

## USNH COMMITTEES 2022-23

### CHAIRS, MEMBERS, COMMITTEE ROLES & RESPONSIBILITIES; CHALLENGES & CONCERNS

(Entries in [Blue](#) – awaiting update from 2019-20 version)

**Adult Religious Education** (ARE) : Maggie Goodwin, Ellen Greist, Becky Sandmann, Laura Patey, Claudia Elferdink, and Jesse Greist (staff).

Meets monthly on the 2nd Monday.

**Goals & Plans:** Upcoming events are posted on the ARE webpage and announced in the newsletter. During the pandemic, the committee has focused on monthly online book discussions and workshops, but as we are able to return to in person meetings, we will look to add some longer term classes and return to offering movie nights.

**Challenges & Concerns:** Declining participation in classes that require a commitment of over 3 meetings, and finding a committee member willing to serve as a chairperson. For this reason, ARE has focused on expanding the number of "one-off" workshops and book discussions, while re-examining options for offering classes.

**Buildings & Grounds:** Jason Kyle (chair), David Stagg, James Erard, Shirley Dion, Gordon Daniell, Maggie Goodwin, Al Bosch, and John Deming.

Meets monthly

**Goals & Plans:** general upkeep and improvements of the property, working on long term project to address the repair of the Dryvit (exterior siding) and roof, 2<sup>nd</sup> floor bathroom accessibility, address need of Sunday Morning team in kitchen

**Challenges & Concerns:** money to do the work.

**Covenantal Relations:** Lisa Anderson, Nancy Apfel, Maggie Goodwin, Karen Swanson, Marc Eisenberg, Bernice Marie-Daly.

Meets monthly – 1<sup>st</sup> Thursday of the month

Monthly Listening Circles - 1<sup>st</sup> Sunday of the month

**Goals & Plans:** collaborate with Board of Trustees and Management Team in achieving their goals; ensure the USNH covenant is a living document; Invite new members to join CRC; Seek programs that increase covenantal awareness

**Challenges & Concerns:** encourage participation in monthly listening circles

**Children and Youth Religious Education:** Patricia Mcchesney (chair), Robyn Genzano, Many Lisse, Vicki Seitz (secretary), and Jesse Greist (staff)

**Goals & Plans:** Coordinate classes and events for children aged birth through high school, as well as Multi-generational worship, with the end goal of USNH facilitating in young people a strong sense of self as a spiritual, socially responsible, principled being.

**Challenges and Concerns:** Declining enrollment/attendance due to Sunday morning conflicts and over-scheduled youth. For this reason, we are constantly updating curriculum and expanding the range of offerings to include online resources, non Sunday events, and family gatherings.

**Endowment & Legacies:** Fred Morrison, Chair, Vicki Seitz, Secretary, Greg Seaman, Treasurer

Meets: monthly and as needed

**Goals & Plans:** conduct activities to grow endowment to \$2.5mil by 2024; conduct an event to recognize members of the Legacy Society; monitor performance of endowment investments.

**Challenges & Concerns:** long term effect on endowment assets as current business cycle comes to an end; pressure to increase endowment support of operating/capital budget beyond current 2%.

**Finance:** Terry Durham (ch), Susan Godshall, and Rick Weber

Meets monthly on the 2<sup>nd</sup> Tuesday 7 pm ZOOM.

**Role & Responsibilities:** Direct and monitor daily financial operations with Congregational Administrator and bookkeeper and interface with Management Team (MT); coordinate with Treasurer; Advise MT on more

efficient ways of financial operations and money management to include short term cash investments. Provide interface between USNH and Citizen's Bank and reconcile bank deposits and statements. Weekly sign checks prepared by bookkeeper for incidental expenses. Ensure that approved safe keyholders secure the weekly offertory collections, grocery card sales and any other fundraising activities. Oversee staff payroll operations. Prepare 1<sup>st</sup> draft of annual operating budget for the next fiscal year and present this to the MT annually in February. Process stock donations. Review and sign annual Sales Use and Tax report. Propose changes to property/casualty insurance coverage. (Insurance automatically renew every 2 years). Review and comment on financial reports prepared by bookkeeper; meet with accountant to review year-end financial reports (with Treasurer).

**Goals & Plans:** continue recurring roles: counting weekly offering, check-signing, bank reconciliation, manage/advise MT on financial operations and assets. Annually in July update as needed USNH SOP 0013 financial roles.

**Challenges & Concerns:** Monitor income and expenses during the fiscal year and advise management team on best policy to maintain a balanced budget.

**History, Archives & Library:** Jane Platt (ch), Toby Appel, Yvette Scharf, Kathy Lindbeck, Frank Jonnietz, Jackie Wadelin and James Platt. Joan Silverman and Peggy Rae are inactive for now. Dody Gall is an advisor.

**Meets weekly**

**Roles & Responsibilities:** Recruits committee members. Calls meetings. Writes annual report. Writes budget request. Attends meetings of Council of Chairs. Plans projects to organize, acquire and maintain materials in the archives. Authorizes purchase of supplies. Maintains the book collection in the Dorothy F. Harned Library, including acquiring and discarding books and other materials; Supervises borrowing of library materials--check-out and return system; Organizes and maintains the archives of the society in an acid free storage system; Archived items include reports, notes of committees, membership directories, newsletters, orders of service, obituaries, naming ceremonies, memorial services, slides, prints, tape recordings, DVDs and CDs. Creates records such as the Mortality List, to identify members whose remains are interred on USNH property. Included are name, birthdate, death date and place of death; Memorials include dedications (Shuttee Social Hall, names on chairs plaques in Memorial Garden.); Creates computer files to preserve information on USNH and aid in finding information in the archives. Assists members in finding facts and materials on the history of USNH; Makes presentations on the history of USNH, for example, an illustrated talk for prospective members. In cooperation with other users of the room, maintains the Library in a neat, attractive, uncluttered condition, writes articles about HAL to inform and encourage use of Library materials

**Goals & Plans:** Archive closet shelves need to be rearranged for more efficient storage; closet needs waterproofing due to water damage to wall; continue to update the filing of archives; make folders for groups & programs that have been added since the filing system was devised; continue to maintain the Dorothy F. Harned Library and improve compliance with the Library's return policy; develop a list of purchased/donated books to enhance the Harned Library collection; make the Library catalog available on line; document art objects that are or have been in the building. Trace missing objects. Continue to work on a detailed Mortality List of deceased USNH members and friends.

**Challenges & Concerns:** The Library is used for meetings before and after services when people are in the building and most likely want to browse and take out books.

**Membership:** Kathy Haskins (ch); Patrick Korth, Joan Lane, Kyle Manning, Debbie Smith; Jane Ferrall (membership coordinator)

**Meets monthly**

**Roles & Responsibilities:** Assist the membership coordinator. Set the agenda for monthly meetings and ensure all matters regarding the team are covered (schedule for greeters and welcome corner, attendance and substance of monthly welcome chat and visitor/new member information from the Membership coordinator as well as considerations that vary from month to month) and delegate tasks to team members accordingly. Encourage ideas from the team to build on current protocols. Oversee the yearly budget and allocate funds for informational materials for the lobby and welcome corner/chat, first Sunday barbecues and functions for new members (lunch for New to UU classes, new member breakfast, potlucks, game nights etc.). Coordinate with the minister and other teams/committees to facilitate congregational functions where needed.

Be proactive in welcoming visitors and directing new members to areas of interest to them. Assist in New to UU classes and coordinate New Member Breakfast.

**Goals & Plans:** maintain the Welcome Corner for new visitors to chat/ask questions; outreach to new visitors with follow-up emails/phone calls; offer First Sunday visitor chats; offer New-to-UU classes for Spring & Fall; integrate visitors and new members into congregational life through connection with USNH groups; connect new members to each other through potluck dinners. Meet with 8<sup>th</sup> Principle working group members to ensure we are inclusive in our welcome to new visitors and properly convey the Principle to prospective members. Possible community outreach to give information on USNH and welcoming visitors.

**Challenges & Concerns:** recruiting new members to our team, fostering and maintaining connections with visitors and new members via online methods when necessary.

**Music:** Jackie Trimble Shapiro (ch), Jane & Dick Platt, Ann Levison, Sylvia Lipnik, Carol Holloman, Toby Appel, Linda Pawelek, Jeff Douma, Erika Schroth, Linda Mehta

**Meets 2-3 times/yr.**

**Roles & Responsibilities:** 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. We meet about three times a year to discuss and assess finances, submit budget requests for the coming year, and attend to other pertinent business that may need our attention. A subgroup of the committee attends to and organizes our music files.

**Goals & Plans:** support the music directors and music associate director and the music program including Sundays at 4; purchase new choir music; hire guest instrumentalists and explore possible new ideas for what else the committee would like to do;

**Challenges & Concerns:** Finding a new Music Director: The chair of the Music Committee is the chair of the Music Director search committee. Our current chairs are finishing their tenure in June 2022.

We are grateful for the \$200 increase this year to purchase new choral pieces by a new Music Director. For decades we've had access to the music library of the school(s) in which our Music Director taught. This may not be true with a new director and we may need additional funds in coming years to expand our choral music library.

**Nominating:** Robb Camm (ch), Jim Peters, Lurline deVos, Maggie Goodwin, Siobhan Pokorney

**Pastoral Care Associates:** Susan Meredith, Sarah Whitson, Pat Trotta, Pat Griggs, Cathy Jackson,

**Roles & Responsibilities** are recruited and selected by the minister with the advice of the Co-chairs of the Pastoral Care Team. Associates are then trained in pastoral care work including listening skills, referrals, spiritual counseling, and such other skills as the team and the minister determine are needed. Pastoral Care Associates accompany members of the congregation through crises or difficulties. Often, PCA's visit with and maintain connection with members of the congregation who are no longer able to attend services because of age or infirmity. At other times, they offer companionship and listening to members through a temporary crisis. They extend the reach of the minister to offer care to the congregation. Members cannot volunteer to join the Pastoral Care Team, though people who believe they have the temperament and skills to join the team may contact the minister or the co-chairs of the Team.

**Personnel:** Jean Rosenthal, Carol Stockton

**Meets quarterly**

**Roles & Responsibilities:** Ensure USNH employees have appropriate salaries, benefits, and working conditions; Keep the personnel manual and other staffing policies up to date and implemented appropriately; Support [non-ministerial] search groups to hire the best people should an opening arise; Help the Minister, the Management Team, and the Board of Trustees develop a staffing plan that meets the congregation's needs

**Goals & Plans:** Document and streamline hiring & benefits; document administrative duties; oversee annual performance review process; provide staff support; review & update job descriptions; conduct personnel file audits; recruit new committee members.

**Challenges & Concerns:** increase number of committee members; how or whether to provide leadership training.

**Small Group Ministry (SGM):** Leigh Powers (Chair), Gwen Heuss-Severance, Gayle Walter, and Jesse Greist (Staff). Email: [smallgroup@usnh.org](mailto:smallgroup@usnh.org)

**Meeting frequency** - Monthly except summers.

**Roles and Responsibilities** - Plan and schedule SGM offerings, recruit facilitators, recruit new group members twice a year (September and February), and plan/coordinate facilitator trainings.

**Goals and Plans** - Provide and support interesting and engaging groups. Support ongoing groups. Recruit new facilitators and members for new groups.

**Challenges and Concerns** - Recruiting both members and facilitators.

## **Stewardship**

**Committee members:** Sarah Forman, Becky Friedkin (Chair), Holly Hawkins, Linda Mehta, Peggy Rae, and Rev. Lindasusan Ulrich (Management Team representative)

**Meeting frequency:** Meets monthly roughly September - January, then twice-monthly leading up to the pledge campaign, almost weekly throughout the campaign, and one or two meetings in May/June.

### **Roles & Responsibilities:**

Plan and execute the annual stewardship campaign for pledges:

- Develop a campaign theme, related graphic images, pledge form, FAQ, and other documents for the website and other communications
- Write communications (leadership and general appeals, reminders, newsletter items)
- Recruit stewardship testimonials for worship services and the website (monthly except summers; more often during the campaign)
- Soon after the general launch, contact members who have not yet pledged to check in, explore how USNH can better support them, and encourage completion of a pledge form (which includes an automatic option for a waiver) in a timely manner
- Keep the Management Team, Finance Committee, Board, and congregation apprised of campaign progress
- Update and improve the USNH Stewardship web page, as appropriate
- Adhere to the requirements and ethics of confidentiality
- Communicate with minister, administrator and Pastoral Care team, any appropriate matters regarding individuals' needs within the congregation
- Plan and execute an event to celebrate a successful stewardship campaign
- Update, as needed, the Mission-Based Budget

Support the ongoing development of Stewardship as a year-round committee:

- Talk with members about the committee and its work, to increase understanding
- Recruit new members to the Stewardship team
- Continue to implement salient recommendations from the *Stewardship For Us* engagement
- Review and adapt UUA and other finance- and generosity-related curricula for use at USNH

### **Goals & Plans:**

- Conduct a successful stewardship campaign that meets the campaign goal.
- Encourage a culture of shared stewardship, generosity and abundance in the congregation.
- Develop into a year-round (Sept - June) committee, offering programs relating to money, finance, and generosity to the congregation (future goal).

### **Challenges & Concerns:**

- Meeting the campaign goal during the pandemic.
- Identifying committee chair or co-chairs for the 2022-23 congregational year.

**Sunday Morning Team:** Becky Sandmann (ch), Pam Niles, Michele DeMusis, Theresa Childs, Kathy Lindbeck, Sally Connelly, Ray Zalenski, Karen Swanson, Laura Patey, Greg Feeley, Barbara Orrok, Mary Donohue

**Meets monthly on the first Thursday at 6:30pm**

**Role & Responsibilities:** We are responsible for many of the tasks on Sunday morning including handing out programs at the sanctuary doors, ushering, and organizing/supporting coffee hour. We also plan and host first Sunday's potlucks (usually soup but in the spring, we host potluck salad and snacks). We also assist with other activities at USNH, usually involving food and kitchen use. We try to work with other committees and task forces to support each other and activities they are sponsoring.

**Goals & Plans:** coordinating coffee hour, collaborate with other committees/task forces on joint activities.

**Challenges & Concerns:**

### **Worship Committee:**

David Jones, Jim Peters, Lisa Anderson, Jeannette Faber, Rich Stockton, Sue Linsley, Rev Lindasusan.

#### **Meets:**

Monthly -- 6:30 - 8:00 pm on the first Tuesday of each month

#### **Roles & Responsibilities:**

Coordinate the work of the Worship committee, delegate as needed. Hold monthly meetings with the committee and the minister to assign worship associates for each Sunday, discuss worship issues and new ideas, arrange for worship on Sundays when the minister is away.

When possible, the chairs and the upcoming Sunday's Worship Associate attend the weekly worship team staff meeting (this includes the minister, the director of Lifespan Religious Ed, the Director of music and the Tech support team leader), make suggestions to the team, and provide feedback to the committee.

Attend (or send a delegate to) the council of chairs meetings; Write the annual report; Oversee the worship budget; Arrange for member training; Recruit new members, develop succession plan.

#### **Goals & Plans:**

support the minister; orchestrate Sunday services;.

#### **Challenges & Concerns:**

Recruiting more members; managing workload especially during summer weeks when full-time staff is not participating in services.

**Social Justice Council:** Lurline deVos, Maggie Goodwin, Pamela Miller, Rebecca Sandmann, Van Selden, Gayle Walter

**Meets monthly on the 4<sup>th</sup> Monday unless it is a holiday**

**Roles & Responsibilities:** a collective aspiring through our social justice work to manifest the seven principles of Unitarian Universalism and the congregation's recently adopted 8<sup>th</sup> principle. The Ministry, comprised of a variety of issue groups, focuses on working collaboratively and making consensual decisions. The variety of groups allows folks to live out their commitment to creating a more just world in a way that both feels spiritually meaningful and respects the constraints of their busy daily lives.

The Social Justice Council is comprised of five to seven members currently serving on a task force or having a history of social justice involvement. It supports the work of the ministry through promoting the work of the various groups, encouraging collaboration between groups, and facilitating problem-solving including helping ensure funding is available for the various groups' initiatives.

Folks interested in particular social justice issues are invited to visit the USNH Social Justice webpage ( <http://www.usnh.org/do-justice/justice/> ) where they will find brief descriptions of the various groups and contact information for those currently involved. The SJC is also available to answer questions and help guide the search for a great fit in social justice work at USNH [Socialjustice@usnh.org](mailto:Socialjustice@usnh.org) . *All are welcome; there are never too many in any justice group.*

**Goals & Plans:** The Council will assess the congregation members interest in and commitment to various social justice issues; increase congregants' involvement with CONECT through one-to-one conversations and House meetings, continue to support the work of groups active during the pandemic including the USNH UU the Vote Team.

**Challenges & Concerns:** The pandemic seems to have led to a decrease in participation throughout the congregation, but has also allowed focus on the areas of concern where action has been possible. Economic challenges to congregants may result in reduced contributions to social justice efforts such as the food bank.