

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

INFORMATION

As we discuss moving our business to a different alarm company, it is good to remember that our current company (Vermilion) does monitor fire alarms as well. We probably want to keep that capacity. They also have an app for phones that allows self-canceling of alarms. I am ambivalent about the value of this option.

I've attached a copy of the Policy on the Ministerial Discretionary Fund, as passed in May.

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

SCHEDULE

In July, I am scheduled for vacation (at SUUSI!) from Friday July 15 through Monday July 25.

I'm also slated for a short study leave, Friday through Sunday July 29-31.

In August, I will take another short study leave, Friday through Monday, August 26-28.

PERPETUAL CALENDAR

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)

August

Inform Chairs and Congregation that committees are formed and chairs approved

Schedule pulpit hosts through June

Endowment Committee sends Board quarterly report

Annual Board Retreat: set goals for the year; renew the Covenant between Board and Minister

September

Quarterly update on Endowment disbursements

QUESTIONS FOR NEXT MONTH

What do you want to see in my reports? What format would you prefer I use for my activities?
I want to provide transparency without information overload; what would work best for you?

ACTIVITIES

From Monday, May 30, through Sunday, June 26, 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 June time period, I recorded 49.5 units, made up of 41.5 units of work, 2 units “holiday,” and 6 units of vacation.

Sunday Services (11 units)

Planning & presenting worship services on Sunday (2);
Service Evolution Group (1)
conversations with potential extra-congregational preachers (2)
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)

Associational Ties (11 units)

meet with Mentees (2)
Attend Ministry Days (at Rev. Shelly’s home) (multiple events over two days)
Attend General Assembly (many events over four days)
Attend UUMA business meetings (zoom, 2)
Co-Moderator of UUMA Facebook page (approx. daily)

Governance (5 units)

Board meeting (1), communications & follow-up tasks from Board
Committee on Ministry meeting (1)
Conversation Circle (1)
Meeting with BoT/CoM/Dalila Huerta/et al to address congregational conflict (2)
Chat with individuals or couples (4)

Pastoral Care & Counseling (4 units)

Memorial Garden dedication (1)
Phone calls & texts (2)
Home, hospital, *etc.*, visits (0)
Buy gas cards & grocery cards (1)
Visits at church, restaurant, *etc.*, (2)
Consult with colleague re: alternative therapies (1)
weekly Thursday afternoon Zoom Gathering (4)

Staff Supervision (4 units)

weekly meetings (3); ongoing training

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

Spiritual Development of Congregation (1 units)

Center for Congregations session on “mindfulness” (1)
conversations with congregant(s)

Adult RE (1 unit)

meet with committee chair (1)

Marketing / Publicity (1 unit)

posting upcoming services on Facebook, Twitter, our website

Public Religious Face of the Congregation (0.5 units)

interactions with interfaith clergy (1)
emails from local students / organizations

Children & Youth RE (0 units)

few conversations, rounded down to zero units

Membership (0 unit)

emails & call from members & friends

Social Justice (0 unit)

Attend various sessions at GA – included in “Associational Ties” above

Rites of Passage (0 units in June)

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

We held monthly “Service Evolution Group” conversations in May, June, and July.

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

We are using the “DREAM Team” model

Help recruit volunteers/staff for multi-platform services

I’ve spoken to several members and friends.

Establish a clearly defined goal setting and evaluation structure for staff

Pat is performing admirably, taking on the responsibilities that used to be Peg's.

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

My intern graduated, and I was asked to be a Mentor by another colleague.

I meet monthly with each of my three Mentees.

PASTORAL CARE

I made zero pastoral visits to a hospital/prison/court/care facility, and zero pastoral home visits, during June. I had two meetings at the church or in restaurants; and I made several pastoral phone calls.

Now that I'm in the actual office more frequently, people have begun showing up to ask for gas cards, grocery cards, bus passes, and assistance with larger needs (mortgage, utility bills). We're essentially back to the level of activity from pre-pandemic.

We have over twenty thousand dollars in the Ministerial Discretionary Fund.

MEDITATION

Our congregation—like many others, of virtually all traditions—faces some difficult challenges. Fortunately for us, we have a Board composed of creative, courageous, savvy human beings, and a congregation of generous, open-hearted, willing people as well.

I am hopeful that we can focus our energies and make significant progress this year. Thank you for willingness to help lead that work!

So may we be,
Chip

APPENDIX – 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 May 11, 2022

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 must 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.