

UNITARIAN SOCIETY OF NEW HAVEN  
MINUTES OF THE FALL CONGREGATIONAL MEETING  
November 6, 2016

Approved June 11, 2017

Attendance: 125

Requirements for approval:

Bylaws - 83 (2/3 vote to approve)

BLM banner – 93 (75% vote to approve)

M. Lloyd Joiner called the Meeting to order at 12:10 pm and P. Miller recorded the minutes. A quorum of members was present.

M. Lloyd Joiner read the Invocation. D. Gelperin read the USNH covenant of Right Relations, which is included at the end of the Minutes. L. Anderson served as facilitator.

**Vote on association with Rev. Randall Spaulding**

M. Lloyd Joiner discussed the mission of a community based minister. Rev. R. Spaulding was presented to the congregation for endorsement, which included a pledge of continued support. Rev. Spaulding would continue to serve in the health care ministry at Yale-New Haven Hospital, and with the agreement of endorsement would also be considered one USNH's ministers. He would do two services per year at USNH. He is a 2014 Yale Divinity School graduate who was ordained in June and he has been a USNH Member since 2012.

B. Orrok spoke in favor of the association. S. Bond asked whether the association would preclude R. Spaulding serving as choir director? His job at YNHH is a full time position. C. Hutton asked whether the endorsement involved any financial remuneration? It does not. J. Trimble Shapiro asked whether the availability for pastoral care would only be in Megan's absence? M. Lloyd Joiner said that was correct.

**MOTION by P. Duff, to approve the association with Rev. R. Spaulding,  
SECONDED by E. Howard;**

**PASSED** *without dissent.*

### **Vote on Bylaws revisions**

H. Hawkins presented the proposed Bylaws revisions. Changes are needed for two reasons: to bring the Bylaws in line with current USNH practices and to bring them in line with the switch to the policy governance model. A Board Committee was established in Fall 2015. Members of the committee were M. Donohue (chair), H. Hawkins, P. Miller, B. Goward, and B. Congdon. Multiple meetings were held over several months. A draft version of the Bylaws was published during the summer of 2016. Open meetings to discuss the changes were held on 8/31/16, 9/15/16, and 10/15/16. Multiple emails, phone calls, and other input were received. The committee incorporated as many of the community's suggestions as possible.

B. Goward was recognized for his long term service to USNH and for his historical knowledge of Bylaws changes. J. Platt was recognized for providing assistance with the archive.

**MOTION by G. Feeley**, to approve the Bylaws revision as presented, **SECONDED by S. Whitson;**

**PASSED** with 93 in favor, 4 opposed, and 14 abstentions.

Discussion of the motion preceded the vote count:

L. Smith thanked the committee for their work. She underscored the importance of the hiring and firing issue. She accepted the Bylaws as presented.

P.J. Deak stated that the committee did a great job. He noted that the committee section article 8 did not include the ability to dissolve a committee. Under the current version ad hoc committees could be dissolved. Was that intentional? H. Hawkins explained that it was inherent in the creation of a committee. The idea was to not provide detail in the Bylaws. It did not imply that a committee could not be dissolved even though that was not explicitly stated.

G. Smith was concerned about hiring and firing. The bylaws say it is done according to policy. This should not be handled by one person alone. An

employee needs recourse. H. Hawkins said that hiring and firing must be with manager, the person who has responsibility for performance. The board may not have details on the staff. Policies state that fair treatment of staff and volunteers is required. Related issues would be brought to the board's attention.

P. Perkins did not hear that there is a process for firing. It seemed that one person makes the decision. The management team should discuss issues. The minister delivers the message. H. Hawkins stated that the personnel policy guides the steps of the process. B. Pace stated that there are policies on personnel, fairness, etc. The Management Team is involved in the process, as is the personnel committee. D. Jones noted that from the Management Team's perspective there was no position that did not have extensive discussion before action was taken.

K. Foscue, a former union steward, asked whether there is progressive discipline in the personnel policy? B. Pace stated that yes, there is a process for progressive discipline. USNH has ethical standards on treatment of staff and volunteers.

B. Orrok commented that the Bylaws may not address the issue of personal attachment to the congregation. Members may not feel empowered to tell board members or the minister how to run the place. There is no good way for the community to grieve or react in another way.

L. Smith said that input of the Management Team is critical. The Management Team is not mentioned in the Bylaws. Members are not elected. She would want input from stakeholders.

E. McCarthy brought up the quagmire of confidentiality when an employee is fired. There should be provision for an appeal. This was not in the Bylaw meeting that she attended. It should be brought back to next annual meeting.

S. Gerfao stated that she has a long history as a UU educator and is now a student at Yale. She has worked at three congregations. It is protective to have staff members hired and fired by one person. That was the case in the healthiest working environment in which she has worked. The Bylaw changes are necessary and healthy. This is part of the developmental pains in the growth of a congregation and the new relationship with a minister.

P.J. Deak could see the language that was removed and added but not on the version that was available at the congregational meeting. H. Hawkins stated that B. Goward was emphatic that we keep historical records of changes. The comparison document was on the website and was available at all Q&A sessions.

When the initial vote was taken it appeared to pass based on the number of hands raised but an actual count was not taken. P. Rae requested that a precise count be taken for the record. The vote was retaken with number of votes duly recorded.

### **Vote on BLM banner**

L. deVos presented the BLM proposal which is attached at the end of the minutes. The Anti-Racism Taskforce worked on the proposal for over one year. Many meetings have been held to allow discussion. Waiting for the right time is not the right thing to do. The Social Justice Council is asking that USNH be a beacon of justice in a troubled world. A 75% affirmative vote by ballot is required to pass this proposal.

**MOTION by T. Navarra-Davis**, to approve the BLM banner, **SECONDED by M. Losee**;  
**PASSED** with 120 in favor, 3 opposed, and 2 abstentions.

Discussion of the motion preceded the vote count:

D. Pascale is new to USNH but has been involved in social justice her entire life. She endorsed the proposal. E. Howard spoke of the perspective from her children, the principle to respect dignity of other people was to say that all lives matter. It is important to understand that the rhetoric is not exclusionary. It says that we are here for you and stand with you. We must explain it to children who don't understand the complexity.

J. Pawelek hasn't changed his position since he marched with Martin Luther King Jr. All lives matter is a valid philosophical point but standing on the side of love includes all. He hopes for a unanimous vote. G. Feeley hoped that it is a no brainer. All lives matter is naïve. He has seen UU churches in MA towns with BLM signs. There was no evidence of disorder or violence. The banner should not be

controversial. J. Rosenthal hoped that everyone has a chance to speak their views. She supported the motion. Discussion of the subject makes middle class whites more aware of the issues.

S. Forman supported the BLM banner. She asked where the  $\frac{3}{4}$  approval requirement came from. Social Justice Council policy requires this vote. The UU GA and other places don't require it. P. Myers said this is a complicated issue. A private ballot would allow everyone to express their sentiment. J. Keramis commented that people with objections may not understand the issue.

T. Hardin raised the pros and cons of where the banner is hung. He would like it to be visible to people who are not Unitarians. L. DeVos replied that the decision was made in consultation with the renter, who is comfortable with the banner but wants it to be separate from her business.

C. Bien was absolutely in favor of the banner. She acknowledged and gave thanks for the thoughtfulness of a private ballot. There is a tendency to be unkind to one another. Safety is important. Everyone should have a voice, to not deny their personhood. M. Tuhus supported the resolution. An overwhelmingly white congregation needs to say black lives matter because of who we are. K. Foscue supported the banner. It relates us to UUism. It honors and builds on people who died. We can use it to talk about the issue.

C. Stockton is on the Social Justice Council. She said yes to the banner. Letting people of color decide on words is what she supports. C. Holloman answered "of course." She has been married to a black man for many years and has 3 black children. B. Goward supported the proposal. PJ Deak noted that 3000 people approved a resolution by show of hands. J. Trimble Shapiro said it was not an easy decision. She supported it and was grateful for the process.

J. Pearson supported the banner for "obvious reasons." His brother was a prison guard in Westchester county where most inmates were of color. Some did white-collar crime; others were in for drugs. After prison there was no opportunity for jobs or to vote. Lives were ruined. There was usually a medical treatment if the individual was not black. You can hold office after serving time if you are white in CT. We need to go above and beyond. This may help. E. McCarthy spoke of police in Bridgeport taking people to Railroad Avenue and beating them for resisting

arrest. A coalition brought a class action suits and won. The police were in receivership for 25 years with a judge as administrator. There is still need to do more but things did improve.

E. Greist wears a BLM button and sees a difference in attitudes. People are friendly. B. Ljungstrom was in complete agreement. S. Bond support the banner. She wanted to revisit the banner location. D. Heinrich who was in favor of the banner said that we can revisit the motion with an amendment. L deVos thanked everyone for their comments. It made the day positive.

**MOTION by G. Feeley**, to call the question, **SECONDED by P. J. Deak**;  
**PASSED** *without dissent*.

### **Approval of Minutes of the June 5, 2016 Annual Congregational Meeting**

**MOTION by G. Feeley**, to approve the Minutes, **SECONDED by M. Losee**;  
**PASSED** with 110 in favor, 0 opposed, and 1 abstention.

### **2015/2016 Financial Year update**

M. Losee presented the financial report which is attached at the end of the minutes.

Restricted and unrestricted donations are now handled in a different way. In recent years, we received a large amount so it was decided not to put it in the annual operating budget. It was tracked off budget for transfers as needed for capital or other expenses. The budget was voted as a deficit budget but actuals came in with less deficit than planned.

C. Hutton asked about memorial donations. Do they go to off budget line? Who can decide what to do with them? M. Losee replied that the congregation votes on use of funds. The board can approve some \$2500 expenses. D. Gelperin said that the Management Team proposes and the congregation votes. B. Goward commented that section 6 of the endowment article in the bylaws states that a donor may make a gift but must specify if it is to go into the endowment. C. Stockton asked where to find the Kathleen McTigue fund. M. Losee replied that it is off budget.

## **Buildings and Grounds Update**

D. Jones provided the Building and Grounds update. There was no handout for the B&G budget. The capital budget had been approved at the June congregational meeting. Most of the budgeted amount was spent this year.

The gas conversion was nearly complete. The oil tank was removed. A new high efficiency 98% burner was installed. The ground still needed to be graded and seeded. The final inspection had not been done. There may be a rebate from the gas company for the unit. There was an \$800 additional charge for electrical work.

The L shaped roof was completed after 3 layers and insulation totaling 28000 lbs were removed. Some glitches were encountered. An i-beam was in the concrete. Sealtite Roofing did the job and donated an additional layer of insulation to get above the i-beam. They did other work not in the contract. The USNH board sent a letter of thanks to the company.

Several smaller projects were discussed. Front door security has not been completed. \$3500 has slated for this work. Sky lights have leaked again. The plastic globes will be replaced. The work had been estimated at \$10,000 but it will be under \$5,000 if nothing else is needed. Front pew work has been completed. We saved \$1,000 by having D. Stagg do the work. \$20,000 was set aside for HVAAC replacement. The system has 10 years left. We had to replace a compressor and other equipment. We have dodged several bullets: there was no asbestos and no oil leak.

B&G is looking at priorities for the coming year. There will be a discussion group in two weeks on the topic. Feedback from congregation is needed.

## **Board and Committee Goals for the year**

D. Gelperin spoke about Board goals. The Board will devote time to discerning the congregational focus in terms of values and ends. They will come back to the congregation for feedback. They will be looking at whether the governance model is sustainable. Are systemic changes needed to help it run smoothly? The Board will also review our financial statements.

G. Jennings spoke to honor all volunteers. There are 15 committee goals in the packet which is attached at the end of the minutes. Committees welcome new members. What sparks your interest? Think about joining one of them.

### **Adjournment**

**MOTION by G. Feeley**, to adjourn the meeting. **SECONDED by P. Korth.**  
**PASSED** unanimously.

The Meeting was adjourned at 1:44 pm.

### **Attachments:**

USNH Covenant of Right Relations  
Proposed USNH By-Laws  
Black Lives Matters Endorsed Proposal  
Financial report  
Committee goals





## Unitarian Society of New Haven

### COVENANT OF RIGHT RELATIONS

*We covenant together to create and nurture a culture of respect and kindness, and to engage in the spiritual and everyday practice of loving more generously. While the following words express our intentions in writing, our true covenant lives and breathes in our actions.*

**To this end we will strive to:**

**Be Open** to new ideas, experiences, and change; to create space for all opinions; and to warmly welcome newcomers into our community.

**Value Differences** by welcoming diversity in all its forms; celebrating the unique qualities and gifts of every individual; and by honoring the diversity of our spiritual paths.

**Listen Deeply** and honor others with our full attention, seeking to understand, and assuming good intentions.

**Use Kind Language** speaking with care and consideration; being gentle with one another; and remembering there is power in silence and reflection.

**Speak our Truths** by sharing personal stories that build trust and community; by speaking our truths with courage and encouraging others to do the same, especially in difficult times.

**Work with Conflict** addressing differences with honesty and compassion; requesting support when needed; making and receiving authentic apologies; being willing to forgive.

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

**BYLAWS OF THE UNITARIAN SOCIETY  
OF NEW HAVEN**

**November 6, 2016**

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**BYLAWS OF THE UNITARIAN SOCIETY OF NEW HAVEN**

**November 6, 2016**

**ARTICLE I – NAME AND AFFILIATION**

**SECTION 1.** The name of this religious Society shall be the Unitarian Society of New Haven. This Society shall be a member of the Unitarian Universalist Association and of the Unitarian Universalist regional district in which the Society is eligible for membership.

**SECTION 2.** Should this Society cease to function as a religious society, all property, including endowments, owned, held, or controlled by it, shall be held for the use and benefit of the Unitarian Universalist Association, and upon dissolution of this Society shall be given, assigned, and transferred, conveyed, and delivered to the Unitarian Universalist Association unless the members of this Society at that time shall make other disposition of said property and endowment consistent with the primary purpose of the Society.

**ARTICLE II – PURPOSE**

We unite to express and enrich our spirituality and humanity; to seek meaning and truth in our lives; to discover, preserve and cultivate beauty around us and within us; to celebrate the joy of being together in song and story, myth and meditation; to continue religious education for ourselves and our children; to foster tolerance and welcome diversity; to form a loving community that manifests this love in caring acts; and to work courageously for justice and peace in our world.

**ARTICLE III – MEMBERSHIP**

**SECTION 1.** Membership in this Society constitutes both benefits and obligations for the member and also for the Society. By joining, each member indicates a willingness to contribute time, effort, finances, and talents to the Society's life and work. The Society offers members the inspiration of its services and participation in its fellowship, organizational work, and activities. Participation is of direct and mutual benefit to both the member and the Society.

Membership shall be effective upon signing the Membership Book. Members are also required to make an annual financial contribution, unless the minister has granted an exemption consistent with the Membership Policy.

**SECTION 2.** Only members may vote at meetings of the Society. Only members age 18 or older may be officers or trustees.

**SECTION 3.** Membership shall be open to all whom, having attained the age of 14 years, and/or having completed the Society's Affirmation Program, are in sympathy with

the Society's purpose and program and in agreement with the statement on members' entitlement and obligations expressed in Section 1 above.

**SECTION 4.** Any member may terminate membership in the Society by written resignation to the clerk of the Society. Membership may also be terminated in circumstances of non-participation as stated in the Membership Policy with due notice.

#### **ARTICLE IV – MEETINGS**

**SECTION 1.** Each legal meeting of the Society shall be at the time and place to be fixed by the Board of Trustees. At least 14 days before any legal meeting, a notice including the agenda shall be mailed or e-mailed to all members of the Society. Ten percent (10%) of the membership shall constitute a quorum at all legal meetings of the Society.

**SECTION 2.** The Society shall have an annual spring meeting during the months of May or June. The budgets for the fiscal year beginning closest to the annual spring meeting shall be adopted at this meeting.

In addition, a fall annual meeting shall be held no later than the end of December to present and discuss additional Society business.

**SECTION 3.** Special meetings of the Society may be called by the Board of Trustees, and shall be called by them upon written request of ten members of the Society.

**SECTION 4.** Action may be taken only on items specified in calls to meetings except for the annual spring meeting.

**SECTION 5.** At the annual meeting, the president shall submit to the Society a report on the work done by the Board of Trustees.

#### **ARTICLE V – OFFICERS**

**SECTION 1.** The officers of the Society shall be a president, a vice-president, a clerk, and a treasurer. They shall be elected by a majority vote of those present and voting at annual meetings. A president and vice president shall be elected each year for a term of one year. The vice president will normally succeed to president and then immediate past president in the following years. The clerk and the treasurer shall be elected in alternating years and serve for two years. Each officer shall serve until a successor is elected. Officers shall not serve more than two successive terms in the same office.

**SECTION 2.** The president shall preside at meetings of the Board of Trustees and of the Society. In the absence of the president the vice-president shall fulfill these responsibilities. In the absence of both president and vice-president, a trustee designated by the president shall preside.

**SECTION 3.** The vice-president shall, in the event of the temporary absence or disability of the president, exercise all the powers and perform all the duties of that office. The vice-president shall perform such other duties as the president and the Board may designate.

**SECTION 4.** The clerk shall be responsible for the maintenance of accurate minutes of the meetings of the Society and of the Board of Trustees, and issuance of notice of their meetings. The clerk shall be responsible for insuring systematic maintenance of the register of official Members of the Society.

**SECTION 5.** The Treasurer and designees shall oversee the receipt, deposit, management, and disbursement of the Society's funds consistent with Board Governance Policies. The treasurer shall present periodic statements to the Board, and an annual report at the annual meeting.

The Society's accounts shall be audited annually by means of an accounting review by an independent professional accountant.

**SECTION 6.** A vacancy in the office of president that cannot be filled by succession of the vice-president, and vacancies in the office of vice-president, clerk, and treasurer, shall be filled promptly by election at a meeting of the Society called for that purpose.

#### **ARTICLE VI – BOARD OF TRUSTEES**

**SECTION 1.** The Board of Trustees shall consist of the Society's officers, the prior year's president, and five members at large, at least one of whom is to be elected each year and serve for a term of three years. Members at large shall not be eligible for re-election until at least one year has elapsed from the expiration of a full term of office.

**SECTION 2.** The Board shall decide on matters of policy, within the limits of the bylaws. It shall be responsible for the full range of activities essential to the achievement of the Society's purpose and mission.

The Board shall have charge of the assets and business of the Society with the full power and authority to oversee the same.

**SECTION 3.** The officers of the Board shall constitute an Officer Committee, chaired by the president. The committee shall prepare tentative agendas and options for consideration at the Board. This committee shall be subordinate to the Board, and deal with other matters as delegated by the Board. The activities of the committee shall be reported at each Board meeting.

**SECTION 4.** The Board shall have the power to designate ad hoc Board committees as required and assistants to the officers as needed.

**SECTION 5.** The Board shall meet at least ten times a year. The president may call a special board meeting. Any three members of the Board may call a special board meeting.

**SECTION 6.** A majority of members of the Board shall constitute a quorum, and a majority of the members in attendance shall, in the presence of a quorum, decide its action.

**SECTION 7.** The Board of Trustees is responsible to the membership of the Society for conducting the affairs of the Society. At a duly constituted meeting of the membership, with advance notice that such issue is to be considered, an action of the Board may be overturned or modified by a majority vote of the membership present.

#### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

**SECTION 1.** The Nominating Committee shall consist of seven members. One shall be appointed by the Board of Trustees from its own membership. The other six persons shall be elected by the Society at its annual spring meeting as follows: each year the Society shall elect two members of the Nominating Committee who will serve for three years, beginning the July 1 following election. The Nominating Committee shall elect its own chairperson.

**SECTION 2.** At the annual spring meeting, the Nominating Committee shall present nominations to the Society for officers, trustees, the Nominating Committee, and the Endowment and Legacies Committee. The committee's report of said nominations shall be submitted to the clerk for inclusion with the notice of the meeting.

**SECTION 3.** The Nominating Committee shall present to duly called special meetings of the Society, nominations of any Board positions or Endowment and Legacies Committee positions that become vacant before the term of service has expired. The committee's report of said nominations shall be submitted to the clerk for inclusion with the notice of the meeting.

**SECTION 4.** In the circumstances described in Article VII, Sections 2 and 3 above, members of the Society shall have the opportunity to make nominations from the floor.

**SECTION 5.** In the event of a contest, election shall be by secret ballot. A majority vote shall constitute election.

**SECTION 6.** A vacancy among the elected members of the Nominating Committee shall be filled promptly by a Nominating Committee recommendation to the Board and Board approval.

## ARTICLE VIII – COMMITTEES

Committees may be created to carry out the work of the Society according to the Governance Policies. All Society committee meetings shall be open to the Society's members, unless the committee chair defines a meeting, or portion thereof, as being in executive session.

## ARTICLE IX – THE MINISTER

**SECTION 1.** The minister is the spiritual leader of the Society. The minister shall enjoy the right of free expression in the pulpit. The minister shall share responsibility with the Board of Trustees for the Society's spiritual, interpersonal, and communal interests and concerns. The minister shall bring to the attention of the Board of Trustees any matters and any recommendations that seem pertinent.

The minister shall present an annual report at the Annual Meeting and periodic reports to the Board. The minister is chief of staff with the authority to hire and fire personnel in accordance with Board Governance Policies<sup>1</sup> and personnel policies. The final decision on matters of policy shall remain with the Board and/or with the Society.

**SECTION 2.** The minister shall be a member, ex-officio, and without vote, of all committees of the Society, except the Nominating Committee, which the minister shall advise upon request.

**SECTION 3.** The appointment of a new minister shall be made by the Society at a congregational meeting called for this purpose. The vote shall be by secret ballot, with two-thirds of the ballots cast necessary for an acceptance.

**SECTION 4.** A term of the ministry shall be indefinite.

**SECTION 5.** A notice of desired termination of the ministry either by the minister or by the Society shall be made in writing at least 90 days in advance. On the part of the Society, such a written notice of termination must be ordered by a majority vote at a meeting called for this purpose. The vote shall be taken by secret ballot.

## ARTICLE X – ENDOWMENT

**SECTION 1. Definitions.** "Endowment" means all of the investment funds that are designated by donors for Endowment to provide a permanent source of income for the benefit of USNH. These include Donor-Designated Endowment Funds and Donor-Designated Restricted Purpose Endowment Funds. Endowment also includes all investment income and growth generated by those Funds.

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<sup>1</sup> Unitarian Society of New Haven (USNH) Governance Policy Book, Version 1.0, May 14, 2015.



“Donor-Designated Endowment Funds” means all of the donations that donors have explicitly designated to be held in perpetuity as Endowment, without stating some specific purpose.

“Donor-Designated Restricted Purpose Endowment Funds” means all of the donations that donors have explicitly designated to be held in perpetuity as Endowment to provide financial support for a specific purpose.

“Investment Funds” means the total of non-Endowment funds, as defined by Governance Policies<sup>2</sup>, to be managed and invested by the Endowment and Legacies Committee (the “Committee”).

“Principal” of each Donor-Designated Endowment Fund shall be the total amount of all donations made explicitly for that Fund recorded in the financial records as Permanently Restricted Net Assets.

“Total Return” means the net increase/decrease in value of the Endowment over any stated period, calculated separately for each Endowment Fund, that is attributable to interest, dividends, earnings and capital gains/losses (whether realized or not), less the amount of any Distributions, fees and other expenses disbursed there from during such period. Total Return is recorded in the financial records as part of Temporarily Restricted Net Assets.

“Distribution” means the amount of Total Return to be distributed to USNH from each Endowment Fund after approval by the Congregation in accordance with Section 8.

**SECTION 2. Management of Endowment.** USNH shall maintain an Endowment. The Principal of the Endowment Funds shall never be invaded. The Endowment shall be managed and invested as described in the following sections. Subject to the preservation of Principal when applicable, and to any other applicable restrictions, a portion of the Total Return from the Endowment shall be distributed to USNH each year.

**SECTION 3. Endowment and Legacies Committee.** The Congregation shall maintain the Endowment and Legacies Committee. The Congregation shall elect at least five (5) USNH members for three-year terms as voting members of the Committee. No member of the Board of Trustees may serve as a Committee member. The Committee may remove a member for cause. In the event of the resignation, or removal for cause, of a Committee member, the Nominating Committee shall recommend a candidate and the Congregation shall elect a Committee member at a regular or special Congregational meeting. To the extent possible, the terms shall be staggered such that there will be at least two (2) members on the Committee with one (1) or more years’ experience of Committee service. No member may serve for more than two (2) consecutive terms. After a lapse of one (1) year, a former Committee member may be re-elected. The Committee may recruit non-voting Committee members to assist with its work. The Committee shall be responsible for:

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<sup>2</sup> Unitarian Society of New Haven (USNH) Governance Policy Book, Version 1.0, May 14, 2015.

- Selecting professional advisors to invest and manage the Endowment
- Determining, with the input of professional advisors, investment strategies for the Endowment
- Evaluating investment performance compared to performance benchmarks
- Determining on an annual basis the Total Return and the proposed Distribution for each Endowment Fund in accordance with Section 8
- Directing any Distribution proposal from a Restricted Purpose Endowment Fund for use in a manner consistent with the donor restrictions
- Managing and accounting for Investment Funds
- Developing and implementing a strategy to generate additional gifts to the Endowment, and to educate the Congregation about endowment and legacy giving
- Establishing and maintaining the USNH Legacy Society to recognize donors who have made endowment or legacy gifts or who confirm plans for future legacy gifts
- Determining whether USNH should accept a particular Endowment gift that has a restricted purpose or that consists of assets other than cash or publicly-traded securities
- Arranging for the sale of any non-cash gifts, the proceeds of which are intended to be added to the Endowment
- Taking such other administrative actions that are necessary to accomplish the purposes of this Article X

**SECTION 4. Endowment and Legacies Committee Officers.** The Committee shall elect a Chair, a Treasurer and a Secretary from its members. The Chair shall conduct meetings of the Committee and represent the Committee before the Board and at other USNH functions. The Treasurer shall be responsible for arranging all deposits and withdrawals and maintaining all financial records relating to the Endowment and the Investment Funds, and reporting thereon to the Committee.

**SECTION 5. Acceptable Gifts to the Endowment.** A donor may contribute to the Endowment during his or her lifetime, or through his or her estate. The following are acceptable assets to donate to the Endowment:

- Cash
- Securities
- Real estate that contains no environmental hazards and that is readily marketable
- Marketable personal property such as artwork, antiques or jewelry

The Committee shall have the discretion to accept or reject assets.

The donor must specify in writing the intention that the donation, or the proceeds thereof, be added to the Endowment, and, in the case of a Restricted Purpose Endowment gift, must also specify the special purpose.

**SECTION 6. Tribute Gifts.** A donor who is making a gift to the Endowment may make the gift in memory of, or in honor of, one or more individuals.

**SECTION 7. Investment guidelines.** To the extent mandated by applicable law, the Committee shall preserve the Principal of each Endowment Fund. The Committee shall invest Endowment Funds, seeking to generate returns that maintain the inflation-adjusted purchasing power of the Principal, provide annual Distributions for the benefit of USNH, and grow the value of each Endowment Fund over the long term. If any Endowment Fund value has declined so that it is less than the applicable Principal, the obligation to preserve such Principal shall not require that funds be added to such Endowment Fund to bring its value up to the applicable Principal amount, but no funds may be distributed from such Endowment Fund until its value exceeds the applicable Principal amount.

**SECTION 8. Distribution and Permitted Uses of Endowment Returns.** Each year, the Committee shall determine, for the previous calendar year:

- The value of each Endowment Fund and its Principal as of December 31
- The rate of inflation based on the Consumer Price Index, and
- The Total Return for each Endowment Fund

Based on those determinations, each year the Committee shall propose a Distribution from each Endowment Fund that will:

- Preserve the Principal
- Balance the goal of providing a steady source of annual income to USNH with the goals of maintaining the purchasing power of the Principal and growing the value of the Endowment.

The Committee will advise about the donors' intents for any Restricted Purpose Distributions.

Once the Congregation has approved a budget that incorporates (a) a specified amount of unrestricted purpose Distributions, and (b) a specified amount of any Restricted Purpose Distributions to fund such Restricted Purposes, the Committee shall arrange for a transfer of the approved Distributions to the appropriate USNH account. Any portions of the proposed Distributions that are not incorporated into the budget approved by the Congregation shall remain in the Endowment.

No use shall be made of the Endowment that would have the effect of violating any applicable laws, including laws of the United States or the State of Connecticut regarding financial affairs of organizations exempted from taxation.

**SECTION 9. Management of Investment Funds.** The Committee will manage, invest, and account for the Investment Funds as detailed in Governance Policies<sup>3</sup>.

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<sup>3</sup> Unitarian Society of New Haven (USNH) Governance Policy Book, Version 1.0, May 14, 2015.

**SECTION 10. Reports.** At least annually, the Committee shall publish a financial report regarding all Endowment and Investment Fund sand make it available to the Congregation.

#### **ARTICLE XI – PROCEDURE**

Any procedure not covered by these bylaws shall be determined by the current edition of Robert’s Rules of Order Newly Revised.

#### **ARTICLE XII – AMENDMENTS**

These bylaws so far as allowed by law may be amended or repealed by a two-thirds vote of members present at a legal meeting of the Society, provided that written notice of proposed changes shall have been mailed or e-mailed to every member of the Society at least 14 days before said meeting.

#### **CHRONOLOGY**

Adopted 5/21/75

Amended: 5/15/78, 3/2/86, 10/22/87, 10/24/90, 11/14/93, 6/5/94, 10/16/94, 6/4/95, 5/11/97, 6/14/98, 6/13/99, 6/9/02, 6/1/03,11/13/05,6/11/06,11/18/07, 06/10/2012, 11/06/16

## Endorsed Proposal: Black Lives Matter banner

As Unitarian Universalists, we affirm and promote the inherent worth and dignity of every person, therefore USNH Social Justice Council (SJC) and Anti-Racism Task Force (ART) are supporting the movement for Black lives. We are uplifting the value of Black lives because our ongoing legacy of systemic racism leaves them imperiled.

The Unitarian Universalist Association has stood in support of the movement for over two years with many congregations hanging Black Lives Matter banners. The USNH SJC and ART began considering doing this a year ago. After six weeks of discernment by USNH members, the Social Justice Council and Anti-Racism Task Force propose the hanging of a Black Lives Matter banner demonstrating our congregation's commitment to Black lives.

We propose that the banner graphics appear as shown below, with "Unitarian Society of New Haven" where "First Unitarian Church of Wilmington" appears on the banner shown. This unembellished statement as it is in line with the requests of the leaders of the BLM movement. To reinforce our commitment to the LGBTIQ community we also suggest the inclusion of the rainbow heart as shown.



We further propose that the banner be placed to the left of the building (on approach). This location has been reviewed with staff, the renter, and the management team. It makes the banner clearly visible immediately as one turns into the driveway and may help prevent vandalism.



A			
		Approved at 6/7/15 mtg	Actuals July 2015 -June 2016
	USNH Operating Budget 2015-16		
1	<b>INCOME</b>		
2	Pledges	\$ 467,829	466,265
3	Late Pledges		
4	Misc Donations, Flower donations, coffee	\$ 3,300	1,923
5	Rentals		
6	Regular Tenant	\$ 52,520	54,903
7	Incidental	\$ 7,400	5,750
8	Collection Plate	\$ 23,000	26,227
9	Fund Raising	\$ 14,000	14282
10	Interest	\$ 1,000	1,089
11	RE Income	\$ 900	1150
12	Emerson and Senn fund transfers	\$ 15,000	15,000
13	Memoral Gifts at Endowment account	\$ 15,123	15,123
14	Endowment contribution (2%)	\$ 16,255	16,255
15	<b>Total Income</b>	<b>\$ 616,327</b>	<b>617,967</b>
16			
17	<b>EXPENSES</b>		
18	Facility		
19	Utilities	\$ 25,000	
20	Fuel Oil	\$ 14,000	
21	Maintenance and Repair	\$ 10,000	
22	Contracted Services/ service contracts (not office copier)	\$ 20,000	
23	Dedicated phone line for alarm	\$ 360	
24	Custodial Supplies	\$ 4,200	
25	Property management/Landscaping	\$ 2,000	
26	Facility total	<b>\$ 75,560</b>	<b>64,721</b>
27			
28	Communication, Media		
29	Postage	\$ 1,150	
30	Comm. Technoloy: hosting, software fees, licensing	\$ 1,800	
31	Office Supplies (copier paper, supplies)	\$ 1,800	
32	Cable service: internet, phone, TV, wi-fi	\$ 3,400	
33	Office contingency	\$ 500	
34	Contracted office equipment (copier,Poland Spring)	\$ 7,000	
35	Communication total	<b>\$ 15,650</b>	<b>15521</b>
36			
37	Denominational Affairs		
38	UUA Program Fund (\$60, less than proj \$62)		
39	Eew England District Dues (\$19, less than proj \$20))		
40	Denom. Affairs total	<b>\$ 26,568</b>	<b>26568</b>
41			
42	Finance		
43	Insurance	\$ 7,200	
44	CPA YE compilation, technical assistance	\$ 4,700	
45	Mortgage	\$ 83,853	

46	Roof loan interest	\$	600		
47	EFT Fees	\$	280		
48	Paypal Fees (~2.5% of contributions using paypal)	\$	650		
49	CT Sales Tax	\$	100		
50					
51		Finance total	\$	97,383	95442
52					
53	<b>Rental</b>				
54	Advertising	\$	400		
55		Rental total	\$	400	0
56					
57	<b>Committee Support/Member Services</b>				
58	Sunday Morning Team/Welcoming Committee	\$	2,000		
59	Library/Archives	\$	100		
60	Small Group Ministries	\$	300		
61	Right Relations Committee	\$	2,000		
62	Membership Committee	\$	1,000		
63	Lay Ministry Team	\$	200		
64	Stewardship/Canvass	\$	2,000		
65	Endowment & Legacies	\$	2,000		
66		Committee/Member Services total	\$	9,600	6729
67					
68	<b>Music</b>				
69	Paid instrumentalists	\$	800		
70	Accompanist for memorials	\$	300		
71	Training/Conference	\$	1,000		
72	Sheet Music/Library	\$	800		
73	Piano Tuning/Repair	\$	700		
74	Dues, Tapes, Misc	\$	200		
75		Music total	\$	3,800	2893
76					
77	<b>Religious Education</b>				
78	Adult RE	\$	600		
79	Curriculum, supplies, equipment	\$	1,200		
80	Family Multigenerational Activities	\$	750		
81	Teacher/volunteer background checks	\$	300		
82	Teacher Training & Support	\$	300		
83	YRUU Support	\$	800		
84	OWL Teacher Training	\$	1,500		
85	Affirmations Class Expense	\$	1,500		
86	CYRE discretionary fund	\$	500		
87		Religious Education total	\$	7,450	5902
88					
89					
90	<b>Social Justice</b>				
91	CT Food Bank				
92	Peace Task Force				
93	Social Justice Council				
94	Immigration Rights				
95	Waverly Projects				
96	Columbus House				
97	Antiracism Task Force				

98	Abraham's Tent			
99	Green Sanctuary			
100	UUUNO Dues			
101	UUSC Dues			
102	Poverty & Economic Justice Task Force			
103	Kids Service Team			
104	UUA Disaster relief donation			
105		<b>Social Justice total</b>	<b>\$ 16,000</b>	<b>14505</b>
106				
107	<b>Worship</b>			
108	Speakers			
109	Audio tapes, Fuel, Stationery, Supplies			
110	Sunday Flowers			
111		<b>Worship total</b>	<b>\$ 2,900</b>	<b>4671</b>
112				
113	<b>Ministerial Search Committee</b>			
114				
115	<b>Trustees Research and Development</b>			
116	Governance R&D		\$ 3,000	
117		<b>Trustees total</b>	<b>\$ 3,000</b>	<b>1554</b>
118				
119	<b>Personnel Expenses</b>			
120				
121		<b>Personnel Subtotal</b>	<b>\$ 376,344</b>	<b>387,388</b>
122				
123				
124		<b>TOTAL EXPENSES</b>	<b>\$ 634,655</b>	<b>625,894</b>
125				
126		<b>Income-Expense</b>	<b>\$ (18,328)</b>	<b>-7,927</b>



## USNH Committee Goals for 2016 – 2017

### Adult Religious Education

Chairperson: P.J. Deak (phungis@comcast.net)

#### *What Moves Us...*

The Adult Religious Education Committee strives to create a learning environment that motivates our Unitarian Universalist congregation to grow spiritually, intellectually, emotionally, and socially for our good and that of the wider community.

The Adult Religious Education Committee provides opportunities for spiritual growth, fostering connections and commitment to USNH and Unitarian Universalism and developing the foundations for action for justice through a variety of classes, courses, and one-time events.

The Goals & Objectives of the USNH Adult Religious Education Committee for the 2016-2017 year are...

- Partnering with other groups within USNH to create intentional spaces for sharing and growing our knowledge about spiritual and social issues and UU identity.
- Inviting participation in these intentional spaces by individuals & organizations in the New Haven community beyond USNH so as to encourage a social justice and interfaith (including no faith) spiritual discourse among USNH members and those in the wider New Haven community.
- Fostering open dialogue and discourse, in these spaces with these participants, to encourage the reflection portion of a praxis striving towards greater & more effective action on social justice and interfaith (including no faith) spiritual issues.

### Buildings & Grounds Committee

Chairperson: David Jones (davidmjones176@gmail.com)

The Building and Grounds Committee is responsible for maintaining the Society's buildings and grounds in good working order, in order to provide a physical setting conducive to USNH's ability to fulfill its mission and program.

### Children and Youth, Religious Education

Chairperson: Meg Gurley (margrettagurley@gmail.com)

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 nurture spiritual growth, inspire lives of compassion and generosity, and create a more just world, the CYRE committee is consulting with and supporting the work of the DLRE to provide Children's Chapels which both reinforce traditions that help develop UU identities in our children and to teach them a preparation, action, and reflection model of social justice that prepares them for lives of social justice work.

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.

## USNH Committee Goals for 2016 – 2017

To nurture spiritual growth and create a more just world this year the CYRE committee is working to continue increasing the involvement of children and youth in worship.

To nurture spiritual growth, cultivate transformative connections, and create a more just world this year the CYRE committee is working to continue 2015 initiatives in multigenerational worship and events with sensitivity to developmental levels of children.

### **Endowment and Legacies Committee**                      Chairperson: Fred Morrison (fredmorrison@comcast.net)

To support the USNH mission of “Inspiring lives of compassion and generosity,” the Endowment and Legacies Committee goals for this year are to:

- Conduct the USNH Endowment Campaign to grow the Endowment and other investments to \$2.5 million by 2024 by promoting opportunities for USNH members and friends to make current and legacy gifts and reducing management and investing costs while improving portfolio performance
- Conduct a recognition event for current and prospective Legacy Society Members
- Support USNH by providing a contribution of 2% of the endowment value based on a 13 quarter rolling average

### **Finance Committee**    Chairperson: Sandy Frawley (sandra.frawley@yale.edu)

Purpose: To support the broad mission of USNH, the Finance Committee is working to:

- Respond to Management Team requests for advice and assistance in USNH financial matters,
- Support a realistic and inclusive budgeting process that helps align spending with USNH mission and priorities,
- Support staff and committees in developing cost savings and efficiencies in operating expenditures,
- Continue making improvements in the accuracy and consistency of our financial record keeping,
- Participate in efforts to increase the congregation’s understanding of USNH finances.

### **History, Archives, and Library Committee**                      Chairperson: Jane Platt (jhp@nutmegancestry.com)

During 2016-17 the History, Archives, and Library Committee of the Unitarian Society of New Haven will:

- Collect and maintain appropriate and necessary records and documents in a clear and usable system. The appropriate and necessary records and documents will be determined by Unitarian Universalist denominational guidelines, and may be augmented by local USNH guidelines. The committee will work closely with the Society’s administrator and other staff to assure that the collection and storing of said documents are carried on in a regular manner.
- Collect, preserve and store documents and artifacts that have significant historical value to USNH. Significant historical value will be determined by the committee in consultation with the minister and USNH staff and committee chairs.
- Create material that provides historical background and insight into the history of USNH. The primary focus of such creation will be interviews of congregation members, but other materials may be developed as well.
- Oversee and supervise the USNH’s library collections.

## USNH Committee Goals for 2016 – 2017

- Develop a data based inventory of art objects in the building. This will include the donor information, date acquired, title, medium, size, image, dimensions, location and names of sources of information. We hope to locate missing items as well.

### Management Team

Chairperson: David Jones (davidmjones176@gmail.com)

The Management Team, working with the Board, staff, committees and other volunteers, will

- Oversee the day to day operations of the congregation in order to fulfill our mission,
- Work to prevent any practice, activity, or decision which is unlawful, imprudent or in violation of USNH bylaws or commonly accepted business and professional ethics,
- Work with stewardship team to achieve a successful campaign,
- Support USNH committees in their work, and
- Work with the board to strengthen the governance structure and its long term sustainability.

### Membership Committee

Chairperson: Christine Durham (chagcd@gmail.com)

Membership Team goals for 2016-2017:

- Cooperate with membership coordinator to
  - Make use of on line courses 'From Visitor to Leadership' to improve work of membership team
  - Provide a welcoming path from new visitor to membership
    - New visitor outreach with follow up phone call
    - Check in with visitors after 5<sup>th</sup> visit
    - 1<sup>st</sup> Sunday welcome chats after service
    - Update materials available at welcome Corner (UU Seeker magazine)
    - Integrate Seeker magazine into visitor experience
    - Integrate visitors and new members into congregational activities by connecting them with task forces and groups of interest
- Put in place a 3 part 'New to USNH' series for spring and fall and open this series to anyone in the congregation as well as potential members
- Use Sign Up Genius to extend the reach of membership team to those interested in supporting membership team activities
- Promote fellowship opportunities outside of USNH groups and activities. (example: neighborhood connections)
- Update the Membership Team website
- Update member contact information as part of retaining members
- Consider ways to reach beyond USNH

### Music Committee

Chairperson: Peter Hansen (Phansen@cshore.com)

The Mission of the Music Committee is to support the work of the music staff in bringing to USNH a music program that enhances worship and fosters an understanding and appreciation of the beauty and diversity of the world and all its peoples.

## USNH Committee Goals for 2016 – 2017

To support the Committee's and USNH's mission, the Committee is working to advise and provide input to the staff on Choir and worship music, to maintain the Choir sheet music library, USNH pianos and hymnals, to oversee the special Music Fund, to submit the Music portion of the USNH operating budget (not salaries) and to support the Sundays at Four concerts.

Specific goals include:

- Attract new Choir members from present or new USNH congregants.
- Update content for the Music program on the USNH website.
- Recruit new Committee members, including non-Choir members.
- Complete the inventory, cataloging and filing of the Choir sheet music library and transition librarian responsibility to Sylvia Lipnick. (Jane Platt has done this for many years.)
- Assist Music Director to clarify or establish responsibility for music for Sunday services in June – August (with Minister and Worship Committee). This includes playing, singing, accompanying, arranging for outsiders and approval for possible payment of outsiders if required. Music budget presently does not include enough funding for outsiders in the summer.
- Determine need for additional hymnals and replace/buy additional with new donations or from Music Fund.
- Review need for major refurbishing of the Sanctuary piano or even replacement. Continue to verify that all USNH pianos are being tuned as needed.
- Support and publicize three Sundays at Four concerts.
- Assist, as needed, with events celebrating Linda Pawelek's career and final year.
- Assist Music Director with music aspects of Rev. Megan Lloyd Joiner's installation and other special events.
- Work with Minister, Board, Management Team and Personnel Committee to establish a process that will be carried out in 2016-17 to pick a new Music Director for the 2017-18 year. Alternatively, decide by November 1, 2016 whether to choose an Interim/Temporary person instead. Regardless, conduct a Congregational survey to evaluate members' opinions of the Music Program and any need for changes or additions.

### Nominating Committee

Chairperson: to be determined

To support our mission to encourage and develop participation by USNH members in the workings of the congregation this year, the Nominating Committee is actively engaged in drafting a slate of candidates for upcoming openings on the Board of Trustees, the Nominating Committee and the Endowment and Legacies Committee.

### Personnel Committee

Chairperson: Jean Rosenthal ([jean@jeanerik.net](mailto:jean@jeanerik.net))

To support the USNH mission by enhancing congregational infrastructure, this year the Personnel Committee will provide support functions on personnel issues as requested by the Board of Trustees, Management Team, or Head of Staff.

## USNH Committee Goals for 2016 – 2017

### Permanent Committee on Right Relations

Chairpersons: Gail Figliola (grannygail08@gmail.com)  
Nancy Apfel (nancy\_apfel@hotmail.com)

The purpose of the Permanent Committee on Right Relations (PCRR) is to create and nurture a culture that is aligned with the vision outlined in the USNH Right Relations Covenant, adopted by the membership, and to be available to help facilitate conflict resolution within our congregation. That vision, featured in the Congregational Covenant of Right Relations is to create and nurture a culture of respect and kindness, and to engage in the spiritual and everyday practice of loving better.

Our goals for 2016-2017 are to:

- Facilitate three workshop trainings to which all congregants are invited, led by a hired consultant. The agreed upon focus is to teach the principles and skills of restorative practices to help us maintain our congregational covenant with one another, especially addressing conflict empathically. The dates for these workshops are September 24th, October 15th and November 12th, 2016.
- Assess the effectiveness of the workshops, merging participants' ideas and strategize future steps to integrate this work into ongoing congregation interactions and culture with the input of our consultant, Joe Brummer.
- Implement Listening Circles using the restorative dialogue model in an ongoing way and on a case needed basis, to build community and address harm between and within USNH committees, staff, and congregants.
- Expand PCRR membership. (One additional member needed)
- Engage the Small Group Meetings program, Adult Education and other USNH committees/groups to create opportunities to practice these skills, and to explore themes such as deep listening, empathy and addressing harm.

### Small Group Meetings

Chairperson: Susan Linsley (linsleysusan@yahoo.com)

#### **Mission:**

In a large congregation such as USNH with its bounty of paths to involvement, achieving intimate and meaningful connections can be challenging. The goal of Small Group Meetings is to support members in making such connections at USNH.

#### **Goals:**

- Finalize the roster of groups and facilitators for the fall 2016-spring 2017 terms: October through mid-January 2017, and mid-February through May 2017
- Organize the three week sign-up process and publicize it to the congregation
- Provide training and support to facilitators
- Conduct evaluations of the Small Group Ministry at the end of each term
- Recruit new members to the Steering Committee

### Social Justice Ministry

Chairperson: Lurline deVos (lfdevosphd@comcast.net)

The Social Justice Ministry (SJM) will work to inspire lives of generosity and compassion by providing a diverse set of opportunities for USNH members to become involved with less privileged members of the New Haven community, including refugees and immigrants, the nation and the world. These opportunities will include, but are not limited to, food assistance, tutoring, and providing material aid in the form of clothing and household needs.

## USNH Committee Goals for 2016 – 2017

The SJM will nurture spiritual growth by encouraging a planning, action, and reflection model of social justice work. The network groups will be encouraged to develop the facility to use 'prophetic language' in order to continue calling attention to the spiritual aspects of USNH and Unitarian Universalist social justice work.

The SJM will cultivate transformative connections by partnering with other groups such as Dixwell UCC and through reaching out to marginalized people such as, but not limited to, refugees, immigrants awaiting documentation, people who are economically disadvantaged, and the mentally ill. Through an increased awareness of the issue of climate change and sustainable living we hope to transform our individual and congregational relationships to the interconnected web of life.

The SJM will work to create a more just world through advocacy efforts aimed at systemic change, reducing violent deaths both in our cities and internationally. We will work to strengthen the individual task forces and action groups and their ability to collaborate to bring about this change.

To assist in achieving these goals the social justice council will:

- Support the USNH congregation's discernment process around the hanging of a Black Lives Matter banner
- Expand the action network alert system to advise interested people of upcoming social justice events of potential interest
- Coordinate Our Faith in Action presentations with the content of worship services, and encourage social justice group members to attend a workshop on enhancing the quality of the presentations
- Redesign and improve the content of the social justice page of the USNH website
- Support the social justice groups through SJC liaisons
- Use Social Justice Network meetings to review UUA resources with social justice groups and conduct a mid-year review of the groups' visions
- Recruit an additional member for the Social Justice Council

### **Sunday Morning Team**

**Chairperson: Becky Sandmann (risandmann@sbcglobal.net)**

The 2016-2017 goals for the Sunday Morning Team are as follows.

- To provide support on Sunday mornings with:
  - Greeting
  - Ushering
  - Supervising coffee hour
  - Welcoming visitors, collecting information from them, and assisting them to feel welcome, especially during coffee hour
- To further assist with making a community by:
  - Organizing monthly pot luck soups or snacks or salads on the first Sunday of each month
  - Assisting with the planning of the annual Chocolate Auction which is a fund raiser for USNH
- To assist Membership Committee and Membership Coordinator in order to increase membership and further welcome visitors by:
  - Maintaining visitor nametags, lists and data regarding the number of times folks visit USNH in order to know who might be interested in joining and/or participating in various activities at USNH
  - Assisting with possible new member activities as needed and/or requested

## USNH Committee Goals for 2016 – 2017

- To assist with member/visitor support and information:
  - Maintain pamphlets in the lobby for visitors, guests and USNH members
  - Facilitate and order supplies for the kitchen
- To further USNH goals we are working with other committees and groups to plan for a multi-generational fun activity in March, 2017

### Worship Committee

Chairperson: Gwen Heuss-Severance (gwenseverance77@gmail.com)

The goals of the Worship Committee for 2016-2017 are:

- To support our minister and congregation by helping to provide high quality Sunday Worship Services;
- To help locate and support guest ministers and lay members who serve as Worship Leaders when our minister is absent;
- To explore and incorporate a variety of spiritual beliefs, expressions and practices in our worship services;
- To serve as Worship Associates for Sunday Worship Services and help coordinate the elements of the Order of Service;
- To enhance the effectiveness of Worship Associates through clarity of responsibilities, schedule, and training;
- And to plan for the future of the Worship Committee through recruitment of new members, training and service participation.