

**FIRST PARISH BROOKLINE
PARISH COMMITTEE MEETING MINUTES
September 14, 2015**

PC Members Present: Sue Andrews, Michele David, Steve Davis, Ann Dinsmoor, Elena Garofoli, Ann Gilmore, Stacey Raczek, and James Shillaber. Also present: Rev. Jim

Check-In – What are you grateful for?

Questions & Concerns about Transition Process

What an exuberant, energizing Opening Sunday service yesterday! Kudos to Rev. Jim and Ann D for the wonderful Listening Circle, which followed! Rev. Jim felt so affirmed by the gratitude that was expressed for his ministry with FPB. One person asked if Rev. Jim could come back next June to give a sermon about his sabbatical experiences. It is important to reinforce clear UUA guidelines that a minister who leaves a congregation may not come back to preach for two years in order to give the new minister time to settle in.

We are offering childcare during all three Listening Circles in the hopes of encouraging parents to attend. If they don't come, we will look for other opportunities to get their input.

Not many fears or concerns were expressed. We are wondering if people would be more likely to raise them if Rev. Jim was not present at the Listening Circle. At the upcoming one next Sunday, we will have people write hopes and concerns on index cards. Hopes will then be shared with Rev. Jim present and then he will leave during the time concerns are shared.

Rev. Jim and PC members have been asked if Rev. Jim is leaving because of any hurtful or critical comments arising out of last spring's congregational survey. Some have also expressed confusion with the email that was sent out seeming to link our new Mission statement with his decision to leave. Rev. Jim reaffirmed that his discernment about resigning was based on a number of factors, that he is excited about new opportunities, and that the survey results were a catalyst to his deciding to leave FPB sooner rather than later. He fully supports and loves our new Mission Statement and its creation allowed him to realize that the congregation is in a good place, and that his leaving will not be detrimental to its momentum.

Review of Worship Schedule & Report of REC plans

Rev. Jim passed out a schedule for Sunday Worship services that the staff Worship Team has created. He pointed out that, in response to feedback from the congregation, the number of multigenerational worship services has been greatly reduced from once a month to only a few special/holiday services. Also, the ministers will lead the services and they will do at least half of the 2x a month Time for All Ages stories/programming with the children.

Song – Sue led us in singing “You are My Sunshine.”

Budget Report

Stacey passed out and reviewed our Projected versus Actual Budget figures for Fiscal Year 2014/15.

On the income side, we still have \$40,000 in outstanding pledges we need to collect. She and Sonya will follow up on those. The Sunday Offering income was in at only 50% of projected income. Building rentals were up this year by approximately 5,000, which made up for the

lower Sunday offerings. Other Donations were up from a projected \$3,000 to \$20,419, including the \$10,000 Vose Bequest.

On the expense side, building costs were slightly up due to snow removal of last year's record snowfall, offset by fuel costs which were lower than expected. Program expenses were down thanks to staff and committee frugality. Administrative expenses were lower than projected thanks to Sonya's frugality, including \$1500 she saved us by not adding an administrative temp, resulting in her doing extra work.

James commented that he has met with Sonya and she is invaluable! She has systems for everything, is accountable and gets the job done! As our new Human Resources person, James is now involved in helping Rev. Jim and Stacey make sure that Sonya does not over extend herself.

In terms of this year's budget, Stacey reminded us that we have projected \$12,500 in fundraising income, which we need to plan for.

Our big budgetary challenge this year is funding an interim minister for the period Jan 1, 2016 through June 30, 2016. Based on the midpoint of the UUA fair compensation guidelines, the salary for a full time interim minister for that 6-month period would cost up to an additional \$55,000 including benefits. At our meeting on September 9th, we authorized taking a request to the membership to approve drawing this shortfall out of our endowment. In keeping with our bylaws, we will give the proper notice and schedule two congregational meetings on this issue in October. Time is of the essence as we will need to file our application for an interim minister with the UUA in early October, and will be interviewing interested candidates later in October.

A final budget issue for this year is whether to allocate the \$8500 we budgeted for ministerial intern Mandy Beal to hiring a part-time youth advisor. (As reflected in the minutes of our last meeting, Mandy sought a new placement when Rev. Jim informed her he was resigning). We will gather input from parents and youth and revisit this issue in 2016.

Interim Task Force

Ann D reported on her conversations with Keith Kron, Director of the UUA Transitions Office.

We may be the only congregation looking for an interim minister to start in January. Many of the UUA rules only apply when there are multiple congregations involved in the search process. Our application is due in early October. The candidates' applications will be released to us October 24th and our first offer should be made November 7th. We need to create an Interim Task Force of 5-6 people who can prepare our application, review and interview potential interims, and make a recommendation to the Parish Committee., all within less than two months time! Sue, James, and Michele volunteered to serve, with Sue as the chair. Michele who is also co-chair of the Committee on Ministry, will recruit one more member from that committee, and Ann D. will recruit one member of the RE committee. We will schedule our congregational meetings and votes on funding the interim position from our endowment in October, so that we can make an offer in November. We will also use our 3rd Listening Circle and our first congregational meeting on Oct. 4th to elicit input from the congregation on areas of focus for an interim.

Moderator

Anne Copeland, our newly elected moderator, is not available for our congregational meetings on Oct. 4th and Oct. 18th. Ann D and Elena will meet with the LDC regarding suggesting people to serve as Vice Moderator whenever Anne Copeland is not available. Also, we will reach out to Janet Sanders, who served so well as our moderator for many years, to ask if she is available and willing to moderate on Oct 4th and 18th.

Respectfully submitted,
Ann Gilmore, Clerk