

UU Nashua Board of Trustees Informal Meeting Notes
August 14, 2012

Present: Ellen Fisher, Lance Pratt, Mary Licking, Kathleen Griffis, Harry Purkhiser, Jenn Morton, Diane Fontas, Mike Wilt, Reverend Olivia Holmes, Pat Ladew, David Hudson

Not present (excused absence): Kate O'Shea, Donna LaRue

The chalice lighting was performed by Reverend Olivia Holmes.

President Ellen Fisher reminded members of the BOT to have present at meetings two documents critical to Board business: the bylaws and the governance policies. Those documents are located on the church website.

A motion passed to approve the consent agenda.

David Hudson volunteered to serve as timekeeper and kept time for each item on the agenda throughout the meeting. The timekeeping at this meeting is an experiment to help the BOT determine whether timekeeping will be adopted for further use.

A discussion took place regarding the question and answer, What is the job of the Board? "The job of the Board is to decide what its job is, and what can or should be delegated." The purpose of the discussion was to inform new members and to provide a review and clarification for returning members.

A review of the Board Covenant through reading and discussion was performed as preparation for signing at the September meeting.

Reverend Olivia Holmes performed a review of transition tasks and schedule for the next 2 years (see the content provided below the signature block of these minutes). The review included clarification of the Board's role and provided a chance for BOT members to ask questions.

Investment Review and Personnel Committees are committees of the Board. To meet responsibilities of that relationship, there is a need for volunteers who are members of the BOT to check with current members of those committees regarding their intention to continue service. Reappointments to positions on those committees will be made in September. Harry Purkhiser volunteered to perform checks regarding the Personnel Committee members. Jenn Morton and Pat Ladew volunteered to perform checks regarding the Investment Review Committee members.

A position was vacated on the BOT from the recent resignation of Jamie Hinkle. The process to fill that position will start in September when Ellen Fisher contacts the Nominating Committee. Additionally, there are two positions on the Nominating Committee to be filled by members of the BOT. Harry Purkhiser agreed to continue his

service in one of those positions. The need remains for a volunteer to accept appointment to the other position.

The next scheduled Board Meeting is Tuesday, Sept. 11th. The Board will also be attending a Start Up Workshop with District Executive Joe Sullivan, scheduled for Friday, Oct. 5, 6-9 pm AND Saturday, Oct. 6, 9 am-3 pm. That Start Up Workshop will be held at UUNashua and the Friday night part includes dinner.

The chalice was extinguished after Reverend Olivia Holmes read a quote from Dag Hammarskjold.

//original signed//

Respectfully submitted,

Mary Licking,

Clerk, Unitarian Universalist Church of Nashua, New Hampshire

Rev. 2

**An Intentional Two-Year Interim Ministry Timeline
Drafted for the Board of the UU Church of Nashua
By Interim Minister, Rev. Olivia Holmes, August 14, 2012**

July - September, 2012 – Preparation and Learning

- a. Transition Team selected with clear criteria, and engaged
- b. Minister retires, Interim Minister arrives, gets settled
- c. Interim Minister engages with staff and leadership as possible and appropriate to begin to grasp how the congregation functions, and what's important to it.
- d. Interim Minister and Transition Team formulate plans for the first Transition Task

(Claiming Congregational History and Heritage)

October – December, 2012 – Claiming Congregational History and Heritage

- a. Board, Leadership and congregation engage with District Executive, Joe Sullivan, in Interim Ministry Start-up Retreats to gain shared understanding of the work and opportunity of a time of transition.
- b. Transition Team and Interim Minister, with Board support and engagement conduct congregational history and heritage meetings.
- c. Board considers best approach to the appointment of a Settled Minister Search Committee

January – March, 2013 – Considering Connections, Goals Review, Interim Evaluation, Search Committee Selection

- a. Interim Ministry Evaluation in preparation for second year (what skills are needed; is this a good fit?)
- b. Execution of Search Committee Selection Process, and selection and affirmation of committee (this could go until April)
- c. Establishment of goals to accomplish before end of interim period, and determination of how to get there from here (what is the Board's work, the administration's work, work of congregational committees which already exist or which need to be created (and then, of course, creating them).
- d. Review and design of congregational connections, including connecting with the Ministerial Settlement Representative, Rev. Olav Nieuwejaar.

March – September, 2013 – Leadership; Mission, Engaging the Future

- a. Board and Interim Minister (or their designees) empower groups to work on any identified leadership or congregational development needs (Bylaws revisions, etc., if and as needed)
- b. Search Committee creates processes (often a survey and small group meetings) to engage the congregation in defining their new sense of mission and goals, without the former minister, and the impact these would have on the skills sought in a new settled minister/s.
- c. Search Committee uses results to prepare a “Congregational Record” for the UUA Transition Office.

October – November, 2013 – Leadership Continues and Search Advances

The UUA and I disagree on dates, here. I believe all the work leading up to pre-candidate selection and pre-candidate interviews should be complete by November 30, so both candidates and the Search Committee can rest over the holidays, for the work to come will be very intense. The UUA Settlement schedule may also be based on a one-year process; hence offers a contracted timeline.

- a. Search Committee completes application for ministry by October 31, 2013
- b. When the Search Committee has compiled the survey results, a draft agreement and compensation package and the documents have been reviewed by the UUA Transitions Director, the Search Committee will have access to the Ministerial Records of ministers interested in the congregation.

- c. The Search Committee will review Ministerial Records, decide whom to interview, and schedule Pre-Candidate weekends for January – March (at the very latest!)

January – March, 2014 – Leadership Continues and Search Pre-Candidates

- a. Search Committee interviews pre-candidates and either chooses one as their absolute unanimous choice as the right fit for the congregation, or lets the congregation know it has had an incomplete search.
- b. If a successful search, Search Committee organizes Candidate Week; a week bookended by two Sunday services completed by the Candidate, followed by a congregational vote.
- c. If there is an incomplete search, the Board engages with the UUA find a new Interim Minister to for the new interim year, and after taking a break, determines how to proceed in a renewed search for the right match.

April – May, 2014 – Candidating Week Preparation and Execution

- a. Candidate Week is scheduled. The week includes many opportunities for the Candidate to meet with congregational leaders and committees, and be The Minister in respect to pastoral care. The interim will be completely absent during Candidate week. During this week the Candidate and his/her partner will also be engaging in determining whether they will be comfortable moving to this area, and looking at real estate with brokers.
- b. At a special congregational meeting after the second worship service during Candidate Week, a congregational vote will be held to decide whether to call this minister. Candidates generally expect a favorable vote of something like 95% (being UUs, there are always some who won't be comfortable with whichever minister is called).

June – July – August, 2014 – Preparing for and Saying a Good Good-bye and Hello

- a. An appropriate celebration and farewell to the Interim Minister are planned by the Board (or its appointed sub-committee) and executed.
- b. The Board appoints a committee to welcome the new Settled Minister/s and to help him/her/them get settled and started, usually by August 1st.
- c. The Board appoints a committee to help the new minister/s figure out the folk with whom they need to connect to begin the new church year well.

Fall, 2014 (depending on the minister) – Recognizing the New Ministry

- a. Host an installation service for the new Settled Minister/s, according to the wishes of both the leadership and the new Settled Minister/s.

Tasks in a Time of Congregational Transition
Drafted specifically for the Board of the UU Church of Nashua, NH.
By Interim Minister, Rev. Olivia Holmes, August 14, 2012

1. Claiming Congregational History and Heritage
 - a. Through individual and group meetings set up by the interim minister and the transition team, begin to understand what the congregation cherishes about its past, and what it wants to do and/or do differently in the future.
 - b. Begin to understand where the congregation is in its process of both letting go of and honoring the ministry of its immediate past minister and creating a process for doing that work.
 - c. Supporting the interim minister in claiming the authority and responsibility appropriate to his/her role as chief of staff in the Policy Governance model embraced by the congregation.
2. Leadership
 - a. Reviewing how leadership is understood, how it is approached, how well it is working to engage the congregation and further the mission of the congregation.
 - b. Learning that changing approaches to, definitions of, and folk willing to step up to leadership positions are opportunities to be embraced, not changes to be feared.
3. Connections
 - a. Discovering how the congregation and leadership use and connect to denominational and district resources; discovering ways (if any) to connect more deeply.
4. Mission

- a. Using the heritage and hopes work as a base for the Search Committee and Board to affirm (or reaffirm) the mission of the congregation and its impact on the skill-set sought in a new minister.
- b. Completing the process of incorporating previous ministers' contributions and legacy to the congregation. (There may be some parts of this that the congregation will decide to delay until an appropriate time after the new settled minister/s is/are in place.)

5. Engaging the Future

- a. Authorizing the Search Committee and engaging the congregation in a commitment to their vision of future mission and goals and the minister/s to share that commitment with.
- b. Empowering the Search Committee to engage in the discernment and candidating process.
- c. Ensuring the bylaws, programs and administration of the church are affirming of the future direction envisioned.