

## Unitarian Universalist Church at Washington Crossing Board of Trustees

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560

### Meeting Minutes

Wednesday, Nov. 9, 2016

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Join the Journey.  
Open to You.

*Pam Shadzik, acting president, called the Board of Trustees meeting to order at 8:00 pm. Also in attendance: Trustees Andrew Conrad, Ed Dobrowolski, Heather Edwards, Frank Holstein, and Pete Rafle; Treasurer Lynne Quinto; Secretary Mike Dalzell; and Rev. Kim Wildszewski. Lynne offered opening words.*

#### **Deferred until December**

This meeting began 1 hour later than scheduled, following a special service in the sanctuary. As such, the meeting was limited to discussion of the items below, and other items on the November agenda were deferred until the board's Dec. 9 meeting.

#### **Capital campaign consultant**

Andrew Conrad debriefed the board on his follow-up conversation with Andrew Hamlin, a fundraising consultant who was present at the board's Oct. 12 meeting. At its Oct. 26 meeting, the board raised questions about the scope and cost of Mr Hamlin's involvement in a capital campaign. Andrew volunteered to contact Mr Hamlin for answers.

Mr Hamlin's primary role would be to conduct a feasibility study, which would involve (a) interviewing approximately 25 potential top donors and (b) producing a recommendation for a fundraising goal. Mr Hamlin's interviews would solicit reaction to a "case statement" (i.e., a vision document; see November *CrossCurrents* for information about how this document is to be developed). Mr Hamlin would also be involved in other tasks leading up to the feasibility study, and is willing to consult on an as-needed basis after the study is complete. His flat fee for involvement up through the end of the feasibility study is \$17,500. Following completion of the study, he would be available as needed for an hourly rate of \$75.

This was the third board discussion since Mr Hamlin's visit. Impressed with Mr Hamlin's vision for the direction of a capital campaign, in agreement about the scope of his role, and satisfied with his answers to follow-up questions, the board wishes to engage him. Andrew Conrad made the following motion, which Pam seconded: *The Board of Trustees wishes to contract with Mr Hamlin to consult on the planning of a capital campaign. The Board seeks a \$20,000 line item for compensation to Mr Hamlin for his services and related expenses. Upon endorsement from the Finance Committee, the Board intends to sign a contract with Mr Hamlin.* **The board unanimously passed this motion.**

#### **Ministerial intern grant**

At the June 5 Annual Meeting, Acting President Mike Hanson mentioned the board and Rev. Kim's desire to turn UUCWC into a "teaching congregation." Under this designation, UUCWC would take on a ministerial intern during the 2017–2018 budget year. The UUA offers grants to cover half of the salary of a ministerial intern (total stipend = \$17,000 for a 10-month period), and with the grant application deadline approaching, Personnel Committee Chair Regina Podhorin Zilinski asked the board to consider whether to move forward with an application.

Rev. Kim, herself once a ministerial intern, discussed the benefits to the congregation; interns come from the seminary with fresh ideas for ministries within the church and the greater community. Andrew moved that UUCWC apply for the grant, with the understanding that if the UUA approves our application, we will move forward with becoming a teaching congregation in 2017–2018. Heather seconded. **The board unanimously passed this motion.**

**Housekeeping**

As mentioned, the November board contribution to CrossCurrents will review our discussion at both October board meetings about a capital campaign. Mike will solicit a contribution to the December issue of CrossCurrents when circulating these minutes for approval.

**Adjournment and next meeting**

The board adjourned at 9:00 pm. Next meeting is Dec. 14 at 7:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mike Dalzell", with a long horizontal flourish extending to the right.

Mike Dalzell, Secretary, Board of Trustees

## **UUCWC Mission**

*To Create Community, Celebrate Life, and Change the World  
What does it mean to be a Community of Story?*

### **Create Community**

We've had a rich October and start to November. With five Sundays in October we were able to go deeply into the conversation of Healing – from Charles' sermon on the Doctrine of Discovery to All Saints/All Souls Day and the election's effects on our relationships. This past Sunday we introduced Story by hearing from three lay leaders who each shared the stories of how Unitarian Universalism, or UUCWC specifically, changed their lives.

**Attendance** and the financial affirmation collection on Sunday mornings is consistent. We have a slight bump in attendance from last year but of course a slight decline overall from my first year (a natural shift). The 9:15 service, on average for September of this year, had 60 in the sanctuary or 65 total (adults and children in the building). The 11am service in September had 101 in the sanctuary or 136 total. October's 9:15 had 60 in the sanctuary, 63 total; 11am for October had 119 in the sanctuary, 167 total.

There are definitely some **gaps in the Sunday morning experience** as well as in our overall Membership Process. This Thursday evening I will be holding an Usher and Greeter appreciation evening in which I will also tend to some of the consistent difficulties we are seeing. Specifically capturing newcomers and giving our Ushers and Greeters the language of Roots and Wings, among other things.

**Penny Gardner has also recently stepped down from chairing the Membership Ministry**; a decision I respect but will also feel as a hole in leadership. Still, I am hoping that this will allow for an open discussion of where we have been and where we want to go. I do not believe the Membership Ministry team has all been on the same page the last few years; holding the same goals; or with the same philosophy in mind. I hope this transition will allow for some reflection and realignment. We meet the last Wednesday of the month.

*The Personnel presentation will speak to this but these last two months I have felt the noticeable absence of an extra set of hands on this work. Volunteer recruitment and leadership (see Susan Irgang's report) is suffering and is only tended to by reaction rather than thoughtful planning; Membership needs great assistance from the welcome to the connection of longtime member to newcomer.*

In October we had eight potential new members attend **Roots; Wings** will be on November 13<sup>th</sup>. We have scheduled two **New Member Sundays** for the year: January 22<sup>nd</sup> and June 11<sup>th</sup>. We should see two new member classes be celebrated at each of these Sundays.

With the help of Mike Dalzell, representing the Communications Committee, I was recorded for a video welcome to potential visitors. This will be rolled out with our **new website** in the near future.

Angelo Lewis, of the **Diversity and Spirituality Network**, came and spoke with me, Andrew Conrad, Susan Colkett and Robin Pugh about a potential partnership and shared ministry at UUCWC. Potentially, a pilot A.R.E. program with the DSW will be launched in the early winter.

## **Celebrate Life**

It feels like it's been a big month for a lot of pastoral care. From elder care and illness; to young folks in our congregation silently or publicly needing assistance; to spiritual direction mentoring; to encouraging leadership through difficult conversations with peers. It has not been one note nor easy fixes. Looking out on a Sunday morning, those who are coming to UUCWC are carrying a lot both privately and publicly.

Understanding the great breadth of need, the **Pastoral Associates and Caring Committee** will be holding a meeting together the same night as the Council Meeting. With Ed's blessing, I will be with the caring folks rather than the full Council. It is my hope that at this meeting the two groups will officially become one; allowing UUCWC to care for folks in a holistic capacity – logistical and emotional, all from the same "team".

On November 20<sup>th</sup>, at the second service, there will five children (from two different families) **dedicated and blessed**.

My **Cross Currents** article for November will address the recent passing of Peter Jenkins' wife, Julie Denny-Hughs. After hearing of her death, I asked for Jenkins' name to be removed from the Caring email announcement. Upon reflection and after reaching out to colleagues on the matter, I think it is important to name their relationship and not pretend that Jenkins didn't exist. As one colleague put it, "UUCWC was the only congregation who didn't listen to the UUA when they said not to tell anyone about misconduct. Why start putting things under the rug now?" A recent interaction with a past victim who visited UUCWC had informed my hesitancy. The wound is still open for many.

On January 8<sup>th</sup> we will be celebrating **Caryl Tipton's 25<sup>th</sup> anniversary** with us at UUCWC. **I am asking that we have only one 10am service that Sunday**. We will have three lay speakers to speak on the importance of music and Caryl. Holly Bussey and others in the Choir are spearheading this celebration with support from the staff. I think it would be appropriate if a gift is given, to have a member of the Board present this so as to express our appreciation (and not just the Choir's appreciation). The staff will take Caryl and her family out to lunch after the service.

Lastly, the sanctuary will be open from 10-2pm on **Election Day** for a place of reflection. Music will be offered by live musicians or over the speakers.

## **Change the World**

We have made great headway in creating a powerhouse team for the **Capital Campaign**. I trust the campaign will go as smoothly and powerfully as the creation of the team! I attended the **Personnel Committee** meeting and am impressed by (and thankful for) their thoughtfulness and work for the five year plan. Last month I had the opportunity to have breakfast with Marty, the Executive Director of Isles. I continue to support the Chalice Circle Facilitators as well as Robin and Susan Colkett in their work to see **Beloved Conversations** off the ground.

Thank you all for your good work and energy. I look forward to being with you on Wednesday.

Kim

To: UUCWC Board, Barbara Jensen, and Kim Wildszewski  
From: Robin Pugh  
Date: 11/7/16  
Re: Monthly DRE Report

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#### Create Community:

- I believe that the more our members are engaged at UUCWC, the more their spirit will grow and the deeper their connection to UUCWC will be. As I increase my involvement with ARE, I am working to engage more members. After a pinpointed ask to take Beloved Conversations to 5 different groups at UUCWC (the Board being one), Beloved Conversations now has 60 people registered for it. (More on Beloved Conversations below)

#### Celebrate Life

- I spent 4 days in LREDA Board meetings as Vice President at the LREDA conference. We met with many leaders of our denomination including UUA president, 3 UUA presidential candidates, head of Congregational Life staff, head of Lifespan Faith Development staff, head of Youth and Young Adults staff and several members of the UUA Board of Trustees. Most of these people are doing amazing work with dedication and limited resources. It is exciting to negotiate with them and advocate for greater resources for RE and greater recognition for Religious Educators. I am always asked about Washington Crossing during these meetings and I tell them that Kim is fantastic (they know that) and that we are a good healthy congregation poised for growth.

#### Change the World

- Beloved Conversations is taking almost all of my time right now and more. There is a lot to do, advertising, registration, group formation, training, class planning and many many individual questions. It is a great program and I am thrilled that 60 people have signed up for it. It will be formative to have so many people in a deep discussion about race at the same time. I think it will deepen people's relationships with each other because the conversations are rich and heartfelt. The curriculum engages people into taking a second look at assumptions including ones about themselves, UUCWC and society. It is good to be doing this curriculum, at the same time that we may be discussing whether to hang a racial justice banner.
- I attended the annual Fall LREDA Conference. The theme was: Money, Death, Race and Sex: Bringing the Spiritual Dimension to Tough Topics. It was excellent. I am now excited about offering a curriculum about money. The conference brought home that stewardship is an opportunity for community. We are a people with deep values and we need to ask ourselves does our spending reflect those values? If not, why not? One question: If you could buy a memorial Bench anywhere, where would you buy it? Why are you waiting?
- You will notice that I wrote nothing about children's RE This month. Katie has helped me enormously with the weekly running of the Sunday RE program while my time was spent on ARE and the LREDA conference this month.

**Susan Irgang**  
**November 2016 BOT Report**

**UUCWC Mission:** *To Create Community, Celebrate Life, and Change the World*

**Creating Community**

Following up to last month's report regarding Fellowship Hour sign-ups, the entire church year's Fellowship Hours have been assigned, with a few weeks in June still open to allow for rescheduling needs. I have not heard any feedback, negative or positive, from committee leaders, with the exception of one group asking to partner with another group as their numbers are small; this was done. While the immediate need for Fellowship Hour organization has been met, we still need to discuss whether or not scheduling and supply replenishment is a staff, not volunteer/committee, responsibility, and how to handle Fellowship in the summer months.

Katie and I have worked closely with the organizers of the new fundraising event, the Fine Crafts Fair, to be held on December 3. This event continues to grow and should be exciting, but has many moving pieces. As with all first time ventures, particularly when run by a new leader, there is much education needed on processes to be followed using systems already in place, in areas such as publicity, money handling, scheduling, etc. While we in the office have been able to guide new leaders, we will be talking to Nominating about the need for more formalized leadership training.

In coordination with the *Memorial Garden Team*, I have created a single database of information that the team was holding as separate lists (information on full names, birth and death years, site, payment, etc.). This will provide a resource for their use and as a record for the church.

**Celebrate Life**

Our membership numbers are 272 Church Members, 36 Friends and 24 Attendees.

We gave administrative and logistical support for a memorial service held here as a rental in late October, working with Kim and the family to create and execute the paperwork, prepare the space, to line up sound support, and to provide the family with whatever was needed while here at UUCWC.

**Change the (UUCWC) World**

At the request of our Personnel chair, Regina Zilinski, I participated in a webinar about expected changes in the Fair Labor Standards Act (FLSA). While it was an interesting presentation by UUA experts in this area, none of the pending changes, which have to do with the salary level increase for the white collar exemption for those not already receiving a ministerial exemption, are applicable to current staff at UUCWC.

The next issue of CrossCurrents will include the article on parking that I wrote and whose information has been previously reported to the Board. We are continuing to work with the engineer and the various agencies to determine what is necessary for next steps. A detailed log is available in the office for review.

Roberto Santiago will be trained to operate the wheelchair lift on Sundays to offer greater accessibility to the lower levels to those for whom the stairs are difficult. This task originally taken on by volunteers will be better handled as a staff responsibility. The recently serviced lift is fully operational, though aging.

While there was an initial consultation with a designer about our needs for the bathroom renovation, there is no new information to report on this project, which is not expected to be done until next summer.

**Conclusion:**

Katie and I continue to do the everyday work of keeping the congregation informed through emails, Crossings II, orders of service, and via phone calls and emails while also tending to ongoing projects and issues that arise as part of the day to day operations of the church.