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Winchester Unitarian Society

Standing Committee Agenda Wednesday June 16, 2021 – 7:00pm (via

Zoom)

- I. Chalice Lighting and Opening Words – Our Standing Committee Covenant was reviewed by the entire group.
- II. Participants: Gordy McIntosh, Vicky Coccoluto, Robbie Brown, Terry Currier, Brad Steele, Patrick Draine, Ivan Correia, George “Woody” Wood, Rachel Whitehouse, Heather Janules (Minister), Fritzie Nace (Chair), Marcy Thompson (Note taker)
- III. Check in: Members shared their joys and sorrows.

- IV. Welcome to New SC Members – (Fritzie)
 - a. Thomas Slack has put Notebooks on the Google Drive with helpful info for SC members. Will need to ensure that all members have access. This will be the preferred way to communicate with reports being posted in this way.
 - b. Liason assignments were made.
 - i. Social Action: Patrick Drane
 - ii. YAC: Marcy Thompson
 - iii. Building and Grounds: Brad Steele
 - iv. Membership Committee: Gordy MacIntosh
 - v. RE: Terry Currier
 - vi. Music: Woody
 - vii. Fellowship: Vicky Coccoluto
 - viii. Nominating and Leadership Develop: Fritzie
 - ix. Green Sanctuary: Ivan
 - c. Vote on new Vice Chair: No action during this meeting. Note that on July 14, Gordy McIntosh stepped forward to be Vice Chair. General committee approval was received via email. Official vote to happen at next meeting.

- V. Update on Fundraiser Planning
 - a. Rachel Whitehouse presented on MaxSold Auction option. This is a useful fundraising strategy, as it does not mean that only WUS members can purchase. Gave thumbnail sketch of this strategy: Spoke to folks at Parish of the Epiphany; they were able to do with only three individuals during COVID and make about \$5K for the church. Made \$1K off of silver alone. MaxSold is only an auction service. They will sell all your things if you would like. Buyers do have to pick up their own items. As a charity we would pay no commission; a small % goes on top of item; the buyer pays to fund MaxSold.

- i. Two people would be needed to solicit and promote event – get items from WUS members.
- ii. Want 75-100 “lots” worth about \$35 each.
- iii. Need to pick two nights for folks to drop off items
- iv. Folks in church “in the know” may want to determine the value of things and put them together into groups
- v. Take pictures of items and upload them into MaxSold website.
- vi. Folks to be there for the pick up.
- vii. MaxSold does these all year-round, but in Winchester may be more difficult due to folks being away for the summer; but summer easier because of ability to store items in church.
- viii. Discussion took place and Rachel answered questions.

The Standing Committee voted to approve this plan to use MaxSold. The timing of this effort has yet to be determined and will be soon. Rachel agreed to begin the planning.

- b. Town Day Fundraiser – identify organizer(s)

VI. The SC voted to approve the Consent Agenda, meeting minutes for May 2021, Staff and Committee Reports

VII. Updated Guidelines for Gathering in person at WUS, Indoors and Outdoors: The Motion to accept the Updated Guidelines presented to SC by the Pandemic Planning Task Force with the edits were voted on via email:

- a. “In gatherings where food is present, those who are not vaccinated may unmask but must maintain a 6 ft distance between themselves and those outside their household.”
- b. Definition of “fully vaccinated” is included

VIII. Update on DRE search process (and Asst. DYM) – Terry/Heather. There is a process of screening. There was one applicant but she accepted another offer. Another applicant did not want to do any in-person RE activities, and so this doesn’t comport with our needs. A final applicant took another job. Will meet again next Tuesday to further discuss steps forward. Some discussion of the direction to take. Heather gave update on OWL program – lots of enthusiasm from families and looks like enrollment will be good; teachers are trained and ready to go. Sam has been running a middle school youth group at another church. SC members discussed the possibility of creating a greater middle school program as well.

IX. Presentation of Goals and process review – this process began at SC retreat last year. Heather challenged us to identify goals for church to keep us all moving in an agreed upon direction. Woody, Fritzie and Heather have been meeting to discuss this. Fritzie screenshared their process and conclusions. Woody noted that this could be part of a

larger goal setting and strategic planning. Fritzie reviewed this document and outlined some of the priorities (see attached documents).

- a. Committees goals – would like each of the committees to complete the Transition Worksheet to report on goals and accomplishments.
- b. Revise governance structure. May want to think about this during fall retreat.
- c. Fritzie noted the important role of Liaison in supporting committees in goals work

SC members discussed these documents and need to carefully review reports of the last few years. Discussed possibility of legacy campaign. Heather mentioned “folding in” the legacy planning with pastoral care.

- X. Treasurers Financial Update– Brad discussed the legacy options/approaches. Pledges are much down this year and not all pledges are kept. We are currently behind in contributions from permanent fund (checks need to be written); we have had a good year with regard to returns in the financial markets. Next year building use will come up – Chinese School, Synagogue rental – and this will help with finances. How can we encourage more contributions? Sometimes the “off-budget items” can make it more difficult to track and Brad would like better accounting of this. Brad would like to know more about what the SC wants in terms of regular reports. The endowment has allowed us some freedom to do additional actions.

In the past Pledge Committee has not been responsible for tracking down folks; rather the SC members have done so.

Some additional information and education for new members about the variety of funds available to the church would be helpful at fall retreat.

Additional discussion of the various income streams. Need to do some brainstorming about how our commitments (social action, youth, music) contribute to our value (relevant also to the appeal of legacy planning).

- XI. Statement of support for Interfaith Letter regarding Affordable Housing was reviewed and the SC voted unanimously to accept the statement from SAOC and decision to post in Highlights with the Winchester InterFaith Council. This letter was co-signed by Rev. Heather Janules.

“The Winchester Unitarian Society Standing Committee believes that our Unitarian Universalist values call us to support affordable housing in all of our communities, and specifically affirms the messages of support from the Winchester InterFaith Council letter and from SAOC to support the affordable housing project to be voted upon by Winchester residents on June 22, 2021.”

- XII. Update on Building:

- a. Possible rentals on the horizon – Thomas? (3 min)
- b. Accessible bathroom and landscaping projects updates. Julie Khuen shared that

our evergreen needs to go (mostly dead). Work is moving forward on the entrance. The accessible bathroom appears to be moving forward; James Pidacks asked that china be moved out of that space, suggesting it is moving forward.

- c. Technology Upgrades status – Steve and Evan Forcucci joined the meeting to demonstrate the work they have done to continue to integrate technology during our soon-to-be in-person services. Shared a Figure of what equipment would be needed. Costs add up (equipment, platform, installation) to \$32K; may be able to reduce costs slightly but may be less user friendly. Will allow for streaming of services. Will be able to be put into the sanctuary rather seamlessly. Discussed caveats – security for the new equipment (building committee may need to discuss); will need about 6 weeks to put this together; may need to upgrade audio amplifier (wait and see); wireless headsets would add another \$500-\$1000; need an additional site visit.
SC voted on and approved the release of funds for this project and requested that it be done post-haste!

XIII. New Business :

- a. Asked if music committee could have some trial with a “share the plate” with proceeds of concert series. This might make this more appealing as a demonstration of our values and not just sharing music. After some discussion, the SC voted and agreed unanimously to endorse this option.

XIV. Gratitudes: (a SC member offers to send a written thank-you.) (3 min)

- a. Thank you’s to James, Judy, Sue, Patty, Mike, Sheila P for service on SC. (Vicky and Brad)
- b. gift to J, J & Sue?

XV. Next meeting date and zoom vs in-person? (5 min)

XVI. Motion to Adjourn

Standing Committee Meeting Minutes

Wednesday, August 11, 2021 7:30-9pm via Zoom

Present: Fritzie Nace, Gordy McIntosh, Brad Steele, Terrill Levering, Rev. Heather Janules, Patrick Draine, Ivan Correia, Marcy Tompson, Vicky Coccoluto, Robbie Brown,

Guests: Sarah Milt (RE,) Karen Caputo (RE,) Naomi Magnoni (RE,) Lucille Cannava (RE,) Sam Wilson (DRE Search)

Absent: Terry Currier, Woody Wood

I. Chalice Lighting/Opening Words (Fritzie) and Check in: One or two words that describe where/how you are this evening. (7:30 – 7:45pm)

Happy Birthday, Rev. Heather (tomorrow!) Checkins

II. Vote on Gordy MacIntosh as Vice Chair (2 minutes)

Motion - Fritzie. Second - Patrick. Approved - unanimous

III. Approve minutes from June meeting (1 minutes)

Motion - Fritzie. Second - Robbie. Approved with 3 corrected typos.

IV. Update on DRE search process and planning for Fall programming: DRE Search Committee and RE committee (7:45 – 8:15pm)

Terrill gave update from DRE search committee:

Basically, we started the DRE search process many months ago and have had 3 applicants,

but none got as far as the offer stage for various reasons. Right now, the tentative plan is to have Sam Wilson step in and take an additional 10hrs/wk to coordinate the RE program in this transitional time (currently 30hrs as DYM.) He would have the RE kids from 10:30-12, most likely outdoors or in Metcalf. We need to work out the financial details including benefits and iron out details. There is a question over whether this position would be for half a year or a full year but Sam would prefer it not be month-by-month. Teen aides would be used and Sam would be responsible for scheduling them/ prepping them for the week.

DRE search is also investigating a possible shared DRE position with First Parish Lexington but since they were not in session, communication has been limited. It is going to take a while for both congregations to come to a consensus, develop a job description, find and interview a candidate and then decide on financials, etc. Would either have the shared DRE or Sam, not both.

Naomi gave update from RE:

There are 5 active RE families interested in continuing in the fall, also recently heard from a new family interested in programming. The OWL calendar is going out. There are 18 participants signed up, and 6 others are interested. OWL has permission to run in person per pandemic policy. F8th in action is not running because there is only one 8th grader and they are doing OWL.

Juanita would return as nursery staff and have the 0 to Pre-K kids in a small area of the playground but will be away for the month of October. Clarified she is ok being outside year round or in Metcalf. Juanita and the teen aides are already in the budget. Naomi has already reached out to the teen aids (5) that would be rotated so that positions were always filled even if some are not available.

If the above doesn't work out and we have no permanent DRE type person, Juanita, the teens and 2 CORI-checked adults could run it with a rotating schedule.

RE Committee will continue to work on Safe Congregations policy. Either Sam or 2 CORI-checked adults would be supervising the teen aides. Naomi would like to encourage bonding within the congregation (multi-generational.)

General Discussion:

SC gave it's blessing to move forward with hiring Sam for this position, but want the DRE search committee to come back with a formal proposal and then they will vote by email. Some discussion on whether to hire him for 6 months or a year - some members would prefer the full program year to provide continuity both for existing and new families and there is so much unknown about how COVID will drive our year. Need a decision soon, so Sam and also the RE committee can plan its year.

Some discussion of pandemic protocols. Need to have a conversation with each parent to decide what they are comfortable with. Rev. Heather would like to continue to do a First reflection even if there are no children in the sanctuary to give people more options. Also, kids will eventually return to the sanctuary.

Since time is of the essence, DRE search needs to move forward. Don't want to lose this opportunity with First Parish, but need to move things along and figure out where that stands.

**V. Update on Worship plans for Fall: Hybrid in-person with masks and live streaming.
General guideline being used is local cases: 20/100,000 signals shift (8:15 – 8:25pm)**

General plan is to be in the sanctuary in September, with masks. Also provide a live stream through the newly installed (almost finished) technology. John Kramer has said that choir will wear masks. The HVAC system was recently upgraded and includes a CO2 sensor so we can have a sense of how filtration is going. Pews will not be marked out, but families will be encouraged to sit together and social distance from other parties. Coffee hour will be outside if weather allows with coffee and lemonade.

Guideline 20 cases/100,000 signals shift to virtual is not approved, just food for thought. Used by another congregation. Middlesex county currently at 11 cases / 100,000.

Temple Shir Tikva will be using the third floor for Hebrew school. Unsure of whether they will be masked or not, but this needs to be addressed. They will be letting out around the time our RE program is starting so there may be an opportunity to come together outside.

Rev. Heather questioned whether we could do an in-person blessing of the animals

(usually held in the back parking lot on Labor Day Weekend.) SC agreed this sounded reasonable. A microphone will be set up so people can be spaced apart and will be on Zoom as well. Heather will write up a proposed plan.

9/12, Ingathering Sunday is water communion. The service will be in the sanctuary, but to include the kids the water communion part may be done outside on the lawn and also streamed. This is usually followed by a potluck. Fellowship usually plans this - Vicky will reach out to find out thoughts. Possibly outside

VI. Congregational Survey: review of draft questions/themes (Robbie & Woody) (8:25 – 8:40 mins)

Robbie and Woody planning. Robbie says they will come up with a tentative list of questions for review either by email or at the retreat. Also reaching out to various committees and interest groups.

What is the purpose? Bylaws require a congregational survey every 5 years to get a sense of who is part of the congregation (demographics) and also to get feedback on issues (ie: the RE program and capital planning.)

Heather also suggested facilitated discussions/ group sessions may be more personal, gather better info.

VII. Update on Fundraiser Planning (2 mins)

- a. **MaxSold Auction: Rachel Whitehouse**
- b. **Town Day Fundraiser – Now focused on outreach presence through Membership Committee. Anyone willing to take a turn at the table, please contact Sophia Sid and Robin Wolf.**

Maxsold - Rachel exploring dates for late October to Early/Mid November. Will make an announcement after Labor day so people can plan.

Town Day - focusing more on providing a presence rather than a fundraiser. Membership will have a table set up, other groups can also have a presence

VIII. Update on Building: (1 mins)

- c. **Accessible bathroom on hold waiting for contractor to get started.**
- d. **Technology Upgrades status – installation is complete except for screen and a tutorial that will happen within the month.**

Bathroom is waiting on the contractor to get started. Possibility of waiting until next summer at this point, but don't want to miss opportunities for summer tenants. Chuck Khuen and the building committee will decide.

IX. Retreat date: either Saturday 9/25 or 10/2, 9:30 – 3pm with lunch. Place TBD (5 mins)

Agreed Saturday 9/25. Exec committee will brainstorm what to do with our time - possibly have racial justice workshop

X. Record vote on approval of Alexandra Smith Taylor as candidate to extend offer to for Assistant Director of Youth Ministries position taken via email. (1 minute)

Approved unanimously by E-Vote

XI. Check in on pledge completion outreach (2 min)

Checked in on pledges - 95% fulfilled. Some still need to reach out, 3 people said they already sent it in, although Brad believes only 1 was received.

Explored the possibility of sending a personalized thank you note when people fulfill their pledge. 111 pledging units . Maybe not at this time, but something to keep in mind.

XII. New business:

None

XIII. Gratitudes: (a SC member offers to send a written thank-you.) (3 min)

Steve Forcucci and the tech team - Gordy

Julie Khuen for designing and overseeing Garden project - Vicky

Naomi for work with RE planning - Gordy

Rachel Whitehouse for work recruiting and hiring Alex for ADYM - Ivan

XIV. Next meeting date: Weds. September 22nd 7:00 – 9:00pm: On-line vs in-person? (5 min)

5 Wednesdays in September so the 22nd allows more time for exec committee to plan.

9/22 will be in person, but explore the possibility of alternating in person and Zoom, as people were split on preferences.

XV. Motion to Adjourn

Motion - Robbie. Second – Patrick

WUS Executive Committee 8/31/21

Present: Fritzie Nace, Gordy McIntosh, Brad Steele, Terrill Levering, Rev. Heather Janules, Sue Kiewra, Terry Currier

Purpose: Finalize details for hiring Sam Wilson as RE Coordinator for 21-22 year

Rev. Heather and Sam met this morning to go over proposal, figure out how to get the DYM and DRE positions to fit together into a 40hr/ week position. This position would run from Sept 1, 2021 to Aug 31, 2022

Sam came up with proposal. Currently working 30hr/wk as DYM, will be able to reduce that to 25hr/week by combining some of the duties with the DRE position (ie: writing a newsletter, various reports, etc.) He is proposing a full time position of 40hrs/week for 52 weeks/yr which would be broken down as 25hrs/wk as DYM and 15hrs/wk as DRE. Some of the DYM work would also transition to YAC and youth leadership. Last Spring, the DYM position was changed from 43.3 to 46 weeks per year. Under this proposal, the new position would be 52weeks/yr with no furlough in the summer. Instead of a furlough, he would take part of his vacation time during the summer (as this is hard to take during program year) and use the other time to plan for the incoming DRE next year. Sam proposes he gets 3 weeks during the summer and 2 weeks during the program year

Currently both the DYM and the DRE positions are in the budget for 0.625 FTE each. He would be taking these two positions and combining them to a 1.0FTE.

Heather recommends:

- Check in with Jan Gartner from the UUA on the industry standards for religious educators regarding keeping them on full time, even in the summer. (To have time to plan for program year, do continuing education, etc.) Had some feedback in DRE search process that this is industry standard and Sam seems to agree as well. - **Sue Kiewra will check in with her**
- We need to be clear with Sam about the expectations that this is a 1 year position. Need to figure out whether he is eligible to apply for DRE position/ keep this position if it works out - **Will leave this question for the congregation to discern at cottage meetings held next winter, what we want for next year. Need time to plan and hire new DRE starting earlier in the year**

Terry said that Sam is very clear that this is a 1 year position and may not even want it to be more than that. There was some discussion in the DRE search process about him taking over the middle school next year as a transition to youth group (a 10hr position) and then hiring a 20hr DRE just to do birth through 5th grade.

We need to strike a delicate balance - don't want to discourage Sam if this may work and be a more permanent solution but don't want to lead him on either. The goal for the RE program is growth and maybe with the right leadership, that would be possible. This year may be more transitional - not necessarily expect growth this year.

Some discussion about continuing ed and study leave time during the summer. The proposal includes 2-3 weeks of study leave during the summer including Ferry Beach. Right now he has no study leave time as DYM so is taking this opportunity of reworking his position to include it (not necessarily related to DRE position.) - **Sue Kiewra will as Jan Gartner this as well, whether it is customary for DREs/ DYM to get study leave time.**

Decided it was difficult to compare the 2 currently separate roles of a 30hr/wk DYM and a 30hr/wk DRE with this new combined role. Should focus on what we are hiring him to do during this year and how to compensate that adequately. We cannot give him more ours than a full time job (40hrs/wk for 52 weeks)

Heather shared a spreadsheet showing #s for hiring a 30hr DRE and Sam's current 30hr DYM role. If we take half of the proposed 30hr DRE budget and add it to Sam's DYM role, hiring him would still save a lot of \$.

Benefits:

- Sam right now has no health insurance through WUS. He was offered it, but it was more expensive than getting his own through Mass Health Connector. Legally, we cannot reimburse Sam for his health insurance but we can increase his salary to compensate. Or we could give him health insurance though the UUA but he does not want that, as he is happy with his doctors and does not want to have to transition to new ones. Also, with the position ending after 1 year, that would be tricky.
- Sam is asking for \$3300 to cover his health insurance though Mass Health Connector - would be included in his salary. Possibility we could give this to him as an HSA (non taxed) but **Sue will check with Jan Gartner from UUA.** We agree we are ok giving him this extra \$3300, just a matter of how he takes it. If we were to pay for his health insurance though the UUA, that would be \$8500
- Professional expenses - Sam requested 10% of his salary (currently getting 5%) He is asking to bring these up to industry standard - **Sue will check with Jan Gartner**

Salary:

- Sam is asking for \$63k combined salary
- A credentialed religious educator for the average of a midsize 1 and 2 congregation, paid at 50% is \$59,700. Add in the \$3300 for health insurance, which brings you to the \$63k
- Went back to Rev. Heather's numbers that she figured out by combining his salary and a 15hr DRE would be \$61,950. Sam's proposal after including everything (insurance, professional expenses, etc) still comes out less \$

Going off of Sam's requested \$63,000 salary (which includes the health insurance stipend), once you include 10% professional expenses, retirement, LTD, Life insurance comes to **\$75,940/yr**

That leaves \$27,000 in the budget for this year - had explored the possibility of a Guild of Religious Educators consultant (Deb Weiner) although not sure how useful she would be at this point

Lingering Questions:

- This combined position is 52weeks a year. If he reverts back to just his DYM role in 2022, will that continue to be a 52 week position? (Depends on what the UUA says is standard - will need to discuss in our cottage meetings?)
- Will Sam be eligible to apply for the DRE position next year?

Nest Steps:

- Do we need to call a Special meeting of the SC to approve? Yes, can't wait so we can notify Sam as well as families

Fritzie will send out email to SC calling special meeting for Thursday 9/2 at 7:30pm

Exec Committee Meeting Minutes 9/15/2021

Present: Rev. Heather Janules, Fritzie Nace, Gordy McIntosh, Terrill Levering, Thomas Slack, Kathy Richardson (For Agenda item #1)

1. Sam's Letter of Agreement ~ details on time off; Service Trip expenses come from Prof Exp, \$2400 or WUSYG fundraising?? Remaining concerns about FICA etc...
 - Under line item for FICA/ Benefits removed "Health" since health benefits were not included here
 - Kathy reported that per Jan Gartner, professional expenses were capped at \$5k annually for non-ministers, but according to the current UUA website, they recommend 10% of salary or \$5k, whichever is greater. Since we had already agreed to give Sam \$6300, will stick with that.
 - Removed clause that "There is no additional compensation" for the service trip, since that is what the \$2400 is for
 - In the past, the cost of the service trip (food, lodging, etc) for staff and volunteers has been paid for out of WUSYG fundraising
 - Removed "The society will pay for expenses..." for service trip and changed it to "Normal cost of transportation, food and lodging for the service trip will be covered by fundraising"
 - Deleted that you should take some time off after the service trip since Sam is now full time and can work that out if need be
 - Vacation days by policy are 5 weeks/ yr for Sam, based on his time worked at WUS. Should be tracked on the "time off tracker." - His letter says that he is entitled to all the benefits that are offered to employees of WUS so we do not need to spell out vacation days in this letter
 - Fritzie will bring to standing committee for approval on 9/22 at the beginning of the meeting. Sam will join at 8:45 after this has been approved

2. Retreat
 - a. dates: October 16th Saturday 9:30 – 3pm

- To be held at church, with lunch possibly outside if weather cooperates
- b. Review charge, budget categories and funds, How To Be a Spiritual Leader etc from Google Drive.
- c. ERC guests - how much time? (Employee relations cte)
- d. Congregational Survey
 - Woody and Robbie will have rough draft to review
- e. DRE discernment and search
 - For next year, finding a permanent DRE. DRE search team disbanded after finding Sam - need to look at re-forming with whoever will continue
- f. Goals Reviewed and see where we stand. Id goals for 2021-22. Share w/ Committee Chairs
 - Need to discern goal process, where did we come up with them? SC identifies challenges/ goals and bring to committees to say how they will address them. Where is the congregational input in this process?
 - Did we meet last year's goals? Do we need new ones?
- g. IFPL ~ present exec summary
 - Interfaith power and light to present plans/ priorities for capitol plan
- h. Heather's getting to know UU History??
 - Quiz, matching UU historical figures - to break up the day. Plan for 20-30 minutes

3. Review SC Agenda for 9/22/21 meeting: see attached draft agenda

- I. Chalice Lighting/Opening Words () and Check in: One or two words that describe where/how you are this evening. (7:30 – 7:45pm)
 - Gordy will offer chalice lighting
- II. Approve minutes from August meeting (Terrill, please send final draft) (2 minutes)
- III. Treasurer's Report (Brad)
 - a. Check in on pledge completion outreach (2 min)
 - b. End of FY21 report

- c. Status of rental income over summer and for this year
 - Winchester Coop Theatre took advantage of WUS, got a great deal because “some income is better than none” in renting the space. Used spaces they weren’t supposed to, damaged the floor and generally abused privileges.
 - The building use agreement form was not really ideal for this type of long term lease. Thomas did not have guidance, was just told to “make it work.” In the future, need more standards - not to “give deals” and enforce rules. Exec cte should review contracts in te future.

- IV. Sam’s Letter of Agreement for Interim Coordinator of Religious Education: vote on final draft from Executive Committee (Fritzie and Gordy -8 minutes)

- V. Re-Comissioning DRE Search Committee for 2021-22 to discern job description and conduct search for permanent DRE (final title TBD) (write a charge to the committee and id members) (Fritzie)
 - Should wait until the retreat when we discuss more

- VI. Congregational Survey: review of draft questions/themes (Robbie & Woody)

- VII. Update on Fundraiser Planning (2 mins)
 - a. Town Day Outreach feedback –Membership/ Sophia?
 - b. MaxSold Auction update: dates/place/ announcements - Rachel Whitehouse

- VIII. Liason Reports: meet w/committees, review goals, id committee goals – Everyone check-in.

- IX. Heather Check -in
 - a. Goals for this church year?
 - b. how Hybrid Church is going – Heather ()
 - c. impact of Rebecca’s absence on Heather’s time – note in October Minister’s report
 - d. Sabbatical planning
 - A, b and c will go in report to be voted on with consent agenda (assume everyone has read and approves as a package rather than go over each point.)
 - D will be called out to discuss. Some things to decide are whether we want a part or full time sabbatical interim minister. How many times will they preach per month? Racial Justice team has been asked to do MLK service. Will interim be responsible for just pastoral care and worship, or also be involved in attending meetings and dealing with other running of the church matters?

- X. Update on Building: (1 mins)
 - a. Accessible bathroom current location and timing: on hold waiting for contractor to

get started.

- Since this was delayed until October, should we just push it off until the summer so as not to block Metcalf during program year? Metcalf will be used during COVID as a backup space in inclement weather for things like WUSYG, RE and coffee hour. Construction during the summer may affect summer rentals. Decided to put it back to the building cte and see what they say.

- XI. Welcome Sam Wilson as Interim RE Coordinator - Sam attends 8:40 – 9:00?
- Review Letter of Agreement
 - Update on RE so far – how many families/kids? Programming.

Thomas added SC agenda item - we are in need of Sunday Secretary volunteers, as the current Sunday secretary does not want to be in building due to COVID at this time until kids vaccinated. We need 2 people to count collection - usually one is a treasurer or someone who has done it in the past because it's a bit complicated. The Sunday secretary is in the office for the whole service, but the second person may be an usher if necessary. Also, ushers and greeters are responsible for overseeing COVID protocols, helping people, especially latecomers, find an appropriate seat. Would help to have consistent ushers/ greeters and an orientation. Last service was close to max capacity in the sanctuary. Do we open up Symmes? Institute registration prior to attending?

4. Re-Evaluate need for a tent? - update from Staff and PPTF debrief on Tuesday

- Will go between Metcalf and the kitchen entrance - give back to the building cte to “make it happen” and we will find budget

5. Heather Check -in: perhaps include in October report to SC?

- Goals for this church year?
- how Hybrid Church is going?
- impact of Rebecca's absence on Heather's time – note in October Minister's report
- Sabbatical planning: CoSM help? - Outside speakers? - UUSC, UUEM, etc., Fred Small
 - Discussed CoSM. No current cte at this time so there is no one to plan sabbatical minister. Need to determine IF we want CoSM to do this and if so, what type of minister they are looking for.
 - CoSM in the past was not very helpful in determining the health of the congregation. Would give individual recommendations,

but never really got the pulse of the congregation as a whole. Heather would like it to evaluate ALL areas (Music, RE, etc) and give feedback from whole congregation, develop goals.

- Per Heather, UU CoSM has a lot of different meanings in different congregations. Need to determine what we want ours to do.
- Heather asks that we read article <https://www.uua.org/leadership/library/forming-committee-ministry>
- We will ask Martin to look at prior suggestions for people to repopulate CoSM.
- Need to start planning sabbatical minister (another congregation already has advertised for the same time frame.) First need to determine what we are looking for

6. Ask Heather: Staff reports start in October? YES

7. Capital Plan:

- a. Building Committee recommendations – Brad ask Bldg Comm.
- b. IFPL assessment – FN reminder to GS task force

8. Next Meeting October 13, 2021 @ 7:30 pm - live or zoom? Zoom



MINUTES
Winchester Unitarian Society
Membership Committee Retreat
Saturday, August 7
9:30am – 12:00pm
Location: Symmes Room

Attendees: Rev. Heather Janules, and 2021-2022 Membership Committee:
Deb Eiler (3rd), Sheila Rudolph Correia (1st), Sophia Sid, Co-Chair (2nd),
Robin Wolf, Co-Chair (3rd), Susan Woodward (1st), Liz Lintz (1st); SC liaison: Gordy McIntosh

I. Introduction

The meeting began with a reading from Richard S. Gilbert called *We Bid You Welcome*.

II. Spiritual exercise lead by Rev. Heather

This was followed by an exercise in which we envisioned certain people, imagined or real, who would benefit from WUC membership, and why. There were a number of commonalities among our various visions, especially:

- Spirituality and/or religious seeking
- A desire to serve
- A desire for community and connection
- The need for acceptance
- A strong need to do something to address the needs of the community

III. Discussion of possible FALL Activities

Rev. Heather and Gordy McIntosh, our liaison to the Steering Committee, explained the return to church plans for the Fall. Services will be hybrid (in-person and remote) and the technology to do so has been installed. The Steering Committee will be meeting to discuss Religious Education and how that will be handled while awaiting the hiring of a new RE director. We will be required to wear masks indoors and masks will be provided to anyone who does not have one. (Important to remember that children under 12 cannot be vaccinated at this time.) We will have a sign-in book which will be used in the event contact tracing is necessary. Plans are subject to change if COVID cases increase above a threshold of 20 cases per 100,000 in our area. Coffee hour is TBD and could perhaps be held outside in good weather.

We discussed the need for usher/greeter training especially given the need to ensure social distancing, etc. **Sophia will discuss with Earl Boudreau.** The consensus is that it would be preferable to have usher/greeter training in person.

Rev. Heather's goal is to make services more interactive taking into account the remote participants (including people out-of-state) as well as those attending in person. There will be a need to bridge the virtual and the "real" worlds. Ideas included having a "virtual greeter" on Zoom, who may be present in the Sanctuary, who could, for instance, light candles on behalf of remote attendees.

As in previous years, members of the Membership Committee are assigned specific months for which they will recruit ushers/greeters.

Winchester Town Day is Saturday, September 18. Robin & Sophia will set up a Membership table; with materials and snacks. Volunteers are needed to assist. The gift bags assembled by Deb last year will be available and Deb will also pick up water. We hope to have WUSYG and Social Action Committee representation.

We hope everyone can sign up to man the Membership Table at the WUS lawn for Town Day. Please sign up here:

https://docs.google.com/spreadsheets/d/1cwoZz5BBd3iFu6fBVMVfR_XPIhRNVFLwNLDkYQPhZ2A/edit#gid=0

Fall Banner was discussed, as we need a new one to reflect the Family Worship schedule. Sophia will reach out to Kristine Kamakawa.

In-person events will involve a large time commitment and the feasibility may depend on how many potential members are in the pipeline as things are still uncertain. A Newcomer's Brunch is a possibility, perhaps combined with an event for the entire congregation since we are really all newcomers after being away for over a year.

The Faith Forward curriculum as compared to the traditional Membership classes was also discussed and it was agreed that the time commitment and cost might be too much at this time. It is possible to use some modules from Faith Forward. It was noted that there are regional differences reflected in the sample material we received. **Everyone is asked to review the Faith Forward material and to look at their web site to see which area congregations have adopted it.**

<https://faithforwarduu.org/>

(These include Follen and Belmont congregations.) **Susan will reach out to membership teams at Follen and Belmont to get their thoughts.**

IV. Goalsetting for this coming year -

UUA defines growth as:

- numerical—the number of people attending worship and programs or number of members
- maturational—the spiritual maturity of each member
- organic—a congregation's ability to maintain its health and engage the world
- incarnational—making real and living our values in the world* (e.g. are we walking our talk)

We felt that it was premature to set goals at this meeting given the uncertainty surrounding COVID and the ability to reach people face-to-face. We noted that the goals above are not merely numerical but

also reflect the connections among our members and outside our congregation. **Due to time limits, we agreed goalsetting can be a topic for a future meeting.**

V. Marketing Pieces / Potential Projects for the Fall

We need to redo our WUS Brochure as it is outdated. We also need to reflect the fact that WUS members live in many different towns (not just Winchester) and can and do attend services from their homes all over the world. **Sophia gave suggested edits if you have thoughts, please let her know.**

We are considering having a new-to-Winchester “Welcome Wagon-Type” event, which could perhaps be interfaith.

VI. Brainstorming

Other ideas included supporting Religious Education, a Spaghetti dinner, games nights, and end-of-year gifts (since the 2021 gifts were such a success.)

It was suggested that perhaps we can partner with Fellowship on a few events together and we could have meeting together to brainstorm about possible collaboration. **Shelia is going to reach out to Tyson to see if they are interested.**

VII. Wrap-up / Closing

A Blessing *For One Who Is Exhausted*, by John O’Donohue, and *The Church has Left the Building* by Margaret Weis.

Our next meeting is Thursday, September 16 at 7:00pm

<https://partners.zoom.us/j/86046355352?pwd=S29iVGJ6bStLa1hSeW1vRW1RUXJoQT09>

Meeting ID: 860 4635 5352

Passcode: Membership

Future meetings on:

Sep 16, 2021 07:00 PM

Oct 21, 2021 07:00 PM

Nov 18, 2021 07:00 PM

Dec 16, 2021 07:00 PM

Jan 20, 2022 07:00 PM

Feb 17, 2022 07:00 PM

Mar 17, 2022 07:00 PM

Apr 21, 2022 07:00 PM

May 19, 2022 07:00 PM

Jun 16, 2022 07:00 PM

Respectfully submitted,

Robin Wolf

Draft Meeting Minutes of Social Action and Outreach Committee; 10-Aug-2021

Attendees: Sue Doubler; Patrick Draine (Standing Committee Liaison); Harris Gibson; John Healey (Secretary); Gloria Legvold; Claire McNeill (Chair); Patty Shepard (Co-Chair); Deb Walsh

Claire gave an update regarding questions to be recommended for the Congregational Survey. She met with Sandy Thompson and devised a list, including 2 items SAOC had suggested at the July meeting.

Some of the proposed questions are for people's personal perspectives on issues; but more are of the nature of the future of the congregation..

By including questions from the racial justice planning team, the survey can help members feel part of the racial justice effort. The survey can also point out the variety of ways to engage in social action. Claire will send these questions to Robbie Brown.

Agenda Item 1

Patty gave a short update on the Racial Justice team. They are planning the 3rd workshop in October on "Governance."

She will send out a Doodle Poll in September to set a date.

SAOC continues to discuss the 8th Principle with Reverend Heather.

There will be Services, and meetings after Services, to educate and discuss this.

Patty will send material to us about 8th Principle, so our committee can learn about this effort.

Patty led a discussion of Transition forms:

- for SAOC
- for RJTPG

Several people suggested edits to the Transition Form for SAOC, and modification(s) to the Goals.

Agenda Item 2

Discussion of how to structure the operation or logistics of the Committee.

Patty had us use the Circle Process: where all of us took turns expressing our opinions of how we could structure the work of this Committee.

Patrick urged our having a defined structure: for purposes of better communication and accountability.

Gloria pointed out that the By-Laws indicate that there should be a Chair and Vice-Chair.

Everyone in turn spoke about their ideas for how to structure it.

Claire has had reservations about being Chair again because the workload was not adequately distributed previously. She volunteered to be chair as we work out cooperative ways for setting agendas and facilitating meetings.

John suggested that the role of facilitator could rotate among several members.

A motion was made and seconded for structuring the Committee as follows:

Claire - Chair

Patty - Vice-Chair

John - Minutes taker / Secretary;

- a draft agenda will be sent out no later than midway between the meetings;
- all members are encouraged to submit items for the agenda;
- We plan to try rotating the meeting-facilitator role.
- Highlights: Patty will send the SAOC's weekly submission to Highlights.

The motion was approved unanimously.

Agenda Item 3

Claire gave us an update about Statement of Conscience.

It was adopted by GA.

She read us the titles of the four major paragraphs in this document.

We had a discussion of how to make the Congregation aware of this document.

Deb asked how many people have been attending the "Widening the Circle of Concern" webinars. Think how SAOC could support greater involvement by members.

Gloria and Sandy Thompson do regular posts in Highlights on working to build the "beloved community."

Agenda Item 4(requested by Sue at the start of the meeting)

Sue spoke with us about Food Insecurity, and a conference organized by

Senator Lewis and Rep. Day on October 19.

She suggested that obtaining healthy food should be considered a Human Right.

She let us know that there are even 250 +/- people in Winchester who suffer from food insecurity. (Based on research done by the Greater Boston Food Bank.)

She suggests we have some UU representation at this meeting.

She informed us that: while there are so many different groups doing food collection and distribution, there is not yet a central coordinator for this in our State: some person or agency that sees The Big Picture, i.e., who knows what they are *all* doing.

Sue said that many people who are receiving Food Assistance don't know that they also qualify for many other services.

Sue will send us a questionnaire that we should fill out and return to her.

We confirmed the plan for a draft agenda to be sent about 2 weeks before the next meeting.

The next committee meeting will be held on Tuesday September 14 at 7:00. Deb will send out the Zoom link.

Meeting ended 8:40 pm.

The following are agreements reached by the Music Committee at this meeting:

1. We recommend that all members participating in rehearsals and performances of the choir be fully vaccinated. This recommendation will be put to the full choir for a vote at its next rehearsal on September 11.
2. At that rehearsal, the choir will be able to evaluate at least two types of black singing mask of high safety to decide which one will be distributed free of charge to choir members.
3. Until further notice, safe masks will be worn by participating choir members during all rehearsals and performances.
4. Issues of distancing will be dealt with at the first rehearsal.
5. One hour of the first rehearsal will be left open for discussion.
6. The next Music Committee meeting will be on Zoom at 7:30 PM on Wednesday, September 8.

Dirck Stryker, Chair

NLDC August 31st Meeting Minutes

Attendees: Phil Coonley, Fritzie Nace, Betsey Bowles and Marilyn Mullane

- I. Chalice Lighting - Abbreviated reading from Erika Hewitt's Bold and Courageous Together.
- II. Check - ins completed.
- III. Minute Taker - Marilyn Mullane
- IV. NLDC's By-Law Mission, '20 - '21 Highlights and Unfinished Tasks
 - a. Per By-Laws, we are short one member; also "enhancing the competence and enthusiasm of the Society's lay leadership" was emphasized.
 - b. While the slate was submitted and in latest WUS Annual Report, there is no NLDC Report there.
 - c. Unfinished tasks include energizing the Fellowship Committee and completing an organizational chart complete with non-By-law Committees and Covenant Groups.
- V. Harvest the Power - New class, consisting of seven sessions, was provided by NLDC. They were well attended and well received. Facilitators included Phil Coonley, Liz Lintz, Rebecca Kelley-Morgan and Rev. Heather Janules. Attendees included two youth on a gap year (Evan Forcucci and Rachel Milt) as well as congregants Robbie Brown, Ivan Correia, Sharon Grady, Sheila Puffer, Ellie Griffin, Steven Perepeluk and Sandy Thompson. Current NLDC members felt like this was an every other year endeavor unless Rev. Heather has strong feelings otherwise.
- VI. New Committee Openings - Possibly Heather Hannon from RE.
- VII. Congregants old or new anxious to serve -
 - a. Visitors Christine and Jeff will be invited to a light breakfast at 33 Lloyd on September 5th along with new Membership Chair Sophia Sid and then to the pet service. Marilyn to arrange.
 - b. Betsy will reach out to Patty Cameron to explore what she would next like to do at WUS or whether she needs a break.
 - c. Marilyn will make a friendly and appreciative call to Deb Seymour regarding Harvest the Power becoming a reality (something that Deb tried to make happen when she was NLDC Chair).
- VIII. Committee Chair Meeting
 - a. Agreed that we need to do one this year.
 - b. Topics could include fostering growth and learning activities, fostering access to covenant groups, and establishing Committee goals once SC goals are shared. Fritzie suggested that the draft agenda be bounced off Committees with opportunity for adding agenda topics.
 - c. SC Retreat is likely to occur sometime in October. Accordingly, the Committee Chair can't be scheduled until we know the date of the SC Retreat and October seemed

like a good time. In any case, the date will be set via Doodle Poll with all Committee Chairs.

IX. Standing Meeting Time - tentatively discussed the 3rd Tuesday of each month at 4 PM. Date and time to be run by Rev. Heather.

X. Choosing Chair - Marilyn was nominated to be Chair and accepted.

XI. Regrets and Appreciations were expressed.

The following are minutes of the September 12 meeting of the Music Committee as supplemented by reactions of members of the church staff and Pandemic Policy Task Force, who met on September 14.

1. There was general agreement that the new software for streaming our church services works very well. This coupled with the clear desire for live audiences at our concerts leads us to favor mixed live audience/ streaming concerts.
2. There is strong sentiment that we should require full COVID vaccination for these live audiences, and that this should be distinguished from our desire not to require this at worship services and other similar events. The vaccination requirement is quite standard now for various musical and theatrical events.
3. In order to satisfy state spacing requirements for live audiences and given the size of our sanctuary, we are setting a target of 75 members of the audience for our concerts.
4. In order to adhere to this limit and to facilitate vaccination verification and collection of donations, we anticipate using software that is currently being used by other organizations to achieve this in advance of each concert. We will do this in such a way as to give priority to sponsors, those on our mailing list, and the general public, in that order. To the extent that seating is still available, we can also verify vaccination cards and collect donations at the door.
5. These procedures are being put in place given current state, CDC, and other guidance and requirements. They could change as the public health situation changes.
6. Our next meeting will take place on Zoom at 7:30 PM on Wednesday, October 6, followed by a meeting tentatively fixed for November 3.