

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Sunday, November 15, 2020**

Meeting called to order at 12:30 PM

In Attendance:

Board: Emily Wornell – President – Present  
Benjamin Strack – President-Elect – Present  
John Bartlett – Vice-President – Present  
Jennifer Hollems – Treasurer – Present  
Caroline Sullivan – Past President – Present  
Brandon Mundell – Secretary – Present  
Barbara Coeyman – Interim Minister – Present

Guests:

**Motion to approve the November 15 Agenda as amended**

Moved: John

Second: Caroline

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the October 14 Minutes**

Moved: Ben

Second: John

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

**Motion Passed**

Reports

Treasurer – See Attached Report

## Interim Minister – See Attached Report

Be in covenant with your minister. The covenant can evolve, but have an agreement about the scope and expectations of the ministry.

Open to an ongoing discussion of church size. (Discuss our views of Pastoral and Program church organization and how we navigate) Rev. Barbara has observed some anxiety regarding this concept. – Keep in mind that there is no right or wrong to this issue.

Perhaps some of the fear is an understanding from the past (perhaps incorrect) that if we don't grow, the congregation will die.

Look toward a forum (using shared ministry) regarding this topic – Most likely after the beginning of the new year.

There is a need for coordination of the connections (Soul Matters) groups. Nicole Kaplan (Volunteering in her role as a member) is interested in this. Rev. Barbara would like to have Nicole undertake this task with Rev. Barbara as the supervising spiritual oversight coordinator and Nicole handling the daily tasks. (This is explicitly outside of her job as Youth Coordinator)

## COVID-19 Task Force – See Attached Report

UUA guidance is no opening until at least May 2021.

## Ongoing Business

### Introduction – Hiring Tech Specialist

Specifically Tech Support for Worship

The Music Director is not specifically tech savvy regarding the creation of recorded music (i.e. hymns)

Is the scope of the work well defined? It seems that we are asking for an IT person (opening files, running Zoom) and a media production person (sound mixing, content creation)

Some of the IT tasks (embedding links) may be relatively easy to train current staff to accomplish.

It sounds as if the Board is not at a point to discuss this hire, because the scope and Job Description is not defined or created at this point.

Rev. Barbara and Ben Strack will convene the tech savvy people together to begin the discussion of the competencies already held in the congregation.

The Board will table this issue pending better definition of the need.

## Introduction – Personnel Policy Committee

### Convening

The committee is being convened on Thursday the 19<sup>th</sup>.

### Staff Members Volunteering

An issue that the Board of Trustees had with the past Youth Coordinator was that the hours were not well defined with regard to the job and that there were some, at least, perceived abuses.

It is not a best practice to hire members for major staff positions. For auxiliary staff (Youth Coordinator is an example) the rule can be less staunch.

To make the staff vs. member responsibilities work. The staff needs to clearly understand and define the two roles.

From a policy prospective:

What committees would not be appropriate for a staff member to volunteer: Not Finance, Not Committee on Ministries, Perhaps not Fund-Raising

## Introduction – Start-Up Workshop

The congregation does not have a culture of understanding that HR and staff documentation being complete, accurate and up to date.

Rev. Barabara would like to take the next couple of months to sort out the Job Descriptions as step one of cleaning up our HR house.

It is not the responsibility of the Board to write the Job Descriptions, but it is the responsibility to hold the person responsible (in this case, the Minister) to completing the task(s).

### Communication of the information from the startup workshop:

Bea Sousa has offered to write one-half (250 words) of a Splinters article from the perspective of the non-Board Member. Ben Strack volunteers to write the remaining half from the perspective of a Board Member.

## New Business

### Introduction – Board Retreat

Would like to hold before the end of the year. Will need to be virtual. An all-day meeting does not seem appealing.

Jennifer has difficulty in the evenings with work conflicts (Tuesdays and Thursdays are the worst choices)

Brandon has finite hours outside the shop hours of 11-7 M-f, 10-6 Sat, 1-5 Sun during the December holiday season

After discussion, Sunday afternoons in January appear to be the best for most of us.

### Introduction – 1859 Fund

Approximately 75K in the fund.

Charge is to hold an ongoing community forum.

This has not been happening and we need to figure this out. Perhaps look and see if there are past events related to this program. (Brandon & Caroline recall events like this happening in the past) Maybe reference Cecil Bohannon and/or Linda Gregory for some information.

An aside regarding the Caring Fund. Rev. Barbara is wondering about this only being funded traditionally by the loose offering from the Christmas Eve service.

## Board Action Assignments

Next Meeting: Opening Words – Not Assigned, Closing Words – Not Assigned

## Visitor Questions –

Joys & Concerns - Include for internal reference, delete for public distribution

## Executive Session – No

## **Meeting Adjourned – 2:05 PM**

Next Regular Meeting – December 9, 2020 – 6:30 PM (Virtual)

**Treasurer's Report**  
**November 15, 2020**

Income Statement:

Right now \$67,941 has come in in pledges this fiscal year (24.9% of our budget). We are 37.5% of the way through the year. This appears to be because lots of people prepaid, and that hit the 2019/20 budget. We knew this and expected it, but we should keep watching pledges closely to make sure this is timing and not an indication of a problem or shortfall.

Investment income looks down because it hasn't been entered yet.

Overall, everything is coming in as we expected - fundraising income is down, but expenses are down, too. We will keep monitoring.

Balance Sheet:

Right now we have \$34,940 in our checking account - about the same as last year at this time (\$32,764 last year at the same time). This seems like a comfortable amount at this point.

The designated fund has some differences from last year: \$4,792 available from the tech grant is the big one. I am looking into why the Sabbatical Fund says -\$6,828. That isn't right. It should be 0 or a portion of the budgeted \$500 until we transfer the \$500 to the UUA for the Interim Sabbatical Fund.

**UU Church of Muncie**  
Board Meeting: November 15, 2020

**Minister's Report: Rev. Dr. Barbara Coeyman**

During the November Board Meeting I also welcome brief conversation with BOT membersw about the following topics:

- My covenant for distribution of areas of coverage for this interim ministry, recommended as of November 2020: see attachment
- Brief clarification about the four stages of church style and size, as per a chart I referred to during the Start Up: see attachment
- Leadership for Connections groups
- Proposal for Professional Tech support for online worship

**FOR CONSENT AGENDA**

Reporting by **Five Focus Points of Interim Ministry**: The Five Focus Points are the ground for interim ministry. They are also the basis for periodic assessments of this shared ministry to be sent to the UUA. I will center monthly written minister's reports on these points. The cumulative record will prepare us well for reports to the UUA. See my input for each Focus Point below.

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**Five Focus Points of Interim Ministry**: (from [https://www.uua.org/sites/live-new.uua.org/.../interim\\_ministry\\_primer.pdf](https://www.uua.org/sites/live-new.uua.org/.../interim_ministry_primer.pdf))

*By Rev. Keith Kron, Transitions Director and Jan Gartner, Professional Development Specialist June 2014 (Revised Feb. 2015)*

***What is the purpose of interim ministry?***

*The interim period following the end of one relationship and preceding the beginning of another provides the breathing space during which a congregation can review its goals, assess its programs, consider the quality of its life in common, and "tune up" for a new era. The one- to two-year period it usually takes for a congregation to grow into and own its identity, independent of both positive and negative feelings about the ministry that has come to an end, can be exciting, even transformative, when devoted to self-examination and institutional renewal. A palate cleanser, one might say. Because interim ministers are "pre-fired," they are well-positioned to shine light on uncomfortable truths and effect difficult changes that can move a congregation toward greater health and readiness for a new ministry.*

***What does an interim minister do?***

*In addition to carrying out customary ministerial duties, an interim minister assists a congregation in these **five Focus Points**:*

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### **1. Claiming and honoring its past and engaging and honoring its griefs and conflicts**

- I continue to acknowledge to congregants some “bumps” in this congregation in the past: that is, I do not ignore the history of griefs and conflicts
- I continue also to acknowledge the proud history of UUCM, as in a few comments about the history of Universalism here in Indiana in recent sermons.
- I continue to explore a History Wall project, which we did not have time for in the Start-Up
- My first offering in Adult Religious Education, Building Your Own Theology, will hold its final session November 16. Enrollment of nearly a dozen, with engaging conversation.
- We have explored “healing” as the monthly Soul Matters and Worship theme. I have heard at least one member ask several times for clarification about “what is it we need to heal from?” I don’t know enough about the history of this congregation yet to interpret the context of this question: that is, why some well-intended members seem to not know about the history of conflict.

### **2. Recognizing its unique identity and its strengths, needs, and challenges**

- The recent Start-Up workshop clarified much about this focus point.
- The Transitioning Forum on Five Focus Points of Interim Ministry on October 25 was well-received.
- I trust everyone understands by now the role of interim work is to offer a range of options and changes for congregational life going forward... to suggest a new way of being together does not imply there is anything “wrong” with the way UUCM is now.
- I continue to urge everyone to be aware of “positioning:” holding staunch opinions which are often expressible as “either/or.” I am trying to build a culture of “both/and.”

### **3. Clarifying the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition**

- The Start-Up workshop helped this conversation.
- The third grounding theme of transitioning ministry --- that of covenant --- has been well received, through my sermon on covenant . Some groups have begun to write their own covenants.
- I will continue the conversation about covenant with another Forum on Dec 6: details will follow.
- I have mentored the COM’s work on evaluating the roster of UUCM committees, groups, and activities

### **4. Making appropriate use of District, UUA, and other outside resources**

- Mid-America staff primary contact Rev. Sharon Dittmar has led a Start-Up retreat
- Barbara connects with the Indy cluster and the Heartland Chapter of UUMA (Ministers Association)
- Barbara also brings information about transitioning from the Transitions Chapter of the UUMA, including being part of small group conversation on Dismantling White Supremacy
- Barbara has just attended the annual (online) national conference of the Interim Ministry Network, an interfaith professional group for transitioning ministry
- Barbara mentors a few other ministers in formation process
- On-going encouragement from Barbara for congregants to engage in denominational connections, especially online

**5. Proudly coming into possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest.**

- Whenever possible, I mention areas of congregational life where folks will need to decide how they want to be together among themselves and in relation with a new settled ministry.
- I as continue to settle in at UUCM, I find gaps in how the “baton” was passed to this new ministry. I encourage leadership to start a running list of item to be sure to pass on to the next minister, such as the various online platforms, habits of congregational culture, etc
- UUCM, this community, and the world seem more focused on getting through “today”.... I know visioning the future will come, but right now priorities seem to be the pandemic and the post-election period.



**COVID-19 Task Force Report**  
**November 2, 2020**

The COVID-19 Task Force met on November 2, 2020 with all members present.

Two issues were discussed:

1) the approval form for events during the COVID Pandemic. It was unanimous that the form would be placed on the website but notification would be through the Program Council, Board of Directors and Staff members. Others would be screened by Christie when requested and referred to the Task Force when applicable.

2). Santa Lucia process was submitted previously and distributed earlier to all members of the Task Force. It was approved with the exception of Baking the saffron buns in the Church kitchen. Nadine has been notified with some suggestions of multiple family volunteering to make buns individually and teen families taking safely to doors of some members of the congregation. Also a progressive type baking of the buns done by moving the dough to another family, the forming at another family and the baking done at another. It is left to Nadine to do it safely, just not in a group or in the Church. Nadine did submit a request for an outside event of RE teens called First Saturday. The children are overly ZOOMED OUT. They are having low attendance by ZOOM and the Halloween event was a big success. Purchase of an outside heater was considered by Nadine.