

Report to the Board
of the First Unitarian Church of South Bend, Indiana
Rev. Chip Roush
08 November 2023

INFORMATION

Joe Jencks will perform during the service on Sunday, November 19.

My ex-Mentee, the Rev. Dr. Lee Anne Washington, loves our website & all the activities it shows we're doing.

Church Mutual/Property/Liability Insurance

“While the UUA Office of Church Staff Finances doesn't get involved with property insurance (at least not yet!), I've seen several posts on this and other FB boards reporting cancellation or skyrocketing premiums of their insurance by Church Mutual or other insurance companies. In an attempt to be helpful, I'd appreciate getting an email (RNugent@uua.org) with the details of your experience, e.g., Congregation Name, Address, Contact Info, Company Involved, Cancellation or Skyrocketing Premiums, Reason for cancellation, how much was your coverage and premium for your most recent year, etc.....I'll assemble the data, and bring it to the attention of our insurance broker who will likely have alternatives available. Normally, responsibility for this lands on the UUA Treasurer/Chief Financial Officer, but we are in-between people.” – from Richard Nugent.

General Assembly will be online-only next year: June 20-23, 2024. It will be multiplatform again in 2025, with the in-person aspect held in Baltimore, Maryland (June 19-22, 2025).

Our MidAmerica Regional Assembly will take place April 19-21, 2024. At least some of the events (including a semi-famous Keynote Speaker?) will also include our friends from the Pacific West Region. As such, virtually all of the Assembly will be accessible online *and* there will be at least one in-person gathering in each Region. The in-person gathering for MAR is tentatively planned to occur in Madison, Wisconsin.

SCHEDULE

I'll be away from Michiana for my usual vacation around Thanksgiving (Friday through Sunday, 11/24 – 11/26).

Next month, I plan to take six days of vacation, from Tuesday through Sunday, December 26-31. Monday January 1, 2024 is the holiday; I'll be in the office on Tuesday 1/2/24, and plan to preach on Sunday, 1/7/24.

PERPETUAL CALENDAR

November

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

December

Quarterly update on Endowment disbursements

Order 1099 Forms from the IRS through www.IRS.gov/orderforms

The online forms can't be used for Copy A which needs to go to the IRS. December 31

January

Board certifies membership for report to UUA.

Send IRS Form 1099-MISC to all non-corporate church payees who have received \$600.00 or more in the previous year and send Copy A of the form to the IRS.

Confirm filing and mailing of W-2 (Fed & employees), Fed W-3, Form WH-3 and Indiana Form WH-1 by the Church's payroll processor. Get copies for the church files. deadline: January 31

ACTIVITIES

From Monday, September 25, through Sunday, October 29, 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 8 units of vacation, and 6 units for study leave, that leaves a contractual minimum of 46+ units of work. Over that September time period, I recorded 47 units. These units were used on the following activities (please note that only the top number in each section is a number of units. All the rest are the number of times I did that thing/activity):

Sunday Services (16 units)

- Planning & presenting worship services on Sunday (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
- Worship Arts Committee meeting (1)
- Sermon Sounding Board (weekly; 4)
- Attend Worship Service that I didn't lead (2)

Pastoral Care & Counseling (8.5 units)

- Phone calls, texts, Facebook messages (5)
- Home, hospital, etc., visits (1)
- Visits at church, restaurant, etc. (3)
- Care Committee meeting (1)
- Buy Meijer grocery cards (1)
- Weekly Thursday afternoon Zoom Gathering (4)
- Grief Circle (2)

Membership (7 units)

- Office Hours (8)
- Membership Committee meeting (1)
- Attend New Member class (1)
- Attend Activity Fair (1)
- Attend *Kommuna Lux* concert (1)
- Attend church auction (1)
- prep for & present auction event (1)
- Attend breakout session after church service (1)
- Emails & call from members & friends

Governance (5 units)

- Board meeting (1), communications & follow-up tasks from Board
- Committee on Ministry meeting (1; but again, only person attending)
- Review of Ministerial Discretionary Fund books (1)
- Goal-Setting conversation (1)

Associational Ties (3 units)

- Meet with Mentees, et al (2)
- Conversations with colleagues (6, not including retreat)
- Attend the Central Midwest Chapter UUMA Retreat (as study leave)
- Co-Moderator of UUMA Facebook page (approx. daily)

Communications (2 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

Staff Supervision (2 units)

- Weekly meetings (4); ongoing training

Children & Youth RE (2 units)

- Perform background checks on RE volunteers (5)
- Attend Halloween party (1)
- Ad hoc conversations, rounded down to zero units

Marketing / Publicity (1.5 units)

- Attend Marketing work session (1)
- Attend Marketing Committee meeting (1)
- Posting upcoming services on Facebook, Twitter, our website

Public Religious Face of the Congregation (rounded down to 0 units)

- Theological conversations with folks who ask for gift cards
- Emails from local students / organizations

Rites of Passage (rounded down to 0 units)

- discuss potential child dedications, marriages, memorial services

Adult RE (rounded down to 0 units)

- Ad hoc conversations

Social Justice (rounded down to 0 units)

- Conversations with local justice leaders & activists

Spiritual Development of Congregation (rounded down to 0 units)

- Short conversations with congregant(s)

PROGRESS ON GOALS (*draft*; as set on October 3, 2023):

Attend worship when I'm not preaching, at least four times this year

I attended on October 29, 2023, in person

I attended on October 1, 2023, via Zoom

I attended on August 20, 2023, in person

Collaborate with Board to hire and train new Office Manager, whether or not Pat Davis stays

I am on the subcommittee charged to do this work

Collaborate with Worship Arts Committee to rewrite Pulpit Host script.

this is in process

Engage with at least one video/article from the UUA's LeaderLab communications resources

Thank you, Gail, for this URL: <https://www.uua.org/leaderlab/communication-skills>

I read *Is E-mail the New Parking Lot?*

<https://alban.org/archive/is-e-mail-the-new-parking-lot-2/>

Help arrange and attend monthly "Meet the Minister" sessions (alternatively in-person and on Zoom)

We discussed this at the 10/9 Membership committee meeting

Include staff update in each Minister's Report

See below

Join a local Board, and share my engagement with the congregation

I've been asked to join the URC Board; and wrote about in the Chirp! of 10/3/23.

Learn and practice emotional regulation exercises, such as Positive Intelligence, etc., and report on progress therewith in the Monthly Minister's Report.

I've read two chapters of the *Positive Intelligence* book

Maintain 3/10 boundaries (no more than three evening events per week, and no more than ten evening events pers month, except in emergency)

From Monday 9/25 through Sunday 10/29, I attended 3-2-3-1-1 evening events, successfully observing this boundary.

Offer at least one Adult RE course, of at least three sessions

The Adult RE Committee and I will discuss this sometime soon.

Remain and chat through an entire Coffee Hour (or until 1:00pm, whichever comes first), monthly (possibly to include engaging people still at Coffee Hour after I leave a meeting)

I was at church through Coffee Hour / potluck, after 1:00pm, on 10/8, 10/22, and 11/5.

Visit and/or contact one or more "homebound" member per month.

I reached out to two "homebound" members in November.

STAFF REPORT

Pat would not hate it if we paid her the same amount per hour that we'll be paying the person she will train, but she will do that training gladly.

Ian and I are beginning to plan the music for Christmas Eve. All suggestions (and volunteers!) are welcome.

MEDITATION

from Rich Orloff's poem, *A Prayer Under a Tree*:

Forgive me for the sin of believing
in the illusion of independence
Forgive me for pretending

I'm not attached to something
larger than just me
Forgive me for confusing
uniqueness with separation
Forgive me for resenting
all the reminders
I can't do this by myself

So may we be,
Chip