

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, March 15, 2022
Start Time	6:30 PM
End Time	8:30 PM (EST)
Location	This meeting will be in person in room 13
Purpose	Regular scheduled meeting

RSVP

Accepted:	Nathan Walther, Toni Wegner
Regrets:	Chris Jimmerson
No response:	Meg Barnhouse, Leo Collas, Suzette Emberton, Rob Hirschfeld, Russell Holley-Hurt, Sadie Lambert, Nesan Lawrence, Shannon Posern, Kelly Raley, Dave Riehl, Kelly Stokes

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Nathan Walther / 2 min. (6:30 PM - 6:32 PM)
---	---

1.2. Reading of Board Covenant	/ 2 min. (6:32 PM - 6:34 PM)
--------------------------------	------------------------------

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

1.3. Confirm Timekeeper and Process Evaluator	/ 2 min. (6:34 PM - 6:36 PM)
---	------------------------------

Timekeeper - Kelly

Process evaluator - Russell



1.4. Approve Agenda and Consent Agenda

/ 2 min. (6:36 PM - 6:38 PM)

Items on the consent agenda include the minutes from the February meeting, the program development report, and committee reports.

Documents

- Program Development Report Feb 2022.pdf Page 22
- FUUCA Survey 2021 Report.pdf 10-20
- Monitoring Committee Update_March 2022.docx 21
- Minutes-2022-02-15-v1.pdf 4-9

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

/ 10 min. (6:38 PM - 6:48 PM)

2.2. Recognition of Church Volunteers and Staff

/ 5 min. (6:48 PM - 6:53 PM)

2.3. Moment with Rev. Meg

Meg Barnhouse / 10 min. (6:53 PM - 7:03 PM)

2.4. Proposed items for the May 22nd Congregational Meeting

Toni Wegner / 20 min. (7:03 PM - 7:23 PM)

1. Voting on the 8th principle
2. Nominees from the Nominating Committee
3. Proposed bylaw change (Article XI Section 1, Senior Minister Selection)
4. Minister Emerita status

Documents

- Proposed Bylaw Change.docx Page 23
- Board of Trustees Members and Nominees for 2022-2023.docx Page 24

3. Monitoring our Progress

3.1. Financial Report

/ 5 min. (7:23 PM - 7:28 PM)

Dave Riehl to discuss new report for Board monitoring.

Documents

- January2022financialreports.pdf Pages 25-28

3.2. Discussion of Ends

/ 10 min. (7:28 PM - 7:38 PM)

End 1.4.1: We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.

Documents

- End 1.4.1 and interpretation for board discussion.docx Page 29

3.3. Monitoring Reports (Ends and/or Executive Limitations)

/ 10 min. (7:38 PM - 7:48 PM)

Executive Limitation 2.3 Financial Planning/Budgeting

Executive Limitation 2.5 Continuous Operations Plan

Documents

- 2.3 Financial Planning rev 03-2022.docx Pages 30-32

- 2.5 Continuous Operations rev 03-2022 vs.docx Pages 33-38
-

4. Learning & Creating the Future

4.1. Board Book Discussion

Dave Riehl / 15 min. (7:48 PM - 8:03 PM)

The Sum of Us Chapter 9, The Hidden Wound

4.2. Transition Next Steps

/ 15 min. (8:03 PM - 8:18 PM)

Current version of the slides for 3/6/22 meeting attached.

Documents

- Special Board Meeting 03 06 2022 v2.pptx Pages 39-42
-

5. Adjourn

5.1. Action Items and Announcements

/ 2 min. (8:18 PM - 8:20 PM)

Action items from February meeting:

- Kelly to send thank you notes.
- Rob to share the detailed survey report.
- Board will meet in-person for the March meeting

Action items from this meeting:

5.2. Assign Roles for Next Meeting

/ 2 min. (8:20 PM - 8:22 PM)

Assign roles for:

- Readings
 - Timekeeper
 - Process Evaluator
 - Book Discussion - Chapter 10 - last chapter!
 - Snacks
-

5.3. Process Evaluation Form on Page 43

/ 2 min. (8:22 PM - 8:24 PM)

5.4. Extinguishing the Chalice and Closing Words

/ 2 min. (8:24 PM - 8:26 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, February 15, 2022
Started	6:30 PM
Ended	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting
Chaired by	Toni Wegner
Recorder	Nesan Lawrence

Attendance

Present:	Meg Barnhouse, Leo Collas, Rob Hirschfeld, Russell Holley-Hurt, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Kelly Raley, Dave Riehl, Kelly Stokes, Nathan Walther, Toni Wegner
Regrets:	Suzette Emberton
Absent:	Shannon Posern

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Opening words - Russell

Russell read the opening words as Toni lit the chalice

Status: Completed

1.2. Reading of Board Covenant

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.

- Agree to be called back into covenant.

Nathan read the Board covenant

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper - Nathan

Process evaluator - Sadie

Nathan and Sadie's roles as timekeeper and process evaluator were confirmed

Status: Completed

1.4. Approve Agenda and Consent Agenda

Items on the consent agenda include the minutes from the January meeting, the program development report, and December financials.

Nesan made the motion to approve the agenda and consent agenda.

Kelly seconded the motion.

All in favor, none opposed,

Status: Completed

Documents

- Minutes-2022-01-18-v1.pdf
 - Financialreports12-2022.pdf
 - Program Development Report Jan 2022.pdf
-

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Brent Baldwin

Brent Baldwin was the guest during the Visitor's Forum

- Brent shared that during normal times, his team would have a year's worth of plans in terms of music during Sunday Service. They would usually allow for some changes in the schedule depending on special topics or other needs.
- He and his team discovered that its possible to create music from the confines of their homes. They leveraged their collective skills with video recording to create the weekly music package.
- Contending with burnout during the pandemic has been challenging. As hopes rose for returning to in person, he had planned for in-person music programming for several months in advance and had to scarp the plans when the church closed again.
- This has taught him to be cautious and flexible with how he is approaching planning going forward.
- Community building has been a challenge during the pandemic.
- Finally, he cited the opportunity to get familiar and master the different technologies at our disposal as one positive coming out the pandemic.

Status: Completed

2.2. Recognition of Church Volunteers and Staff

- Kelly Stokes for starting the Pen Pal program as part of RE
- Carrie Holley-Hurt for handling the monthly service offering
- Brent for participating in the Visitor's Forum
- Emily Sate for organizing our involvement with Austin crop hunger walk
- Richard and Becky Halpen for their involvement with Green Sanctuary team and for preparing a detailed report on their activities
- Alirio for his speech; and the translator for their support

Status: Completed

2.3. Moment with Rev. Meg

- Rev. Meg shared some personal news that would impact her ability to continue in her current role in the long term.
- The Board members shared their thoughts and offered their support through this difficult time for her, her family and the church.
- They also thanked her and applauded her courage for being transparent and sharing the details.
- Toni mentioned that the Board would love for her to stay in her role as long as she wanted to and she shouldn't feel compelled to leave early.
- Rev. Meg shared that this decision feels like the right thing to do at the moment.
- Finally, she shared that a communication will go out to the congregation the following day from her to share this news

Status: Completed

3. Monitoring our Progress

3.1. Monitoring Reports (Ends and/or Executive Limitations)

1.4.4 We care for one another in intergenerational community and connect in fun and fellowship.

1.4.5 We embody the principles of Unitarian Universalism and invite people of goodwill to find a spiritual home with us.

1.4.4 We care for one another in intergenerational community and connect in fun and fellowship

- Rev. Meg's highlighted in her report that the focus for RE has been connection versus curriculum. This is especially important during the pandemic
- The Board members appreciated the amount of stuff that has happened over past the year to advance this end
- Rev. Meg thanked Kelly Stokes for her input into this report
- Nesan made the motion that the Board is in agreement that the church is making progress towards this end. Sadie seconded. All in favor.

1.4.5 We embody the principles of Unitarian Universalism and invite people of goodwill to find a spiritual home with us

- Board members commented on how valuable the services offered by the Transformation Through Service committee have been
- It was also noted that the Disruptive Behavior Policy likely needs to account for online behavior on Facebook, etc.
- Nesan made the motion that the Board is in agreement that the church is making progress towards this end. Dave seconded.

Status: Completed

Documents



- Ends Monitoring 1.4.4 intergenerationalFeb2022.pdf
- 1.4.5 interpretation and monitoring 2022.pdf

3.2. Congregation Survey open-ended responses

Following last month's discussion of the congregational survey quantitative responses, this month we'll discuss the open-ended responses. All of the comments are provided for your review, along with a summary. We will discuss whether changes are needed to the summary before distribution to the congregation.

- Toni invited the Board members to comment on the summary that she had compiled based on the open-ended responses in the congregational survey
- Leo noted the polarizing nature of sentiment expressed around everything being virtual - people either love it or hate it.
- Nesan noted that offering Zoom only and in-person only options for meetings could be one way to handle things moving forward. Hybrid meetings can be challenging for both participants and organizers. Chris commented that certain Chalice Circle participants feel more comfortable being vulnerable in a virtual setting.
- Board also briefly discussed the comments around White Supremacy and how it made some feel uncomfortable or negative. The Board was in general agreement that this topic makes some people uncomfortable for a good reason and we should continue exploring this topic and hold congregational level conversations.
- Toni noted that some congregants really miss the newsletter. Rev. Meg added that some also missed the printed order of service. These were discontinued as part of a green initiative in addition to being time consuming and expensive. Leo commented some practical technological solutions to solve for this (example, a monitor that displays the order of service in the sanctuary)
- Nesan empathized with email fatigue. Kelly noted that a more integrated digital communication experience could be beneficial for the congregants. Rob seconded the idea and cited the need for an integrated digital content management strategy related to social media and engagement.
- Finally, the Board agreed that the summary that Toni provided captures the major themes noticed across the open ended comments

Status: Completed

Documents

- Open-Responses-Answer.docx
- FUUCA21 Survey Open Response Summary_draft.docx

3.3. Committee Updates and Next Steps

Linkage Committee - Kelly

Monitoring Committee - Toni

Engagement Committee

Linkage Committee

- Next step is to invite newly joined members to the church for a discussion on the topic of feeling welcomed

Monitoring Committee

- Rob to share the final detailed report on the congregational survey to the Board before its distributed to the congregation.
- David to meet with Rev. Chris to discuss what is available from the accounting firm to help create the full financial picture that compares current month as well as YTD.
- Nesan shared that 5 interviews have been setup with volunteers for the Story Corps initiative.

Board Engagement

- Leo has been reviewing documents about church history and has started to put together preliminary messages that can be used for a video recording that captures the history and roots of our church

Status: Completed

Documents

- Linkage Committee_February 2022 Board Meeting Update.docx
 - Monitoring Committee Update_February 2022.docx
-

4. Learning & Creating the Future

4.1. Board Book Discussion

Chapter 8: The Same Sky

Board discussed Chapter 8 of 'Sum of Us'

Status: Completed

4.2. Board Open Discussion

- Toni shared she has reached out to Natalie Briscoe, the regional UUA coordinator to better understand the transition process and options available to us.
- Rev. Meg shared that broadly speaking the two major options are for an interim minister to take up her role or for the associate minister to play the role of lead minister with a contract associate minister.
- Toni added that she will send a communication to the congregation that will follow Rev. Meg's communication to add some clarity around what to expect in terms of next steps.
- Toni set the expectation that the Board may likely have to meet outside of scheduled monthly Board meetings to discuss the transition process.
- Toni requested that the Board review the policies around transition and continuity of Church operations.

Status: Completed

5. Adjourn

5.1. Action Items and Announcements

Action items from last month's meeting:

- Board members will let Valerie know if they would like to record a Leadership Moment
- Board will also pass along names of potential candidates to the nominating committee
- Board will also let Rev. Chris know if they would like to help out with tech stuff related to live Sunday service
- Rob to provide full report for the survey
- Linkage committee will circulate the newsletter article

Action items from this meeting:

- Kelly to send thank you notes.
- Rob to share the detailed survey report.
- Board will meet in-person for the March meeting.

Status: Completed

5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Book Discussion - Chapter 9

Readings: Nathan

Timekeeper: Kelly

Process Evaluator: Russell

Book Discussion: David

Snacks: Leo and Sadie

Status: Completed

5.3. Process Evaluation

Everyone was prepared.

All action items from Jan were completed.

Timekeeper kept us on track.

We observed Policy based governance.

Board covenant was observed.

Everyone participated.

Status: Completed

Documents

- Board process review form.docx
-

5.4. Extinguishing the Chalice and Closing Words

Russell read the closing words as Toni extinguished the Chalice.

Status: Completed

First UU 2021 Survey Analysis

March 2022

This document covers results of the 2021 First UU annual survey.

Summary

In general, the survey reflects a consistent positive experience for members of the FUUCA congregation and community with little change from previous years.

One area of note is virtual attendance: that response is split with most respondents being either totally absent for or strongly committed to online worship.

Summary	1
General Results	1
Survey Participation	1
Net Promoter Score	1
Demographics	2
Living Our Values	2
Impact of Virtual Services	3
Free Form Response	4
Appendix	6
Ends Performance	6
Demographic Charts	7

General Results

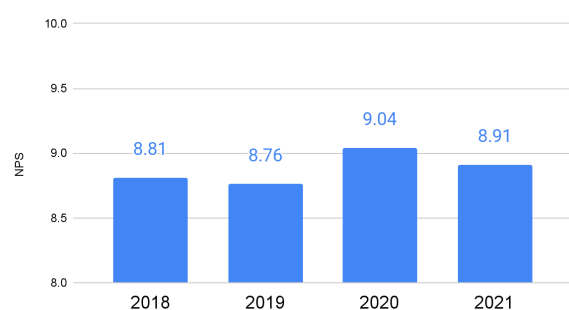
Survey Participation

The survey was open during November 2021 and we had 173 total responses which is on par with previous years. They were mainly linked from direct email (157) and newsletter (11) requests. This is a more than sufficient response to consider the results useful for analysis.

Net Promoter Score

Our survey “net promoter score” metric of 8.91 was slightly lower than previous 9.04 but within our normal range. This measure asks how likely each

Net Promoter Score over Time



respondent is to recommend First UU to a friend or relative, with 10 being extremely likely. Considering the selective nature of the survey takers, this is a good result and within the expected range.

Demographics

Our demographic results were consistent with previous surveys. The age distribution in 2021 was less even than in the past with more people aged 65-74 represented. Twenty percent of respondents had children, with most (67%) in the 7-12 age range. We consistently see that Female identified individuals are more likely to take the survey. For 2021, we left the gender field as open text and most (88%) used traditional gender descriptions for themselves.

Year	2018	2019	2020	2021
Gender % M/F/other	31/61/8	32/65/3	23/70/7	25/63/12

Those who responded are overwhelmingly (95%) white/Caucasian and most (90%) live in the Austin area. We have a wide range of membership longevity from months to over 20+ years (25%); refer to the appendix for more detail. Most respondents (88%) make a financial pledge to the church and consider themselves to be in the middle income (57%) and upper income (35%) ranges.

Living Our Values

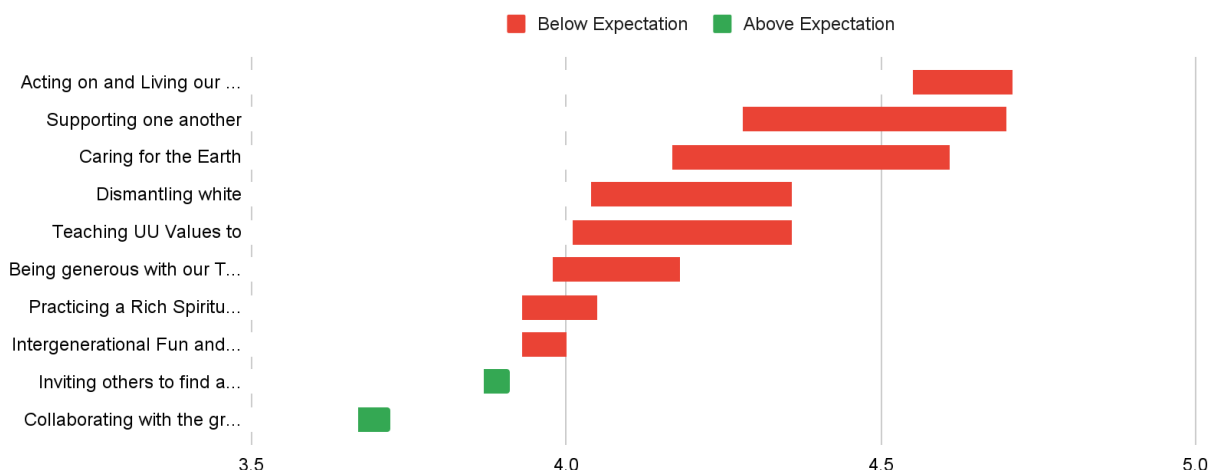
First UU Austin has 8 stated ends, which represent the values we are trying to achieve. We identified the ends in 10 statements and asked respondents, “How important is each End to you and your spiritual growth?”. We also ask, “How well are we, as a congregation, meeting our Ends?” The three ideas rated as most important by respondents were: “Acting on and living our values,” “Supporting one another,” and “Caring for the Earth.” Each of these three Ends was also rated as more important than in recent previous years; see the Appendix for ratings over time.

When measuring our progress toward meeting our Ends, responses on a 5 point scale followed a typical response pattern (bell curve) centered on “Very Well” (level 4 of 5). The most variation in responses were in the Ends, “Inviting others to find a spiritual home with us,” and “Intergenerational fun and fellowship.” This variability reflects a lack of consistency in the shared perception of these values within the broader community.

The following chart overlays the importance and effectiveness questions to assess how well we are performing (meeting Ends) versus the importance we’ve collectively assigned to each End.

These are listed in order of importance (with a rating of 5 indicating extremely important), and bars reflect the size of the gap in performance. In general the ratings for performance are lower than the expectations, but most of the performance ratings are still quite high (close to or exceeding “Very Well” for most items). The biggest gaps (Caring for the Earth and Supporting One Another) may reflect very high expectations for these very important items.

Ends Performance vs Mission Importance



The full text of the Ends as listed are: Acting on and Living our Values, Supporting one another, Caring for the Earth, Dismantling a culture of white supremacy, Teaching Unitarian Universalist Values to Our (collective) Kids, Being generous with our time, talent and treasure, Practicing a Rich Spiritual Life, Intergenerational Fun and Fellowship, Inviting others to find a spiritual home with us, and Collaborating with the greater Unitarian Universalist Community.

Impact of Virtual Services

Sunday attendance was definitely impacted by the virtual church with a quarter (28%) of respondents saying they never attend; however, a significant component (26%) were regular attendees representing a dramatic split. Beyond services, half (48%) took advantage of activities outside of Sundays with several (5%) attending as many as 5-10 events like groups and circles per month. The unstructured meet-ups were not as widely accessed, but had an engaged group (8% are “regulars” and 21% came at least once).

Free Form Response

Here is a summary of responses, by item, to the open-ended questions.

1. Which online activities should we keep going as we return to in person meetings?

- a. Keeping virtual church services was by far mentioned the most, with a variety of reasons given (e.g., those who can't get to church, those who live outside Austin).
- b. Hangout with the ministers was mentioned multiple times, with one suggestion that alternative times be offered to accommodate more schedules (e.g., work). One person mentioned appreciation that the ministers are accessible, even if they don't participate.
- c. Committee and small group meetings (including Chalice Circles specifically) were mentioned several times. Many people appreciate not having to drive to the church for these, especially at night. Some mentioned hybrid (join in-person or virtually), or mostly online but occasional in-person meetings. A couple people mentioned that they prefer these in person.
- d. Other mentions:
 - Kelly's time for all ages in the service
 - Paradox Players
 - Coffee with Kami
 - Book groups
- e. Several people mentioned being burned out or uninterested in using Zoom.

2. What questions do you wish we'd asked but didn't?

Thirty comments covering a range of topics were included in this section.

- a. Questions to be considered for inclusion in next year's congregational survey
 - How has the pandemic changed your situation, involvement or needs?
 - Do you feel free to discuss your truth at First UU? Why or why not?
- b. Other issues for exploration:
 - Increasing church-wide activities for fellowship and community-building (e.g., Oktoberfest celebration, pot lucks)
 - Access accommodation needs
 - Improvement/coordination of online information
 - Music concerts
 - Ministerial involvement with members
 - Communication about the relationship between First UU and UUA
 - Inclusion of Mexican Americans in television programming

3. Any final comments?

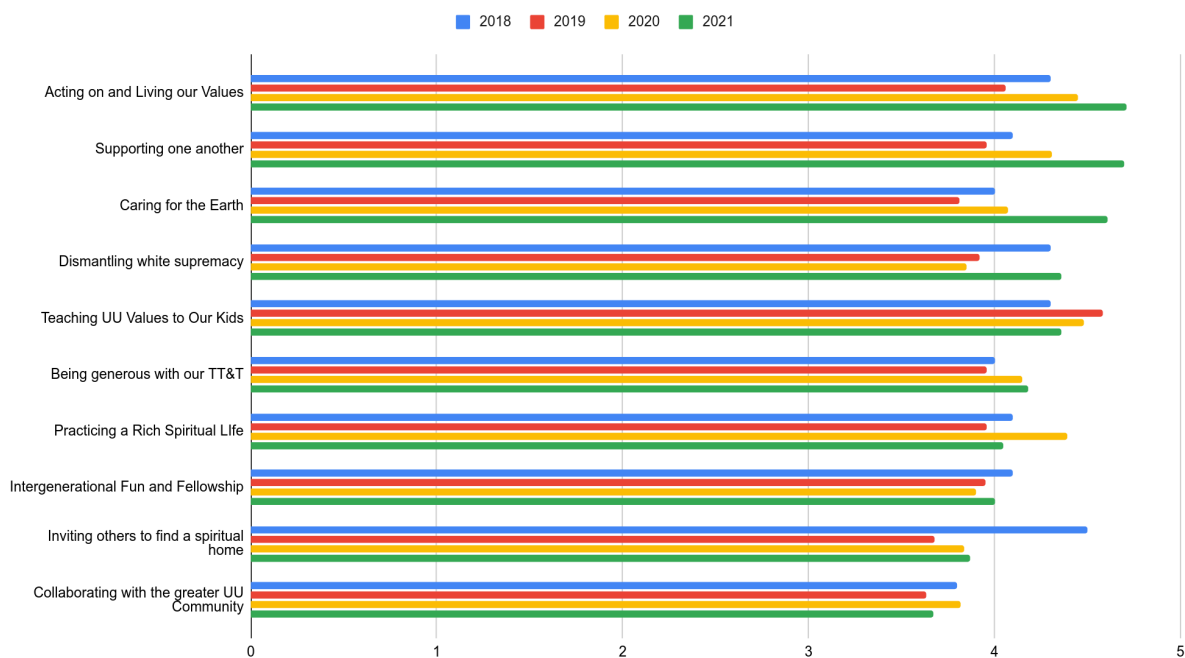
- a. Many positive general sentiments about the services and ministers
- b. Praise for the virtual services during the pandemic
- c. Gratitude for being able to return in-person for Sunday services

- d. Multiple requests to bring back the printed newsletter
- e. The last two years have been very difficult
- f. New members happy to be joining but still trying to find a way to connect at First UU
- g. Moments for beloved community, though well-intentioned, reinforce oppressor/oppressed narratives and white guilt, and potentially alienate people of color who attend services.
- h. Interest in more social justice and opportunities to volunteer
- i. Questioning the impact we're making
- j. Church grounds are in need of care
- k. We should focus on celebrating other cultures and including them in services with invited visitors and music instead of focusing on the shaming of white supremacy
- l. Kudos to Kathleen for the services at Westminster
- m. Concerned that association between UUism and far-left politics is partisan and lacks objectivity
- n. Would like inter-denominational service exchanges/meet ups
- o. Need to be more welcoming of transgender adult individuals
- p. More opportunities for deeply experiential, spiritual discussions vs. cerebral

Appendix

Ends Performance over time

How important is each End to you and your spiritual growth?



How well are we, as a congregation, meeting our Ends?

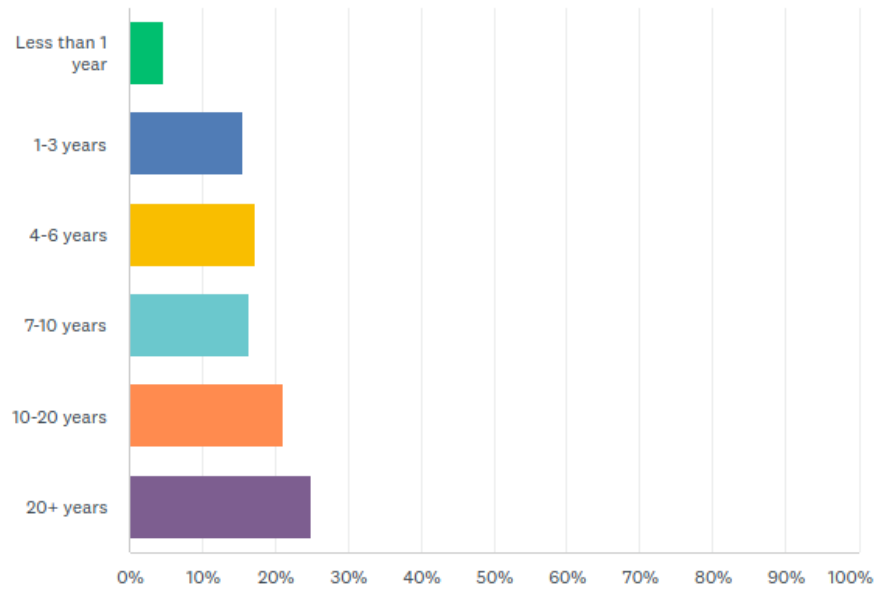


Demographic Charts

The following charts provide additional insight into the demographic answers from the survey.

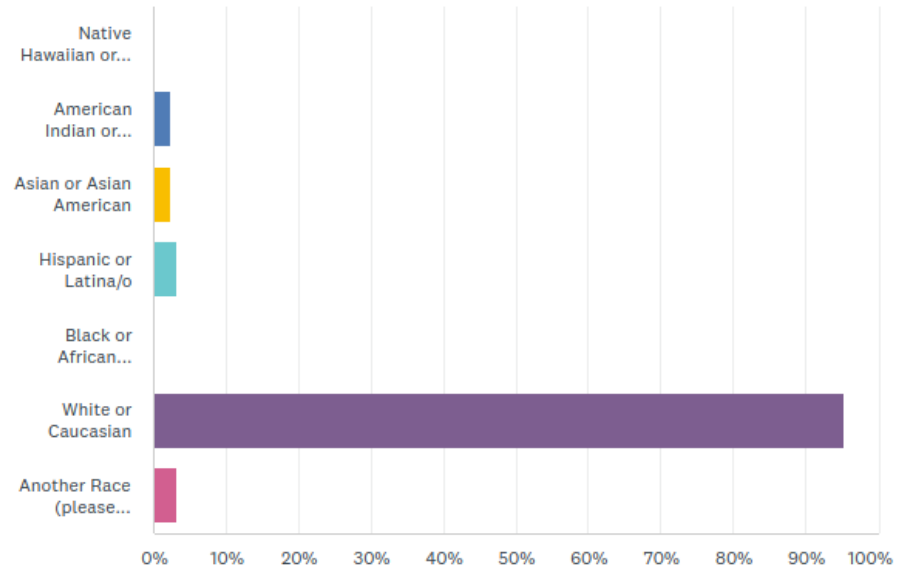
How long have you attended First UU Church of Austin?

Answered: 128 Skipped: 45



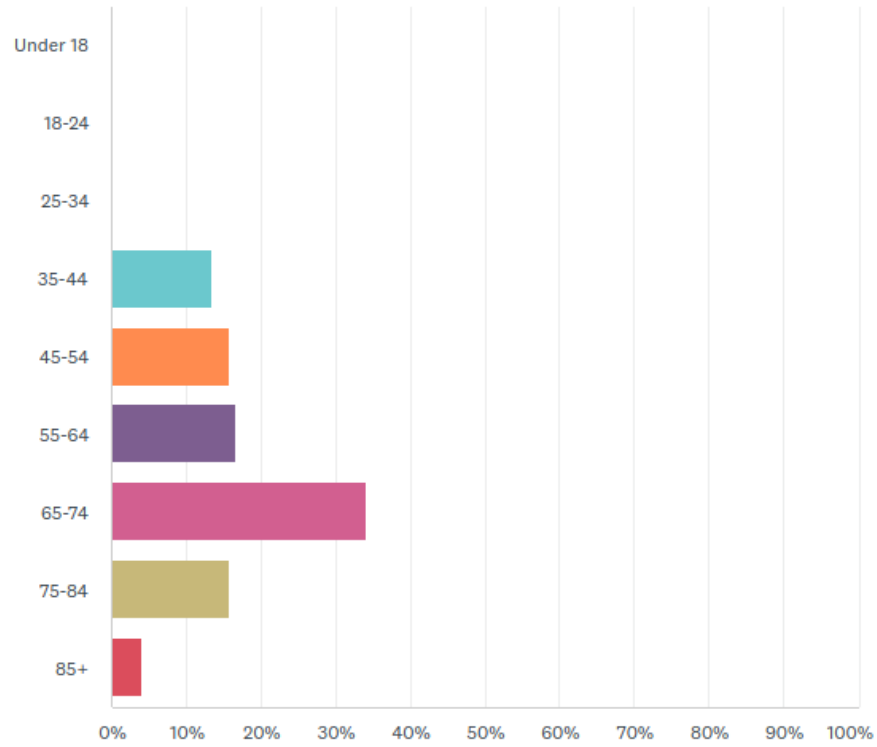
What race do you identify with? (mark all that apply)

Answered: 127 Skipped: 46



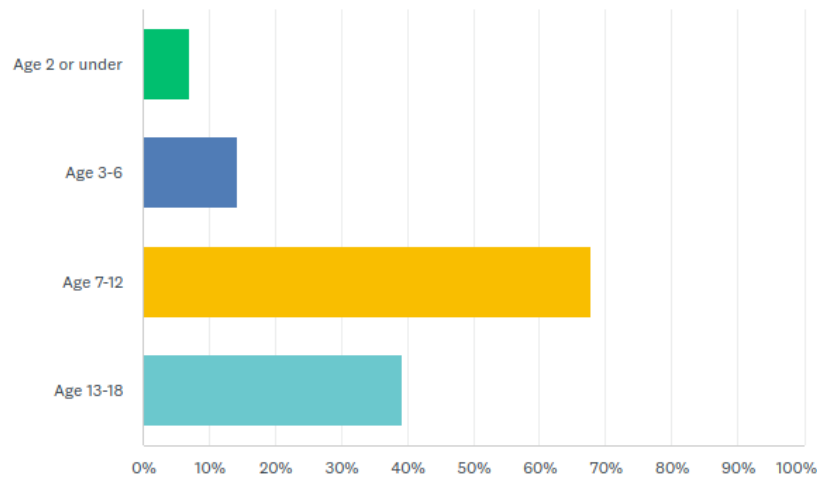
Your Age (mark one)

Answered: 126 Skipped: 47



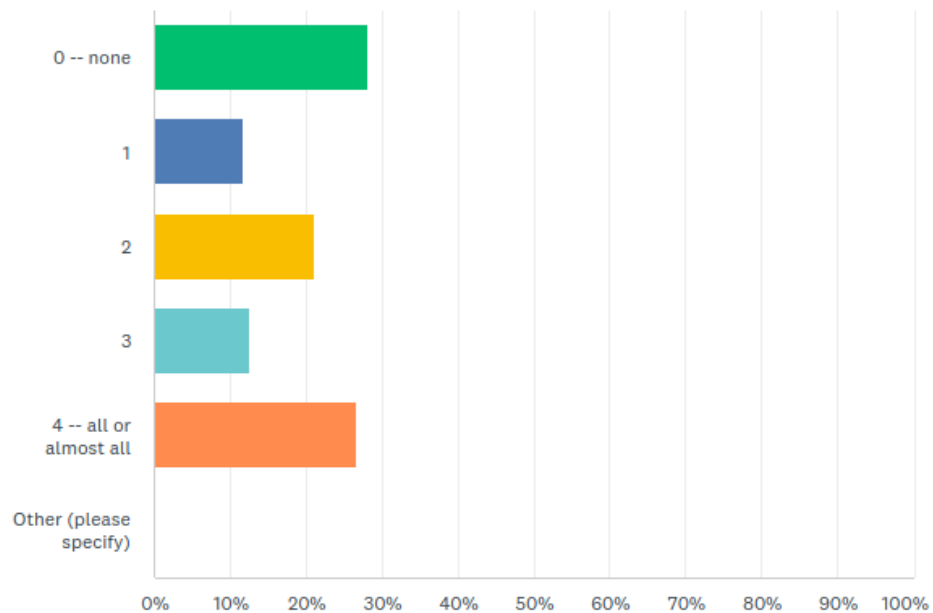
Do you have children under the age of 18 living at home? (mark all that apply)

Answered: 28 Skipped: 145



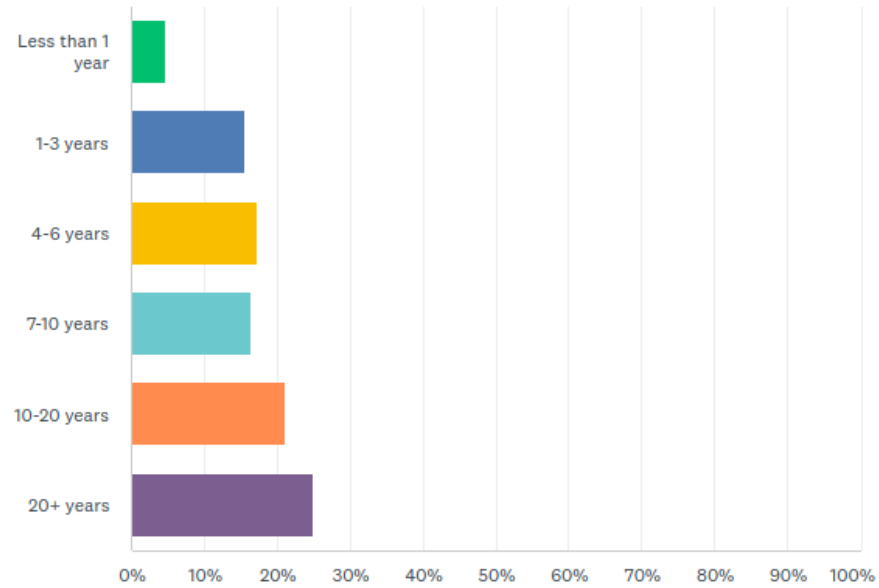
How many Sundays per month did you attend virtual services?

Answered: 128 Skipped: 45



How long have you attended First UU Church of Austin?

Answered: 128 Skipped: 45



Monitoring Committee Update
March 2022

1. Congregational Survey – Rob distributed the final report for Board review prior to sending it out to the Congregation later this month.
2. Story Corps – Nesan interviewed 5 church members of varying demographics. He will bring summarized themes back to the Board when available.
3. Inspection of Executive Limitation – Dave will discuss the brief P&L statement he and Chris agreed to that will allow the Board to see where we stand on financials at a glance.

Monthly Program Development Report
First Unitarian Universalist Church of Austin
February 2022

Worship Services and Gatherings

We continued to offer virtual services and programs of the church for most of February; however, we returned to in person services on the last Sunday in February. We also held a gathering in the courtyard on February 20.

Building

Shannon continues checking the mail and making deposits each week. We are making a few changes to upgrade the playground area.

Church Operations

Staff continued to work mainly from home and held meetings through Zoom. We are reopening the building to other meetings, church groups, rentals and operations.

Finances

Please see the separate financial reports attached.

Warmly,

Chris

Proposed Bylaw Change

Current:

ARTICLE XI: SENIOR MINISTER

Section 1: Selection

In the event of a vacancy in the position of senior minister, the Board of Trustees shall appoint a committee of at least nine persons to assist in the selection of a candidate for this position. Upon nomination by the Board of Trustees, election to the position of senior minister shall be by an affirmative vote of two-thirds of the members of the church present and voting at a regular or special meeting.

Proposed:

ARTICLE XI: SENIOR MINISTER

Section 1: Selection

In the event of a vacancy in the position of senior minister, the congregation shall follow the current recommendations of the UUA for a called ministry search process, subject to modifications approved by the Board of Trustees, unless the Board decides to pursue an alternative to a called settled minister.

Settlement Handbook, p. 35

It is not uncommon for a congregation to update and amend their by-laws to follow recommended practices.

Board of Trustees Members and Nominees	Status	Term	Current Position
Nesan Lawrence	Returning	2021-2023	President
Vic Cornell	Nominee	2022-2024	President-elect
Rob Hirschfield	Returning	2020-2023	Trustee
Suzette Emberton	Returning	2021-2024	Trustee
Russell Holley-Hurt	Returning	2021-2024	Trustee
Kelly Raley	Returning	2021-2024	Trustee
David Riehl	Returning	2021-2024	Trustee
Nathan Walther	Returning	2021-2024	Trustee
Donna Carpenter	Nominee	2022-2025	Trustee
Joseph Hunt	Nominee	2022-2025	Trustee
Mateo (Matthew) Kresha	Nominee	2022-2025	Trustee

Nominating Committee	Status	Term
Becca Brennan-Luna	Nominee	2022-2025
Tomas Medina	Returning	2021-2024
Phil Hewitt	Returning	2020-2023
<i>Margaret Borden</i>	Board appointed	2022-2023
<i>Toni Wegner</i>	Board appointed	2022-2023

January 2022 Financial Statements

The attached financial statements are in a new format based upon recommendations from our monitoring committee.

January is the first month of our fiscal year, so a year-to-date profit and loss compared to budget statement is not included, as it would contain exactly the same information as the month of January statement.

In general, revenue in January was below our budgeted targets, most likely due to having to close the building and return to doing church virtually. We hope to see revenue rebound in February and March.

We had budgeted to receive one of the payments from the federal government from the employee retention credits grant program of \$59,244. We actually received the payment in the prior year, so it does not appear on this year's statements. However, in terms of cash flow, these funds are in our reserves for this year going forward. If the board would like to see this as part of the calculation of net operational cash flow, it is easily added.

Expenses by broad line items were generally close to budgeted targets, with some variation in individual line items just due to normal fluctuations and expenses occurring on a slightly different schedule than expected. Overall expenses were almost exactly as budgeted.

FIRST UNITARIAN UNIVERSALIST CHUR
Budget vs. Actuals: 2022 Budget - FY22 P&L Classes
January 2022

	Actual	Jan 2022 Budget	over Budget
Income			
4100 Earned Revenue			0
4110 Event Revenue		0	0
4130 Rentals Revenue	8,358	11,500	-3,142
4199 Discounts/Refunds Given	-1,675		-1,675
Total 4100 Earned Revenue	\$ 6,683	\$ 11,500	-\$ 4,817
4200 Contributed Revenue			0
4210 Unrestricted Contributions			0
4211 Pledge	44,298	58,000	-13,702
4212 Sunday Plate	285	2,500	-2,215
4213 Other Gifts	2,286	3,333	-1,047
Total 4210 Unrestricted Contributions	\$ 46,869	\$ 63,833	-\$ 16,964
Total 4220 Restricted Contributions	\$ 1,225	\$ 833	\$ 392
4230 Grants		59,244	-59,244
4290 Other Contributed Revenue		1,000	-1,000
Total 4200 Contributed Revenue	\$ 48,094	\$ 124,910	-\$ 76,816
Total Income	\$ 54,777	\$ 136,410	-\$ 81,633
Expenses			
Total 6100 Payroll Expenses	\$ 52,275	\$ 58,685	-\$ 6,410
Total 6210 Charitable Giving	\$ 4,429	\$ 3,467	\$ 962
Total 6220 Program Expenses	\$ 2,573	\$ 10,574	-\$ 8,001
Total 6300 Outreach Costs	\$ 504	\$ 1,449	-\$ 945
Total 6400 Occupancy Costs	\$ 8,776	\$ 6,723	\$ 2,053
Total 6600 Software and Dues	\$ 2,342.27	\$ 1,273.00	\$ 1,069.27
Total 6700 Fess and Insurance	\$ 6,169.28	\$ 3,976.00	\$ 2,193.28
6820 Depreciation Expense	\$ 10,670.90	\$ 10,674.00	\$ (3.10)
6830 Interest Expense	\$ 4,863.18	\$ 5,755.00	\$ (891.82)
Total Expenses	\$ 102,198	\$ 102,576	-\$ 378
Net Other Income/Expense	\$ 699	\$ 0	\$ 699
Net Income	-\$ 46,722	\$ 33,834	-\$ 80,556
Non-Operational Expenses	15,534	16,429	-895
Net Operational Cash Flow	-\$ 31,188	\$ 50,263	-\$ 81,451

Tuesday, Mar 01, 2022 06:42:43 AM GMT-8 - Accrual Basis

FIRST UNITARIAN UNIVERSALIST CHUR

27

Balance Sheet As of January 31, 2022

	NOV 2021	DEC 2021	JAN 2022
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	85	275	-2,130
1110 8009-THCU Checking	483,330	471,525	456,643
1120 RBank Debt Service 676	59,152	59,154	59,157
1130 RBank Construction 668	219,436	210,537	204,044
1140 THCU Money Market	0	0	0
1150 THCU Savings	38	38	38
1160 UFCU Savings	0	0	0
1170 THCU CDs	0	0	0
1189 Petty Cash	200	200	200
1710 UUCEF Permanent Endowment Acct.	303,962	311,823	297,363
1720 UUCEF Mixed Investment Account	394,316	508,218	487,559
1730 UUCEF Murr Music Account	85,715	87,931	83,854
1740 UUCEF Education	611,239	727,045	693,330
Total Bank Accounts	\$2,157,472	\$2,376,746	\$2,280,057
Accounts Receivable			
1210 Accounts Receivable	0	0	0
Total Accounts Receivable	\$0	\$0	\$0
Other Current Assets			
1199 Undeposited Funds	4,251	2,439	1,744
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	0	0	-1,365
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	3,073	5,596	845
1310 Prepaid Expenses	6,348	4,273	13,494
1490 Other Current Assets	0	0	0
Total Other Current Assets	\$13,672	\$12,308	\$14,717
Total Current Assets	\$2,171,144	\$2,389,055	\$2,294,774
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,162	3,810,162	3,810,162
1520 Land	3,772,325	3,772,325	3,772,325
1530 Furniture & Equipment	132,994	132,994	132,994
1590 Accumulated Depreciation	-596,666	-607,337	-618,007
Total 1500 Fixed Assets	7,118,815	7,108,144	7,097,473
Total Fixed Assets	\$7,118,815	\$7,108,144	\$7,097,473
TOTAL ASSETS	\$9,289,959	\$9,497,199	\$9,392,247

FIRST UNITARIAN UNIVERSALIST CHUR

28

Balance Sheet As of January 31, 2022

	NOV 2021	DEC 2021	JAN 2022
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	1,124	2,919	12,745
Total Accounts Payable	\$1,124	\$2,919	\$12,745
Credit Cards			
2150 Chase Credit Card 3081	6,028	1,640	9,936
Total Credit Cards	\$6,028	\$1,640	\$9,936
Other Current Liabilities			
2320 Security Deposits	0	0	0
2410 Payroll Liabilities	0	0	25
2450 Sales Tax Payable	0	0	0
2500 Accrued Interest	0	0	0
2610 PPP Loan	0	0	0
Sales Tax Agency Payable	0	0	0
Total Other Current Liabilities	\$0	\$0	\$25
Total Current Liabilities	\$7,152	\$4,559	\$22,707
Long-Term Liabilities			
2620 Construction Loan	1,260,410	1,256,229	1,252,185
Total Long-Term Liabilities	\$1,260,410	\$1,256,229	\$1,252,185
Total Liabilities	\$1,267,562	\$1,260,788	\$1,274,892
Equity			
3110 Unrestricted Net Assets	764,338	764,338	806,896
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
Opening Balance Equity	0	0	0
Net Income	-171,454	42,559	-119,055
Total Equity	\$8,022,397	\$8,236,411	\$8,117,355
TOTAL LIABILITIES AND EQUITY	\$9,289,959	\$9,497,199	\$9,392,247

End 1.4.1 and Interpretation for Board Discussion

End 1.4.1 We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.

Interpretation:

By this we mean that we attend to Right Relationship within our congregation and in our larger community. The values of this congregation are:

Transcendence – To connect with wonder and awe of the unity of life

Community – To connect with joy, sorrow, and service with those whose lives we touch

Compassion – To treat ourselves and others with love

Courage – To live lives of honesty, vulnerability, and beauty

Transformation – To pursue the growth that changes our lives and heals our world

In sermons, music, faith development, justice work and fellowship, we will speak about the oneness of all things and create moments where that unity might be experienced and savored. We will grow in depth of spirit so that we may be good companions and allies to those who are in joyful times or in sorrow. Service is the law of this community, and service is what love looks like in action. In sermons, music, faith development, justice work and fellowship, we will encourage one another to treat ourselves and those whose lives we touch with love, and to have the courage to live with as much honesty, vulnerability and beauty as we can. Through sermons, music, faith development, justice work and fellowship, we will inspire and nourish one another as we grow and change. Beginning in our homes, our hearts, and on the streets of our town, we will invite healing change, and in this way as well as in others, we will help make the world more whole.

Our children, youth and adults will learn about Unitarian and Universalist beliefs, history, and about women and men of our faith whose lives can teach and inspire us. We will pay particular attention to lifting up men and women of color in our history.

Limitations Interpretation 2.3 – Financial Planning/Budgeting

First UU Church of Austin

March 8, 2022

2.3 Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy.

Interpretation:

This limitation refers to the proposed operating budget, which the executive presents to the board and congregation in December prior to the fiscal year to which it applies.

The church's fiscal year is the calendar year, January through December.

The budget shall be based on the church's ends.

For the purposes of this limitation, a material deviation shall be 5% of the overall budget.

"Risk fiscal jeopardy" refers to any financial practices that deviate significantly from best practices and which have an unacceptable likelihood of creating significant financial problems for the church. Such practices include non-payment of bills, non-payment of taxes, incurring debt without appropriate approvals, and the like.

Measures:

1. A comparison of the budget to the ends priorities.
2. Review of budget for activities likely to risk financial jeopardy.

Rationale for the Measures:

1. The comparison of the budget to the ends provides direct confirmation of compliance.
2. A review of the budget will reveal if the budget includes activities likely to risk financial jeopardy.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2022 budget calls for taxes, bills, and other financial obligations to be paid in a timely way. It does not depend on financial practices that risk fiscal jeopardy.

We track expenses across four major program areas: Ministry, Music, Faith Development and Administration.

We estimated what percentages of their time each of our staff spends on each of these programs and then allocated these salaries and benefits costs accordingly to each program area. For the FTE formula, we calculated how many FTEs we dedicate to each program area and then divided it by the total FTE's we have at the church as a whole. The resulting percentage for each program area is then how we allocated costs such as utilities, janitorial services, etc. (as is standard practice for non-profits). We projected the budget when we thought the church would be open for in person activities for the entire year. Because the new variant of Covid-19 emerged, we ended up having to move to virtual only for January and all but one Sunday in February. We will attempt to make adjustments if needed because of this.

Accordingly, the Senior Minister shall not allow budgeting that:

- 2.3.1 Fails to communicate a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

Interpretation:

The budget proposal shall use moderately conservative projections of revenue and expenses, grounded on the analysis of recent trends and current data. We shall present capital expenses (such as the construction of a new building), during any year that we anticipate them, separately from the operating budget.

The budget will include a narrative that explains the budget priorities.

Depending on the level of detail, planning assumptions shall be disclosed either as part of the narrative or on request. An assumption, like the discounting of pledge income by 3.5% for likely non-payment, would appear in the written proposal. Detailed line items, salaries and such on the other hand would be available by request.

Measures:

1. A comparison of the budget proposal to the previous year's budget.
2. A review of budget assumptions to confirm whether they are reasonable.

Rationale for Measures:

1. The comparison of the proposal and the previous year's budget would reveal any significant variations. Any significant variation (e.g., a 25% increase in overall revenue) would certainly merit further inquiry and explanation.
2. Budget assumptions constitute the root of specific budget numbers. Straightforward ones, such as a photocopier expense with little or no annual variation, require little effort to verify. Pledge figures, and pledge discounting, will require multiple calculations to demonstrate.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2022 budget is slightly higher than the 2020 budget in terms of both expenses and revenue, because we anticipated being back to in person worship and programs for the year. Even with the potential adjustments mentioned in the prior section, this likely to remain the case in terms of actual income and expenses..

To calculate expenses for 2022, we looked at actual expenses for 2021 and extrapolated year-end numbers, adjusted due anticipated changes in the pandemic.

We believe the 2022 budget to be a moderately conservative projection based upon the best available information at the time it was presented to the congregation and the board.

- 2.3.2 Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.

Interpretation:

Cost of Governance is the church's investment in our board of trustees in order to ensure it has the skills, knowledge, and dispositions necessary to effectively fulfill its role.

The executive will ensure the availability of funds for this purpose either through the operating fund (preferably) or through restricted funds that can be legitimately accessed for this purpose.

Measures:

1. The inclusion, or lack thereof, of such funds in the operating budget.

Rationale for Measures:

1. Either the budget includes such funds or it doesn't.

Evidence of Acceptable Progress – The Data

I report compliance.

The executive is making available funds, through the Living Our Mission Fund, to cover the cost of governance in 2022.

- 2.3.3 Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

Interpretation:

The executive shall not present an operating budget that exceeds available operating funds.

Measures:

1. A review of the budget proposal to confirm whether or not it has a deficit.

Rationale for Measures:

1. A simple review of the bottom line of the budget proposal suffices to determine whether or not it shows a deficit.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2022 budget projects revenue greater than expenses.

[Last updated 03/08/2022.]

Limitations Interpretation - 2.5 Continuous Operations Plan

First UU Church of Austin

March 10, 2022

In order to protect the church and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain a continuous operations plan.

Interpretation:

We shall have a contingency plan that directs staff in the case of a significant unplanned absence of the senior minister. Circumstances could include death, serious illness or accident. The plan shall seek to mitigate the damage to the church and congregation that such an absence may cause. Likewise, it shall address questions of authority and responsibility so as to minimize disruption to day-to-day operations.

Although the plan will seek to minimize disruption to the board and its appropriate policy-based governance role, the sorts of circumstances that a continuous operations plan responds to require, by necessity, some action by the board. However, the senior minister may not prescribe board action. Therefore, the plan will include recommendations to the board so that its actions might also protect the congregation and mitigate any harm that the sudden loss of the senior minister could cause.

Measures:

The existence of said plan.

Rationale for the Measures:

This is a straightforward policy. Either we can demonstrate that it exists, or we cannot.

Evidence of Acceptable Progress – The Data:

I report compliance.

The attached plan protects the church by laying out a clear plan of action in the case of a sudden loss of the minister. Day-to-day operations will continue with minimal disruptions, lines of authority and responsibility remain clear, and it provides clear recommendations to the board so that they might respond to such a situation in the most effective manner.

Please see, attached, our continuous operations plan.

[Last updated on March 10, 2022.]

Continuous Operations Plan

First Unitarian Universalist Church of Austin

This Continuous Operations Plan (COP) outlines operational contingencies in the unplanned absence of the Senior Minister.

Unplanned absence covers any circumstance when the Senior Minister cannot perform her scheduled duties and is not in a capacity to formally delegate authority on a temporary basis. A scheduled vacation or study leave does not qualify as unplanned. Circumstances such as incapacitation (e.g., medical emergency), amnesia, sudden resignation or dismissal qualify as unplanned.

A situation where the senior minister remains of sound mind plus is willing and able to engage in at least high-level decision-making shall be considered an unplanned partial absence. This might be, for example, serious medical condition that restricts the minister to a healthcare facility and limits the number of hours available for phone and face-to-face consultation. This COP does not apply to such a circumstance; any delegation of authority and responsibility in this scenario would be done by the minister herself.

Unplanned absence on Sunday morning & worship services

Should the person scheduled for the pulpit on any given Sunday fail to appear, whether the Senior Minister or otherwise, then the lay leader shall take on that role. There are many sermons on the First UU website that can be downloaded and read in such an emergency.

Unplanned absence, short-term

An unplanned absence will be considered short-term if:

- It can be reasonably determined by at least one staff minister that it will last less than four weeks; or
- If the length of the likely absence remains undetermined and has not yet exceeded four weeks.

During a short-term unplanned absence, the Minister for Program Development shall exercise day-to-day executive authority for routine operations (signing time sheets, authorizing expenses, and the like) and any staff Ministers will perform routine ministerial functions.

Inasmuch as possible, non-routine executive decisions should be deferred during a short-term unplanned absence. Should it be necessary to make any such decisions during this time (e.g., creating new policies, changing existing policies, making major personnel changes, and the like), then such decisions will require the approval of the staff ministers.

The Minister for Program Development shall have the responsibility for determining whether or not circumstances merit reviewing the minister's office and securing any potentially confidential documents and following through as necessary.

Unplanned absence, long-term

An unplanned absence will be considered long-term if:

- It can be reasonably determined, by both at least one staff Minister, that it will last more than four weeks; or
- If the length of the absence has exceeded four weeks.

NEW POLICY SUGGESTIONS UNDERLINED

2021

The long-term absence would likely pass through these phases

- 1) The Minister For Program Development, Chris Jimmerson, would take over as Acting Senior Minister.
- 2) An Interim Minister for Program Development would be hired to cover the duties formerly in the remit of the Minister for Program Development.
- 3) The UUA Trauma Team would be called in to help in case the Senior Minister's absence happened suddenly or in a traumatic way.

This policy will be revisited in case of normal changes in the ministry and ministerial staff of First UU. These are recommendations to the Board.

The long-term absence would likely pass through three phases in terms of operating authority.

- 1) Staff minister(s) as executive(s)
- 2) Temporary Interim Minister and Minister of Program Development as co-executives (executive team)
- 3) Regular Interim Minister as executive

The first phase is prescribed by this policy. Phases 2 and 3 constitute recommendations to the Board of Trustees (as the Continuous Operations Policy cannot prescribe actions to the board).

Concurrent with phases 1 and 2, the Board of Trustees should move with all due haste to hire both a temporary interim minister and regular interim minister (described below).

Phase 1: Minister of Program Support as the executive

Phase 1 covers the time between the declaration (de facto or de jure) of a long-term unplanned absence and the hiring by the board of a temporary interim minister. Depending on a variety of factors, phase 1 could last days or months, or circumstances might allow the church to skip this phase altogether. Important factors include when the board initiates the search process for a temporary interim minister, how long that search process takes, and the availability of good candidates.

During phase 1, the **Minister of Program Support** will exercise full executive authority as the Executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. This does not include responsibility for the direct participation in non-executive activities that are specific to the minister's skill set such as giving sermons, providing pastoral care, presiding over rites of passage, and the like, though the Executive Team will have responsibility for ensuring that those activities continue to happen.

A long-term, unplanned absence would have a risk of creating damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the Executive's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of the senior minister in addition to the Executives already demanding responsibilities, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the Executive shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

In order to appropriately compensate according to responsibilities and role, and minimize the possibility of losing additional critical staff members, the Executive shall receive bonus compensation, above and beyond their regular pay, equivalent to $\frac{1}{4}$ of the Senior Minister's salary and housing (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or interim minister arrives and begins work).

In order to minimize the possibility of losing other critical staff during a time of emergency, and in recognition of the additional responsibilities and stress that such a time create, other full-time staff shall receive 10% bonus compensation (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or the regular interim minister arrives and begins work).

The **Minister of Program Support** shall have the responsibility of reviewing the minister's office and securing any potentially confidential documents.

2021 proposed changes

Phase 2: Acting Senior Minister continues as executive. Interim Minister of Program Support is hired and is the Assistant Minister. If needed, a temporary administrator may be hired so the search for the right Assistant Minister could be conducted peacefully without urgency.

Phase 2: Temporary Interim Minister and Minister of Program Support as co-executives (executive team)

Phase 2 constitutes a recommendation to the Board of Trustees as the executive cannot create policy that binds the board.

Phase 2 covers the time from the arrival of the temporary interim minister (TIM) until the arrival of the regular interim minister. Depending on a variety of factors, phase 2 could last up to 8 months. Important factors include when the board initiates the search process for a regular interim minister, how long that search process takes (including how close it is to the UUA's regular cycles), and the availability of good candidates.

During phase 2, the Board of Trustees would do well to direct the Minister of Program Support and TIM to share executive authority as an executive team, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like.

A long-term, unplanned absence would have a high risk of creating serious damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the executive team's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of two demanding, full-time professional positions, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the executive team shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

Phase 3: Regular Interim Minister as Executive

Phase 3 constitutes a recommendation to the Regular Interim Minister (RIM) and Board of Trustees as the executive cannot create policy that binds her successor.

Phase 3 covers the time of the regular interim ministry, which typically lasts one to three years.

During phase 3, the board would do well to hire the regular interim minister to serve as sole executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. All staff would report to the regular interim minister. The levels of work hours and stress will likely remain high throughout the regular interim ministry period.

Other recommendations to the Board of Trustees

The COP does not have the authority to implement the following. However, should the Senior Minister's absence be permanent, it recommends to the board the following additional actions to increase stability and mitigate damage to the church:

- To move with all due haste to hire a regular interim minister or a developmental minister, following the UUA's regular process.
- Because the arrival of a regular interim minister could take from one to eight months after beginning a search, to move with all due haste to hire a temporary interim minister, from available local candidates (the area has a number of under-employed and retired UU ministers who would likely be willing to work with us under these circumstances). Such a temporary minister's duties would include Sunday services, pastoral care, and helping the congregation and leaders to manage difficult circumstances appropriately. Unless the temporary minister had good credentials and experience in an executive role, that person should serve as co-executive with the Minister of Program Support, with both reporting to the board of trustees (as described above in phase 2).
- To provide strong public and private support to the staff (particularly the executive or executives). Holding the church together during a time of transition, trauma, and without its most important staff person is stressful and difficult. The board's public and private

support can prove critical for the staff's success and for keeping the congregation's expectations appropriate (mitigating negative impact during the time of transition, but not that there won't be any).

- Provide serious incentives to all senior staff to remain committed and engaged with the church rather than seeking employment elsewhere due to the stress and uncertainty that transition can cause. Such incentives could include bonus compensation (not a permanent raise, but rather a temporary increase during extraordinary times), additional paid leave, and/or other types of support.

Rev, Meg Barnhouse, March 2022

Changes proposed 2021

Special Board Meeting (Executive Session)

March 6, 2022

Agenda

- Transition process and timeline
- Review of short-term options
- Minister Emerita status

Interim Minister

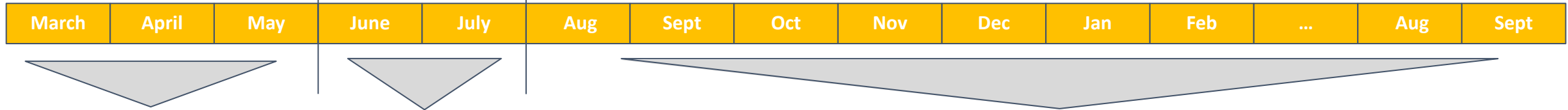
Offer

Interim Minister

Starts

Search Process

Begins

**Interim Selection**

- Appoint task force of 3-5 Board members
- Application due 4/21
- Interviews 5/2-5/16
- Recommendation to the Board; Board hires

Options

See Short-term Options slide

Note: Interim Ministers are not eligible for the settled minister position.

Gap Period

June 1-August 1

Options

- Chris as Acting Senior Minister
- Short-term Contract Minister

Interim Minister Period

- Pastoral support, get the congregation ready for the next settled minister
- Explore congregational needs/wants for the next settled minister
- Conduct search process

Search Process

- Full UUA search process lasts about 1½ years, typically starting in Feb. for a minister to begin August of the following year
- The Board identifies search committee members, usually with significant congregational input, which is then independent but accountable to the Board
- Only the search committee reviews and evaluates candidates.
- In the end, the search committee proposes one candidate, which the entire congregation votes on (90%+).
- If the candidate is not hired, the process begins again.

Options

- Chris could be considered as an “inside candidate” to be a called settled minister; consideration is usually up or out.

It is up to the Board to design the path.

Short-term Options

1. Consider Chris as “inside candidate” to be called Settled Minister now (i.e., no Interim)
2. Chris as Acting Senior Minister with ability to hire Contract Minister as second
3. Go into search for a two-year Interim Minister*
4. Go into search for a one-year Interim Minister*

*Alternative 1: Interim Minister as Executive with Chris as second

Alternative 2: Interim Minister and Chris both report to Board and serve as Executive Team

Minister Emerita Status

- The title Minister Emeritus or Minister Emerita is granted to honor long and meritorious service to a congregation where the minister has given devoted and competent ministerial leadership.
- Allows different boundaries (i.e., continuing relationship) with the congregation than would usually be allowed following a departure
- Voted on by the entire congregation
- It is possible to have the vote while the Sr. Minister is still active

**First UU Austin Board of Trustees
Meeting Process Review**

Date: _____

Name of Evaluator: _____

Ratings: S indicates Satisfactory; NI indicates Needs Improvement; UNS indicates Unsatisfactory

1. Preparation

The board was prepared for this meeting.	S	NI	UNS
--	---	----	-----

2. Action Items - Previous

Last month's action items were completed.	S	NI	UNS
---	---	----	-----

3. Timing

Appropriate time was allocated and spent on agenda items.	S	NI	UNA
---	---	----	-----

4. Policy Governance

Policy governance was observed.	S	NI	UNS
---------------------------------	---	----	-----

5. Covenant

The board covenant was observed.	S	NI	UNS
----------------------------------	---	----	-----

6. Participation

All board members had the opportunity to participate in discussions and decision-making.	S	NI	UNS
--	---	----	-----

7. Action Items - Current

Clear action items were identified from this meeting.	S	NI	UNS
---	---	----	-----

8. Overall

	S	NI	UNS
--	---	----	-----

Comments: