

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

## INFORMATION

“911” dials out. Although we need to dial a “7” first (and then ten digits) for most calls from the church building, it is set up to handle emergency calls to 911 without dialing the “7” or any area code.

Speed dial “1” will go to the alarm company. Pat made some nice instruction cards for each phone.

Our UUA is recreating their staff salary recommendations grid (for the first time in 20+ years). It will be published in late winter / spring. In addition to job descriptions and salary ranges, they suggest best practices for a process to follow when hiring or determining fair compensation guidelines. Here is a link:  
<https://www.uua.org/leaderlab/compensation-process-guidance>

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

## SCHEDULE

In September, I am scheduled for a week of vacation, Saturday through Friday, September 17-23.

I am slated for a study leave in October, Monday through Thursday, 10/11 through 10/13.

## PERPETUAL CALENDAR

September

Quarterly update on Endowment disbursements

October

review/edit Perpetual Calendar

November

Set time and date for mid-year mini-retreat

File form NP-20 with Indiana Department of Revenue. Deadline November 15

## QUESTIONS FOR NEXT MONTH

Do we want / require / need there to be a President’s Report and a VP Report each month?

Questions for the evolving COVID status policy:

Do we close the bathrooms in the south hall (to protect staff) in Orange? Red?

## ACTIVITIES

From Monday, August 1, through Sunday, August 28, 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). Subtracting 4 units for two days of study leave, that leaves a contractual minimum of 44+ units of work. Over that August time period, I recorded 45.5 units.

#### Sunday Services (16 units)

- Planning & presenting worship services on Sunday (3);
- Worship Arts Committee meeting (1)
- reviewing & timestamping GA services for potential upcoming services (1)
- 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 (5 units)

- Phone calls & texts (4)
- Home, hospital, *etc.*, visits (1)
- Visits at church, restaurant, *etc.* (2)
- Care Committee meeting (1)
- weekly Thursday afternoon Zoom Gathering (4)
- monthly Grief Circle (1)
- monthly Eco-Grief Circle (1)

#### Staff Supervision (5 units)

- weekly meetings (4); ongoing training
- create draft job description for Office Manager position (1)

#### Membership (5 units)

- Office Hours (8)
- Newcomer Class planning (1)
- email from UU Notre Dame student (1)
- emails & call from members & friends

#### Associational Ties (4 units)

- meet with Mentees (2)
- CMwD UUMA Fall Retreat planning meeting (2)
- zoom conversation with Amy DeBeck (1)
- UUA call re: new staff salary recommendations (1)
- Co-Moderator of UUMA Facebook page (approx. daily)

#### Communications (3 units)

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

#### Spiritual Development of Congregation (2 units)

- 70<sup>th</sup> Anniversary Celebration planning group (1)
- Wellspring small group (1)
- conversations with congregant(s)

Governance (2 units)

Board meeting (1), communications & follow-up tasks from Board  
Committee on Ministry meeting (1)

Marketing / Publicity (1.5 units)

posting upcoming services on Facebook, Twitter, our website  
*note: the 70<sup>th</sup> Anniversary Celebration could also go here,  
but I've included it in Spiritual Development, above*

Social Justice (1.5 unit)

vigil for the murder of Dante Kittrell (1)  
Peace & Social Justice committee meeting (1)

Children & Youth RE (0.5 units)

DREAM Team meeting (1)

Adult RE (0 units)

a few conversations, rounded down to zero units

Public Religious Face of the Congregation (0 units)

emails from local students / organizations

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**

We are reviewing the draft job description now

**Lead at least two Adult RE classes**

We did *Lincoln in the Bardo* last fall.

We held one discussion of Michelle Huneven's *Search: A Novel* in July.

### **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 one pastoral home visit, during August. 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**

As noted at our retreat last weekend, I feel an uplifting spirit about this Board. Our conversation about exploring communication skills, developing tools for conflict engagement, and learning to embrace uncertainty—to enhance our own lives, as well as our cohesion as a congregation—is exciting. I look forward to doing this work together!

Along those lines, I thought I would suggest some goals for us to consider and potentially ratify this Wednesday. These are only suggestions; you may change, delete, or add others as you feel appropriate.

For me:

Offer at least one Book Group that explores these skills and/or tools.

Preach at least three times about these skills/tools.

Explore incorporating skills/tools practice in the majority of the services I lead.

Take a class in communication / conflict / ambiguity / attuned listening this church year.

Co-lead (with Board and/or Committee on Ministry members) a “Fireside Chat” / Q&A session to demonstrate transparency and accountability, at least quarterly.

Arrange with Pat to display the latest Chirp! on a chase in the Great Hall each week.

For the Board:

Lead an Adult Forum conversation about these skills/tools, at least quarterly.

Offer a one-to-two minute preview of Board topics the Sunday before each Board meeting.

Present a one-to-two minute recap of the Board meeting, the Sunday after each Board meeting.

Create & lead a new fundraiser.

Reach out to committees and encourage them to think about three target demographics (families with young children, 30- and 40-somethings, and recent retirees seeking connection [or however you define them]), paying attention to the particular needs and availability of each.

So may we be,  
Chip