

Report to the Board of the First Unitarian Church of South Bend, Indiana
Rev. Chip Roush - 10 January 2024

INFORMATION

We've placed ads for the Office Manager position on Craig's List, with the URC, on our website and the church's Facebook page. We've received ten applications, of which two or three seem pretty strong. I'll interview a handful of candidates, then collaborate with Bill and Lynn for a last interview and/or an offer.

Our usual regional point of contact is the Rev. Dr. Lisa Presley. She's on Sabbatical until April 8, 2024, however, so our main contact during that time is the Regional Lead, the Rev. Mr. David Pyle.

We're working on a small group discussion after the service on February 11, 2024, using the Owl so that people in the building and people online can talk together. That day will probably just be a discussion of the service, but we hope we can use a similar approach for small-group discussions of budgets, the potential name change, etc.

Please find a draft of my explanation of the Ministerial Discretionary Fund, for your review, attached

General Assembly will be online-only this 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 will take a brief vacation from Friday through Sunday, January 26-28, 2024.

In February, I will take one day of study leave, on Saturday, February 3, 2024.

PERPETUAL CALENDAR

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

February

Nominating Committee begins making contacts & preparing a slate of candidates for election

March

Stewardship Sunday: Annual stewardship drive begins

Quarterly update on Endowment disbursements

ACTIVITIES

From Monday, November 27, through Sunday, December 31, 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 2 units for the holiday, 12 units of vacation, and 2 units for study leave, that leaves a contractual minimum of 44+ units of work. Over that December time period, I recorded 45.5 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 (18 units)

- Planning & presenting worship services on Sunday (2)
- Attending Sunday morning 12/24/23 in case (1)
- Planning & presenting the Christmas Eve service (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
- Worship Arts Committee meeting (1)
- Sermon Sounding Board (weekly; 4)

Governance (6.5 units)

- Board meeting (2), communications & follow-up tasks from Board
- Committee on Ministry meeting (1)
- Meet with CoM chair (1)
- Publish ads for Office Manager position (1)
- Review 2023 Ministerial Discretionary Fund records (1)

Pastoral Care & Counseling (6 units)

- Phone calls, texts, Facebook messages (3)
- Home, hospital, etc., visits (1)
- Visits at church, restaurant, etc. (2)
- Care Committee meeting (1)
- Buy Meijer grocery cards (1)
- Grief Circle (1)
- Attend viewing of Ceber Simpson (Tamara Ciszczon's husband) (1)
- Weekly Thursday afternoon Zoom Gathering (3)

Membership (4.5 units)

- Office Hours (7)
- Attend Membership Committee meeting (1)
- Attend Cookie Walk (1)
- Host "potluck with preacher" table during First Sunday Potluck (1)
- Emails & call from members & friends

Associational Ties (4.5 units)

- Meet with Mentees, et al (3)
- Conversations with colleagues (14)
- MAR "Ministers of pastoral-sized congregations" Zoom meeting (1)
- 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 (1 unit)

- DREAM Team meeting (1)
- Ad hoc conversations, rounded down to zero units

Adult RE (1 unit)

- Yule ritual at Susan Siemers' home (1)
- Ad hoc conversations

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

Social Justice (rounded down to 0 units)

- Conversations with local justice leaders & activists

Rites of Passage (rounded down to 0 units)

- discuss potential child dedications, marriages, memorial services

Marketing / Publicity (rounded down to 0 units)

- Posting upcoming services on Facebook, Twitter, our website

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

We'll be reaching out to applicants this week.

Collaborate with Worship Arts Committee to rewrite Pulpit Host script.

This has been accomplished.

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

I did this in October.

Help arrange and attend monthly “Meet the Minister” sessions (alternatively in-person and on Zoom)
I sat at the “Potluck with the Preacher” table during the potluck luncheon on December 3, 2023.

Include staff update in each Minister’s Report
See below

Join a local Board, and share my engagement with the congregation
I now serve on the URC Board.

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
I’ve tentatively joined a small group to explore this book with a trained leader

Maintain 3/10 boundaries (no more than three evening events per week, and no more than ten evening events per month, except in emergency)
From Monday 11/27 through Sunday 12/31, I attended 2-1-3-3-0 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, 11/5, 12/3, and 1/7/24.

Visit and/or contact one or more “homebound” member per month.
I reached out to one “homebound” member in December.

STAFF REPORT

Pat is making a plan to train new the Office Manager candidate; Ian has written and performed two original pieces for our services *this year* already; and Finda has incorporated the new MDF forms, per our new policy.

MEDITATION

I made biscuits for the first time, last week. I’m a little surprised that I’ve never made any before—and greatly surprised at how well they turned out! I’m already looking forward to making more, probably soon.

May we all be happily surprised by a previously undiscovered talent this year. It doesn’t have to be a big deal, but let us take a moment to honor it, when it happens. We are always evolving, and always learning. It is worthy of celebration, when we notice it in ourselves or our loved ones.

So may we be,
Chip