

Report to the Board
of the First Unitarian Church of South Bend, Indiana
Rev. Chip Roush
14 February 2024

INFORMATION

Lynn and I interviewed two women, and chose the better of the two good candidates. We think Ellen Morey will be an excellent Office Manager.

Kathy Vetter suggested that she and Gail take over two tasks that have been part of the Office Manager job description: managing the security system and all non-church-related building use. As this would be a (significant) change to the job description, I feel like the Board should at least have a conversation about it.

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 no more vacation or study leave in February.

I will take a study leave and vacation, back to back, from Wednesday March 13 through Monday, March 18. The study leave is a collegial gathering (essentially replacing the now-defunct Ohio River Group), discussing “The Future of Ministry” at Pokagon State Park, March 13-15. The vacation time will see me travel to Clemson, SC, to give the Charge to the Minister for Rev. Holly Brown’s Installation.

Unfortunately, this means that I will miss the March Board meeting.

PERPETUAL CALENDAR

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

April

Board determines slate for new Nominating Committee to be elected at congregational meeting

Bi-Annually in odd-numbered years File Indiana Business Entity Report.

Available at www.in.gov/sos/business/2426.htm Deadline April 30 (odd years)

ACTIVITIES

From Monday, January 1, through Sunday, January 28, 2024, 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 2 units for the holiday, and 4 units of vacation, that leaves a contractual minimum of 42+ units of work. Over that January time period, I recorded 43.5 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 (17 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; 4)

Governance (7 units)

- Board meeting (1), communications & follow-up tasks from Board
- Congregational Meeting (1)
- Committee on Ministry meeting (1)
- Conduct search for Office Manager position
- Help resource Jeremiah as he procures new Zoom account (for Adult Forum, etc)

Pastoral Care & Counseling (5 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)
- Weekly Thursday afternoon Zoom Gathering (3)

Associational Ties (4.5 units)

- Meet with Mentees, et al (3)
- Conversations with colleagues (13)
- MAR “Ministers of pastoral-sized congregations” Zoom meeting (1)
- Co-Moderator of UUMA Facebook page (approx. daily)

Membership (2.5 units)

- Office Hours (8)
- Host “potluck with preacher” table during First Sunday Potluck (1)
- Emails & call from members & friends

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

Adult RE (1 unit)

Awe Covenant Group (1)

Ad hoc conversations

Public Religious Face of the Congregation (rounded down to 1 unit)

United Religious Communities Board meetings (2)

Emails from local students / organizations

Rites of Passage (1 unit)

discuss potential child dedications, marriages, memorial services

Marketing / Publicity (0.5 units)

Planning meeting for Boargame Social (1)

Posting upcoming services on Facebook, Twitter, our website

Children & Youth RE (rounded down to 0 units)

Ad hoc conversations, rounded down to zero units

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

I attended on February 4, 2024, in person

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

Training will begin Monday, February 19, 2024.

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:

in-person on December 3, 2023

in-person on January 7, 2024

in-person on February 4, 2024 (although impromptu, without a sign)

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'm engaging with the *Positive Intelligence* book

The small group has been postponed, but I still speak to the leader of that group regularly.

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 1/1 through Sunday 12/28, I attended 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, 11/5, 12/3, 1/7, and 2/4.

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

I communicated with one "homebound" member in January.

STAFF REPORT

Pat is rethinking her training plan. She is still willing to serve as an on-call teacher/advisor, in some paid capacity.

Ian requests that service participants communicate with him directly, after the service, rather than making comments during his performance.

MEDITATION

It is always wonderful to have an opportunity to make a new start. As we welcome our new Office Manager, let us endeavor to help her learn and grow and become acquainted with our best selves.

So may we be,
Chip