

## **Minutes**

### **First Unitarian Church of Oakland**

#### **Board of Trustees**

**August 26, 2014**

These minutes were approved at the September 23, 2014 meeting of the Board.

The meeting started at 7:19 PM in the 3<sup>rd</sup> floor program area at church.

Board members and FUCO ministers in attendance at the meeting were Chris Sutherland, Dan Goss, Claudia Morgan, Randall Wright, Kris Wedding-Crowell, Emily Stoper, Charles Masten, Brian Jeffries, and Jacqueline Duhart.

#### **Opening Words and Chalice Lighting**

Dan shared a reading and lit a chalice.

#### **Consent Agenda**

Claudia moved, and Brian seconded that we approve the consent agenda (approval of July 2014 minutes and acknowledgement of receipt of ET report). The motion passed unanimously.

#### **Transition Team Report**

Linda Propert Sanford updated us on the current activities and plans of the Board's Transition Team committee. Beyond the written report that was submitted, we got the following information/questions:

- Does the Transition Team have the authority to submit to the Board a set of 6 – 10 qualities we seek in a new minister? The Board did not express any objection to this.
- The issue of healing past wounds has come up more than once in the Transition Team's work. The Team has a question about whether it should facilitate a process related to that. There seems to be a consensus among the present Board members that the Team should identify any need for healing, and should report that out as soon as it's known, but should not be the ones to conduct that healing.
- The Team is considering looking at the issue of whether to have a developmental ministry, as this has come up in a number of conversations. The Team is willing to be part of a process that discusses this if requested.

## **Retire the Debt Committee Report**

Chris reported on the current status of the Board's Retire the Debt committee:

- Gail is no longer able to be co-chair, but is willing to be a consultant.
- Chris would rather not be the chair.
- We don't know at this point whether Rev. Ed has asked someone else to be the co-chair.
- Emily is willing to be on the committee, and to help find co-chairs.
- Rev. Jacqueline is willing to help find a co-chair.
- Brian and Chris will consult with Rev. Jacqueline about financial information/talking points related to the committee
- Emily and Randall agreed to form a sub-committee, the purpose of which is to recruit co-chairs.

## **Ministry in the 2015/2016 Church Year**

Chris led us in a conversation centered around the question of what kind of ministry we want in place for the 2015/2016 church year:

- The Board needs to make a decision about ministry for 2015/2016 by a year from now. The questions are:
  - By what process will we make the decision?
  - By when will we make the decision?
- We listed some of the options, and what they mean:
  - Developmental ministry (3 – 5 years, identifies developmental needs, option for calling)
  - Consulting minister (full or part time, 2 – 3 years, works on previously identified needs, no option for calling)
  - Interim minister (3<sup>rd</sup> year with Rev. Ed or 1 year with someone else, no option for calling)
  - No professional ministry beyond Rev. Jacqueline
- Process might include discussing with:
  - Josh Serle-White
  - Transition Team
  - ET
  - Congregation
  - Rev. Jacqueline
- Next steps might be:
  - Assign to Transition Team
  - Create a new Board committee
  - Work towards creating a hypothetical developmental minister search committee
- Facts to consider:
  - Rev. Jacqueline will only be staying for 5 years. Therefore if we choose a 3 – 5 year option, we would be calling completely new ministers at the end of the time.
- Questions we don't know:
  - Are developmental ministers available from the same pool as interim ministers?
  - When do we have to make our decision, taking into account the process we need to go through, and the communication we need to have with Rev. Ed and/or potential other ministers?
- The Board asked the Steering Committee to set up a date/time and publicity for a special meeting at which Josh Serle-White can present to the Board, ET, the Transition Team, Rev. Jacqueline, and congregation members information about the developmental ministry concept.

## **Process Monitoring**

No one was appointed to monitor process for the first half of the meeting. Randall agreed to take process monitoring notes during the second half.

## **Multicultural Process Exercise**

Randall led us in a multicultural exercise.

## **Committee on Shared Ministry for the Ministry for Faith in Action**

Chris updated us on recommendations and status related to the possible creation of a Committee on Shared Ministry (COSM) focused on the Ministry for Faith in Action position.

In the ensuing discussion we discussed what the charge to such a committee would be, and who it would report to.

Rev. Jacqueline reported her understanding that the scope of a COSM's charge is to evaluate and care for the broad ministry/ministries of the church, more than being focused on a minister. She is comfortable with such a committee holding the Ministry for Faith in Action accountable, and with the committee being attached to the Board. Her vision does not preclude this committee from broadening its embrace to cover the entire ministry of the church after the transition period.

Charles made the following motion: "The Board establishes a Committee on Shared Ministry for Faith in Action. The Board will communicate this fact to the congregation, with an invitation to members to nominate themselves or others to this committee. Members of the committee will be appointed by the Board. A term of service will be two years, with the possibility of the Board re-appointment for a third year. There will be a maximum of five people on the committee. The committee will work with the Minister for Faith in Action to support and monitor the health of the Ministry for Faith in Action, and will report regularly to the Board on that ministry." Emily seconded the motion. The motion passed unanimously.

Randall and Chris will work to identify a set of people the Board can approve at its meeting in September.

## **Rev. Jacqueline Installation Committee report**

Claudia updated us on the status of the Rev. Jacqueline Installation committee:

- The installation will take place October 5<sup>th</sup> at 4 PM
- The officiants have been identified.
- An installation committee of seven people has been identified (to be sent by Claudia)
- The committee is meeting next on 8/27.
- The committee will need to raise money for the installation, as there is no money in the budget for it.

## **2015 Budget process discussion**

Chris led us in a discussion for deciding how the 2015 budget process will run this year. The ET will bring a set of options for the budget to the Board retreat. The Board will do a zero-based prioritizing process for determining our budget priorities. The retreat will require the ET and the ministers. The Board agreed that this will be the primary agenda item for the retreat.

## **Board Retreat planning**

Claudia led us in a discussion about planning the Board retreat. We decided to devote the retreat to the new budget approval process. The retreat will happen on September 6<sup>th</sup> from 1 – 5 PM at Chris' office.

### **Process Monitoring**

Randall shared observations about our process.

### **Closing Words**

Dan shared a closing reading.

### **Adjournment**

The meeting adjourned at 10:09 PM.

## To Do Summary

These people agreed to do these things:

- **Emily:**
  - With Randall, form a sub-committee to find co-chairs of the Retire the Debt committee
- **Randall:**
  - With Emily, form a sub-committee to find co-chairs of the Retire the Debt committee
  - With Chris, identify a set of people who the Board can appoint to the new Committee on Shared Ministry for Faith in Action
- **Brian:**
  - With Chris, consult with Rev. Jacqueline about financial information/talking points related to the committee
  - With the rest of the Steering Committee, set up a time for Josh Serle-White to present information about the developmental ministry concept.
- **Chris:**
  - With Brian, consult with Rev. Jacqueline about financial information/talking points related to the Retire the Debt committee
  - With the rest of the Steering Committee, set up a time for Josh Serle-White to present information about the developmental ministry concept.
  - With Randall, identify a set of people who the Board can appoint to the new Committee on Shared Ministry for Faith in Action
- **Rev. Jacqueline:**
  - Help Emily and Randall find co-chairs for the Retire the Debt Committee
- **Claudia:**
  - With the rest of the Steering Committee, set up a time for Josh Serle-White to present information about the developmental ministry concept.
  - Send the Board the list of names on the Rev. Jacqueline Installation committee.
- **Dan:**
  - With the rest of the Steering Committee, set up a time for Josh Serle-White to present information about the developmental ministry concept.
- **ET:**
  - Bring a set of budget options to the Board at its September 6<sup>th</sup> retreat.

## Board Action Summary

The Board took the following actions:

- Formed a sub-committee of Emily and Randall whose purpose is to find co-chairs for the Retire the Debt committee
- Asked the Steering Committee to set up a date/time and publicity for a special meeting at which Josh Serle-White can present to the Board, ET, the Transition Team, Rev. Jacqueline, and congregation members information about the developmental ministry concept.
- Passed the following motion: ““The Board establishes a Committee on Shared Ministry for Faith in Action. The Board will communicate this fact to the congregation, with an invitation to members to nominate themselves or others to this committee. Members of the committee will be appointed by the Board. A term of service will be two years, with the possibility of the Board re-appointment for a third year. There will be a maximum of five people on the committee. The committee will work with the Minister for Faith in Action to support and monitor the health of the Ministry for Faith in Action, and will report regularly to the Board on that ministry.”

Respectfully submitted,

Dan Goss

Board Secretary