

TABLE OF CONTENTS

September & October Meeting Minutes

1. Standing Committee Meeting Minutes – 09.22.2021	2
2. Executive Committee Meeting Minutes – 10.13.2021	8
3. Marketing & Communications Team Meeting Minutes – 09.07.2021	12
4. Religious Education Committee Meeting Minutes – 09.09.2021	14
5. Youth Advisory Committee Meeting Minutes – 09.20.2021	17
6. Religious Education Committee Meeting Minutes – 09.30.2021	19

WUS Standing Committee Meeting Minutes

Wednesday, September 22, 2021 7:30-9pm via Zoom

Present: Fritzie Nace, Gordy McIntosh, Brad Steele, Terrill Levering, Rev. Heather Janules, Patrick Draine, Ivan Correia, Vicky Coccoluto, Robbie Brown, "Woody" Wood, Terry Currier

Guests: Kathy Richardson

Absent: Marcy Thompson

I. Chalice Lighting/Opening Words (Gordy) and Check in: One or two words that describe where/how you are this evening. (7:30 – 7:40pm)

II. Approve Consent Agenda: (7:40-7:45)
a. minutes from August SC meeting
b. Staff reports

Motion to Approve - Fritzie. Second - Patrick

All in Favor - passes

III. Treasurer's Report (Brad) (7:45 – 7:55)

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

Only 7 pledging units had a variance between what was pledged and given

b. End of FY21 report

Positive variance of \$60,300. This was mainly because of the forgiveness of the government COVID loan, also because of a very successful fundraiser this year

There was a question about what to do with that surplus \$. In the past, this was earmarked for particular things (specific "buckets") such as sabbatical planning, building repairs, etc. If this money is not set aside for particular things, it may not be available when we need it (In the past there was a "surprise" where the sabbatical had not been planned for monetarily. On the other hand this process complicates things for the treasurer because it needs to be divided out, then possibly re-diverted if needed. There is the potential to just keep it in capitol reserves for unanticipated needs. But structuring the budget the way we do is an excellent planning tool to keep us on track.

FY 2022 anticipated to be increased budget over 2021, but some potential savings in the DRE position.

Brad explained there were 2 pockets of WUS funds where our \$ comes from. 1 is the regular operating budget which is prepared every year. The second is the permanent funds/ endowment. These permanent funds have grown from 2.5 million to 3.5 million. Every year, we draw off 5% of the 3 year rolling average of these funds and add them to our annual operating budget. (This year approx 33% of our budget came from these funds.) This has been shown to be a "safe" operating level that does not deplete the funds. But there is a question on whether 5% is the correct number - too high? Brad will look into what other congregations do, as many others don't have as much \$ in the endowment. Thinks we are more of a "full service" than other congregations. We need to balance so we are not overly dependent on those funds

Will pursue this further at the retreat

c. Status of rental income over summer and for this year

IV. Sam's Letter of Agreement for Interim Coordinator of Religious Education: vote on final draft from Executive Committee (Fritzie and Gordy -7:55 – 8:05)

Per Kathy R, dental benefits should have been included on the FICA/benefits line. That should raise that line # to \$13,663 bringing the total to \$85,363

Should list Sam as a "credentialed religious educator" not just religious educator.

There were a couple of places where DRE was changed to CRE

Clarified that for service trips, Sam would be compensated the additional \$2400 and that fundraising would be used to pay for transportation, food and lodging. Included a link to UUA professional expense guide - Sam can use his professional expense allowance to pay for any extra that is not covered by fundraising

Removed the clause that he should take time off after the service trip, as he is now full time. He can take vacation time and work with Heather to arrange if he sees the need to take time off after the trip.

Motion to accept revised LOA - Gordy. Second - Robbie

All in favor - passed

V. Congregational Survey: review of draft themes (Robbie & Woody) (8:05 – 8:15)

Robbie and Woody came up with a list of topics and a timetable for the process

When to send to committees and interest groups? At the topic stage or when we have actual questions? We will share general topics and have the groups give feedback and then Woody and Robbie will work to develop actual questions based on that feedback. Will give them 10 days to review. Social Action has already given feedback informally, have not asked other committees/ groups. We seek to weave the goals process with the survey and financial standing of the church to come up with who we are as a church and what our offerings should be. Basically, what are our resources and how do we want to use them?

VI. Update on Fundraiser Planning (8:15 – 8:20)

a. MaxSold Auction update: dates/place/ announcements - Rachel Whitehouse

Rachel W. is working with Thomas to narrow down dates and locations to use for staging, etc. It will be in the beginning of November. Will take about 2 weeks for the whole process.

- Gathering items, taking photos and uploading to the site
- Then MaxSold lists and manages the auction
- Arranging time/ space for people to come pick up items

Could consider doing this not as a one time thing, but periodically.

Rachel has reached out the key players of the rummage sale to see if they can help.

There's a large list of things that can NOT be donated, but also gives suggestions on things that can.

Heather donated \$78.50 from Town Day soap sales. Main point was to draw people in

VII. Heather Sabbatical planning: (Heather) Search for sabbatical minister/CoSM (8:20 – 8:30)

Rev. Heather was supposed to take a 3 month sabbatical last year, but it didn't make sense with COVID for a number of reasons. She wound up taking 6 weeks instead and is planning a 4 month sabbatical for Jan-April of 2022. CoSM was tasked with finding an

interim sabbatical minister, but because people rolled off the committee and weren't replaced, there is only 1 member. Heather has asked Martin Newhouse to help find more members. In the meantime, we need to start searching for an interim ASAP. Heather would like someone hired by 12/15 to do pre-planning for when she leaves.

An interim can be responsible for worship, pastoral care and to supervise/ support staff as a resource. Have to decide whether this should be full, $\frac{3}{4}$ or half time

Interim minister would not get benefits but due to length would be eligible for time off, etc.

Might make sense to form ad hoc committee instead of going through CoSM because of need to move quickly. Gordy agrees to be on cte. Heather will also ask one of the worship associates and Carol Delaney from Pastoral Care. Gordy will reach out to Harris Gibson (only CoSM member.) Heather will also ask Jon Kramer, as he will be working directly with this interim.

Looks like there is \$25k in budget which should cover it. Would be looking at UUA fair compensation for associate minister.

General consensus is that we are looking for $\frac{3}{4}$ time but will consider other arrangements (half time) if the right candidate.

VIII. Update on Building: (1 mins)

- a. Accessible bathroom current location and timing: on hold waiting for contractor to get started – October estimated start time**

Accessible bathroom project to start in October. Chuck Khuen thought that there would be some disruption to Metcalf only at the beginning when they are doing demo/ creating doors. Once the framing is in, the effect on Metcalf should be minimal. In the kitchen, they will need to reorganize cabinets, put in new wiring, new fridge.

IX. Liason Reports: meet w/committees, review goals, id committee goals – Everyone check-in. (8:30-8:40)

Will review goals at the retreat. Liaisons should let the committees know that we are looking to them to come up with how to meet goals.

- X. Welcome Sam Wilson as Interim RE Coordinator - Sam attends 8:40 – 8:55**
 - a. Review Letter of Agreement**
 - b. Update on RE so far – how many families/kids? Programming.**
 - c. Communicating with RE Committee and YAC re: responsibilities in support of Sam – how's that going?**

There were 4 kids at last week's RE. At least 1 family has said they will not return until the kids are vaccinated. Sam will check in with the other families we have not seen to see what their plans are.

WUSYG had opening potluck - 30 teens present including several newcomers and some out of towners. 25 parents were present for the parent part.

OWL is moving forward with 16.

For RE, there were 5 teens, Sam and Juanita present (with 4 kids.) which was a little much. There are currently no nursery age kids attending until vaccinated but we need Juanita to be available in case families come. At the retreat, will talk more about RE program and where we see it going next year. Will consider what we want to do with DRE search team and a DRE for next year.

There is some extra money in the RE budget, but OWL is looking into some speakers and also getting an OWL consultant who will be giving a presentation on how to create a safe space for non-binary in OWL classes

- XI. Retreat date: Saturday 10/16, 9:30 – 3pm with lunch. Place TBD (5 mins)**

Will be at the church in Metcalf, can spread out for lunch in separate spaces or outside if nice weather

- XII. New business:**
 - a. Volunteer sign ups – need Sunday secretaries (2 each week)**
 - b. Greeters/ushers -**

We need a Sunday secretary plus ushers/ greeters. Stacy C. has been doing Sunday secretary but does not feel comfortable coming back in person until kids are vaccinated.

Kathy R. is willing to be involved in the count and comes almost every week. Brad and Judy can help as well.

SC is invited to Widening the Circle of Concern on 10/19. Topic is Governance

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

Gordy has 2 overdue that he will take care of - Naomi from RE and Steve F. (the camera/AV guy)

XIV. Next meeting date: Weds. October 20nd 7:00 – 9:00pm: On-line vs in-person? (2 min)

Time changed to 7:15

XV. Motion to Adjourn

Executive Committee Agenda for October 13, 2021

(via Zoom 7:30pm – 9pm)

Present: Gordy, Fritzie, Terrill, Brad, Thomas

Absent: Rev. Heather

- I. Chalice Lighting
- II. Heather's Sabbatical-Gordy
 - a. Update on committee.
 - b. Discuss and vote on the job description as submitted by Heather:

"The search cte is Gordy, myself (Heather) , Carol Delaney, Harris Gibson and Martin Newhouse. Yay!

The WUS Sabbatical Minister will provide ministerial presence and support for the duration of the settled minister's sabbatical (January-April, 2022.) While the position is three-quarter time for the four sabbatical months, it will begin mid-December at 10 hours/week for planning and orientation purposes.

The Sabbatical Minister will preach twice a month and arrange for other preachers the remaining Sundays. In services where they are not preaching, the Sabbatical Minister will offer ministerial support through leadership of other liturgical elements. They will have one Sunday off a month.

Beyond worship leadership, the Sabbatical Minister will provide pastoral support through direct engagement with members and in collaboration with our Pastoral Care Associates team. The Sabbatical Minister will attend regular meetings of the program staff, the worship team, the Pastoral Care Associates, the Standing Committee and the Standing Committee Exec. They will also serve as a resource to program staff and other committees as requested.

Due to our current pandemic practices, it is assumed that services will be provided in person while following mitigation protocols.

Compensation is based on the mid-point for an Associate Minister serving a Midsize I Geo Index 5 congregation. In the event of a member rite-of-passage, the Sabbatical Minister will be paid an additional honorarium, based on the UUMA Schedule of Fees."

Questions for Heather:

- 1) There are 5 Sundays in January - will the sabbatical minister be responsible for preaching 2 or 3 Sundays? With the above description, these 17 Sundays would work out to 8 preaching, 4 present/ coordinating but not preaching, 4 off and 1 we're not sure of.

- 2) Can Heather provide for us by next Wednesday's SC meeting an outline of the services for the time period of her sabbatical. What the topic is, when do we already have outside speakers scheduled, when do we not need a speaker (youth or music Sunday, "One wild and precious life", etc.)
- 3) What is the budget for guest speakers and where does that come from? Sabbatical fund? Somewhere else?
- 4) Wondering if it would be better to have Heather arrange guest speakers because she knows what we normally do, what would work well with our outline. Also, what is usual - like we usually have someone from the UU Urban ministry at some point

Discussion about ¾ time and if the sabbatical minister could preach ¾ Sundays a month since they would not be responsible for a lot of the "running of the church." When we decided ¾ time rather than full it was assumed that the time deducted would be from general church duties rather than preaching. Pastoral care team can probably handle most of the pastoral needs of the congregations except for special circumstances. Also, Heather listed the cte meetings they would need to attend - probably would not need to attend BOTH SC and exec committee unless something comes up.

Fritzie will look up salary for associate minister for midsize 1 congregation in our geo-index to see what the budget is, see if there is \$\$ for guest speakers in there?

III. 10/16/21 SC Retreat Agenda review -Gordy & Fritzie

IV. Pandemic Planning Update-Fritzie

- a. Memorial Services
- b. Pop up tent
- c. Use of Metcalf during inclement weather

Fritzie has asked Chuck Khuen for a doc with a list of areas of the church and what their filtration status/ sq. feet, etc so that committees can make decisions on where to hold gatherings. Can possibly be put on the member section of the website for reference

PP task force has met with program staff (John, Sam) to debrief after services and go over protocols.

Use of the terrace is great- what happens in inclement weather. Metcalf has filtration/ is a large space but what happens if people are eating/ drinking. Need to figure out a safe capacity for memorial services, etc when food/ drink are served.

Fritzie gave Sam permission to go buy a popup tent to go with already existing 10x10 tent. Would be \$1500 for a 10x20. SC should approve purchase. There is concern about use in inclement weather (when we would want to use it) - wind would be a problem. Fritzie says there would be weights to hold it down which would help in some cases but not all.

Brad says we don't have to stick exactly to the letter of the budget - if it is necessary, can go ahead and purchase and will find the money.

- V. Review Standing Committee October 20th Agenda:
- a. Chalice Lighting and Opening Words
 - b. Consent Agenda
 - c. Treasurer's Report-Brad (voting on where reserve funds go – establish wording for motion)

Discuss how to handle "leftover" reserves from last year \$63k. We need a motion as to where to put these funds. Brad suggests some into the building fund, as it does have some needs. Also, replenishing the sabbatical fund would be a good idea since we will be depleting it for Heather in January. The rest he recommends just leaving in undesignated funds to use as needed.

Also discussed SC retreat. In the past, the treasurer has given a presentation with a description of all the different funds, where they came from and what they can be used for. There is a doc in Google docs that describes them. Brad can review at retreat.

Brad would also like to look at the church, how it operates in relation to our budget. Has been researching other churches and how they spend their \$\$\$. What resources they have, what they spend their money on. We should align what we care about and our mission with how we spend our money.

WUS has a high budget but also an aging membership and trouble getting new families. As we move forward, what criteria should we use to evaluate how we use our resources. We are increasingly reliant on permanent funds rather than pledges, collections, etc. How do we bring in new families?

- d. Heather Sabbatical planning update
- e. Max Sold Update-Rachel (written update?)

Will take place in the chapel. Rachel and Sioux have sent out a signup genius - will go in highlights. Still need help with marketing (Winchester Facebook, yard sale groups, etc) Will send 2-3 email blasts to the congregation

- f. WUSYG Service trip discussion- SC approval needed (Fritzie)
 - i. Sam needs to follow up with folks in War, WV
 - ii. Possible alternatives – establish before Heather goes on sabbatical

WUSYG Service trip needs Sc approval but is up in the air bc of COVID. Hoping to go to War, WV. Needs a backup in case that does not work. Should we give Sam a deadline to bring it to SC for approval? Even if it is not a final plan, but a Plan A, Plan B. Would be helpful if this was before Heather leaves on Sabbatical - so maybe Dec. SC meeting?

Youth will all likely be vaccinated, but WV is still a hotspot.

Fritzie will reach out to Heather to see what she thinks - what conversations she has already had with Sam regarding plans and backup plans, also if she thinks it's a good idea to give him a deadline to bring to SC

- g. Review Goals from Retreat and next steps with committees
- h. DRE Search Committee: status and next steps (Fritzie)
- i. Summary of RJTF Widening The Circle of Concern 10/19 workshop on Governance (Gordy, Vicky – any others who went)
- j. New Business:

There will be a committee chairs mtg in November - will bring goals (from retreat) to the committee chairs. Liaisons to followup

Gordy suggested offering a time at the SC meetings for liaisons to update the SC on their committees. Every liaison does not need to speak at every meeting, but offers a time if something is going for them to share and update SC.

- k. Gratitudes and Appreciations
- l. Next Meeting – Weds Nov. 17th 7:15pm
- m. Motion to Adjourn

VI. New Business

VII. Racial Justice Planning Group Widening the Circle of Concern Workshop on Tuesday, October 19th. See Highlights for more information and registration.

VIII. Next Exec Comm meeting: Nov 10, 2021 7:15 PM

IX. Motion to Adjourn

Marketing Minutes
September 7, 2021
Parlor

Attendees: Lead Thomas Slack, Kristine Kamikawa, Fritzie Nace, Marilyn Mullane (note taker)

Before reviewing Rev. Heather's notes from our first meeting, Fritzie brought us up to date on recent developments, namely:

- Town Day was secured.
- The press release for the new WUS terrace and landscaping will be published; Fritzie's final edits were approved by the group.

Observations from the summer, namely:

- Thomas experimented with Mail Chimp, mailing list is in Breeze which means the Mail Chimp directory is easily updated.
- Thomas was not able to use a Table of Contents in Highlights because it is seen as Spam. He can link to external websites.
- Marilyn noted the positive of WUS endorsing Winchester's housing development and voting yes on the referendum question. While she would like WUS to be bold and not shy away from taking positions that speak to our values, it was also noted that there needs to be balanced between what the whole congregation needs to vote on as well.
- She also pointed out the effective use of Highlights to promote Isidro's school needs and a fundraising goal of \$900. Thomas first put out an e-mail blast for the "ask" and reported progress afterwards in Highlights. The first Highlight followed Worship Info, Joys and Sorrows and was first under Congregational News. Since summer, Highlights were every other week. For the second Highlight, it again followed Worship Info, Joys and Sorrows and was part of Congregational news. This time, four Highlights preceded it ranging from the Treasurer's Report to Self Care. Marilyn would have preferred that it followed the Treasurer's Report for two reasons - one, so that folks would see it and two, we exceeded our goal and this was thanks to a first time congregation-wide ask. Thomas explained why it appeared where it did.
- Thomas pointed out that a stand alone e-mail was also used for RE. And, one can directly contact RE and WUSYG.
- Other thoughts that are being considered...should Worship Info be it's own separate communication on Friday? Or, now that we are back in person (and virtual), does it need to be a separate communication? If we stay with Friday Worship Info, should the Highlights be earlier in the week. Should revisit.
- Could we make better use of Mystic Messenger? Fritzie pointed out that it was really spiritual and only quarterly.
- Our website includes a calendar on its Event page. OWL orientation was given as an example and Highlights can then link to the calendar on the website.
- Trivia could be something like - Who is this masked individual? Or, are folks sick of Covid and masks?

- More member contributions would be appreciated, such as Committee Chairs, Letters to the Editor (not just the minister or SC Chair but Social Justice or Racial Justice teams, etc.).
- How can we publicize Wondering Wednesday as FB post?
- Need photo's of all our events; but, have to check that we have permission to use!
- Should we solicit high school interns to help?
- Highlights, website priority and then strengthen social media, including FB, Twitter and Instagram.

Assignment from Previous Meeting was to provide top three "low hanging fruit" from the Marketing Study. Marilyn's were the following (she noted that many recommendations were already pursued), especially by the Membership Committee:

- OWL promotion. Done. OWL was promoted over Patch. We now have eighteen registered and six on a wait list! And, we started the year with only four from our congregation and possibly collaborating with another church in the area.
- Prominent speaker for Sunday service that we can market, like United for a Fair Economy.
- Social Justice witnessing which speaks to our values, that again we can promote via website and social media.

Action Items:

- Thomas to research professional review of our website. Budget: \$300. Thomas also offered us monies from his discretionary account.
- Fritzie to pursue Sunday speaker with Heather while she is on her sabbatical. The group agreed that that climate change was the most pressing issue and it wouldn't necessarily need to happen while she was away. We would need to consider the speaker's schedule.
- Marilyn to contact the UUA about a denomination ad on WBUR or WGBH.
- Kristine will make sure that WUSYG events are publicized. She will also share the logo of the chalice that she designed and that should be used on all marketing materials.
- Thomas to nail down contact info for Winchester Star, Woburn Times Chronicle, Stoneham?
- As part of this year's Committee Chair meeting in November, all Committees will be asked to come prepared with an event or program that will engage our congregation, or bring new people in, or do both that we can market and put on our Events Calendar.

Next Meeting - October 13th in the afternoon

Religious Education Committee

Date: 9/9/21

Attendees: Karen Caputo (virtual), Terri Currier (virtual), Sam Wilson (Interim DRE), Naomi Magnoni (Chair), Lucille Cannava, Sarah Milt (Non member: JJ)

Recorder: Lucille Cannava

Start time 16:43 End time 18:14

Action Items

1. Sam reviews parking lot items put aside for another meeting. The items include the Canoe trip in January, the Covenant, and what to do on low attendance days such as the day after Christmas.
2. Naomi asks if WUS is going to participate in Town Day on October 18, 2021, and if so, does RE want to participate. Suggestions: To create a brochure for RE and a brochure for OWL to display at that time. This should be done by Town Day.
 - a. Naomi will update the OWL brochure. [Karen confirms that the enrollment for OWL 2021-2022 is at capacity. Adding that reservations are welcome now for 2022. Create a sign-up sheet for the 18th?] as well as get the principle brochures for children from Heather’s office
 - b. Sam will take responsibility for updating the RE brochure.
 - c. Who will handle Town Day on the 18th: Naomi from 9a.m. to 10 a.m. Set up and man the table for a little time. Then Sam will show up near the end and wrap up at @ 2:30 p.m.
3. Sunday, September 12th: For outdoor time RE needs Pew-packs. In addition, Naomi will bring wooden trains. Eli is available before the service and into some of the service. Sam decides and the others agree that setting up Juanita's room with our new assistant Eli @ 10 o'clock is the priority. Afterwards, children may stay outside on the new veranda if the family so chooses.
4. September 19th RE kickoff: Sam will be in charge of the teens and the direction of activity. Families can make a circle on the lawn for 30 minutes. Children will remain on the lawn for another hour.
5. September 19th: At 11:30 the WUS coffee hour will begin which includes a meet and greet with parents and the RE Committee members. Any questions parents have may be brought up and answered at this time.
6. The dates and times of three future planning meetings were determined to be as follows: from 4 to 6 on the dates: 9/30, 10/21, 11/18. Naomi will verify with Thomas that these dates and times are available for zoom and the Michelson room by next week.
7. Sam will reach out to families via Highlights, email, Instagram and Facebook.
8. Registration forms for OWL, completed by Karen before parent orientation.

Decisions/Accomplishments	<u>Who</u>	<u>By When</u>
1. Covenant decided to have a modified version of the staff covenant.	Karen, Lucille, Naomi, Sarah	from now to the end of the year unless modified
2. Chair: Naomi Vice Chair: Sarah	Karen, Lucille,	from now to the

	Naomi, Sarah	end of the year unless modified
3. Discuss RE kickoff elements at another focus meeting to prepare for the date.	Lucille, Sam, Naomi	Before Sept 19
4. Tiers of Teacher training for items that will need to be done before RE kickoff	Lucille, Sam, Naomi	Before Sept 19
5. Lucille brings up building reflective thinking as part of lessons with children.	Lucille, Sam, Naomi	Start as best we can Sept 19 but continue throughout year
6. We will not be resuming intergenerational service unless it is done on the veranda because of Covid complications.	Sam, Naomi	Start now until further notice
7. Establish clear guidelines for Covid quotas as well as Metcalf: Air flow questions and safety measures	Sam w/PPTF?	Soon?

Next Meeting: Sept 30 from 4-6pm

Discussions

1. Facilitate meetings in a way that covers all the intended topics Sam suggests:
 - a. the "parking lot"
 - b. discussion cue of the hand motion meaning, "Reel it in" when the speaker needs to wrap up their part of the discussion due to time constraints.
 - c. "The tide is up" wave hand and arm in a beach wave way to let a person know we are out of time on that topic.
2. Note: Per UU policy two Cori checked persons will be with the children during teaching time.
3. Vision and structure during the year
 - a. RE will follow the Soul Matters Curriculum
4. Owl
 - a. room looks great. Karen reports 16 students registered.
 - b. Discussed making plans for Planned Parent Orientation.
 - c. Canoe trip Sam brought up the canoe trip for the spring.
 - i. Ryan us on board to participate.
 - ii. We will use the Boy Scouts canoe.
 - iii. Naomi suggests revisiting the canoe trip at the end of January and put it in the parking lot until then.
5. Sam sent his job description to the team. It includes rules and hours and the times he is available. Namely, 15 to 20 hours/weekly.
6. K-6 Sunday
 - a. Sam reports that the adults will go outside at the end of the worship service.
 - b. Low attendance Sundays to be discussed at another meeting and was placed in the parking lot
 - c. Later this month, Sam will be creating a covenant with the RE children

- d. Soul Matters programming will begin in October. Cultivating Relationships is part of the curriculum
- e. Emergency training for what to do and who to go to if an emergency arises.
- f. There are 5 teen teachers who will arrive each Sunday at 9:45 on Sept 19.
- g. Sam will keep the Covid logue/Sign in sheets
- h. Structure of lessons is to implement reflection with the group of children and to establish rituals and their meaning. Make this a regular part of every lesson.
 - i. Reflection: 15 minutes
 - ii. Explore it: 30 minutes
 - iii. Check-out: 10 minutes
 - iv. Wands with gold stars will be used by teens and other RE leaders to indicate that they will be speaking without a mask on but to stay 6 or more feet away. This will aid in hearing what they have to say.
- i. Per Sam's contract, there will be one Sunday per month when Sam is not available. On October 17th he will be on retreat as specified in his contract.
 - i. Suggested Lucille and Naomi take the lead that month.
 - ii. We will need to determine the other dates
 - iii. October 17th : explain "the light within you" as mentioned in the song sung by the congregation.
- j. Other Explorations during the Fall/Winter RE which will be put in a flyer to hand out at town day. See flyer for timing.
 - i. Blow your mind spiritual practice
 - ii. Decorate Wonder Box
 - iii. Make slime

Check-in

Chalice Lighting -

Business:

YAC drive & google group - notes will be shared on Google Doc on the shared YAC Drive

Notetaker - Patrick will take notes

parking lot - space in meetings for topics to be taken up when time allows - possibly "left over" for the next meeting

Looking back: pre-meeting - 9 folks attended / showing interest in leadership. Provided some feedback about moving forward with ideas of maintaining some practices that were successful last year (Zoom / Covid)

Opening Potluck (youth & parent perspective?) - 30 youths attended. Excellent parent attendance. Overall a successful opening Potluck. Sam mentioned that he felt as if the parent presentation was a bit "rushed" but the important points were made clear. Suggestion was made to send a reminder email about registration form needing to be completed prior to Fall Retreat.

Looking Forward: Dance - Oct 3 , Fall Retreat - **Rachel has requested that all WUSYG participants be vaccinated Oct (*need YAC help) ~2 adults to "hang out" during the day on Saturday

Updates: Coco Puufs - Youth Leadership Roles

Coco - Co-Cordinator Public Outreach UU FUNdraising, Social Justice - these leaders will meet separately with Sam and Alex occasionally. Each month one of the Coco Puufs will join monthly

YAC mtg. - this will spread out the responsibility of attending meetings and also will be better to have more than just one WUSYG member attending, etc.

CRE/DYM hours - Sam's role has evolved. Sam acknowledged that he will need to shift some time from WUSYG to his RE role with his new responsibilities

Discussion: COVID check-in- currently 4 cases of COVID at WHS

Sam is planning to add a vax question on registration form and also tell the youths that they must be vaxxed for the Fall Retreat

Fall Retreat - meals outside? Most ventilated room? Options to each outside on the porch

Try to do as much as possible outside

We discussed different ways to approach masking protocols, Sam will discuss further with Rachel

\$40 per Youth for supplies / cleaning service /

WUSYG Room - is in shambles currently, big storage room is empty - everything was moved into the WUSYG room - mice issues, Colette helped organize, Haley fled to Ohio, Sam is not an enthusiastic organizer, he needs help organizing the room! Alex will help organize.

will WUWW- when/ where? Cafe Nero and Sbox are now closing early - looking for a new location. Some ideas: Comella's? Ice cream shop? Might be difficult space-wise if more than 2 show up??

Parking Lot: Including non-Winchester folx, Communication

Committee Name: RE Committee Mtg

Date: 9/30/2021

Attendees: Naomi Magnoni, Lucille Cannava, Karen Caputo, Rev Heather Janules, Sarah Milt, Terry Currier, Sam Wilson DYM/Interim RE Coordinator

Recorder: Karen Caputo

Action Items:

1. Sam will be off one Sunday per month, Sam and Naomi will meet to plan. Naomi asked if days off can be shared at least two months prior in order for her to make arrangements to have RE classes covered by two cori-checked adults to be with the teen teachers.
2. Fall Fest and holiday potlucks to be more multigenerational to connect kids with youth. Sam is planning to arrange this.
3. Pumpkin decorating/Halloween events will be owned by the RE committee. Plan to go with pumpkin decorating instead of carving for safety and to allow parents to socialize. Sam will engage the Fellowship committee to help make these events more multigenerational. Naomi will help with decorations/paint.

Decisions/Accomplishments:

1. Town Day-idea to sell food at next Town Day to attract more people to the RE table, connect food to UU values. Have better signs and follow food procedures. Co-chairs to plan.
2. Nursery Assistant went well on 9/12.
3. RE Kick-off went well, but low numbers with only 3 children. Sam shared ideas for RE Table for next year: Discussion with Parents: Hopes and Dreams for RE, more formal covenanting.
4. Add one more OWL member due to one participant dropping out. Naomi will reach out to the next participant on the waiting list. Karen will make a plan with OWL facilitators to meet with the parent prior to the start of the program.

5. Workshop on inclusive and affirming language and practices for transgender folx with Cb has been planned for 10/24 for OWI facilitators.
6. RE Focus will be on Cultivating Relationships before diving into UU lessons. Sam will be introducing the concept of Covenant next week.
7. 10/17 Sam is off, so Lucille, Naomi and Matthew Bronski will be Caroline (the only RE teacher not on Sam's WUSYG trip) will teach RE. They will use the format that Sam came up with. Lucille will talk about light, introduce St Lucy, talk about the song we sing the children out to in worship service, etc.

Discussions:

1. Distribution of Sam's hours between RE and Youth. Reviewed and approved his proposal and job description.
 - a) Sam spent 30--35 hours on RE since September, he recommends that the new RE person for next year start planning in mid-August.
2. Communication Methods: Sam will be using Instagram acct, Facebook group, google calendar, church calendar, weekly emails (to friends and family group) and Newsletters. He will decide on how often to do Newsletters.
3. Family/All church events: Jan fest? We did not decide on whether or not to do Jan fest. Community Dance happening 10/3, Pumpkin decorating (RE), Fall Fest (WUSYG), Advent Spiral, Holiday Potluck.
4. Registration forms: Sam will work to streamline registration for all RE and Youth programs for consistency and create a data base of kids and youth. Agreed that Sam will be the keeper of sensitive information (medical, etc) and he will share contact lists to RE Committee and front office staff. He will also share relevant information to RE leaders as needed to be sure children are well cared for. In the future, there is a hope that OWL registration will also be managed by the RE coordinator in the same manner.
 - a) Discussed how long to keep data, Sam is of the understanding that records need to be kept for 7 years. There was some question about this as Naomi believed only for 3 years. Sam will look into this and share with us.

5. Enaganing RE Parents: Sam would like to find a time to more formally meet with RE Parents, perhaps, during one of the multigenerational events, such as, Pumpkin Decorating or Pie Sunday. He would like to ask parents for their hopes and dreams for RE, and do some formal covenanting with them similar to what he does with WUSYG parents during the kick-off BBQ.

6. Outdoor RE discussion: Sam shared: 9/19 had 3 children, 9/26-6 children, may have another family this coming Sunday and may have 2 more joining on 10/10 for a total of 10 children.

- a) 5 RE teens aides: Juanita, Naomi, Sam and Eli as an assistant.
- b) Will start all in worship on the terrace with chalice lighting and will work on cultivating relationships.
- c) Families arriving late is challenging.
- d) Sam is concerned about how we will manage outdoor RE in cold and wet weather. We discussed the possibility of the use of a tent, we need to clarify whether we have access to one, who will put it up and take it down, do we need to buy one?
- e) Discussed coming up with a temperature at which point we must have indoor RE in Metcalf Hall which is large and has good air circulation. Naomi suggested 40 degrees.
- f) PPTF meets with staff often.

Monthly: Review Sam's days off and plan for them

Yearly:

1. Streamline Registration process across all children and youth programs.
2. RE Table/kick-off: Make plan for more formal covenanting with parents
3. Town Day: Plan for selling food, food items to relate to UU values.
4. RE Coordinator: suggested that planning for RE begins in mid August.

Next Meeting: 10/21 4-6pm; Karen will do Centering Thought and be time keeper, Sarah will take notes.