

Report to the Board
of the First Unitarian Church of South Bend, Indiana
Rev. Chip Roush
11 May 2022

INFORMATION

The Regional Assembly of our MidAmerica Region was held online on Saturday, April 30.

For more information on how to be more welcoming and inclusive of our transgender and nonbinary cousins, here is a great page from our UUA: <https://www.uua.org/lgbtq/identity/transgender>

There is still time for us to recruit/choose delegates for our UUA General Assembly (June 22-26 in Portland, Oregon, with a great deal of online participation).

If you want to plan ahead, GA will probably be in Pittsburgh in 2023.

SCHEDULE

I have another study leave scheduled for April: Friday through Sunday, April 22-24, and Wednesday April 27. I will attend the FISJC rally on Sunday afternoon.

I am scheduled for a vacation in May (around Memorial Day)—Friday through Tuesday, May 27-31.

PERPETUAL CALENDAR

- May
- Approve budget to be presented at congregational meeting
 - Works with Administrator to send out official notice of annual meeting, including proposed slate of officers and any other set items at least 10 days prior to the meeting.
 - President and Secretary conduct annual congregational meeting (5/22/22)
 - File form 103 & 104 with St. Joseph County Assessor. Get form online at www.in.gov/dlgf - look for form link. No reminder notice sent; no online filing at this time. Deadline May 15
- June
- Newly elected Board members join standing Board for monthly meeting
 - Determine dates for monthly meetings
 - Quarterly update on Endowment disbursements
 - Get door codes for newly-elected Trustees

July

Determine dates for annual events (e.g. Service Auction in fall, congregational meeting in May; board retreat, all-church retreat) if possible

Add new officers to bank & UUCEF permissions; remove old officers

Appoint Assistant Treasurer, Personnel Liaison, chairs for annual Service Auction and Holiday Bazaar, committee liaisons

All Board members receive basic documents pursuant to their task

Consider and approve the Minister's request for identifying portion of salary that may be designated for housing (important for tax reporting requirement)

QUESTIONS/REQUESTS

should we have a policy for building usage if the virus levels go back up, and we institute some limitations on attendance / eating / *etc*?

Question(s) for next month:

ACTIVITIES

From Monday, March 28, through Sunday, April 24, 2022, there were four weeks; my contract calls for an average of at least twelve units per week, for a total of 48+ units (where a unit is defined as a morning, an afternoon, or an evening of work, in general). Over that April time period, I recorded 51.5 units, made up of 37.5 units of work and 14 units of study leave.

Sunday Services (14 units)

Planning & presenting worship services on Sunday (2);
Worship Arts Committee meeting (Zoom)
interfacing with Sound Techs and Zoom (Co-)Hosts
reviewing drafts of orders of service prior to printing
uploading sermons to YouTube, Facebook, and congregational website
Sermon Sounding Board (weekly; 4)

Pastoral Care & Counseling (7 units)

Care Committee meeting (1), phone calls & texts (4)
Home, *etc.*, visits (4)
weekly Thursday afternoon Zoom Gathering (4)
Eco Grief Circle (1)

Staff Supervision (4 units)

weekly meetings (4); ongoing training

Governance (3.5 units)

Board meeting (1), communications & follow-up tasks from Board
Meeting with BoT/CoM/Lisa Presley/et al to address congregational conflict (4)
Stewardship Committee meeting (1)
Chat with individuals or couples (3)

Communications (3 units)

submitting items for Chirp! each week
putting informational posts on church Facebook page & website
compiling Board Report
miscellaneous email, not included in other categories

Public Religious Face of the Congregation (3 units)

Faith In St. Jo County / in-person at Berean SDA (1)
Co-lead interfaith prayer service for Ukraine (1)
Clinic Blessing planning session (1)
in-depth conversation with ND student (2)
emails from local students / organizations

Associational Ties (1 unit)

meet with Intern (2) & Mentees (1)
Co-Moderator of UUMA Facebook page (approx. daily)

Spiritual Development of Congregation (1 unit)

participate in UU Wellspring (1)
conversations with congregant(s)

Children & Youth RE (1 unit)

RE Committee meeting (1)
Attend Easter Egg hunt
Chat with Ariel & friend re: NHS volunteer hours

Marketing / Publicity (1 unit)

posting upcoming services on Facebook, Twitter, our website

Membership (1 unit)

conversations with humans considering joining (1)
emails & call from members & friends

Social Justice (1 unit)

Peace & Social Justice committee meeting
does not include FISJC work (see “Public Religious Face...” above)

Adult RE (0 unit)

Rites of Passage (0 units in March)

child dedications, marriages, memorial services
conversations, rounded down to zero units

PROGRESS ON GOALS (as set on December 2, 2021):

Establish weekly sermon feedback sessions

One group is scheduled for this week; Lynn is creating another for next month.

Re-connect and repair relationships with the folks Anne asked to write letters

This work is ongoing.

PROGRESS ON MINISTERIAL GOALS (as set on August 17 & 31, 2021):

Hire and supervise Coordinator of Religious Education

See “DRE-am Team” proposal.

Help recruit volunteers/staff for multi-platform services

I’ve made a recruiting plea in virtually all of the services I’ve led.

Establish a clearly defined goal setting and evaluation structure for staff

Pat is taking on more responsibilities, as Peg focuses on the *Chirp!*, the website, and the calendar.

Lead at least two Adult RE classes

We did *Lincoln in the Bardo* last fall, and we’ve announced a group for *The Sum of Us*

Continue to serve as Mentor to seminarians

I meet monthly with each of my two Mentees, and biweekly with my Intern Minister

PASTORAL CARE

I made zero pastoral visits to a hospital/prison/court/care facility, and three pastoral home visit, during April. I made several pastoral phone calls.

We have a bit over five thousand dollars in the Ministerial Discretionary Fund. See the Appendix for a proposed policy to detail how to distribute these funds in a generous, confidential AND accountable manner.

MEDITATION

Becky Roush painted sunflowers last Saturday, with a dozen other patrons of the Buchanan Public Library. Sometimes we feel that our artwork is not up to some standard, but that misses the point of art. In difficult times, it is valuable to make art for oneself—to spend time immersed in an activity that brings you joy, even if you never show the results to anyone. Let us make art!

So may we be,

Chip

APPENDIX – Proposed Policy for the Administration of the Ministerial Discretionary Fund

POLICY Ministerial Discretionary Fund First Unitarian Church of South Bend

Affirmed by the Board of Trustees at their regular meeting on <date>

The purpose of the Ministerial Discretionary Fund (hereinafter MDF) is to provide emergency financial aid (not ongoing assistance) for members and friends of First Unitarian Church, South Bend, as well as for the community at large. When appropriate, requests will be first directed to community resources. At no time may the MDF be used to donate, endow, or subsidize organizations. It is used, as its name implies, at the discretion of the minister.

Because of the need for both confidentiality and accountability:

- The account will be held as a non-operating fund of the congregation.
- Only the minister may draw from the MDF fund.
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Sources

Contributions to this fund will come from a special collection taken at the Christmas Eve service each year and/or one or more share the plate Sundays as deemed necessary by the board to augment the fund.

Other contributions to the fund are accepted at any time, with no provisions

Contributions to the fund may be made by individuals or by allocations by the board or from the operating budget.

To allow contributions to be tax-deductible, no contribution may be designated for the benefit of any particular recipient.

Eligibility Requirements

Any person may request a disbursement from the MDF. Only members may request a disbursement of more than \$999.

No distribution may be made to the minister or to any member of their family at any time.

Any distribution to a church employee must be paid through payroll so that payroll taxes and reporting are correctly calculated and reported.

Recipients will demonstrate financial need, to the satisfaction of the minister. This may include acknowledgement of other resources, if any.

Recipients of gift cards (\$50 or less) may request one card each month.

Recipients of any disbursement other than gift cards must wait at least another month before receiving another disbursement.

Recipients of a disbursement over \$500 must wait at least six months before applying for another; recipients of disbursements over \$1000 (for members only) must wait at least a year.

Disbursements

Disbursements may be made by check or money order (made payable to utility company, landlord, medical facility, etc, and not to the individual), gift cards (including gasoline, grocery, drug stores, pharmacies, up to a maximum of \$50 per card), or church credit card (direct to the utility company, landlord/, medical facility, etc, and not to the individual).

Check requests will be submitted to the bookkeeper with the customary form.

If necessary, the minister may—with the prior knowledge of the treasurer—make a disbursement from their own funds, then seek reimbursement from the MDF. Such reimbursement requests much include receipts and a signed acknowledgement from the recipient (whose name will be kept confidential by all involved).

Record-keeping, Confidentiality, and Accountability

Recipients of the fund will sign a “thank you” note or acknowledgement of receipt

A maximum of ten (10) gift cards, of values up to \$50 each, may be purchased each month.

When gift cards are disbursed, the date, amount of the gift card, and its purpose will be entered into a logbook.

The minister will meet with the treasurer quarterly to review the logbook and to ensure the account is balanced.

The minister will make an annual report to the Board regarding how much was dispensed and for what purposes, including the extent to which members, friends and others have used the fund.

The minister will keep the logbook and the notes/acknowledgements in a locked file cabinet.

The Treasurer should review the canceled checks and receipts to confirm adherence to the written policy, and will keep confidentiality around any details.

// it would be a LOT easier if the MDF were its own bank account, with a credit/debit card. If we go this way, then the treasurer would be an emergency signatory, and the monthly statements would be sent to the treasurer, not the minister.

// some congregations have another signatory person who may make disbursements in an emergency. I don't know that I think it's a good idea—I do know if we have another signatory, that person should not be the treasurer / person who receives the bank statements

cf. <https://www.uua.org/leadership/library/money-matters/ministers-discretionary-fund>