

UUCL BoT Minutes – November 15, 2022

Location: online Zoom, 7:00 p.m.

Trustees Present: Fred Foster-Clark, Alan Jacobs, Kim Chappell, Carole Campbell, Leslie Laird, Darcy Pollock; Rev. Patricia Guthmann Haresch

Others present: Lenore Bajare-Dukes (DLFD), Kay Welty (COM)

President Fred convened the meeting at 7:06, lit a chalice, gave a short reading, and led the Board Covenant reading and a brief check-in.

In Jonas's absence, the Treasurer's report and approval thereof was deferred.

DLFD director Lenore reviewed her four-page report (attached) covering events from September 2022 to the present. She highlighted a number of activities for both youths and adults. She spoke of Rev. Pat's and her ideas for starting a "second hour" to follow the worship service. In addition to questions about the "second hour," Board members also queried about resuming the "Our Whole Lives" (OWL) program, in abeyance for several years. Given the current low numbers of children attending UUCL, a suggestion was made that the Community Mennonite Church and the Quaker Meeting might be interested in holding a joint OWL program.

Under Old Business, the chief topic was creating a task force or forces to create action plans for implementing the three goals defined by the Board at its fall retreat: 1) next steps in reconfiguring UUCL organizational structure; 2) how to increase UUCL's membership; and 3) further planning for security and safety at UUCL. Board members suggested names as possible task force members. Rev. Pat said that the best way to recruit is to personally contact members with a specific skill set and suggest that they volunteer. Fred asked that any names be sent to him before Thanksgiving. He speculated that task force(s) could take four to six weeks to make recommendations.

Another Old Business topic, possible changes to the sanctuary seating and windows, was discussed. Darcy, citing the diversity of opinion on seating, feels that an appropriate next step is to survey the congregation. Carole said that presently there are more important things to be done, such as reconnecting with congregants who have not pledged. She noted her observation that "great disconnection" existed for many congregants, and that programs like the "little sparrows" be resumed. Darcy and Rev. Pat observed that a pattern seems to exist at Town Hall meetings: little negative opinion is made to a proposal, followed by "undermining" in private following the meeting. Rev. Pat suggested that a better method may be to use a setting for information sharing, followed by opportunities for people to be asked how they *feel* about an issue, then how they *think* about it.

The consent agenda consisted of only two items: approval of the most recent Board minutes. **Leslie moved and Carole seconded that the October 18, 2022, minutes be**

approved. Carole moved and Leslie seconded that the November 10, 2022, special meeting minutes be approved. Both motions were passed unanimously.

In New Business, the chief consideration was approval of two documents (attached) presented by the Committee on Ministry. Kay presented drafts of 1) a revised Conflict Management Policy (the existing one dated to 2009), and 2) a revised Committee on Ministry Charge (also last updated in 2009). Both documents are attached. She noted that the revised Conflict Management Policy was much better than the earlier version, in that it outlines steps, a significant new one being the use of an external mediator. Regarding the revised Charge, she highlighted the addition of item 5, the CoM “[c]oordinates periodic assessment of the nature, scope, health and effectiveness of the church's shared ministries in the goal of accomplishing the church's Mission.” Kay asked that updated documents be linked to the LoveLetter for congregants' access.

Kay had posed several questions for the Board in her report. To the first, regarding who would convene professional development and sabbatical planning for the minister, Fred said that CoM as well as the Board should be involved in what the minister should be doing. Rev. Pat disagreed, saying that the planning should be focused on how the congregations would manage the minister's absence. Regarding the second question, Fred asked where the role of minister fell in the Conflict Management Policy. Kay referred him to Level 2 of the document (facilitated resolution). To the third question about determining Share the Plate recipients, Fred suggested that the Justice Council, whenever it is formed, would be the appropriate entity. **Alan moved and Darcy seconded that the revised Committee on Ministry Charge be approved. Passage was unanimous. Darcy moved and Carole seconded that the revised Conflict Management Policy be approved. Passage was unanimous.**

The final item of the meeting concerned aspects of the ongoing security issue: when to move forward with a congregational presentation; the value of small group discussions led by facilitators; and how to fund security costs.

Because of the late hour, Rev. Pat's status report was not heard. It is attached to the minutes. The meeting was adjourned at 9:35.

Respectfully submitted,

Kim Chappell, Secretary

Conflict Management Policy

Note: Much of the below has been borrowed from the First UU Congregation of Ottawa's Conflict Management Policy – with Rev. Pat adding some revisions in Oct 2022 for UUCL's use.

Introduction

As Unitarian Universalists (UUs), we embrace and celebrate our differences, including our diversity of ideas and opinions. We recognize that conflict is a normal part of congregational life. It is not the presence or absence of conflict that demonstrates the health of a community but the way that conflict is addressed. Effectively managed conflict has many positive results. When people can disagree with each other and promote different ideas, our congregation is healthier. Disagreements often lead to a more thorough study of options and better decisions and actions. Effectively addressing conflict can contribute to our spiritual growth and enhance our relationships with one another. Underlying this policy and process is the belief that most conflicts can and will be resolved by individuals and groups at UUCL as we focus on mission and practice our covenants and UU Principles and UUCL policies to inform our actions. Those values and principles will guide us in treating each other with compassion, respect and dignity.

Scope

The scope of this policy and process includes conflicts between congregants and other congregants as well as between congregants and the minister(s), and also covers group-to-group conflicts. The scope does not generally cover conflicts between staff and between the Minister and staff, as these are covered in the Personnel Manual. Also, conflicts between congregants and staff that cannot be resolved satisfactorily in a one-to-one manner, should be brought to the attention of the employee's supervisor and/or Personnel Committee and is outside of the scope of this policy. Also, this policy and process does not cover concerns regarding matters of church policy or Board decisions. Such concerns may be addressed by the Board, or whomever the responsible author is of the policy. Any issues involving sexual misconduct or potential illegal activity will be guided by UUCL Safe Congregation policy or other relevant policy.

Guidelines

A. It is helpful for parties finding themselves in conflict to:

- Take responsibility upon themselves to resolve the conflict
- Seek guidance and support from the Minister, Committee on Ministry or Personnel Committee as needed or appropriate
- Use the conflict resolution process to mend relationships and provide healing
- Use conflict as an opportunity for spiritual and personal growth.

B. It is important for those asked to assist in resolving conflicts to:

- Respect and offer compassion to all parties

- Listen with an open mind
- Explore the facts with care
- Excuse themselves from matters in which they have an interest or bias
- Understand that confidentiality means that only those who need to know should be informed of the details of the matter and no one else. All parties should be transparent and inform each other of any obligations to share information.
- Refer individuals to the Minister or a UUCL Community Minister for spiritual care, counseling or other services as needed.

Role of Committee on Ministry

One of the primary goals of the Committee on Ministry (COM) is to encourage direct and constructive communication among members of the congregation and between members of the congregation and the ministers and staff.

The COM encourages feedback, suggestions and concerns about the health of our of our ministry and UUCL community. When such matters are conflicts the following process is encouraged.

The Conflict Resolution Process

Level 1: We Work It Out (One-to-One)

The expectation is most conflicts will be resolved at this level. At this level, conflict is resolved directly by the people involved, without intervention or the help of others. On receiving a report of a conflict, the COM will typically encourage the concerned party to directly approach the individual or group involved with the intent to resolve the conflict.

Level 2: We Need Help (Facilitated)

When conflicts have not been resolved, a confidential request may be made directly to the COM, or an individual COM member. The COM will review the request, determine if it is within the scope of this policy, meet with the requestor, and as appropriate gather information concerning the matter.

Depending on the situation, the COM might offer:

- i. **Coaching** – Before talking one-to-one to the party on the other side of the conflict, one or both parties or groups may benefit from talking through the situation with a COM member and/or the Minister to gain encouragement and perspective before attempting to resolve the situation themselves.

- ii. **Facilitated Discussion** - In some instances, parties may simply wish to have a third party or parties help lead a conversation for the purpose of assisting in understanding each other and the issues, and potentially reaching resolution. The third parties may be members of the COM. Individuals involved may request the Minister to be present and/or to be accompanied by someone for support. All would need to be informed and mutually agree on who would be in attendance.

Mediation by an External Party: Sometimes it may be helpful to bring in the help from our Central East Regional UUA Staff or a community mediator to help resolve a conflict. Mediation is a voluntary process that seeks to focus on parties' willingness to solve the conflict rather than finding out if someone is at fault. The hope is that the mediation process helps the parties clarify misunderstandings and improve communication. With the aid of the mediator, the parties themselves determine the resolution. There is no guarantee of a resolution, nor will a solution be imposed. In some situations, UUCL may also assist with associated costs.

Approved

DRAFT - Committee on Ministry Charge dtd 11.8.2022

Purpose

In a healthy, thriving congregation, ministry is the responsibility of the entire congregation. UUCL recognizes that this responsibility is an extension of our congregational covenant to one another of mutual trust and support.

A committee of the BoT and an agent of the entire UUCL congregation, the Committee on Ministry monitors and assesses the various ministries of the church, serves as consultant to both ministerial staff and congregants to help enhance the effectiveness of our ministries, and works to recommend how our congregational shared ministry efforts can be best aligned with our Covenant, Mission and Vision. As an advisory team, CoM's sole authority is one of recommendation.

Responsibilities

Committee on Ministry members, individually or as a group:

1. Serves as counsel to the minister, leadership, and to members of the congregation, regarding the shared ministries of the church;
2. Informs and advises the minister of conditions within the congregation that may either positively or adversely affect relations between the minister and the congregation and/or the effectiveness of the ministerial programs of the church;
3. Models healthy and deepening relationships between congregants and ministers, between congregants and other congregants and in consultation with the Minister and Personnel in this, between congregants and staff.
4. Facilitates healthy conversations between congregants and ministers, congregants and other congregants and in consultation with the Minister and/or Personnel, facilitates healthy conversations between congregants and staff.
5. Coordinates periodic assessment of the nature, scope, health and effectiveness of the church's shared ministries in the goal of accomplishing the church's Mission.
6. Provides a formal performance evaluation for the minister, when requested by the UUA or UUCL's BoT. This team will consist of one representative from CoM, one representative from the Personnel Committee, and one representative from the BoT. This team will make suggestions to the minister for a professional development plan to address and identified ministry challenges.
7. On an annual basis, provides the minister with feedback about the past year's ministry. That review is accompanied by a conversation with the minister in which CoM gives suggestions for a professional development plan for the minister.
8. Meets regularly and as needed for special committee work.
9. Documents all of its meetings (regular and special) with written minutes.
10. When conflict arises between parties within the congregation, the CoM is available to assist in

accord with the attached Conflict Management Policy. Most conflicts involving an employee

will be resolved in accord with Personnel Manual procedures. Any issues involving sexual misconduct or potential illegal activity will be guided by UUCL Safe Congregation policy or other relevant policy.

Committee Composition, Eligibility for Membership and Qualifications

The committee has five members:

1. Two (2) members selected by the UUCL Board of Directors;
 2. Two (2) members selected by the UUCL Minister;
 3. One (1) member selected by the four appointed members.
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- Initial appointments are for two-year terms and members may be reappointed for one additional two-year term.
 - Terms are to be staggered with two or three new members each year.
 - Appointees must be UUCL members with at least one year of active involvement in the church prior to their appointment. Appointees are expected to be able to model and teach the value of shared ministry and the UUCL Covenant and Mission. Appointees must agree that they will hold all information and discussions confidential within the CoM group

MINISTER'S BOARD REPORT November 15, 2022

SUNDAY SERVICES

Attendance Since Sept. Board Meeting:

Sunday, 10/23	Democracy Day families	64 adults (20 Zoom), 7 kids, 7 families
Sunday, 10/30	Samhain (Multi-gen Heather) Park Pavilion	? (66 views of recording)
Sunday, 11/6	Intro Wounded Words families Shuba Ordination (Afternoon)	59 adults (? Zoom), 3 kids, 3 families
Sunday, 11/13	Veteran's Day/Vision Peace Carol Lieber Memorial (Afternoon)	? (25+ Zoom), 2 kids, 2 families

- Most Sundays, est. 67 in building, 20-25+ joining on Zoom (87-92 total, add'l people watch later on You Tube)

Coming up:

Sunday, 11/20	Around The Table (Multi-gen Thanksgiving Service) Recognition Dan Wert/Planned Parenthood/Walters Unitarian Trust
Saturday, 11/26	John & Barbara's son' Memorial (10am Visitation; 11am Service) (Steve Jones officiating; Pat might be able to attend)
Sunday, 11/27	Sharing Stories (Zoom only – Lenore leading) (Rev. Pat Away)
Sunday, 12/4	Gift Tree – Alternative Giving (Multi-gen)
Sunday, 12/11	Solstice Quiet
Sunday, 12/18	Sing Out Ye UU Carols (Multi-gen) Hanukkah/Solstice/Christmas Coffee Hour activities
Wednesday, 12/21	Annual Solstice, (Led by Heather, 7pm) Lancaster County Central Park, Pavilion 1, at 7pm
Saturday, 12/24	Multi-Gen Christmas Eve, 4 or 4:30pm Candlelighting Christmas Eve, 7pm (Reception between)
Sunday, 12/25	Pre-recorded Holiday “Radio Show” on Zoom

Sunday Notes: Volunteers are planning at least a 1x/month coffee hour. Planning to send out survey to congregation to get a sense of numbers attending for Solstice and Christmas Eve services and those willing to volunteer.

Fundraising Opportunity

Might we have a volunteer crew who would be interested in organizing a holiday book sale? Carol Lieber's mother is looking for people who would like to do something with Carol's 3000 books. They are books on education, history, biographies, children's books. We also might be interested in culling our UUCL adult and children's library collections. We could give part of the proceeds to the Boys and Girls' Clubs in Carol's name. There are ways as well to sell the remaining books to sell back book dealers.

Affiliated Minister Update

I am the log jam on getting a revised Affiliated Minister's Agreement to Heather. That's on my list.

Personnel Matters Pending

I had hoped to send revised Facilities Director, Communications & Outreach Coordinator, Music & Tech Director (Non-Credentialed) revised agreements to Jonas for consultation regarding benefits/total cost packages for Board review. I have not done that yet.

Leadership Development Committee

Does the Board, Leaders' Circle, or the remaining Leadership Development Committee members appoint a replacement for Carol Lieber on the LDC?

Congregational Meeting Snacks – 11/20

We do hope to have some bread to share during Coffee Hour (before/during the meeting). However, there isn't a Coffee Hour planned for this coming Sunday.

Safety/Security Guard Notes

I do want to share that although the meeting with the INA Security firm representatives following Sunday, 11/13's service didn't result in developing procedures and protocols with our Worship Team (Worship Associates, Greeters, Ushers) or a sense of what to expect in working with the firm on Sunday mornings as I had hoped, it was very informational.

Already I had started to realize that whether or not we hire an armed security guard or the firm, we can immediately start working on needed security measures and the session with the firm assisted in considering a fuller picture. Such as:

1. Getting a law enforcement or fire marshall consult on evacuation procedures in emergencies, followed by drills
2. Offering training both on responding to disruptive people and de-escalation (there are community & UUA resources available) specifically to Greeters & Ushers, but to any others who are willing
3. Firming up our procedures with regard to opening and closing the building
4. We can immediately put up signs that we are secured by cameras as a deterrent (we have cameras mounted, but not all operational).
5. We could upgrade our security cameras that could be monitored on site, including a remote system that notifies us of motion after hours (Ops could provide a proposal).

In our meeting I can share some of the security firm comments and discussion that made me feel uncomfortable and realize more education is needed within UUCL regarding attitudes and compassionate approaches to those who come to our doors who might be distraught, disturbed, mentally ill or presumed to be homeless.

We also learned that our neighborhood is far enough away from downtown that we are not considered a high crime area. In our neighborhood there are incidents of “opportunity” (unlocked bikes, open cars, open doors) of low incidence.

Respectfully submitted, Rev. Patricia Guthmann Haresch

Report to the Board from the Director of Lifespan Faith Development

September – November 2022

This fall, the faith development team has...:

- planned and begun our **first full in-person church year** in three years;
- worked with our minister, Rev. Pat, to establish a **rhythm balancing worship and faith development classes for children on Sunday mornings**: 1-2 multi-generational worship services per month, 2 faith development classes per month, 1+ mixed-ages lesson or interactive worship/month;
- hosted community-building **programming outside Sundays**;
- sent **three members** for **Our Whole Lives** teacher training;
- **collaborated** with groups in the congregation: music, Artful Living, Jewish Exploration, earth-centered spirituality...
- sent Lenore to the annual **LREDA Fall Conference**, four days of delving into anti-racist, anti-oppressive implementations of the **8th Principle**

Faith Development Council:

With the support of the Board (especial thanks to Leslie Laird), the Faith Development Council has been re-constituted. Joanna Ruhl and Suz Boyle serve as co-chairs and meet monthly with me to plan and discuss. The Council has met three times since the start of the church year.

→ **Vision**: we are building a vision for faith development at UUCL, which includes:

“**Integrating kids & youth** into UUCL life.” “Building a **strong UU identity**, starting with our youngest learners.” “Teaching **new UUs of all ages**” “**Interfaith engagement** across cultures & religions, for children, youth, and adults.”

“[Build a] core crew of adults (without kids) who LOVE interactive and intergen life!”

“Knowledge of UUCL in wider communities”

“**Cultural & faith development beyond white-dominant culture**”

→ **How (approach)**: “The congregation is the curriculum.”

“Holistic.” “Adults equipped to share their passions with young people.” “Teacher competencies in working with kids of color, LGBTQ+ kids, Autistic kids”

“Create opportunities for people to practice being in multi-generational community with each other.”

“Making RE be FUN for children/youth and teachers/members” “universal design”

“Build on prior successes with intergenerational activities, picnics, and multi-generational worship, outdoor worship”

“New families who have come to UUCL since the pandemic seeking connection”

Activities: Highlights of the program year so far include:

- September: Ingathering/**Water Ceremony**, weekend apple-picking event for **Rosh Hashanah** and coffee hour;
- October: UUCL Art Show integrated lessons on painting & private gallery tour, designed & led by Lou Ann Miller; **Halloween dance party**: a genuinely multi-generational event co-hosted by the music and faith development programs. The event included a pizza dinner, the UUCL-connected band The Twenties performing, dancing, a photo booth and craft, and movies for children. A diverse crowd of about 25 young children, youth, parents, young adults, adults without kids, and grandparents attended and had a great time. **Re-designed & began mixed-ages Spirit Play lessons.**
- October-November: **democracy education**: mixed-ages music and civics program, all-ages interactive Joy to the Polls worship service. **Samhain** multi-generational outdoor worship service led by Heather Gehron-Rice, Marian Joyce, Eli & Lenore.
- **UU & Me Song Circles: a weekly fall music program for children ages 0-6 and their families, created by UUCL:**

Staff Eli Sauls (Music Coordinator) and Lenore Bajare-Dukes have worked with lay leader musicians Gwen Tulin and Diane Toigo to offer a second season of this program, meeting every Friday afternoon for 7 weeks in the fall.

- [The curriculum](#) was designed and written by Lenore with weekly substantial revisions and rehearsals with Eli, Gwen, and Diane. It is fairly unique in the wider UU world in offering UU music and spirituality to the youngest ages.
- Rather than asking families to attend on Sundays only, we are **offering a UU experience** during a time slot (weekday music classes) that **many families already have open**.
- Learning outcomes:
 - helping young children and their **families build Unitarian Universalist identities and practices**. Sharing music helps families develop a *shared*

relationship to Unitarian Universalist cultural touchstones and values, including learning and growing together.

- Creating a dynamic, **lived relationship** with some of the **sacred songs** in the UU living tradition, leading to energizing Sunday morning worship and shifting our relationship to hymn singing.
- Helping very young children begin to connect with UU community from the bonds of their family units.

About 8 families enrolled, with average participation of 5 families (about 7 children). 3 families are new to UUCL.

• Typically, between **2 to 8 children have been attending Sunday morning faith development**. Attendance on Sundays skews younger (pre-K and elementary school). We are using the Spirit Play curriculum, each story tied to the worship (and Wonder Box) topic, modified weekly for a wider age range. Teachers: Joanna Ruhl, Lauren Loewenstein, Suz Boyle, and Mary Ann Grey Schlegel.

• **Children & youth faith development enrollment: 15 families with 17 children.** (Real numbers fluctuate: some families are not yet enrolled, and others enrolled but do not attend regularly.) This includes 3 middle or high school aged youth.

• The Faith Development Council and Lenore are planning an interfaith exploration experience for middle and high school aged youth to replace the more formal Crossing Paths curriculum for this year.

Adult Faith Development:

Spiritual Small Groups:

• **Soul Matters** groups: 3 groups presently active, with approximately 28 members.

Facilitators: Evelyn Pendleton, Carole Campbell & Candy DeGreen, Dave Dussinger & Randy Newswanger.

* I had hoped to re-start the parents' Soul Matters group this year, but we have not had a facilitator able to take this on. I have generally had difficulties finding facilitators for new Soul Matters groups, but am glad to report that we have an offer for another group beginning in January.

* We have tentative plans to offer **Starting Point**, a Soul Matters curriculum for newer and prospective members, which will then lead to the formation of this new group.

- **UU Wellspring: Sources:**

- Soul Matters is one of many models for a small covenant group. For several years, some members have expressed a desire for a different kind of small spiritual group.
- In addition to Soul Matters, this year we are piloting [UU Wellspring: Sources](#), which offers a different spiritual focus and format than Soul Matters, to meet different needs. Randy Newswanger serves as facilitator.

- **Goddess Guidance Circles:** Offered by Linda Kinney & Linda Dobbins, this monthly class has had an average attendance of about 6 people and has had very positive feedback.

- **Open Table** discussions continue Sunday mornings with a committed core group, mostly independently from faith development staff.

Adult Faith Development proposal:

"The Congregation is the Curriculum."

We have observed, on the one hand, volunteer burnout and difficulty estimating participation numbers; and on the other hand, hunger to connect and discuss.

I suggest building on the strengths we already have, in spaces ("containers") that already exist in congregational life: especially **Second Hour**. I will be glad to talk with the Board and other UUCL entities about building in more reflective practice as adult faith development: working together more closely to explore themes for discussion and learning that will come up naturally during the congregational year.

Examples: workshop and discussion on sacred places, as the topic of the sanctuary comes up.