

Unitarian Society of New Haven  
Minutes of the Fall Meeting of the Society  
October 26, 2014

*Accepted June 7, 2015*

Attendance: 64

President Mary Donohue called the meeting to order at 1:00 p.m. and Peggy Rae recorded the minutes. A quorum of Members was present, and the meeting proceeded with M. Donohue presiding.

**Approval of Minutes of Previous Meetings**

Minutes of the June 1, 2014 Annual Meeting and of the Sept. 7, 2014 Special Congregation Meeting were approved as presented.

**MOTION** by John Watson, to approve June 1, 2014 Minutes; **SECONDED** by Dick Platt; **PASSED** unanimously without dissent or abstention.

**MOTION** by Becky Sandmann, to approve Sept. 7, 2014 Minutes; **SECONDED** by Dan Gelperin; **PASSED** unanimously without dissent or abstention.

**Treasurer's Report**

Treasurer Mary Losee presented a summary of budgeted vs. actual operating income and expenses for FY13-14. Details can be found in USNH 2013-14 Budgeted and Actual Operating Income and Expense (10/23/2014), attached to these Minutes.

The actual income (\$642,435) fell short of the budgeted income by \$12,765, in large part due to lower-than-budgeted income from pledges and collection plate donations. On the positive side, miscellaneous donations and income were higher than budgeted, and fundraising income was close to target, bringing in almost \$17,000 from sales of Stop and Shop cards, book cart and used book sales, the chocolate auction, and tag and re-gifting sales.

Actual expenses (\$671,979) exceeded budgeted expenses by \$16,779. Although expenses in most categories were lower than budgeted, facility expenses were over-budget due to unanticipated needs, which more than offset savings in other areas. Major facility expenses included essential repair of the sanctuary roof and replacement of the air conditioner compressor, as well as brush removal.

The difference between actual expenses and income for FY13-14 was \$29,544. Transfers were made from three restricted funds at the end of the fiscal year to cover a portion of this difference, leaving a deficit of \$13,034 to be covered by USNH liquid reserves.

## **Approval of Compensation Package for Ministerial Search Negotiations**

A proposed ministerial compensation package was presented for congregational approval by the three members of the Ministerial Search Negotiating Team (Susan Meredith of the Search Committee, Russell Heinrich of the Board of Trustees, and Sandy Frawley of the membership at large).

The proposal set the salary range within which an offer to a candidate could be made and placed a cap on the total cost of salary and benefits in the compensation package.

The proposed salary range met UUA recommendations for a congregation of USNH's size and geographic location and was somewhat higher than that offered in last year's search. The UUA's salary recommendations take into account experience and skill levels, and the proposed salary range fit candidates with ministerial experience of a few to several years. Benefits were in accord with UUA Fair Compensation guidelines and included contributions for life, disability, dental, and health insurance; pension contribution; professional expenses; and FICA and worker's compensation, as required by law.

The total compensation cost will depend not only on what salary is offered to the candidate, but also on health insurance costs, which will be affected by the candidate's age and extent of family coverage. The Negotiating Team provided low and high estimates of the total compensation cost (salary + benefits) and compared these with the amounts currently budgeted for our Interim Minister. For a 35-year old single minister at the lowest salary, the cost would be about \$11,000 less than in this year's budget. For 64-year old minister at maximum salary and with family coverage, the cost would be about \$20,000 more than at present.

The proposed cap on salary+ benefits in the compensation package corresponded to this maximum estimate. The Team noted that the actual negotiated package will probably lie somewhere between the minimum and maximum estimates.

The Team answered questions from members of the congregation, and after further discussion, the proposal was brought to a vote and approved.

**MOTION** by Russell Heinrich, to adopt the compensation package proposed by the Negotiating Team; **SECONDED** by Deb Heinrich; **PASSED** unanimously without dissent or abstention.

## **President's Message and Statement of Board Goals for 2014-2015**

President M. Donohue spoke of the vibrancy of the USNH community, which continues to thrive in this time of transition, and of the positive anticipation for the future she senses within the congregation. Re-establishment of a Right Relations Task Force, re-kindling of an active Membership Committee, and the discernment work of the Ministerial Search Committee offer exciting possibilities for enhanced community, while adult and children's religious education, worship, and social justice work remain at the heart of USNH activity.

In addition to supporting these activities, the Board will focus this year on several specific goals having to do with policy governance, budgeting, and Board-congregation linkage. The complete text of President Donohue's message is attached to these Minutes and describes these goals in more detail.

- In the transition to policy governance, the Board's goals for this year are to define a proposed Executive Team structure that would work for USNH and to outline and adopt the basic policies needed to operate in Policy Governance by the end of the congregational year.
- With regard to the budget, the Board's goals are to educate itself and the congregation about the budgeting process and to obtain congregational input as to how to go about right-sizing the budget.
- The Board will develop and establish linkage processes that provide ways for communication between the Board and congregation about priorities and progress towards our mission, values, and ends.

### **Message from the Minister**

Interim Minister Fritz Hudson noted that, as part of interim ministry, he is to evaluate how USNH is progressing in certain areas laid out by the UUA. He shared his assessments, which are based on his own observations and on conversations with former Interim Minister Emily Melcher and members of the former transition team. Good progress has been made toward dealing with conflict, as reflected in the Right Relations working group's report today. Among USNH's strengths are its RE program, its social justice work, and its strong lay leadership. Among the challenges the congregation faces are delineation of the appropriate leadership roles of minister, staff, and lay leadership. During this year, USNH will experiment with an executive team structure in which Fritz and a small number of lay members will oversee and coordinate operations. Important questions to be answered are, "How does the Minister partner with the rest of the congregation?" and, "How can the Minister and Executive Team shepherd the energy of the congregation to focus on fulfilling our mission?"

### **Committee Goals for 2014-2015**

A handout describing committee goals for this year was distributed at the Meeting, and oral reports were given by members of four groups: Lurline Devos, chair of CYRE (Children & Youth Religious Education); Bob Congdon (Endowment & Legacies); Bobbi Pace (Right Relations Working Group); and Dan Gelperin (Social Justice Council). The text of their reports and the handout can be found in Committee Reports and Goals, Oct. 26, 2014 Congregational Meeting, which is attached to these Minutes.

### **Policy Governance Update**

Holly Hawkins reported on the progress of USNH's move to Policy Governance and described how the new governance structure relates to committee work. She noted that the policies will help answer the questions, "Who is in charge here?" and "How do I get 'x' done?" Committees will still function much as they do now, but with a difference - the work that we do as a congregation will be measured against our Ends statements, and this will provide focus to our activities on

committees and elsewhere. She urged each committee to discuss the USNH Mission, Values, and Ends statements at its meetings and to integrate them into its goals, policies, and work.

She offered the following remarks about Policy Governance (PG):

1. *There is a lot of specific jargon and vocabulary – reading about PG can be confusing and makes it sound complicated. Lots of theory. Maybe that is one of the reasons implementing policy governance takes time.*
2. *Fritz is helping us ‘try it out’ – allowing us to experience PG. It is much easier to see how PG can be implemented once we have ‘gotten our feet wet’.*
3. *We are not reinventing the wheel! We are examining and adapting many other congregations’ policies to put together USNH’s policies.*
4. *No decision or policy is final or set in stone. PG is meant to change and be adaptable. Fritz says, “You start out with minimum policies, and add them as the need arises.” This reassurance helps the Board, since what we develop this year is in no way the end of PG development and implementation.*
5. *Successful PG means having the congregation, committees, the Board, the staff and the Executive team (including the minister) embracing these developments together. We urge you to look at the mission and values as you do your work at USNH. Have copy at meetings. Pay attention to the communication the Board is doing on this topic. Ask questions. Be a part of this with us. Thank you.*

### **Adjournment**

M. Donohue invited members to remain for an informal question and answer session after the Meeting ended, then asked for a motion to adjourn the Meeting.

**MOTION** by John Watson to adjourn; **SECONDED** by Bob Congdon; **PASSED** unanimously, without dissent or abstention.

The meeting was adjourned at 2:30 pm.

### **Attachments**

1. USNH 2013-14 Budgeted and Actual Operating Income and Expense (10/23/2014)
2. President’s Message and Board Goals for 2014-2015
3. Committee Reports and Goals, Oct. 26, 2014 Congregational Meeting

## USNH 2013-14 Budgeted and Actual Operating Income and Expense

(10/23/2014)

	Approved 2013-14 Budget	Actual 2013-14	Difference from Budget
<b>Income</b>			
1 Total Pledges	493,000	483,350	(9,650)
2 Misc. Donations	2,700	4,499	1,799
3			-
4 misc. Income		1,654	1,654
5 Regular Tenant (Cuddle Time Daycare)	54,500	52,794	(1,706)
6 Incidental	10,000	9,350	(650)
7 Collection Plate	28,000	23,345	(4,655)
8 Fund Raising	18,000	16,778	(1,222)
9 Interest & Misc. Income	300	575	275
10 RE Income	1,200	1,090	(110)
11 Transfer from Emily Emerson Fund	3,000	3,000	-
12 Transfer from Endowment	25,000	25,000	-
13 Transfer from Transition Fund	19,500	21,000	1,500
14 <b>Total</b>	<b>655,200</b>	<b>642,435</b>	<b>(12,765)</b>
<b>Expense</b>			
17 Facility	67,000	95,140	(28,140) *
18 Office/Admin	26,420	22,087	4,333
19 Denominational Affairs	18,647	18,647	-
20 Finance	106,846	104,730	2,116
21 Rental expense	800	-	800
22 Member Services	2,750	1,848	902
23 Music	2,700	2,809	(109)
24 Religious Education	5,650	5,812	(162)
25 Social Justice	16,000	19,568	(3,568) *
26 Worship	3,700	4,068	(368)
27 Personnel	382,045	375,218	6,827
28 Ministerial Search Committee	19,500	19,623	(123)
29 Governance for BOT	3,142	2,429	713
30 <b>Total</b>	<b>655,200</b>	<b>671,979</b>	<b>16,779</b>
31 <b>Income less Expense</b>	<b>-</b>	<b>(29,544)</b>	
32 <i>Restricted funds used to cover deficit</i>			
33                      Landscaping fund*		1,188	
34 John & Helen Wolff Fund (sanctuary)*		11,848	
35                      Social Action Fund*		3,474	
36		<u>16,510</u>	
37 <b>Resulting deficit</b>		<u><b>(13,034)</b></u>	

## **President's Message and Board Goals for 2014-2015**

**(presented by Mary Donohue at the Fall Congregational Meeting 10/26/14)**

I don't know about you, but I am pretty excited with the possibilities of this year for USNH. I feel a renewed sense of positive anticipation about our future, and I feel that overall, we are in a relatively good place right now, despite the challenges we have had with both of our called ministers leaving within a short time of one another. In this time of transition, we have continued to thrive. We have taken some time to examine our strengths and weaknesses and come to terms with some things that need to be done. As you will hear in a little while, a Right Relations Task Force has been re-established which will help us live into fulfilling our commitments to each other. There is a renewed interest in Membership, both in growing our community, and supporting its current members, and a membership committee is starting to come alive again. Adult and children's religious education, worship, and social justice work continue to be a passion here. We have been supporting the homeless, involving our children in service work, strengthening our relationships with community partners, striving to attend to the needs of young families and new members, experimenting with new ideas during worship, educating our children and youth and providing spiritual growth opportunities for adults, and, so, so many other things. What a vibrant community we have, don't we?

Additionally, the work that the MSC is doing to help us find a new minister, is allowing for continued examination of our strengths and weakness, and further articulation of our hopes and dreams for USNH, processes that are enhancing our sense of community.

All of this the Board will continue to support, and in addition we have established some specific goals for ourselves.

As you have heard, the Board has been involved for the past several years, in a rather lengthy process of discernment about our governance structure, and how changes could be made to enhance operational efficiency and accountability. We have looked at Policy Governance practices in other congregations and in addition to the hope that this could help things run more smoothly, have learned that this system has the real potential to help USNH focus more on the work we want to do in the world. We are very fortunate to have Fritz here who has much experience with Policy Governance to help guides us. Holly Hawkins, our current Vice President, will be speaking to you in a little while in greater detail about where we are and where we are going with Policy Governance, but one of the Board's main goals for this year is:

- To define a proposal for the Executive Team structure we think could work for USNH and to have outlined and adopted the basic policies we need to have in place to operate in Policy Governance by the end of this congregational year. This work requires careful and deliberate discernment and the Board will be going on retreat the 2<sup>nd</sup> weekend in November with the consultant we have been working with for the past 2 years to do some very focused work in this area.

Another major goal the Board has for this year is:

- To educate ourselves and the congregation about the budgeting process and to obtain congregational input as to how to go about right-sizing our budget.

You may have participated last week in a budget round-table discussion in which the Board is trying to elicit your opinions on the financial priorities for USNH. Another session will be held next Sunday, November 2<sup>nd</sup>, here at USNH after 2<sup>nd</sup> service, so if you weren't able to attend the first session, please come to the next one. Additionally, you can always speak to a Board member about your opinions and concerns, or send e-mail to [governance@usnh.org](mailto:governance@usnh.org).

Under Policy Governance, the ultimate authority within the congregation continues to be held by the congregation, which elects the Board of Trustees. In turn, the Board has the responsibility for ensuring that the congregation is

fulfilling the mission and vision established by the congregants. The Board becomes responsible for seeking feedback and input on how the congregation thinks things are going and monitors its own performance. This is called Linkage, and a goal of the Board is to develop and establish the linkage processes that will provide new ways to communicate with the congregation about priorities and progress towards our mission, values and ends. These monitoring and linkage processes become part of the policies that we will write. An example of a possible process is that we may decide to establish an annual or bi-annual survey, or perhaps hold more round table discussion, etc., etc. It becomes a formalized way for you the congregation to provide really meaningful input which the Board then will use to guide the development of new goals, or the writing of new policies.

I realize that some of the lingo I am using to describe these goals may be unfamiliar to you. I hope that some of it will be better explained in a little while during this meeting, but the Board is also committed to disseminating more information and education about policy-based governance over this next year as well.

Overall, it promises to be a challenging year for the Board, but my hope is that it will also be rewarding too, not only for the Board members, but also to all of us as we continue our work.

## Committee Reports and Goals, Oct. 26, 2014 Congregational Meeting

### Spoken reports given at the Meeting

#### Children and Youth, Religious Education (CYRE) report on goals for 2014-2015, given by Lurline Devos

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

#### Endowment and Legacies Committee Report for 2014, given by Bob Congdon

At the June 2014 Congregational meeting, the Congregation approved a 10-year endowment campaign to grow the endowment to \$2.5 million by 2024. The endowment principal will serve as a permanent savings account, and the fund will provide income for operating and capital expenses of USNH.

The Endowment and Legacies Committee uses a moving average for the past 13 quarters to determine the value of the endowment, as do many UU Congregations and other nonprofit organizations, and a 2% multiplier to determine the amount of each year's distribution. During the past three years, the endowment has contributed about \$53,000 to the operating budget and \$10,000 to support the roof replacement.

Below is the value of the Endowment and Board-designated funds

	<u>July 2013</u>	<u>July 2014</u>
Winchell Fund	\$470,976	\$534,207
1978 Fund	189,940	209,371
1989 Fund	170,489	155,769*
Senn Fund*	<u>13,403</u>	<u>16,706**</u>
Total	\$844,808	\$916,053

\*Fund from which withdrawals were made to support USNH operating budget and roof replacement.

\*\*Board-designated fund to support religious education

Please consider making a contribution to the endowment to recognize significant events in your life. You can join the 38 members of The Legacy Society for USNH by contributing \$10,000 or more to the endowment, or including USNH in your estate plans. If you have already provided for USNH in your estate plans, please let a member of our committee know.

Contact any member of the Endowment and Legacies Committee to discuss the many options for supporting the mission of USNH through endowment and legacy gifts. Contact information for committee members may be found in the USNH Member Directory.

A gift to the endowment is a gift that keeps on giving!

Fred Morrison, Chair, Thea Bourke-Martin, Carol Cheney, Bob Congdon, Jeremy Hill, Mary Beth Congdon, Consultant



### **Right Relations Working Group report, given by Bobbi Pace**

Good afternoon,

I'm Bobbi Pace and I am speaking for the Right Relations Working Group. Our members include Loren Fields, Gail Figliola, Georgia Jennings, Nancy Lesh, Bruce Levinson, Tracy Navarra-Davis, myself and Paul Trotta.

The mission of right relations is to provide a framework in which there is increased tolerance for our differences, mutual respect, safety and an enhanced culture in which we can have healthy life giving respectful, loving and open relationships with each other.

We in the right relations working group have been charged to develop a plan that integrates these values across the life of our congregation using the Right Relations Proposal that was affirmed at USNH in 2006 as a guide.

Since that 2006 Right Relations proposal was affirmed 9 years ago, it is vitally important to hear from the current congregation your thoughts and needs about what makes you feel safe and respected in community.

The working group has studied the 2006 USNH proposal and what other UU Congregations are now doing to accomplish this task. The development of a Congregational Covenant on Right Relations is the first step in that process and was also recommended from our own 2006 proposal.

A covenant of right relations is a set of guidelines, commitments or promises we make to each other, identifying our hopes and aspirations on how we will be in relationship with each other and in community.

We will also clarify the role of a Committee on Right Relations, as recommended in the 2006 proposal, to address the ongoing process of keeping right relations integrated within our congregation and act as resource to assist with conflict resolution issues in the Congregation.

The draft Covenant and RR Committee proposal will be presented to the Congregation at the Spring Congregational meeting.

This year we will be communicating our work to you through newsletters and eliciting your input in various ways including an upcoming community conversation after the first of the year. We hope to see many of you there!

Our Right Relations working group has an abiding commitment to the goals of community healing, wholeness and strengthening relationships and the USNH mission and values has paved the way for our work.

Finally I'd like to leave you with these thoughts to consider:

- People long for relationships; strong programs and lovely facilities are not enough.
- The way we treat each other reveals who and what we are as a congregation.
- Conflict is inevitable, and if properly managed; it can be a positive force for creativity and growth if we find appropriate ways to express and resolve any conflict or disagreement.
- Good relational skills need to be learned and honed across time.
- Making the choice to be open, authentic, caring and curious with each other creates life-giving transformative relationships.
- Love can be an intellectually affirmed thing, a "why of course" value, or it can be a lived out core of being.

### **Social Justice Ministry report on goals for 2014-2015, given by Dan Gelperin**

- Social Justice Ministry's goal is "to inspire passion for peace and justice, and to work together to improve the lives and the environment of the citizens of our community and beyond."
- Our USNH SJ program is comprised of a Network of nearly 20 action groups and task forces, and a 6-member SJ Council that facilitates the work of the Network through collaborative meetings, congregational communications, and budgeting processes. The Council also establishes long-range Social Justice Ministry goals broader in scope. We are accountable to the Board, and through the Board, to the Congregation.
- Each summer the Council has a Retreat to evaluate our work and establish goals for the coming year. This year we seek to deepen our understanding, and the congregation's, of USNH's Social Justice Ministry in both historical and denominational contexts. We are in the early planning stages for a Social Justice Sunday, probably to take place in January. The morning services will likely focus on a UU historical perspective, and be

led by Rev. Fritz Hudson. After those services, information and conversation will be available in the Social Hall, with our Network groups and the Council.

- We will be promoting congregational awareness of UUA denominational Social Justice priorities, and how we can actively engage in the prioritization process. We will be inviting some of the many USNH members who participated in recent General Assemblies to participate in that planning.
- On the technological front, we are excited to be part of creating a dynamic and engaging presence on USNH's website, soon to go live. And the Council will soon be piloting archiving its documents with Dropbox methodology.
- Meanwhile, each newsletter features articles about SJ action taken and events planned, and the Social Hall bulletin boards feature creative displays about particular groups' outreach and partnerships. A new banner featuring our Chalice and the phrase "Our Faith In Action" has been created and is available for public demonstrations. It's already been to NY City to be carried in the Climate Change march.
- Social Justice is a hallmark of USNH. We invite you to learn more about what we do, and to find your place in this Ministry and experience the rewards that inspire and sustain us!

### **Written reports: Committee Goals for 2014-2015**

#### **Adult Religious Education Committee (ARE)**

**Chairperson: Cathy Jackson**

To support our mission to nurture spiritual growth, to cultivate transformative connections, and to create a more just world, the Adult Religious Education Committee will:

- offer a monthly series of thought-provoking films accessible to adults, teens, and children;
- facilitate discussion of this year's Common Read, Reclaiming Prophetic Witness; and
- offer courses and individual sessions on topics of spiritual growth.

#### **Buildings & Grounds Committee**

**Co-Chairs: John Egnal and John Kennedy**

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 (CYRE)**

**Chairperson: Lurline Devos**

(Presented as a spoken report at the Congregational Meeting).

#### **Endowment Committee**

**Chairperson: Fred Morrison**

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

- Continue 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.
- Continue to support the USNH operating budget by providing a contribution of 2% of the endowment value based on a 13 quarter rolling average.

*Note:* An additional spoken report was presented at the Congregational Meeting.

#### **Finance Committee**

**Chairperson: Sandy Frawley**

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

- Develop and recommend financial policies to the BOT as part of the Policy Governance initiative.
- 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 database systems.
- Participate in efforts to increase the congregation's understanding of USNH finances.

#### **History, Archives, and Library Committee**

**Chairperson: Jane Platt**

To support our mission to be a diverse multigenerational faith community, this year the History, Archives and Library Committee is:

- Continuing work on organizing the archives. Sharing information from our past makes a link to our heritage across the generations

We will also work on updating the library collections—the general collection and the Robert Bowles collection of books by and about African-Americans.

### **Lay Ministry Team**

**Chairperson: Sarah Whitson**

The goal of the lay ministry team is to provide, through regular visits, a ministry of outreach and caring to members during times of difficulty and transition, with a special focus on our congregations elder members who may be unable to attend worship.

### **Music Committee**

**Chairperson: Peter Hansen**

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. To support the Committee and USNH missions, 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 five 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 another Committee member (Jane Platt has done this for many years).
- Inventory the supply of hymnals and replace/ buy additional as needed with new donations or from Music Fund.
- Review need for major refurbishing of the Sanctuary piano or even replacement.
- Support and publicize three Sundays at Four concerts.

### **Nominating Committee**

**Chairperson: Patricia Duff**

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**

To support the USNH mission by enhancing congregational infrastructure, this year the Personnel Committee is working to-

- Provide support functions on personnel issues as requested by the Board of Trustees or Head of Staff.
- To research and recommend to the Board of Trustees policies for employees of the congregation.
- To ensure that USNH personnel policies as articulated in the Personnel Manual are carried out, including salary and benefit and performance reviews.
- To work with the Board, the Finance Committee, and others to develop annual budget recommendations for staff.

### **Right Relations Task Group**

**Chairperson: Bobbi Pace**

A spoken report was given at the Congregational Meeting.

### **Small Group Ministry**

**Chairperson: Gwen Heuss-Severance**

To support our mission for a vibrant Small Group Ministry program this year that nurtures spiritual growth and cultivates transformative connections, the SGM Steering Committee is:

- Working to provide opportunities for participants to consider the meaning of spirituality and join others in the search for intimacy and ultimacy.

Eight small groups are being offered this Fall term with the possibility of an additional two to meet the demand. Groups will begin meeting mid-October and run to mid-January. A second term will run February to June 2015. Most of the facilitators are experienced. The two new ones are receiving individualized training before the sessions begin. The challenge for the Steering Committee is to accomplish the administrative tasks so ably done in the past by Rev. Marion Visel.

### **Social Justice Ministry**

**Chairperson: Lois Smith**

(Presented as a spoken report at the Congregational Meeting)

### **Stewardship Committee**

**Co-Chairs: Carol Cheney and Holly Hawkins**

The stewardship committee plans and manages the all-member annual pledge campaign, which we depend on to fund 80% of the USNH operating budget. The committee collaborates closely with the finance committee, treasurer, minister and office staff to accomplish this work, which usually takes place in February/March in support of the following fiscal year, July 1, 2015–June 30, 2016. Our goals for this year are to:

- Realize the part of the USNH mission statement that “inspires lives of generosity” by encouraging each member to make his or her financial commitment to USNH through pledging.
- Connect our USNH stated value of generosity to each individual’s pledge commitment.
- Meet the dollar goal as projected by the church leadership.

In the process we hope to learn more about what is important to USNH members and to grow a sense of shared commitment in realizing the mission of our faith community.

### **Sunday Morning Team**

**Chairperson: Becky Sandmann**

Goals for the Sunday Morning Team:

- To continue our work in assisting visitors to feel comfortable by introducing them to current members and helping them get connected through areas of interest (social justice, small group ministry, making coffee, other activities at USNH).
- To work with Fritz Hudson in welcoming new folks and assisting him in meeting visitors and potential new members.
- To work with Fritz Hudson on programs to help folks learn more about Unitarian Universalism and USNH.

### **Worship Committee**

**Chairperson: Meredith Fahey**

The key goals for the Worship Committee for 2014 - 2015 will include:

- Ensuring quality, meaningful worship for the Sundays that our minister is not leading services (one Sunday each month).
- Effectively supporting Reverend Fritz Hudson, our interim minister, on worship related matters, throughout his tenure with us.
- Serving as listeners and observers for the thoughts, ideas and reactions our members have about their worship experience so these can inform worship at USNH.
- Staying flexible and agile as we are called on to support our future settled minister.