

# UUCLV Ministerial Search Committee

## Meeting minutes

Meeting date: Friday, November 1, 2019

Meeting Time: 4:45pm

Location: Zoom Online Meeting

Attendees: Rick Bleyle, Jim Brustman, Charlie Maria, Karin Metcalf, Larry McAllister

### **Key Discussion Points & Decisions**

The meeting convened at 4:45 on schedule. The committee reviewed and approved the minutes from the October 25 meeting. The committee agreed that all MSC meeting minutes should be made available to the public by posting them to the UUCLV.org website. Larry agreed to work with Erma to get this done.

Jim reported that he had just circulated to the committee via email his digest of the 2019 focus groups as well as Committee on Shared Ministries congregational comments for use in the Congregational Record and search process. This summary should be reviewed by all MSC members.

The committee discussed the level of congregational input available vs. what the Transitions Office recommends and decided that an additional, short, survey would be beneficial to round out missing information. The survey is to include the three or four questions suggested in the handbook section on Cottage Meetings, related to how members would describe our congregation to others and how they would measure success one year after the new minister starts. Larry agreed to create a short survey handout and leave a stack of them on the greeting table on Sunday, Nov. 3 and circulate a list of respondents to the group for follow-up.

Charlie reported that she identified three local UCC churches who might be suitable for neutral pulpits and agreed to contact them. In addition to determining availability, she will ask what would happen in the event that we later find that we don't need their pulpit. Would we be expected to provide a sermon anyway? And how far in advance do they schedule their speakers?

Larry reported that the Beyond Categorical Thinking workshop will cost \$500 (plus travel expenses?) and will include one sermon and one workshop and raised the question of whether the committee considers it worthwhile since we've done considerable work over the last two years obtaining congregational consensus to mount a Black Lives Banner on our building as well as offering workshops such as the Building the World We Dream About on racial justice a few years ago. The consensus within the committee is that this could still be beneficial. Larry agreed to discuss further with Christine on cost and timing, and discuss with the Worship Committee and report back at our next meeting.

Rick has begun reaching out to Erma on updating our website.

Larry mentioned that the handbook calls for a Negotiating Team to be assembled and to present a draft ministerial contract to the Transitions Office by Nov. 30. Larry agreed to reach out to the Bruce Turner

to make sure this is on track. The team would be comprised of one member of the board, one member of the MSC (TBD) and a third member selected by the board.

The committee revisited the question of full time vs.  $\frac{3}{4}$  or  $\frac{7}{8}$  time and whether part time would be achieved by annual furlough, reduced work week or expanded sabbatical. Larry agreed to reach out to a UUA Compensation Consultant for possible recommendations and ideas.

The discussion turned to the upcoming MSC report out at the November 17 Town Hall. Jim offered to speak and provide a general status of the search. Karin agreed to present the minister "job description", which will be informed by the focus group comments, COSM interviews and "cottage meeting" survey conducted in the coming week.

The group discussed the Transition Office's recommendation that MSCs open dedicated checking accounts in order to protect privacy and decided that this would be overly cumbersome and unnecessary for a small congregation of our size. The decision was made to use a standard pass-through account and make payments by checks issued by Keith or using Karin's UUCLV credit card.

The committee appointed the following roles:

Treasurer – Karin

Communications – Larry and Jim to split

Rick – Website Specialist

The committee discussed the need for an MSC covenant and reviewed the standard covenant provided by the UUA. Minor edits were made, and Larry agreed to post it in a Google Doc for everyone to digitally sign (by typing names onto the document).

The date for the next meeting was set for Friday, November 8 at 4:45 pm. Larry will distribute invitations.

## **Summary**

Decisions made:

- MSC meeting minutes should be made publicly available by posting them on the UUCLV website.
- Conduct an abbreviated survey of the congregation to be completed and compiled before the Nov. 17 town hall.
- More guidance is needed on the question of full vs. part time.
- We will not open a dedicated checking account.

## **Action Items**

All – Review the summaries that Jim compiled from the focus groups and COSM interviews. Contact survey respondents (to be provided by Larry) and log their comments. Review and digitally sign covenant in Google Doc.

Jim – Work on minister "job description"

Charlie – Help Jim on the job description as needed. Reach out to two UCC churches as neutral pulpits.

Karin – Continue to assemble Congregational Record.

Larry – Work with Erma to post MSC meeting minutes to the UUCLV website. Print short surveys and leave on welcome table. Circulate list of respondents. Get additional cost and schedule information on the Beyond Categorical Thinking workshop. Reach out to Bruce Turner about assembling the Negotiating Team. Contact a UUA Compensation Consultant and discuss ways to make our contract more appealing.

Rick – Work with Erma to tune up our website.