

Thomas Jefferson Memorial Church
Board of Trustees
October 8, 2009
Minutes

Goals for the Board of Trustees
2009-2010

- Support the Ministerial Search Committee.
- Encourage participation of the broader congregation and make ourselves available and recognizable, especially at council meetings.
- Evaluate the council structure.
- Clarify the roles and responsibilities of the church staff, board, and councils.

Donna Baker, Dan Grogan, Bill King, Liz Benzinger, Johan Madson, Rich Olin, Pam Philips, Ellen Pratt, Jean Shepard, Doug Webbink, Morris Hudgins, Carrie Berger, Nick Laiacona, Raven Long, Karen Shaffer

- I. Welcoming Activities (10 minutes)
 - A. Devotion/opening words (Bill)
 - B. Check-in (optional)
 - C. Search Committee Report (Nick)
 - Pam will send close to final draft on 10-9-09, a few changes are still being made by the committee.
 - The form will be available in PDF on the TJMC-UU website. A binder with additional info will accompany the brochure. The binder will be at a table in the Social Hall for three weeks, starting a week from Sunday. There will be a flash drive with all of the documents that will go along with the packets. October 31 will be the date when ministers can see the packet.
 - Packets will be sent out to the district representative next week.
 - Another retreat is planned for October 25th to recharge.
 - The Ministerial Search Committee will lead the service on November 5.
 - D. Public Comment - none

Discussion item: Complete discussion of ministerial package and give the ministerial search committee our final approval. (20 minutes)

- Overnight retreat – Concerns included that it needs to be built into the budget, questioned whether it needs to be overnight and have an outside facilitator. Responses to concerns were that putting it in the packet was meant to provide reassurance that we are creating a plan for success and that these are usually lead by the regional district executive as an outside facilitator. Johan moved to leave the section and take out the overnight and outside facilitator aspects. The decision was to remove overnight and outside facilitator from the document and make the decision in conjunction with the new minister. Decided by consensus.
- Section 3.6 – Concern was that once per month out of the pulpit equals 30 out of 52 Sundays, which is 42% of the year. Discussion: This clause was based on a document template from Jennifer Slade. It was suggested that the Ministerial Search Committee look at the letter of agreement with David Takahashi Morris as an example. Ministers on a national committee or board may need this amount of time. Morris shared that ministers

are usually in the pulpit 36-38 Sundays. Jean suggested combining 3.5 with 3.6 (an additional 12 days in these sections) and to reduce the 12 days to 8 days with the Worship Committee tracking dates. There is an additional 4 weeks of vacation, plus 4 weeks of study leave. Doug suggested 36-38 days of Sunday responsibilities and flexibility of distribution (in consultation with the Board). The group discussed the timing of annual leave – summer in particular. The concern is larger gaps of no minister. The Board can negotiate how often the minister is out of the pulpit during a period of time. The minister is responsible for the quality of the services regardless of being in the pulpit. Decision: The document needs to focus on expectations – the minister is responsible for quality of all services (under pulpit and worship services section), and is responsible for maintaining Sunday responsibilities for 38 Sundays (exceptions negotiated with the Board), plus annual leave (specific numbers will be designated) to be negotiated.

- Section 2.8.1 & 2.8.2 minister availability – The Board decided this section looks okay.
- Section 3.8.2 – The question lay in whether or not to provide full compensation for up to six months sabbatical leave. Jean stated that other programs provide a sabbatical of 3 months or less at full compensation and 4-6 months at half compensation. It was proposed to leave this up to the compensation committee. The packet could be changed to state “more than 3 months compensation to be negotiated.” Morris stated that the norm for sabbaticals is 6 months. Dan moved to add negotiation language after 3 months. Johan moved to take out language about “no more than 6 months of sabbatical...” and maintain 3.8.2. Decision: Consensus was reached to remove the language regarding “no more than 6 months of sabbatical...”
- Section 3.10 – There was a concern that the congregation cannot refer back to sermons if they are removed. The ownership of the sermons belongs to the minister (e.g. if they want to publish them). A minister can leave copies, and many will remove them from the website when they leave. The difference is in who owns the intellectual property versus being able to keep a copy at the church. The Board decided that keeping copies of sermons can be negotiated outside of the packet, while the minister owns the intellectual property.
- Section 3.3 – The concern is that the total compensation is less than number in previous statement to the Board. Doug will check and re-send to the Board.
- Section 2.10 - Jean proposed wording “with input from the congregation.” Decision: Consensus was reached to add the proposed wording.
- A question was raised about the relocation amount. The number stated for relocation is a maximum amount.

II. Opening meeting (10 minutes)

A. Acceptance of Agenda

- Add representative reports to future agendas: Donna moved, Jean seconded, Approved unanimously

B. Approval of Minutes – Bill moved, Jean seconded, Approved unanimously

C. Treasurer’s Report (Doug)

- We’re through ¼ of year and have received ¼ of revenue budgeted.
- Pledges are \$4,000 lower than a year ago in September. September pledges were lower than expected.

- September expenses exceeded revenue by \$1,000 – may not be an issue, but we will need to track carefully to ensure that does not become a trend. There were a few unusual but budgeted expenses (see report for details).
- Doug and Pam will send out a letter in December with the amount pledged, the amount received this year, and the amount received last year.
- We have paid off 1 member bond. There are a total of \$95,000 outstanding in bonds. The vast majority have shared (not a promise) that they will ultimately donate, forgive, or will to church, leaving only about \$30-40k in bonds that will likely need to be repaid.
- Jean thanked for Doug for the interim reports.

D. Vice President's Report – no questions

E. Minister's Report

- Morris has the book from the Interfaith Interim Minister's Workshop. The process is different across faiths, but the goals are the same. Morris has been encouraged to do a blog, and may do a healthy congregation blog.

III. Consent Agenda (5 minutes) – Moved before Search Committee Report

A. Building Use policy

B. Art Sherwood appointment to the Endowment Committee

C. Laura Horn and Ruth Douglas appointment to the Interim Minister Advisory Committee

D. Karen Shaffer appointment as new board of trustees secretary

Dan – moved, seconded, Approved unanimously

IV. Old Business

A. Board Covenant (5 minutes) – MOVE TO NOVEMBER AGENDA

B. Leadership Retreat – what follow up do we need to do? (10 minutes)

- Feedback and evaluation of the retreat and process – (moved before opening of meeting, after discussion item).
- Shelly Canterbury shared that 36 people showed up, 4 new people.
- The group was surveyed to find out what keeps people from becoming active. The answers were primarily other life responsibilities.
- The leadership retreat went well, and had active participation.
- The Ministerial Search Committee got good feedback from group discussions – Kirsten and Marlene attended and brought the feedback to the Committee.
- The group decided that they need to move retreat later in the fall and rename it as “leadership” does not clearly indicate who should/could attend).
- The retreat was very focused on the search - focused on that topic because this is what people want to know about.
- Carol gave out a handout on nuts and bolts information.
- There was a lengthy decision on forming/reviewing the congregation covenant.
- It was good to break folks into pre-determined groups for break outs. Participant comments were very broad.
- A request was made that all of the staff be required to attend as an opportunity for staff to hear the thoughts of the congregation and for the congregation to get to know the staff members. However, this could also stifle conversation.

C. Year-round Stewardship Committee—what should be the charge and who should we ask to serve? (10 minutes)

- Karen Ransom gave Pam information about this based on her experiences in other congregations.

- It would be good to get a group of people to commit to a year to do an assessment of how our church deals with issues money. We need to be transparent in this process. The group would create a plan on how to foster a positive and effective approach and education about money issues.
 - The group would develop opportunities for people to become more engaged in the church.
 - CANVASS would be part of Stewardship.
 - At the regional retreat it was encouraged that people talk about church and personal finances in transparent ways – particularly personal stewardships. This could be an ARE class.
 - We should incorporate endowment presentations in year-round conversations. We should talk about all of the fundraising that we do.
 - At one point there were pins acknowledging those who put church giving in their will.
 - We should look for people who are interested in events and/or analysis, and folks with an interest in long-term of the church.
 - Pam has the list that was generated at the last meeting and will begin calling. Karen Ransom would be interested in serving on this committee. Trudy Rohm was suggested as a possible member. There needs to be a Board presence on that committee. If anyone is interested, let Pam know. Jean will present this to the Administrative Council, Community Life and Membership. Pam will put information into the Bulletin.
- D. Covenant of Right Relations—timing and process for re-covenanting (10 minutes) –
- There was conversation about this at the leadership retreat.
 - The conversation at the Executive Board focused on timing and process.
 - We should print the existing covenant and ask for responses to it. Most people probably don't know it exists.
 - The covenant may be a little long.
 - It is in the Bulletin. It could be read from the pulpit. Have printed versions back with the sermons. Add it to the website. Table on Sunday mornings staffed by Board members asking people to read it and to respond. Pam will send out a Doodle schedule to start tabling next Sunday. Put a challenge in the Bulletin. Vote on re-affirming it at a congregation meeting. Write a Board article about this. Jean can send it to committees to review and respond. She will need specific instructions about what we want, to whom, and by when which Pam agreed to provide.
 - The mission of the congregation also needs to be out in front of the congregation. We may want a subgroup to look at the mission to affirm or change it.
 - Add the congregational covenant to agenda at next meeting
 - Morris has put together a conflict resolution committee (working on policy on disruptive persons) – Morris has names of these folks.
- E. DRE Advisory Committee members (5 minutes) – REMOVED; Folks are not volunteering for this role.
- F. Update from Safe Congregations Task Force (5 minutes)
- The Task Force has broken down into 2 sub-committees: 1. issues of keeping people safe (sexual harassment, etc.), 2. Policies and procedures around emergency procedures.
 - The sub-committees will report back in November.
- G. Update from Long Range Planning Task Force (5 minutes) – MOVE TO NEXT MEETING

V. New Business

- A. Introduction of Power Church participant status—Jean (5 minutes)
- Last year the Board decided to change from Peach Tree to Power Church.
 - All committees are being asked to list all of their members – who is engaged how in the church, and for those who are not, how do we get them engaged. It is helping committees clarify their membership and their engagement. It can be used to look at aggregates and trends.
 - Space reservations can be done on this system, when this module is up.
- B. Appoint work group to write a policy regarding outside musicians and sales of CD's (5 minutes)
- Doug, Morris, Liz, Kae Renae, and Carol were appointed to write a policy and bring it to the Board by December.
 - Those who perform at the church should be allowed to sell their CDs on that day – the issue is do we allow this and compensation in conjunction with CD sales. Another question is should folks pay for the sanctuary if they are performing. We need to be consistent across the board as compared to inconsistently enforcing unwritten policy.
- C. Proposal for affiliate status for Alex McGee, M.Div. (10 minutes)
- Alex spoke with Morris and with Pam about the proposal. Alex is willing to come to the next Board meeting to answer questions.
 - Alex was a Worship Associate at TJMC-UU prior to going into seminary (graduated from Star King). She has not asked for ordination (no weddings or funerals). She has been mentored by Leslie Takahashi Morris as well as Morris and Tony.
 - Affiliates work in the community rather than in a parish, and affiliate with a congregation. A theological professor is an example of a person who might affiliate.
 - Morris recommends that the Board consider this.
 - The church's responsibility towards her is to have the minister supervise her - part of the minister's association. The work that she does reflects on the church, so she would be under the supervision of the minister. There will be no remuneration.
 - A previous proposal from a Shamanistic approach was denied. The difference is that an affiliate has to be someone who has graduated from an accredited theological school.
 - There is a concern that this could set a precedent. This may also set a precedent regarding fees for other services.
 - The question was posed regarding how we could celebrate those from our church who have completed or are in the process of completing seminary.
 - We need a building use policy for this as this may not fit into current policy.
 - If approved, this would last during Morris' time and then it would be renegotiated upon arrival of new minister.
 - It was decided to invite Alex to come to the next Board meeting for discussion.

VI. Closing Activities (5 minutes)

A. Process evaluation

- Have all policies gone to Sharon that were passed during consensus? Everyone needs to look back to September minutes to ensure all policies are included. Ellen will send the building policy to Sharon.
- The partner church committee is having a workshop on October 31 with a world-renowned speaker from the partner church.

B. What do we need to communicate to others?

- Consent agenda items need to be sent to Sharon.
- Pam is writing a blurb for Administrative Committee for covenant feedback.

- Someone needs to tell Rich about Board liaisons to committees reporting back each month.
- Pam is sending the Ministerial Search Committee packet to the Board.
- Pam will send Ellen and Raven a fresh charge reminder on covenant project.
- Connie Cheetam award nominations (6 have been taken) need to be announced – Liz will check that it will be in the Bulletin.

C. Closing words (Bill)

D. Adjournment – Pam moved, Raven seconded, Approved unanimously

Upcoming dates:

October 24 – Executive meeting 7 pm in Social Hall

November 12 – Board meeting 7 pm in Social Hall

Attachments:

Minister's report

Treasurer's report

Vice President's report

Building Use Policy

Affiliate Status Proposal

Ministerial Agreement