal status (e.g. accusation only; conviction with parole/probation completed; conviction and current parole/probation), the likelihood of the behavior occurring within the society or its programs, and its potential to cause anxiety to or threaten the welfare of congregants, particularly children.

9.4 Obtaining Information. The minister may seek substantiating information from public records and, with the individual's permission, from a parole/probation officer or other person in a position to evaluate the likelihood of risk to the congregation of the individual's participation. For all cases involving accusations or convictions of sexual offenses, the minister will seek substantiating information from public records and report the case to the Board of Trustees and, if appropriate, the Director of Lifespan Religious Education.

9.5 Board Guidance. The minister will also consult with the Board of Trustees for guidance on appropriate limitations, if any, in the individual's participation in USNH services or programs. The minister may also request that members of the Board meet with the individual for an independent assessment.

9.6 Required Agreement. When warranted by behavior or evidence of the likelihood of behavior that jeopardizes the wellbeing of community members, the individual will be asked to sign an agreement stipulating limitations to their access to specific programs, spaces, activities of the society. Such limitations will be developed with due consideration for the specific circumstances of individual cases and may include some or all of the provisions included in **Appendix 1. Limited Access Agreement**. The details of the Limited Access Agreement will be developed in consultation with the Board of Trustees.

9.7 Refusal to Sign Agreement. If the individual refuses to sign a Limited Access Agreement they will be denied the opportunity to participate in congregational activities. If the individual violates the terms of the Agreement, they will be asked to leave the society premises/program by a member of the Board of Trustees or the minister. If they refuse, the police will be called for assistance.

9.8 Reasons to deny access to USNH.

9.8.1 Refusal to allow the minister to contact the current parole/probation officer

9.8.2 Refusal to sign and abide by the Limited Access Agreement

9.8.3 Failure to uphold any one of the requirements of the Limited Access Agreement

9.8.4 Report by a treatment provider that the individual is at too high risk for recidivism.

9.9 Case for UUA Guidance.

If the minister or another staff member is accused or indicted for a sexual or other violent offense, the President of the Board of Trustees will contact the Director for Congregational Services at the UUA and/or the New England Regional Lead.

APPENDIX 1 (2 sheets)

LIMITED ACCESS AGREEMENT

CONFIDENTIAL

The Unitarian Society of New Haven (USNH) affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation, as well as one to one contact with adult congregants. We welcome you to our congregation and our membership, but your participation will be limited to ensure the congregation's safety and to assure that you will not be subject to undue accusations.

The following guidelines are designed to reduce the risk of an incident or accusation.

Within these guidelines, the congregation welcomes your participation in adult worship services, fellowship hour, committee meetings, adult education, all adult social events, and well-supervised intergenerational events. You are to avoid all contact with children on the USNH premises or congregation-sponsored events and unsupervised contact with adult congregants. This agreement requires that you honor the following boundaries:

- Do not talk with the children and youth.
- If a child in the congregation approaches you either at USNH or in the wider community, politely and immediately excuse yourself from the encounter.
- Do not volunteer or agree to lead, chaperone, or participate in events for children and youth including religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- Do not enter the religious education rooms of the building.
- Avoid being in the buildings unsupervised.
- Avoid being alone with another congregant in any part of the buildings.

I accept that the following people will be told of my circumstances to assure the congregation's safety and well-being:

- Minister
- Director of Lifespan Religious Education
- Board of Trustees

I accept that one of the following people must be in my presence at all times when I am in the society buildings or at a USNH event:

Title: **Policies Concerning Behavior and Safety**

For revision history see last sheet

I have reviewed this agreement and will abide by its provisions. I understand that if I violate this agreement, I will be denied access to future USNH functions and property.

I understand that this agreement will be reviewed as the Board of Trustees determines and will remain in place for an indefinite period.

Signature Date

Witness Date

Minister Date

Director of Lifespan Religious Education Date

Board Chair Date

(This template may be adjusted according to individual circumstance)

Title: **Policies Concerning Behavior and Safety**

For revision history see last sheet

REVISION HISTORY

Rev	By	Date	Changes Made
1	Rev. Megan	13 June 2018	Original document ready.
2	Jeremy Hill	14 June 2018	Draft transcription to format.
3	Jeremy Hill	15 June 2018	Line spacing normalized.
A	Rev. Megan Management Team	19 Feb 2019	Changed name Of PCRR to CRC. Changed to non-binary language. Edits. Approved initial release.



Overarching theme of the next congregational year:

“Celebrating, embracing, nourishing and supporting our community”

We are very good at reaching out into the world around us and providing care and services. We also want to have the means to continue and enhance our support to our fellow congregants and staff. Therefore, in an effort to focus on and to strengthen our support of our USNH Covenant, we have developed the following ends or goals.

Specific ends to be achieved in the near term with clear and specific interventions:

- 1) Provide lively and frequent opportunities for developing closer relationships among the congregation: pot luck suppers, “family” groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;**
 - 2) Strengthen structure of pastoral care ministry with the addition of increased clergy support to assist with pastoral support as increasing demand puts a strain on one minister and the lay ministry team;**
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- 3) Enable better connections among all congregants, including newcomers, people confined to their homes or nursing facilities, youth and young adults. Identify people's gifts and interests. This might well require help from additional staff.

- 4) Support existing staff by strengthening committees - this would be a part of the follow-up to intervention #3 - using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

Under the direction of the Management Team (MT), perhaps with an ad hoc committee, or committees, each of these interventions would have a person or working group responsible to develop strategies to achieve the ends. The MT would monitor the progress of implementation. The MT would then periodically report this progress back to the Board of Trustees (BoT). The BoT would provide moral support to the success of this implementation. The MT would report on how things were going at the year-end congregational meeting in 2020.

2/1/19
