

USG Board of Trustees Meeting, January 28, 2014

Members present: Craig Miller, Marina Patrice Van Gossen, Dennis Strain, Treva Burger, Tom Ott, Andrea Parry, Ann Schoonmaker, Leni Windle

Members absent: Bob Williford

Non-Members present: Rev. Kent Matthies, Gloria Smith

Motion: to approve the December Minutes

Motion Approved: 8-0-0

Minister's Report: (attached) Presentations to the Board on the status of the second service by Kent Matthies and Linda Brunn will happen at the February and March meetings so that the Board may have the information they need to decide whether to have two worship services for the 2014-15 church year. These presentations will include both numerical and narrative data.

President's Report: Sam and Mary Lee Keane have offered a very generous gift to go toward building expenses. They are working with Scott Murray to decide how it could be best spent.

Nominating Committee is up and running with Debbie Ward as Chair.

Vote for President for 2014-15

Motion: Dennis Strain is nominated as President of the Board of Trustees

Motion Approved: 7-0-1 (Dennis Strain abstained)

Proposed Policy and Procedure for Minister Review Process

This policy would supersede the June 2011 policy. Discussion of timing: Board felt having the evaluation of the previous year completed by the end of the church year and the objectives for the next church year set by the September Board meeting would be helpful.

Motion: to approve the Policy and Procedure for Minister Review policy with those additions in the place of the June 2011 policy. (Policy as approved attached.)

Motion Approved: 8-0-0

Leadership Development Proposal

There were recommendations to add Personnel, Membership, Stewardship as committees who the Nominating Committee might help to find chairs; that Board members would be invited to serve the year after they go off the Board rather than expected to and they would be consultants and not committee members; and that the committee would not be required to fill other leadership positions, but they might be asked to assist in the process. There is concern that it will be difficult to find six people to serve, but it also may help people be willing to serve if they know four people on the committee will have already served on it and they won't be starting from scratch. Many in the group liked the structure of having people serve three years rather than one year terms. Board members will send recommended changes to Dennis Strain by February 15 and he will present an updated proposal for the February meeting.

Governance Task Force Update: The current plan is to create two overlapping bodies taking responsibility for all the activities of the church. Governance and Ministry would be the two bodies, with the Board being responsible for the Governance function and the Minister likely being responsible for the Ministry function. The group is looking at how to structure this system to ensure collaboration and continuity as the people in the roles

change. The Board would set overall strategic vision and policy. Ministry would make sure things get done. The main issue is how the grey areas are handled. There's a tendency for Boards to backslide into day to day micro-managing. So we would need a structure to resolve who makes the decision when it's not clear. The group is considering recommending a group that would include the Board President, the Minister and a third person, a lay leader they choose together who would likely have expertise in the area of the decision needing to be made. The group requests a three hour Saturday Board retreat in early April to present their recommendations and have time to work fully through this which the Board agreed to. Gloria Smith will put together a doodle scheduler with Saturdays from March 29 through April 26.

Policy for Accepting Gifts to USG

Board recommended increasing the amount of the special gift and a small change in wording.

Motion: to approve the amended Policy for Accepting Gifts to USG. (Policy as approved as attached.)

Motion Approved: 8-0-0

Meeting Adjourned at 9:20pm.

Respectfully submitted,

Treva Burger, Board Secretary

Minister's Report for the USG Board for Directors From Rev. Kent Matthies January 24, 2014

Dear Friends,

I hope this finds you well as we move through the snow, ice and cold of January. As far as I know all of our members made it through the recent blizzard relatively well and safe. Thanks tons to Gloria Smith, Scott Murray and others who worked hard to assure safety in our buildings and grounds.

We have had some very difficult **pastoral crisis** in our community. On the morning of Sunday, January 5th Tom Smith fell on the ice in his driveway and seriously injured his head. After two nights in ICU Tom has been resting and recovering at home. The caring committee has worked with Susan Smith to help coordinate support.

We also received shocking and terrible news around the death of our member Kevin Groves. Kevin died on January 9th as a pedestrian in a car accident. He was a 36-year-old, kind, caring, fun, and beautiful human being. His death has brought massive grief to his family and friends. I am involved in a team giving pastoral care to his family and many of our young adults who were friends with Kevin. We will host a memorial service to celebrate Kevin's life on March 1st at 3pm in our sanctuary.

The yearlong **experiment with two Sunday morning services** seems to be going well. Many leaders in sister congregations, which have changed to two services, told us that things move slowly. We have found this to be true. At the same time I believe last Sunday (January 19th) was our largest 9 am attendance with a total of 78 people. It was also the first time that our 9 am RE program had more children attend than our 11:15 am program.

Linda Brunn and I serve as co-leaders of the effort to successfully implement two services this year. The board resolution, which created two services this year also called for a program evaluation before any decision about if we continue with two services next year. Linda and I propose that we develop an initial evaluation for the board meeting in February. In doing this we will consult main stakeholders in Worship Arts, Religious Education, Ministries and Programs Council, the staff and

the congregation at large. Board input is also critical. Taking that input we will share our initial assessment with all parties, including the board, in February. At that time we will take input on what aspects of the evaluation need more depth or attention. Through this iterative process we will bring a next evaluation to the March board meeting. I request that at the January meeting the board endorse or adjust this plan of action.

I am finalizing my **mid-year performance evaluation** of Daniel Gregoire. Daniel began his service at USG on August 20th, 2013. His 90 day review was complicated by the fact that Susan Doering, Chair of RE announced her resignation at that time. I did give Daniel a formal, although verbal, review at 90 days. However, at my request we agreed to focus on finding a new RE chair and taking time to develop a mid-year evaluation in January more formally. In the interim I have participated with Daniel on an MPC working group (with Susan Smith, Eli Scarce and Linda Brunn). We are thrilled to announce that Jessica Slivac has said yes to being the next chair of RE. Daniel and I will meet with Jessica in the coming month to talk about priorities and working together in the future.

Daniel and I have had many written and verbal conversations about his job performance. The Lion's share of those conversations focus on how truly wonderful he is performing. I am getting final input from a few key RE leaders. By the time the board meets on January 29 Daniel I will have finalized conversations with Susan Doering, Treva Burger, Rick Rodes and Sarah West. I will have also provided a finished written evaluation and discussed it with Daniel.

Daniel is doing very well in stabilizing the RE program and building relationships with the people of USG. Many parents have told us that their children feel more positive about USG RE then they have in years. Daniel's public speaking, pastoral care, group leadership, and organization are all bringing great assets. Daniel is a superb addition to USG. Daniel needs to improve in the area of program planning and communications.

MLK Day of Service transition of leadership. This is the first year in approximately a decade when I did not serve as co-chair of MLK Day of Service. Mel Streib and Anne Gwynn did a superb job of taking over leadership, building a strong team and running a very successful event. I was in charge of creating the Monday morning worship service at which Daniel preached and Gerry Whelan and Kris Alutius played music. I also helped to organize and lead an interfaith rally in support of public schools at CW Henry School on Sunday the 18th

Stewardship: Tom Ott and I met with Leni Windle and Bill Dowdall to discuss the upcoming pledge drive. Celebration Sunday will take place on March 16th. This is the day after our wonderful All-Church Dinner, which will fun and inspirational. All of these events will focus on how we live out our mission and touch so many lives. We will affirm and promote the spiritual practice of stewardship. Thanks so very much to Leni and Bill for their tireless efforts. Please look for more details in the coming weeks and ways to help.

As a member of the **UU Minister's Association Continuing Education** team: CENTER I have been working on a national program for our ministers to improve in Preaching and Worship Arts. I am helping to train the trainers who will lead small groups with 8-10 ministers each. Approximately 115 UU Ministers signed up for this national program, which will launch in February.

I continue to participate actively in the **Governance and Ministry Task Force**. After our presentation to the board in December we continue to meet regularly and work hard in building a proposal for how to structure USG Governance and Ministry in order to best live out the mission.

Minister's Performance Review

Approved by the Board of Trustees 1.28.14

This policy replaces the Procedure for Board's Conduct of Biennial Ministerial Review approved by the Board of Trustees June 29, 2011.

Rationale

Both the congregation and the minister benefit from setting annual performance objectives for the minister coupled with an annual evaluation of the minister's performance against objectives.

Policy

The minister reports to the Board of Trustees. Objectives and priorities for the minister shall be developed collaboratively between the minister and the Board (or designated representatives) on an annual basis. The minister's performance shall be reviewed against his objectives and priorities for the church year on an annual basis. The minister shall be provided with a written performance review on an annual basis.

Procedure

1. MINISTER'S OBJECTIVES AND PRIORITIES

- The minister's objectives and priorities shall be set on an annual basis for the applicable church year and shall be finalized by the September Board meeting. The objectives and priorities shall be developed collaboratively between the minister and representatives of the Board (generally to include the Board president and vice president).
- A first step in developing the minister's objectives and priorities for the review period is to reference the church's mission statement and the strategic goals applicable to the review period.
- Much of what needs to be accomplished for USG is a shared responsibility between the minister, the Board and the congregation. The minister's objectives and priorities should recognize this by focusing on the minister's part of this shared responsibility.
- The Board shall be informed of the minister's objectives and priorities for the church year, and if there is disagreement, the objectives shall be voted on by the Board.

2. MINISTER'S PERFORMANCE REVIEW

- The minister's performance shall be reviewed against his objectives and priorities for the church year on an annual basis by the conclusion of the church year.
- The review shall be conducted by representatives of the Board, with input from the Board, and the conclusions shall be approved by the Board.
- A written performance review shall be provided to the minister annually.
- Every other year, the Board representatives responsible for conducting the review shall obtain comment on the minister's performance from committees, groups and individuals with whom the minister has worked most closely during the past year. Those individuals shall include committee and team heads, others in a leadership role, and staff. The selection of who shall be interviewed or surveyed will be determined by the Board representatives responsible for conducting the review. The feedback obtained shall be reflected in the review.
- On alternate years, the Board may review the minister's performance against objectives and priorities without surveying other stakeholders.

3. MINISTER'S SALARY

- The results of the minister's performance review shall be a factor in the Board's considerations as to the minister's compensation. If the current church year's review has not been completed at the time the budget for the following year must be developed, the prior year's performance review shall be considered, along with the Board's initial assessment of the minister's performance during the current church year.

UNITARIAN SOCIETY OF GERMANTOWN

Policy for Accepting Gifts to USG

Approved by the Board of Trustees 1.28.14

Rationale

USG currently lacks a policy that assists donors of special gifts of \$1,000 or more, outside of the normal pledge process, to make their gift with the greatest possible ease. In addition, we need a secure procedure within that policy that acknowledges the gift as soon as it has been received.

Policy

The Chair of the Stewardship Committee will be charged with providing support to assist donors to navigate the USG system, if necessary. Further, the Chair of Stewardship will be charged with writing a letter of appreciation as appropriate and securing the signatures of the Minister and Board President.

As policy, all USG representatives who become aware of a gift (Minister, Finance Council Chair, Treasurer, Financial Secretary, Church Administrator, etc) will immediately notify the Stewardship Chair of the name of the donor and the amount of the gift.