

DRAFT

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
March 12, 2020

Accepted April 9, 2020

Board Members Present: President Al Bosch, Vice President Nancy Apfel, Clerk Becky Friedkin, Treasurer Linda Mehta, Past President Peggy Myers; Trustees at Large Craig Machado, Bernice Marie-Daly, Pat Trotta; Rev. John Marsh (ex-officio)

Board Members Absent: Jeannette Faber and Emily McCave

Others Present: Gwen Heuss-Severance and David Stagg (Management Team)

1. Gather

Due to the COVID-19 pandemic, the Board met online via Zoom.

Al called the meeting to order at 6:33pm.

The Board read the Board Covenant and we followed with a life events check in.

There was brief discussion of the guided check-in. People should think about how they see the guided check-in, how it might be modified, and whether or not to continue it.

2. Changes to the agenda: There were no changes to the agenda.

3. Assess the Past

Minister's report: The Management Team met on Tuesday, but decisions made then have been eclipsed by the pace of the pandemic. Beginning this Sunday, we will use Zoom to webcast the service at the regular time but ask people NOT to come to USNH. Staff will probably move to recording material and posting it on YouTube. Robb Camm is making this happen, and we assume it will go on for about six weeks.

Columbus House is ending the Abraham's Tent program, so they will be leaving USNH early. The Management Team requests that small group meetings occur electronically if possible and any in-person meetings should keep people six feet apart from one another. Jamie and Anna are working from home as much as possible. Daycare and school, as far as we know, will continue to function. That may change.

We discussed the challenges of connecting not in person. Although it can be harder, perhaps we should work harder to make it happen. As with every crisis, there are opportunities to learn new things and grow. It may be uncomfortable, but we should work with it and strive to make it work.

The Board is in full support of all accommodations determined by the Management Team to slow the spread of the coronavirus, and are very appreciative of the work of those working to provide Sunday service material remotely.

Request from the Ministerial Search Committee to change the proposed Ministerial Agreement to better reflect the role of the Management Team, to include a UUA-recommended paragraph that was inadvertently omitted, and to align language about time for denominational service across multiple sections.

DRAFT

MOTION: Nancy moved and Linda seconded to approve the proposed changes. The motion passed with seven in favor and one abstention.

Stewardship Committee update Becky reported that the campaign was off to a good start with 57 pledges to date. Almost all of the Board, Management Team, and financial leadership (Stewardship, Finance, and Endowment Committees) had pledged, most with increases.

Budget Update: David reported on the budget.

Council of Chairs: Committee Responses to Board Belonging Gwen postponed the conversation about this item because we are online. If there are specific issues board members would like to discuss, please send them to Al. Joe Sullivan of the UUA had suggested we use this report as a basis for evaluating the board's work at our retreat. We decided to offer committees the option of using this report as their annual report for the year but also any additional text that they would like to include.

4. Create the Future & Learning

Wednesday Meetings

- 4/15 – Discussion of 3/28 Retreat
- 4/30 – Anti-Racism – Becky & Bobbi
- 6/17 – Social/Welcoming of New Members

Board/MT Representatives

We did not schedule Board/MT reps since we will not be holding in-person services for the foreseeable future.

Board Retreat

Our retreat with UUA facilitator Joe Sullivan on March 28 cannot happen in person, per the UUA and other guidance. We agreed to have a two hour Zoom retreat with Joe Sullivan, focusing on the Board's role in welcoming a new minister. We may continue to do additional online work, just with the Board. People should send thoughts about this and suggestions about additional topics to Al.

5. Consent agenda

There were no changes to the minutes from the Board meeting of 2/13/2020; they are accepted.

6. Adjournment

Bernice moved and Pat seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:05 pm.

Attachments:

- Proposed Ministerial Agreement, public version
- Management Team Job Description
- Committee Responses to Board of Trustees Goals for 2019-20

DRAFT MINISTERIAL AGREEMENT

The Unitarian Society of New Haven, hereinafter the Congregation, and _____ as Minister, hereinafter the Minister, jointly enter into this Agreement effective _____.

1. GOALS, RESPONSIBILITIES, AND RELATIONSHIPS

1.1. Intention

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister as we strive to dwell together in peace, to seek truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Minister must be grounded on both sides in open communication, mutual trust, good faith, and an open and agreed-upon process. In most situations, the Congregation will act through its Board of Trustees (referred to as the "Board").

1.2. Shared Leadership

1.2.1. The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality. The relationship of the Minister and the Congregation will be in accordance with the Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

1.2.2. Consistent with our shared values and Principles of Unitarian Universalism, the Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Trustees, the Management Team, the Congregation's committees, and staff.

1.2.3. Consistent with our shared values and Principles of Unitarian Universalism, the Minister looks to the Congregation to live out its mission and vision, demonstrate effective leadership, be open to change, broaden the meaning of community, and to communicate issues or concerns that may arise in a forthright and respectful manner.

1.2.4. The Board, on behalf of the Congregation, commits to remaining in covenant with the Minister and holding members of the Congregation to behavior that is respectful of the Minister and of the office, and that is consistent with our shared values and Principles as Unitarian Universalists.

1.2.5. Start-Up: Within the first year of ministry, the Minister, Board, Management Team, appropriate staff, and the Committee on Ministry, in consultation with the UUA Congregational Life staff, and a UUMA Good Officer, if available, will engage in a start-up

DRAFT MINISTERIAL AGREEMENT

consultation or retreat for the purpose of arriving at specific understandings about the sharing of power and responsibility, goals for the coming year, and a plan for periodic review and renewal of the ministry of the Congregation.

1.2.6. Monitoring and Nurturing the Health of the Ministry: The Board and the Minister will monitor and nurture the health of the ministries of the Congregation through regular evaluation(s). The methodology of such evaluation(s) will be collaboratively developed by the Board and the Minister and will reflect an understanding that program effectiveness hinges upon team effort. In designing evaluation methodology, the Board and Minister will also agree upon a process to periodically evaluate the Minister.

1.2.7. Anti-Racism, Anti-Oppression and Multicultural Awareness: The Congregation and the Minister affirm our mutual commitment to address the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that the Minister(s), all members of the Congregation and staff are trained to understand, welcome and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence. The Board and Minister(s) are committed to an ongoing process to address the ways systems of oppression within and beyond our Congregation are perpetuated and agree to collaborate on the development of a joint process of reflection and growth to ensure progress.

When congregations call ministers who themselves hold historically or currently marginalized identities, the congregation understands that the minister must be free to determine the extent to which they are called to lead in dismantling injustices in which the minister holds a target identity.

1.2.8. Ongoing Dialogue: The Board and Minister recognize the different cultural, racial/ethnic, ability, gender, generational, economic, social and theological experiences and identities that exist within our congregation. While the Board and Minister acknowledge that these differences are a source of great strength, they may also be a source of or contributor to concerns, disagreements, or internal conflict. The Board, the Minister, and the Committee on Ministry commit to open, truthful and ongoing communication about the ways in which identity and power impact and shape the congregation. When issues, concerns, and conflicts arise, the Board and Minister commit to addressing the issues at hand, recognizing that conflict is an inherent part of making choices within a diverse faith community. Congregational leaders will make space to thoughtfully consider how differences in identity, experience, or power might be a factor in any conflict. The Board and Minister will be guided by our Unitarian Universalist Principles and the accountability of community. To help create a path forward, the Board or Minister may seek an outside facilitator from the UUA or other mutually agreeable organization.

DRAFT MINISTERIAL AGREEMENT

2. RESPONSIBILITIES

2.1. Services to the Board and Leadership Groups

2.1.1. The Minister will be an ex-officio member without vote of the Board of Trustees. The Minister will report to the Board at its regular meeting, bringing to its attention specific concerns as they arise.

2.1.2. The Minister will be an ex-officio member without vote of all committees and task-forces, except the Nominating and Ministerial Search Committees. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

2.1.3. The Minister will be a member of the Congregation's Management Team, collaborating with two or more Society Members appointed by the Board of Trustees and the Minister. The Management Team is responsible for the day-to-day operations of the congregation, ensuring that the mission of the congregation and the Ends policies are being fulfilled.

See the addendum Management Team Description revised 12/2/16.

2.2. Pulpit and Worship Services

2.2.1. It is a basic premise of this Congregation that the pulpit is free and untrammelled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

2.2.2. The Minister will lead or co-lead worship a minimum of 32 Sundays each year as well as major religious holidays observed by the Congregation. The Minister will be off and relieved of all responsibilities on at least one Sunday per month, in addition to Sundays while on vacation and study leave. In support of the health and growth of the Congregation and the Minister, the Board agrees to allow the Minister to be relieved of all responsibilities for up to four additional Sundays to participate in denominational activities including the UUA General Assembly, UUA regional meetings; collegial gatherings of ministers and other religious professionals including identity-based gatherings, UUA/UUMA committees, or continuing education. The Minister will be expected to use sound judgment regarding the Sundays to take for these activities and to communicate the dates in advance to the Board.

2.2.3. The Minister will be responsible for all worship services throughout the year, including seasonal celebrations and rites of passage, such as weddings, child dedications, funerals and memorial services, except those for which the Worship Committee assumes responsibility.

2.3. Other Ministerial Services

2.3.1. The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister will maintain

DRAFT MINISTERIAL AGREEMENT

awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.3.2. The Minister will provide ceremonial services and counsel to members of the Congregation and contributing friends without fee or honorarium. When such services are provided to nonmembers or non-contributing friends, such fee or honorarium may be set by and is the property of the Minister.

2.4. Community Activities

The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Minister speaks in public, the Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation has otherwise authorized.

2.5 Relationship to USNH Staff

2.5.1. As a policy governance congregation, the Minister serves as Lead Executive/CEO, operating consistent with the policies, authorities, and limitations adopted by the Board. The Minister is responsible for ensuring appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister has authority to hire, discharge, change the compensation of Congregational staff, or implement other major personnel-related changes consistent with Board Policies.

2.5.2. Relationship to Other Religious Professionals on Staff: The Minister, in collaboration with Congregational leaders, has primary responsibility for the vision and mission of the Congregation. In recognition of the work done by Congregational staff, the Minister will enter into a covenant with the other religious professionals on staff. Such covenant will delineate the roles and responsibilities of each as well as the means to resolve disagreements should they occur. The Minister, as staff lead, will foster a collaborative environment among staff and will take care that changing roles and relations of the shared professional leadership are reviewed, discussed and re-negotiated with clarity, respect, and honesty in the spirit of the UUMA Guidelines.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing Allowance

3.1.1. The Congregation will provide to the Minister an annual Salary of {removed for confidentiality}.

DRAFT MINISTERIAL AGREEMENT

3.1.2. Housing Allowance: Consistent with federal law, the Board will annually designate a portion of salary as a Housing Allowance once the Minister has ascertained the expected cost of housing.

3.1.3. Salary (and Housing) [S&H] shall be payable twice monthly, beginning after the first two weeks of employment. S&H shall be reviewed annually by the Finance Committee and the Board of Trustees.

3.2. Employee Benefits and Professional Expenses: Consistent with the UUA Compensation Guidelines, the Congregation agrees to provide an array of employee benefits including retirement, health, dental, life, and long-term disability insurance as follows:

3.2.1. Payment-in-Lieu of Social Security/Medicare Tax: The Congregation will make a monthly/quarterly payment-in-lieu of the employer's FICA payment. This payment to the Minister is currently 7.65 percent of salary and housing up to the Social Security tax cap and 1.45% of the excess.

3.2.2. Retirement Contribution: The Congregation will make contributions of 10 percent of total Salary and Housing to the UU Organizations Retirement Plan. The amount of the

Employer's Contribution and any Employer's Matching Contributions will be consistent with the commitments adopted by the Congregation and submitted in the Congregation's Participation Agreement to the UUA Office of Church Staff Finances. These commitments apply to all employees who have met the governing Plan's Year of Eligibility Service provision. All contributions will be submitted by the applicable federally-regulated due date for each contribution type. All eligibility and participation requirements, benefits and other conditions will be determined by the Plan Sponsor pursuant to the applicable plan document and federal law.

3.2.3. Insurance premiums: The Congregation will pay insurance premiums as follows:

3.2.3.1. Comprehensive Health Insurance: Payment of 80 percent or more of the premium for comprehensive health insurance, with benefits comparable to the UUA PPO/Standard PPO Plan for the Minister, and 50 percent of the incremental cost of providing coverage for the minister's spouse/partner and dependents.

3.2.3.2. Dental Insurance: Payment of 80 percent or more of the insurance premium for dental insurance provided through the UUA, or its equivalent, and 50 percent of the incremental cost of providing dental insurance for the Minister's spouse/partner and dependents.

3.2.3.3. Long-Term Disability Insurance: Payment of 100 percent of the premium for the long-term disability insurance provided by the UUA. The premium amount will be imputed as taxable income on the Minister's W2.

DRAFT MINISTERIAL AGREEMENT

3.2.3.4. Group Term Life Insurance: Employer payment of 100 percent of premium for group life insurance provided by the UUA. The required portion of the premium paid on behalf of the Minister will be imputed as taxable income on the Minister's W-2 as required by law.

3.2.3.5. State Required Employee Insurance: The Congregation will review its obligation to participate in other insurance programs required by state law including: Workers Compensation, Unemployment Insurance, and Short-term Disability. In doing so, the Congregation will comply with its legal obligations.

3.2.4. Professional and out-of-pocket expenses: Reimbursable up to \$8,500, payable promptly on voucher by the minister in accordance with an Accountable Reimbursement Plan developed jointly by the Minister, President, and Treasurer. Reimbursable expenses include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Minister.

3.3. Annual Review of Compensation: The Board will review the Minister's salary, housing, and benefits annually in consultation with any appropriate committee(s), and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation. This review will also take into consideration how the Minister's and other staff compensation compares to the UUA Compensation Guidelines. The Congregation will consider such recommendations as a part of the normal budgeting process, and will act upon the recommendations at the annual Congregational meeting held to consider the budget.

3.4. Intellectual Property: All notes, research, sermons, and other products of the Minister's work will be the sole property of the Minister. The Minister grants to the Congregation in perpetuity a royalty-free, non-exclusive use of sermons developed during the time of this ministry.

3.5. Relocation Expenses: The Congregation will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family up to a maximum of \$15,000. Reasonable expenses include the services of a professional moving company, plus automobile mileage, transportation and temporary housing costs, and closing costs incurred. An estimate of the cost of the move shall be presented to the Treasurer in advance. This expense may be delayed and used within three years of the date of this Agreement. The Minister may take an interest-free loan from this fund for housing related expenses, such loan to be repaid within three years.

DRAFT MINISTERIAL AGREEMENT

3.6. UUA Training: In addition to other employee-related expenses specified by this agreement, the Congregation will pay up to \$1,500 toward the cost of the Minister's participation in the first year Ministers' seminar sponsored by the UUA.

4.0. WORK WEEKS AND LEAVE PROVISIONS

4.1. Office Hours: The Minister will inform the Congregation of times when appointments may be scheduled.

4.2. Work Week: The Minister will be given one day per week free of all Congregational responsibilities and one additional day devoted to study and writing wherein the Minister will be available only for emergencies.

4.3. Vacation and Study Leave: In recognition that the Minister works, on average, six days each week, the Minister will be relieved of all responsibilities for a total of eight weeks per year. Four weeks will be taken as vacation while four weeks will be considered study leave. Up to two weeks may be carried over from year to year. Should a Congregational emergency arise requiring the Minister's return from vacation or leave, all reasonable costs of such return will be borne by the Congregation.

4.3.1. Denominational Service and Continuing Education: With the specific approval of the Board of Trustees, the Minister may be relieved of all responsibilities and absent from the area for up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, New England Region, and Unitarian Universalist Association functions and continuing education.

4.4. Sick Leave: The Minister will be credited with 10 sick days per calendar year each January

1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family, parents or in-laws. Sick leave will be provided as required by state law.

4.5. Extended Medical Leave: Should the Minister suffer an illness, injury, or disabling condition that continues after all accrued sick, vacation, and study leave has been exhausted, the Congregation will place the Minister on "Extended Medical Leave." Extended Medical Leave will not extend beyond the earlier of the commencement of long-term disability benefit or 90 days following the exhaustion of all sick, vacation, and study leave.

4.5.1. During Extended Medical Leave, vacation and study leave does not accrue. The

Congregation will continue to make its contributions toward all employee benefit payments (health, dental, life, long term disability, retirement, and payment-in-lieu-of FICA) as

DRAFT MINISTERIAL AGREEMENT

otherwise provided by this Agreement, and no less than 75 percent of the minister's salary and housing allowance. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the Congregation will retroactively pay the Minister the difference between 100 percent of salary, housing, payment-in-lieu-of-FICA, and retirement contribution and the amount already paid. [See Section 5 for termination provisions]

4.6. Life Insurance Upon Receipt of Long Term Disability Benefits: In the event the Minister is approved for long-term disability benefits, the Congregation will deem the Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the UUA Group Life Insurance contract. Unless otherwise agreed to by the Congregation and the Minister, salary, housing, and other benefits will not be paid during disability leave.

4.7. Parental Leave: In consultation with the Board, the Minister may take parental leave after the birth or adoption of a child. The Minister may take 12 weeks of paid parental leave. In recognition of individual family needs, the Minister may take some or all of the parental leave prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. The Minister will be expected to communicate the dates of leave in advance to the Board.

4.8. Leave for a Family Member: The Minister may take up to 12 weeks of unpaid leave when needed to care for a family member (child, spouse/partner, parent, or in-law) with a serious health condition. The Minister must use any accrued sick, study, and/or vacation time during this leave. If accrued paid time off is exhausted, then the remaining leave will be unpaid. During periods of unpaid leave, the Congregation will continue paying its required contributions toward the premiums for health, dental, life, and long term disability insurance, but not employer retirement contributions.

4.9. Bereavement Leave: Upon the death of an immediate family member (spouse/partner, child, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.

4.10. Sabbatical Leave

4.10.1. The Minister may use sabbatical leave for study, education, writing, meditation, and other forms of professional, religious, spiritual, or personal growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of a proposed sabbatical should be submitted to the Board for approval at least 12 months in advance and may not be taken in conjunction with or added to any other type of leave.

DRAFT MINISTERIAL AGREEMENT

4.10.2. The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted given specific circumstances.

4.10.3. In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

4.10.4. The Minister agrees not to resign from service to the Congregation for a minimum of one year following the end of each sabbatical leave. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave except for extreme and unexpected circumstances and only after consultation with the UUA Transitions Director.

5. EMPLOYMENT TERM AND TERMINATION

5.1. Term: The term of this agreement is indefinite unless terminated as provided below or by other mutual agreement.

5.2. Termination by Resignation or Retirement: The Minister may terminate voluntarily by providing ninety (90) days' notice in writing to the Chair of the Board, and such termination will become effective at the expiration of the ninety (90) day period or any mutually agreed upon longer period. The Minister agrees to continue to perform all duties during such notice period and to take all necessary steps to effectuate an effective transfer of duties during that time. At its option and discretion, the Board may reduce or eliminate the ninety (90) day notice period and provide pay in-lieu of notice for the time period that the notice is shortened or eliminated.

5.3 Termination Due to Death or Disability.

5.3.1. Termination Due to Death. The Minister's employment will terminate upon the Minister's death. The Minister's beneficiaries will be entitled to receive any death benefits to which Minister is entitled under any insurance plans. In the case of the UU Retirement Plan, participants are 100 percent vested and beneficiary designations made by the participant are kept on file by the retirement plan Recordkeeper. Accrued vacation and study leave will be compensated in the financial equivalent to the Minister's beneficiaries.

5.3.2. Termination Due to Disability. In the event that the Minister is found eligible for long-term disability benefits and/or is absent from work, or physically unable to perform duties at the conclusion of the Extended Medical Leave outlined in Section 4.5, the Congregation has the right to terminate the Minister's employment upon written notice to the Minister. The Minister will be entitled to receive any long term disability benefits to which Minister is entitled under any insurance plans. The Congregation's payments for the Minister's benefits will cease immediately upon termination, but the Minister will receive any vested retirement benefits or insurance continuation rights provided by law, insurance contracts or plan documents.

DRAFT MINISTERIAL AGREEMENT

5.4. Administrative Leave/Suspension: The Board may place a Minister on administrative leave with pay at its discretion to allow for an investigation of any complaints or concerns.

5.4.1. If the personal or ethical behavior of the Minister results in the Minister being suspended from fellowship by the Ministerial Fellowship Committee, or charges filed by a law enforcement agency, then the Board may suspend the Minister from duties, with or without compensation, until the matter is resolved. If the suspension is without compensation, the Minister may draw down unused vacation or study leave. If the matter is resolved and the Minister is returned to service, then all leave time will be returned to the Minister, and the Minister will be fully compensated for any unpaid time.

5.5. Termination by the Congregation.

5.5.1. Negotiated Resignation. On behalf of the Congregation, the Board may negotiate the Minister's resignation. In exchange for a General Release of All Claims signed by the Minister, the Congregation will continue the Minister's salary, housing allowance and/or parsonage use, the financial equivalent of the Minister's unused vacation and study leave, and the Congregation's contributions toward the Minister's benefits for an additional one month per year of service up to eight (8), or until the Minister has begun service in another equivalent position, if sooner. The continuation of benefits is subject to the provisions of the various benefit plans.

5.5.1.2 At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

5.5.2. Dismissal by Congregational Meeting: As specified in the Congregation's bylaws, a Congregational meeting may be called to consider a motion to dismiss the Minister. A majority of all members of the Congregation, present and eligible to vote, will be necessary to conduct business and to pass any resolution regarding the dismissal of the Minister. If dismissed by vote of the Congregation, the Minister may receive a financial settlement equal to three (3) month's salary, housing allowance, benefits, and the financial equivalent of unused vacation and study leave in exchange for a General Release of All Claims executed by the Minister.

5.5.3. Dismissal with Reason: The Minister may be dismissed with less than ninety (90) days' notice and without the severance payments described in this Agreement, if the Minister

5.5.3.1. is convicted of a felony;

5.5.3.2. has their ministerial fellowship with the UUA terminated;

5.5.3.3. is found by the Board of the Congregation to have engaged in one or more physically or sexually abusive acts toward any person, including a member of the Congregation, a Congregation employee, a child, a spouse, a senior, or person with a disability.

DRAFT MINISTERIAL AGREEMENT

5.5.3.4. is determined by the Board to have seriously neglected the ministerial responsibilities under this Agreement, improperly used Congregational funds for personal gain, and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

5.6. Non-Disclosure Clause: The Board and the Minister agree that in any negotiated agreement, they will not include a non-disclosure clause. The Congregation and the Minister agree that the circumstances leading up to a termination need to be understood during the subsequent period of interim ministry and discussed with prospective ministerial candidates.

5.7. No Payment toward Benefits after Termination: Following the Minister's employment termination under Section 5.5, whether or not for Cause, the Minister shall not be entitled to any further pay or contributions toward any insurance or retirement benefits or accrual of earned time except in exchange for a general release of all claims or as required by law.

6. DISPUTE RESOLUTION

6.1. Mediation: The Minister and the Congregation will seek to resolve any disputes concerning the interpretation or performance of this Agreement or its validity or termination in keeping with UUA Principles. Either or both parties to this Agreement may request the assistance of the UUA Congregational Life Staff, a UUMA Good Officer, the UUA Office of Church Staff Finances, or a similar resource.

6.2. Arbitration: If an effort to mediate or otherwise resolve a dispute has been unsuccessful, then either or both parties may seek to solely and finally resolve the dispute by arbitration. Such arbitration shall be the exclusive remedy and will be before a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Congregation's Trustees, and a third individual appointed by the first two arbitrators. The tribunal will operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

7.0. AMENDMENT AND CHOICE OF LAW

7.1. The terms of this Agreement may be changed by mutual consent of the Minister and the Board, except that increases in compensation, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation unless otherwise provided for in the Congregational Bylaws. Change in the level of compensation will not alter the other terms of this Agreement. All changes must be in writing.

7.2. This Agreement will be reviewed at least every three years by the Board and the Minister.

DRAFT MINISTERIAL AGREEMENT

7.3. This Agreement is subject to the laws of the State of Connecticut and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

7.4 A signed copy of this agreement will be sent to:
Transitions Office, UUA 24 Farnsworth Street Boston, MA 02210

8. OFFER

This Agreement represents an official offer to the Reverend _____ when the calling of said Minister is approved by the Congregation and accepted by the Minister, and shall become final upon the occurrence of all the following events:

- completion of a criminal record background check satisfactory to the Ministerial Search Committee
- acceptance of this offer by the Minister
- calling of the minister by the Congregation
- acceptance by the Minister of the call

Agreed to this ____ day of _____, 20 ____.

For the Congregation: _____, President

Date: _____

_____, Minister

Date: _____

cc: Congregational Life Congregational Life Staff, UUA Ministerial Transitions Director, UUA

Unitarian Society of New Haven
Management Team – Description

MISSION

The MT is responsible for the day-to-day operations of the congregation, ensuring that the mission of the congregation and the Ends policies are being fulfilled while complying with the Board of Trustees' Executive Limitation policies.

STRUCTURE and TERM

- The Management Team is composed of the Minister and at least two Society Members appointed by the Board of Trustees and the Minister;
- Each Trustee-appointed Management Team member shall serve a two year term, beginning July 1 and ending June 30
- The Team Member whose term will next expire serves as Team Leader.
- The Team Member whose service is next in seniority serves as Team Recorder.

ACTIVITIES & RESPONSIBILITIES

The Management Team:

- Meets at least monthly
- Oversees the accomplishment of MT responsibilities and limitations as set forth in the USNH Governance Policies.
- Works with staff, committees and volunteers to assure day-to-day operations run smoothly, providing personal support when necessary.
- Establishes and carries out annual schedule of financial and administrative activities
- Provides the BOT with interpretations of policies that relate to the MT.
- Provides data based on BOT monitoring metrics according to a timetable established by the Board.
- Oversees all aspects of financial management and asset protection as specified in the Governance Policies.
- Oversees the preparation and presentation of a proposed annual operating budget and an annual capital budget to the Council, BOT and Congregation
- Establishes and maintains open lines of communication with the BOT, membership, the UUA, and the wider community.
- Convenes and conducts at least 3 meetings per year of the Council of Committee Chairs to inform members of policies, to share program and operation goals, to solicit input and support for operational programs and proposed budgets, and to offer MT encouragement and support.
- Prepares annual report of accomplishments of MT for the congregation.

The Team Leader:

- Chairs and proposes a draft agenda for all meetings of the Management Team and of the Council of Chairs;

Unitarian Society of New Haven
Management Team – Description

- Insures appropriate scheduling and notice of all Management Team and Council of Chairs meetings;
- Leads the delivery of all Management Team reports required at Congregational meetings and Board of Trustees Meetings;

The Team Recorder:

- Records minutes of Management Team meetings
- Records and distributes minutes of Council meetings;
- Ensures appropriate records are maintained of all Management Team and Council policies

The Minister

- Acts as liaison between paid staff and the Management Team.
- Drafts staff compensation and support recommendations for proposed annual budget for discussion by the Management Team.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

Adult Religious Education Committee: P.J. Deak

- 1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, “family” groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;
- a) Ongoing monthly **CONTINUUM writers’ workshop**
- b) 09/27/2019 – **Social Cinema and Potluck & Discussion** – in collaboration with Green Sanctuary – Eating Animals
- c) 09/29/2019 – **Screening & Discussion** – In collaboration with Anti-Racism Task Force – Robin DeAngelo & White Fragility
- d) 10/20/2019 – **Book Discussion** – in collaboration with GLBTQ taskforce & related to General Assembly – How to Love a Country by Richard Blanco
- e) 10/25/2019 – **Social Cinema and Potluck & Discussion** – in collaboration with Women Empowered Taskforce – I Am Evidence
- f) 4 sessions – 10-11/2019 – Theology **discussions** – facilitated by Jim Peters
- g) 11/10/2019 – **Workshop** – In Collaboration with Anti-Racism taskforce – So you are a racist, now what? facilitated by Wendy McLeod
- h) 12/06/2019 – **Social Cinema and potluck & Discussion** – in collaboration with IRTF – The Brightness of Noon Vol.1
- i) 12/15/2019 – **Book discussion** – In collaboration with Women Empowered & Anti-Racism taskforce – Invisible No More
- j) 4 sessions in Jan & Feb 2020 – Sloppy Shakespeare – **Dinner & Discussions** - hosted by Rev. John Marsh in collaboration with ARE
- k) 01/10/2020 – **Social Cinema and Potluck & Discussion** – in collaboration with Mental Health Awareness Taskforce – Beautiful Boy
- l) 01/19/2020 – Martin’s Mentors **lecture & Discussion** by Prof. Sarah Azaransky – in collaboration with Anti-Racism
- m) **PLANNED 02/01/2020 – Social Cinema & Potluck & Discussion** – in Collaboration with IRTF – The U-Turn
- n) **PLANNED 02/16/2020 – Discussion** – in collaboration with ART & SCJ – General Assembly 2020 – Let’s Connect!
- o) **PLANNED 02/21/2020 – Social Cinema & Potluck & Discussion** – in collaboration with Social justice Council – Rigged! The voter suppression playbook
- p) **PLANNED 03/13/2020 - Social Cinema & Potluck & Discussion** – in collaboration with ART – A Night in Havana
- q) **PLANNED 03/29/2020 – Common Read Book Discussion** – UUA Event – An Indigenous Peoples’ History of the United States – Facilitated by Prof. Tisa Wenger
- r) **PLANNED – 05/2020 – UU History discussions** with Tisa Wenger & Claudia Elferdink

Buildings & Grounds Committee: Jason Kyle

_1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, “family” groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.; *We have not done this yet.*

2) Strengthen structure of pastoral care ministry: *We have not done this yet.*

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

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. We have had a couple of folks interested in getting involved on our committee. As a result, our committee has been able to accomplish some goals without hiring an outside firm. Example: Gordon Daniell has time and skill and, with only supply costs, repaired the Cuddle Time door and started replacing the vertical blinds in the building.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority. *I suppose we've done this based on the comment above. We have gotten more active feedback from the congregation on items individuals have noticed and asked to be addressed. We have also asked that they join us in getting those tasks addressed. Teamwork makes the dream work!*

Covenantal Relations Committee Chairperson: Paul Trotta

1. *We have held Community Circles in September, October, November and January. In these Circles we gather to consider the UUA theme of the month with relevant quotations and questions. People share their feelings and thoughts in a confidential supportive environment. In November the Circle concerned intergenerational relationships and was co-sponsored by the Board and the CRC.*

We plan to continue the Community Circles, to have a film viewing evening with a potluck supper, a spring Vespers service preceded by dinner to bring USNH members together and possibly a spring workshop on Covenantal Relation Building.

2. Strengthen structure of pastoral care ministry: *The CRC feels that the Circles are supportive of the pastoral care ministry by providing a safe confidential space in which congregants can speak freely about their thoughts and feelings. One of our primary missions is to be available to members who have experienced non-covenantal behavior that has hurt or offended them. We listen and offer ways for the hurt party to speak to the person who has caused hurt. If necessary, we would gather the people involved to talk together. If the event is beyond the capabilities of our lay members, we would turn to professional mediators to assist.*

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.
Our intergenerational Circle was well attended and had youth, young adults and mature adults participating and sharing their experiences at USNH. We had this event live-streamed, first time this has been available to congregants, as a way to reach those who were interested but found it difficult to attend in person.

4. Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

committee's purpose and authority. *We have developed clear descriptions of the CRC's goals and we are working to train our committee members to be able to fulfill our missions.*

CYRE Committee: Chairperson: Patricia McChesney

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.;

CYRE committee supports several congregational community activities. In 2019 and 2020, we supported the Community Build supper in January 2019, the coming-of-age programs of Stepping Up, Affirmations, and YRUU throughout 2019, the Child-Adult Buddy Program in November 2019, and the Mystery night in January 2020.

2) Strengthen structure of pastoral care ministry:

The CYRE committee does not directly support pastoral care ministry.

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.

The CYRE Committee supports all aspects of the child and youth religious education.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

To nurture spiritual growth and cultivate transformative connections, the Children and Youth Religious Education (CYRE) committee is collaborating with the Director of Lifespan Religious Education (DLRE) to plan and execute the CYRE program including reviewing, selecting and tailoring curriculum to our children's needs, determining the structure and timing of classes, determining policies involving the safety and welfare of the children, and carrying out children's chapels and multi-generational events.

To support our mission to create a more just world, this year the CYRE committee is working to continue to increase congregational awareness of the needs of the congregation's families with children and the needs of those children.

To support our mission to inspire lives of compassion and generosity, nurture spiritual growth, and cultivate transformative connections, this year the CYRE committee is working to increase the congregation members commitments to CYRE by serving as RE teachers, as committee members, or as Children's Chapel volunteers.

Endowment & Legacy Committee: Fred Morrison

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.;

Annually the Endowment and Legacies committee conducts an event to honor and thank members of the USNH legacies Society who have included USNH in their estate plans or have made a one time gift the Endowment . This year's event was held on Feb 9th

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

at the Whitney Center with Rev Kathleen McTigue as guest speaker . 26 USNH members attended this event.

2) Strengthen structure of pastoral care ministry:

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.

The Endowment and Legacies Committee is continually calling attention to the Endowment Growth Campaign in mailings and articles in the news letter . These efforts encourage USNH members to include the USNH endowment in their estate plans or to make a gift to the endowment while they are living

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

Each year the Endowment and Legacies Committee reviews and approves its Investment Policy Statement which is use by the endowment's employed advisors to guide their investment activities. The Committee also works closely with the Nominating Committee to ensure that' all committee membership slots are filled with USNH members with interest and skills in guiding the endowments investments, use, and growth

Finance: Committee Chairperson: Terry Durham

1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, "family" groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.; .

2) Strengthen structure of pastoral care ministry:

During the Operating Budget planning for FY 2020/21 Finance made the MT aware of the financial support to outside groups while USNH pays less attention to actual member needs. Pastoral Care/lay ministry has received a 4-year average of \$117/year while the Social Justice group has received an average of \$10,768. Recently in addition to this, CONECT gets \$7,000/year. Support of groups in the greater community is integral to USNH values. However, recently several USNH members told me Pastoral Care was not there in their individual time of need. Would added financial support strengthen the pastoral care ministry?

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 also is a Pastoral Care issue. See my answer to #2.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

Finance Committee has proposed and held joint meeting with Personnel and with Stewardship to coordinate activities between the groups to benefit USNH operations.

History Archives and Library Committee: Jane Platt, Chair

This committee is different from most other committees, as it acts as custodian of our records. We preserve and organize the Society's historical records and manage the Harned Library. Most of the time, rather than planning events, we act as a resource to the minister, the committee chairs and the members. What we do usually cannot be planned ahead. When Megan arrived at USNH, there was a box of Eleanor Harned's cremains in her office. Eleanor had requested that her remains be sent here, where she had been active years ago. Her nephews, in North Carolina, weren't able to come here for a service. With a friend of the Harned family, we planned a service. The family sent a contribution and Megan officiated. I sent a copy of the service and pictures to the Harned nephews. Similarly, former member, Chris Gross, had no living relatives. We had a service to bury him in the Memorial Garden. When Madeline Erskine died, I sent an electronic copy of an interview of her and husband, Randy, to Madeline's family in Oregon. Joyce Shallis' daughter, Jill, wanted a quote from Joyce's "Why I'm a UU" talk for her memorial service. We were able to send a recording of the talk. When Megan officiated at Sally Tomczak's memorial service, she asked what role Sally had played (President, committees, etc.) Megan found it helpful. As obituaries appear in the newspaper, I notify Jamie Ross and tell her when the person was an active member, and how they contributed to USNH. She posts them in the newsletter. We have monitored the plaques in the old memorial garden on the hillside so growth is cleared and plaques are visible. We maintain a list of deceased members, in an attempt to identify those buried in the present memorial garden. Currently we have almost 300 names. Many are not interred here, in some cases we don't know. I recently gave copies of USNH histories to the Search Committee. I answered questions about when we became USNH and when we became a Welcoming Congregation, We have made displays for two committee fairs. Twice a year Dick and I give an illustrated talk for prospective members. We light the chalice on the USNH anniversary Nov, 11th each year. If any new members are interested in HAL we encourage them to join our committee. We had a reception in the Harned Library to call attention to the completion of cataloging and shelving the books. We made a framed list of past presidents, which now hangs in the lobby. It will be updated as needed. We are listing all art objects in the building (sculpture, painting) and are getting information on them. So, we maintain the archives and library, observe the passing of former members, connect with bereaved families, orient newcomers, and serve as a resource to the minister and the members.

Membership Committee: Kathy Haskins and Christine Durham

1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, "family" groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;

Promoted potlucks and a game night but neither had much interest and were cancelled. Will begin to add a question during one of the new to UU classes about what newer members would like to maintain connections.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

3rd Sunday dedicated new member table-also not a big success. Will also bring up in class.

Organized Thanksgiving get togethers for those seeking companionship on the holiday. Will sponsor summer BBQ.

2) Strengthen structure of pastoral care ministry:

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.

Contact newer members to ensure they are finding their place.

Reworked form in the new member packet to better gauge interests.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

Have developed a procedural manual delineating responsibilities of team and coordinator throughout the year.

Pastoral Care Committee: Susan Meredith & Sarah Whitson

1. Opportunity for developing closer relations among the congregation - *We believe that our work in pastoral care is one way that our congregation becomes closer through our opportunities to care for one another.*

2. Strengthen structure of pastoral-care ministry - *Since this is our primary and only goal, we are very interested in the Board's perception of this goal. We would be delighted to talk to the Board about our outreach efforts, our training, our recruitment efforts, and our attempts to make sure the congregation is aware of our availability. We are curious about what the Board means by this goal and why we have not had any input.*

3. Cooperation among all congregants . . . including people confined to their homes or nursing facilities. *One of the primary ways the Pastoral Care Team serves the congregation is by maintaining congregational ties for people who are not able, either temporarily or permanently, to come to services or other activities at USNH. We also periodically do outreach to nursing homes or retirement communities to connect our members there to each other as well as to us.*

4. Strengthening committees using skills and interests to better populate our committees. *It is an ongoing task of Pastor Care to seek people with relevant skills (listening, empathy, willingness to devote time, etc.) and add them to the Team whenever we have a need.*

Interesting to address these goals from our perspective. I hope there will be additional opportunities to exchange information and thoughts with the Board.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

Personnel Committee: Jean Rosenthal & Carol Stockton

Here is what the Personnel Committee is doing or has done. Let me know if you need more or different...

Personnel Committee's goals:

- ensure that the staff of the Unitarian Society of New Haven all have appropriate and fair salaries, benefits, and working conditions, making USNH a fair and positive workplace,*
- support our employees as they in turn support activities and committees of the Congregation.*

Committee activities this year include:

- reviewing documentation and employee files,*
- reviewing employee handbook,*
- consulting with Search Committee on agreement for new settled minister,*
- reviewing budget documents for this year and next.*

Stewardship Team/Committee: Dan Gelperin and Sally Connolly

- 1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, “family” groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;

See response to # 3

Our Stewardship Campaign does not officially begin until mid-February and it is then we will initiate reaching out to the USNH community

We have held frequent formal committee meetings and had common meetings which discussed our campaign and USNH's financial health and future with the following groups/individuals:

Finance/Legacy and Endowment/Management Team/Board Reps

Board of Trustees

Finance - several

Social Justice Network

Rev John Marsh

On February 16th after the service, Stewardship and Finance will present a program, open to all members, on our current budget, existing gaps, existing challenges and emphasizing the necessity for substantial pledge increases.

- 2) Strengthen structure of pastoral care ministry:

We are aware of the need for new staff to support the efforts of Pastoral Care and wish that perhaps with a GENEROUS budget for 20-21 the board might consider the addition of part-time staff

- 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.

Stewardship's Campaign will sponsor a gala “Dessert” Celebration on April 18th at USNH which will be preceded by dinners throughout the USNH community gathered by physical or “interests proximity.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

Stewardship is seeking to move from a Committee that is active only during the campaign months to a year-round committee. We have formed a closer connection with the Finance Committee which has been very beneficial. Last year, one of our members was also a member of the Management Team which was mutually beneficial to both groups and this year, another Management Team member has replaced her. This year, we are fortunate to have a member of the Board of Trustees on the Stewardship Committee.

We have worked with Finance to differentiate our separate and common responsibilities. We have developed a Stewardship Committee/Congregation Covenant that will be brought to the congregation on 2/23. We started to review and define the Committee's purpose, authority, member skills needed, terms of office and diversity of roles earlier in the year but other priorities delayed our work.

Sunday Morning Team (SMT): Becky Sandmann

1. *The SMT provides soup, salad or snack potlucks each month for the entire congregation as well as support weekly Coffee Hour snacks/coffee/etc. Yearly we host the Chocolate Auction an event for the all ages. We have often co-hosted congregational events and will assist with activities whenever we are available.*
2. *Pastoral care outside of USNH is not something SMT provides.*
3. */4. The SMT is a committee open to anyone interested in helping with our activities listed in question 1. We have included all ages on the committee even though our youth may not be able to attend evening meetings they are able to assist on Sunday mornings with coffee hour and soup potlucks*

Worship Committee Rich Stockton

1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, "family" groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;

-Worship services are a key way we at USNH contribute to and share a common experience.

2) Strengthen structure of pastoral care ministry:*-Pastoral care associates regularly read from the book of joys and sorrows at each Sunday service*

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.

- People do connect during and after worship services.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

-We have been able to add new members to our committee and maintain a good working group. We regularly attend and support the worship staff meeting on Tuesday mornings.

Social Justice Network: Lurline DeVos

A. Anti-Racism Task Force: Co-facilitators Sharon McBlain and Naomi Polanetska

Thank you for asking for our input. The ART has been very active and effective this congregational year. The attendance at our meetings has grown from about 7 to over 20 committed individuals. The showing of the "White Fragility" youtube video seems to have been an effective tool encouraging the USNH members and leadership to focus attention on the part we play and the benefits we get from "swimming" in the sea of White Supremacy that defines the American Culture.

We have offered workshops: Beginning with "Integration is a Bitch: An assessment by a Black-White Collar Worker", followed by "So You're a Racist, Now What?". Both were held in the Library after Sunday Service and the room was overflowing with attendees. We have successfully collaborated with other Task Forces and Committees in sponsoring book discussion, Social Cinema Films. We continue to actively support Waverly Activities, the working arm of the anti-racist team.. We have worked closely with ARE this year.

As in all cases when a group of people work together for a common goal, we learn about each of others lives and struggles. This leads to caring and support for one another.

We have the goal of educating ourselves, the congregation and the leadership about the hoped for adoption of the 8th Principle..

The ART is willing and ready to assume a leadership role in the community in regard to finding and creating opportunities to deepen our understanding of the issues surrounding race and racism and help USNH become a truly anti-racist organization. We are promoting the discussion of the 8th Principle that has been written by the Black Lives of UU group. We are anxious to listen and to learn and to make USNH a welcoming and supportive place for those of any race or gender, respected and appreciated.

B. IMMIGRATION AND REFUGEE TASK FORCE:

Participants at events other than IRTF meetings: Carol Holloman, Judy Finley, Kathy Gould, Peter Schwartz, Sophie Tworowski, Nancy Brown, Skip Weldon, Steve Evans, Sarah Forman, Isla Alexander, Bruce Levison, Ann Levison, Carol Wade, Dan Wade, Frida Masdeu, Emma Bogush, Charisse Hutton, Rev. John Marsh, Melinda Tuhus, Susan Meredith; Gayle Walter; Jackie Shapiro, Peggy Myers, Pat Trotta, Paul Trotta, Teresa Russo, Fana, Craig Machado, Ellen McCarthy

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020 2/10/20

Activities since July 2019

Emails since July 2019 to members about immigration and refugee-related events: The IRTF communicates frequently (approximately once a week) on an as-needed basis with the 70 members of the congregation who asked to be on its email list. The emails are about immigration/refugee-related events of interest, e.g. rallies, trainings, requests from Unidad Latina en Acción or the Connecticut Immigrant Rights Alliance for court accompaniment; requests for donations for the Barbados family, presentations, and cultural events.

July 2019:

7/12: members participated in Lights for Liberty rally at Hamden Town Hall

August:

8/29: Job description re Chair of IRTF sent to Gwen Severance for Council of Chairs

September:

9/6: Meeting with John Lugo, Community Organizer for Unidad Latina en Acción, about ULA objectives, how IRTF can promote immigrant rights in Hamden

9/10: Nancy and Carol attended meeting of New Sanctuary CT (organization of area religious congregations) for discussion of measures the congregations are taking, planning for future.

9/16: Weekly ESL classes at Junta for Progressive Action (New Haven Latino advocacy agency) resumed. Nancy Brown, Carol Wade, Sophie Tworkowski, Peter Schwartz are tutors.

9/18: Hamden panel re immigrant and workers' rights; Sophie, Sarah attended

9/21: Sophie, Peter, Nancy, Skip attended Junta fundraising gala

October:

10/26: Briefing by Connecticut Immigration Rights Alliance (CIRA) on implementation of Trust Act (prohibits state and local law enforcement collaboration with ICE) in municipalities. Sarah and Nancy attended

10/29: meeting with Rev. John Marsh (Nancy, Dan Wade) about USNH role in mobilizing Hamden clergy to promote implementation of Trust Act in Hamden

November:

11/13: Meeting with Kristen Estabrook, CONECT, re Hamden immigration issues.

Request to DLRE for kids to contact Nelson Pinos, in sanctuary at First & Summerfield Methodist Church

11/15: Showing for IRTF members of *Deconstructing White Privilege*, video about racism by Robin DiAngelo, Ph.D. at home of Nancy Brown, Skip Weldon. 10 people, including Nancy and Skip, attended.

11/21: CONECT Fall Assembly attended by Nancy, Skip, Sophie, Peter, Carol and Dan Wade

11/22: Request from IRIS (refugee resettlement, immigrant assistance agency) to provide material help to immigrant family with 7 kids from Barbados; Stephen Polmar, IRTF member, distributed a SignUpGenius to IRTF; requests filled immediately.

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020 2/10/20

December:

12/1: Our Faith in Action presentation about ESL tutoring at Junta by Sophie, Nancy, Peter, Carol

12/1: Diaper Drive at USNH—1100 diapers collected and donated to low-income families served by Junta and Hamden Community Services

12/4: IRTF convened Hamden Immigration Issues meeting. Presentations by CIRA and Unidad Latina en Acción. Representatives and clients of Apostle Immigrant Services attended; also Kristen Estabrook of CONECT. 15 people came from non-USNH organizations and 12 IRTF members attended and took various active roles, e.g. interpreting--Gil Belaval, Emma Bogush, Nancy Brown, Sarah Forman, Charisse Hutton, Rev. John Marsh, Frida Masdeu, Peter Schwartz, Melinda Tuhus, Sophie Tworkowski, Dan Wade, Skip Weldon

12/6: Film showing, *Brightness of Noon, Part I*, shown in collaboration with Adult Religious Education. Preceded by potluck. Approximately 20 people attended, including IRTF members

12/12: meeting (Sophie) with Women Empowered Task Force re collaboration on Women and Violence conference, April 5

12/21: IRTF members attended meeting of Refugee Resettlement Coalition, which is spearheading USNH effort to help Barbados family (household items, jobs leads, child care, transportation)

12/30: Bowling with refugees, in collaboration with Kids Service Team—IRTF members provided transportation, accompanied refugee families to bowling alley

January

IRTF members engaged in helping Barbados family—donations, transportation

1/5: Heavenly Treats, nonprofit bakery/training program for refugee women, attended USNH social hour, sold baked goods; made presentation about the program to the IRTF

1/5: planning for Social Cinema in collaboration with Adult Religious Education, **Sat 02/01/2020 film, *The U-Turn*, preceded by** potluck at 6:30pm.

1/19: Second SignUpGenius collection drive for Barbados family sent to entire USNH congregation; requests filled within hours.

1/30: CONECT Winter Assembly at Mt. Aery Baptist Church in Bridgeport; IRTF members who plan to attend: Melinda Tuhus; Bruce and Ann Levinson; Sophie and Peter; Carol and Dan Wade; PJ Deak and Lurline; Pat and Paul Trotta; Charisse Hutton; Gayle Walter; Frida Masdeu; Ellen McCarthy; Deb Smith; Catherine Duncan; Lisa Anderson.

B. Kids' Service Team: Lurline deVos

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.;

All KST activities are open to parents and grandparents, as well as their children. We are also joined by adults who do not have kids in the congregation. Our activities include a beach clean-up in late September with parents and kids, the annual Thanksgiving pie making where over 30 folks of all ages made 200 mini-pies for Columbus House. In March we will have a multigenerational dinner preparation for Abraham's tent and dinner with our guests; in June we will have our annual horseshoe crab tagging which again is intergenerational and attracts

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

approximately 30 folks. We are hoping to fit-in a blanket tying which also attracts a large multigenerational group.

2) Strengthen structure of pastoral care ministry:

Our primary pastoral care is in supporting all the children of this congregation. Our activities are carefully planned and structured to allow for different abilities. Parents are invited to celebrate with their children new found skills. While the activities are intergenerational, we also offer the option of parents taking time for themselves. The open social structure also allows parents to confer with one another about challenges they face. Finally, we offer a place where children in our congregation are affirmed for who they are.

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.

The multigenerational nature of KST activities inherently includes youth and adults of various ages. We reach out to newly registered Re families each fall with our letter describing KST. The diversity and structuring of activities allow us to facilitate folks identifying their gifts and interests.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee's purpose and authority.

The website describes the purpose of the KST and the letter sent out to parents explains the group in more detail. The primary way that we support staff is by minimizing requests of the staff: we send out e-mails to families ourselves, prepare newsletter articles that are concise and require minimum editing, and include clear receipts when requesting reimbursement.

C. Green Sanctuary: Maggie Goodwin Chair: Provide clear descriptions of each committee's purpose and authority. The goal of the Green Sanctuary task force is to engage and educate congregants in climate change issues, support the "greening" of USNH and facilitate each of us doing what we can to save the Planet. The task force also strives to support individuals' efforts in advocacy and social justice activities and to encourage USNH members to participate in environmental justice activities.

1. Provide lively and frequent opportunities for developing closer relationships among the congregation: *potluck suppers, "family" groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.; Green Sanctuary /Environmental Justice Task Force runs the Tag sale and the Regifting sale. During the Tag Sale, more than 35 people helped to price and sell and set up and clean up or take items to Goodwill or Iris. More than estimated 75 people from the congregation donated things or bought things or helped price or sell or clean up. Many people from the congregation, community and daycare bought things as well. The USNH tag sale is a way that many people in the community come to USNH and participate. We have a reputation of being a good sale with good stuff cheap. It brings the community into the building and educates them as to*

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

who we are. The Regifting sale I would suggest has almost 100% participation on some level of the entire congregation by members either shopping, donating or helping price sell or set up or break down over a two-month period. We provide a shopping day for the daycare staff and have a children's shopping day where we had about 25 Waverly families that came to shop on a Saturday event with snacks and more than 15 USNH congregants adults and teenagers helping the children shop and wrap presents for their families with donated funds. It is my favorite event of the holiday season. In addition to these Reduce Recycle, Reuse sales we had three climate crisis workshops and presentations with more than 20 people each time probably having at least 35 different people attending one or more workshop sessions-based Al Gore Climate crisis information. We engaged with other churches and community groups in supporting the youth climate strike this summer and fall. We have representation with 350 and C3M climate advocacy groups and IREJN inter faith coalition and Conect exploratory air quality/asthma group. At least 15 USNH members participated in planning or climate Strike youth run activities this summer and fall. We hosted IREJN (Interfaith Religious Environmental Justice Network) workshop for USNH and members of member churches. Approximately 60 people attended last year's workshop from USNH congregation and the community. We tabled in social hall on environmental and legislative issues and task force members will attend legislative hearings as well as sponsor or participate in USNH activities to educate and increase awareness on climate change and the need to Recycle Reuse Reduce. We sold free trade organic chocolate and worked with a group of other New Haven and Hamden congregations to design, purchase and distribute reusable shopping bags. We also encourage members to participate in a beach cleanup with Hamden land trust on west haven beach yearly.

2) Strengthen structure of pastoral care ministry: Green Sanctuary Task force provides support for environmental activism by members and reaches out collectively and collaborated with the larger environmental actions in the state. The sales provided opportunities for congregation to work together with others in concrete ways to do something concrete to save the planet. Activities help us to feel like we are a part of a group that is doing something as a community to fight climate change.

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. (See above) All ages participate in congregation wide activities and many people enjoy doing a task like a sale or attend a rally and it is a way they can participate. New members and young and old work together on these Recycle, Reduce, Reuse events and activities.

4) Support existing staff by strengthening committees using those identified skills and interests to better populate our committees. Many people enjoy the teamwork and activity of the sales and many of our USNH activists are benefiting from task force support for their work on their environmental justice activities. Others share their knowledge and understanding of the environmental crisis and join together in supporting each other in their activism. We have a core group of 8 to 12 members who attend meetings and act as a core team with an additional two committees of 6 to 8 each who

COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20

work as core team on each of the two big sales and many many more congregants of all ages who attend events and participate in some way in one of the two big sales or Environmental Justice activities in the broader community.

UU-UNO Envoy team

Connect youth to the UU UNO Intergenerational Spring Seminar (3 youth have attended over the past 4 years, with 2 additional expected to participate this year). 3 Adults have also attended over the past 4 years.

UU-UNO Envoy Team also has led a service each year for the past 4 years with Bruce Knotts (Executive Director of the UU UNO) as the guest speaker. The service has significant participation from youth - particularly those who attended the Spring Seminar each year.

Tabling is also done frequently in the social hall during coffee hour to share info about the UU UNO and it's programs

A USNH member has been the Youth Dean for the UU UNO Spring Seminar for the past 2 years

Another USNH member has been on the Advisory Board for the UU UNO for 2 years and will continue into the coming year

As a result of these two roles, our congregation has helped provide resources to the larger UUA International office / UU UNO to help provide these programs for UU Youth & Adults from across the country

UUSC - *our UUSC presence has not been very active recently as it is understaffed - mostly tabling in the social hall to share information about UUSC and UUCSJ programs. I would expect that there will be more energy put towards UUSC in the coming year as other tasks are moved aside to allow this liaison role to grow.*

Waverly/USNH Partnership (Waverly Youth Programming): Committee Chairperson: Sharon McBlain & Naomi Polanetska (Program facilitators and Volunteer Coordinators) and Tynicha Drummond (Youth Program Coordinator)

In the Case of our Waverly/USNH Partnership it is always a bit difficult to easily answer questions that are created for USNH (Committees or Task Forces).

What we refer to as "Waverly" is better described as a relationship between the Families of Waverly (A Community that consists of the residents living in and around the (HANH Public Housing) Waverly Townhouses is in New Haven) and USNH (Our mostly white, upper middle class, suburban, liberal religious community).

The Waverly Youth Programming is held from five to seven 5 – 7:30 each Wednesday. Five to six is devoted to homework and reading with the children. Six to seven focuses on crafts, games, computer time and other supervised activities. Each evening dinner is served.

We interact collaboratively with the Waverly Community: We provide authentic social connects between our USNH Community and Waverly. With mutual respect and dignity

**COMMITTEE RESPONSES TO BOARD OF TRUSTEES GOALS FOR 2019-2020
2/10/20**

we build friendship and connection. We offer our USNH volunteers exposure to a rich culture to our USNH volunteers that they might not have experienced. We offer to the Waverly community exposure to the skills and interests and resources of the USNH community to which they may not otherwise be exposed.

We construct and maintain a circle of mutual care and respect. We enrich one another.
Some special activities this year to which any and all USNH members were invited include:

School Supplies Collection

Back-Pack donations and Distribution

Thanksgiving Dinner at USNH

Christmas Reunion/Celebration party at USNH/Congregational Support for Gifts

Re-gifting event at USNH

Waverly Summer Sunday Service