

## Minister's Report

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Report to the Board of the First Unitarian Church of South Bend, Indiana  
Rev. Chip Roush - 10 May 2023

### INFORMATION

Leader Lab resources

<https://www.uua.org/leaderlab/part-time>

<https://www.uua.org/leaderlab/reducing-process>

are nonmembers allowed to attend the Annual Meeting? (in a special area, or with a promise to not vote, or what?)

GA will be in Pittsburgh, PA, June 21-25, 2023. Let's get a group to attend! There will not be an in-person GA in 2024; there will be an in-person MidAmerica Regional Assembly in late spring of 2024.

### SCHEDULE

In May, I will take a short study leave over Memorial Day weekend, Friday through Sunday, May 26-28.

In June, I will take a final short study leave, Friday through Sunday, June 02-04.

### 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 (typically 3rd Sunday)

File form 103 & 104 with St. Joseph County Assessor. Get form online at [www.in.gov/dlgf](http://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, and liaison with committees

All Board members receive basic documents pursuant to their task

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

## **QUESTIONS FOR NEXT MONTH**

Musicians Andrew Finn Magill & Anya Hinkle

see email 230501 in 1USB

## **ACTIVITIES**

From Monday, March 27, through Sunday, April 30, 2023, there were five weeks; my contract calls for an average of at least twelve units per week, for a total of 60+ units (where a unit is defined as a morning, an afternoon, or an evening of work, in general).

Subtracting 6 units for vacation, and 2 units for a sick day, that leaves a contractual minimum of 52+ units of work. Over that April time period, I recorded 52.5 units:

### Sunday Services (18 units)

Planning & presenting worship services on Sunday (3)  
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  
Worship Arts Committee meeting (1)  
Sermon Sounding Board (weekly; 5)

### Governance (7 units)

Board meeting (2), communications & follow-up tasks from Board  
Committee on Ministry meeting (1)  
Town Hall (via Zoom) (1)  
Research full-time-to-part-time ministry transitions (2)  
Conversations with concerned members (2)

### Pastoral Care & Counseling (6 units)

Phone calls & texts (5)  
Home, hospital, etc., visits (2)  
Visits at church, restaurant, etc. (3)  
Grief Circle (2)  
Attend memorial open house for Ralph Radecki (1)  
Care Committee meeting (1)  
Planning & calls for Eileen Murphy's Celebration of Life (1)  
Buy Martin's grocery cards (2)  
weekly Thursday afternoon Zoom Gathering (5)

### Associational Ties (6 units)

meet with Mentees (4)  
preach at UU Fellowship of Elkhart (1)  
conversations with colleagues (5)  
Co-Moderator of UUMA Facebook page (approx. daily)

Communications (3.5 units)

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

Membership (2.5 units)

Office Hours (9)  
planning for Ingathering of new members (1)  
emails & call from members & friends

Adult RE (2 units)

Awe Covenant Group & prep therefor (1)  
ad hoc conversations

Staff Supervision (2 units)

weekly meetings (4); ongoing training

Marketing / Publicity (2 units)

posting upcoming services on Facebook, Twitter, our website  
conversation with Louise about marketing (2)

Social Justice (2 units)

panelist in "Slate of Hate" conversation at St. Peter's UCC (1)  
a few conversations

Children & Youth RE (1 unit)

DREAM Team meeting (1)  
Easter Egg hunt (1)  
extended conversation about our program (1)  
ad hoc conversations, rounded down to zero units

Spiritual Development of Congregation (0.5 units)

multiple short conversations with congregant(s)

Public Religious Face of the Congregation (0 units)

theological conversations with folks who ask for gift cards (2)  
emails from local students / organizations  
the "Slate of Hate" panel could have gone here, but I put it in *Social Justice*, above  
all rounded down to zero units

Rites of Passage (0 units)

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

**PROGRESS ON GOALS** (as set on October 12, 2021):

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

I took a

**Offer at least one Book Group that explores the above skills and/or tools.**

I'm offering a covenant group which will read *Awe* by Dacher Keltner

I welcome other suggestions for book group discussions or sermons.

**Preach at least three times about these skills/tools.**

The services on 11/20, 12/4, and 3/12 touched on some of these topics.

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

I had several conversations about this while on Sabbatical

I will incorporate some of the above conversations in services monthly from now on

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

We have held Town Hall meetings on Sunday afternoons, 12/18/22 and 4/2/23.

## **PASTORAL CARE**

We have had many people inquire about help from the Ministerial Discretionary Fund.

When I am in for Office Hours, it is not uncommon for there to be three to five visitors each day.

## **MEDITATION**

I was really taken by President Frederick-Gray's chalice lighting, which ended "May we know how necessary and essential it is to keep alive the message of universal love, of humanity and human dignity, of reverence for life...in our hearts and in our actions. We are now among the keepers of that flame."

In a world which so desperately needs our affirmation of human dignity, it is both an honor and a challenge to keep it in our hearts and in our actions. To tend that flame is work, but it is highly meaningful work. Let us endeavor to keep human dignity (our own, and that of others) to be the guiding principle of all of our actions.

I am glad to be counted with you, among the keepers of this flame.

So may we be,

Chip