

FIRST UNITARIAN
CONGREGATIONAL SOCIETY
BROOKLYN
A UNITARIAN UNIVERSALIST CONGREGATION

Forward!

Leadership 2015-2016

Chalice Lighting & Opening Words



Introductions

- ▶ Your name?
- ▶ How long have you been a member or friend of First U?
- ▶ What committee(s) or group(s) are you affiliated with?
- ▶ Three words that describe a Leader/Leadership?



Why Are We Here?

Or, Another Meeting...Really?

Why Are We Here, What Are We Doing?

Purpose Statement:

The First Unitarian Congregational Society in Brooklyn is a joyful,

loving, religious community that inspires and empowers people to

Grow spiritually,

Care for one another, and

Work for social justice and stewardship of the earth

- Adopted by The Congregation May 17, 2015

Our Forward Goals & Strategies Call On Us To...

- ▶ Goal #3: Equip people with the skills and confidence to become change makers for justice in their communities
 - ▶ Strategy: Create a program to train members for leadership within and outside of the congregation, including facilitation skills, presentation skills, and leading with different social styles, as well as practical approaches to organizing and working for justice today. Develop a clear Path to Leadership to identify and develop current and future leaders in the congregation.

We Believe That a Leader Should be Able to...

- ▶ Answer questions about “how to do stuff” or...
- ▶ Know where to get information
- ▶ Direct newcomers to the right place/person
- ▶ Know the “rules and regs”
- ▶ Understand First U governance and Finance
- ▶ Be able to recite the purpose statement and explain its importance
- ▶ Be in Right Relationship with the congregation, the staff and each other
- ▶ Be able to connect the dots between his/her immediate work and building a better world
- ▶ Model personal qualities of authenticity, compassion, and willingness to admit and learn from mistakes (or at least be heading in that direction!)

Today's Agenda

- ▶ Introductions
- ▶ Congregational Structure, Staff & Governance
- ▶ How Do I...?
- ▶ Break
- ▶ Resources
- ▶ Meeting Best Practices
- ▶ Rules & Regs
- ▶ Work Groups as Caring Groups
- ▶ Closing and Reflections

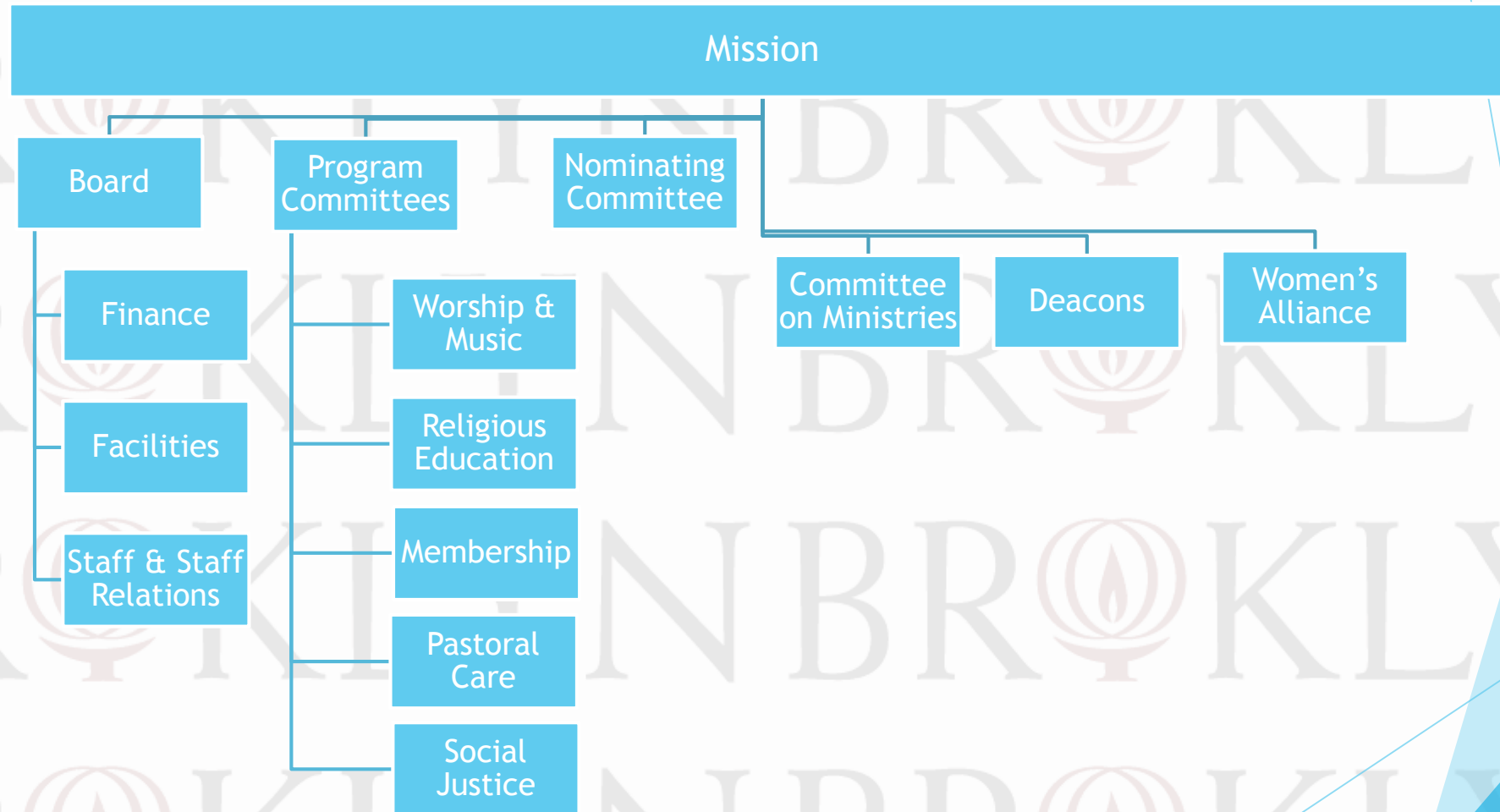




Governance

Or, Who's in Charge Here?

Congregational Structure & Governance



Congregational Governance

- ▶ Polity
- ▶ Right Relations Covenant
- ▶ By-Laws
- ▶ Congregational Meetings
- ▶ Nominating Committee
- ▶ Board
- ▶ Policies & Procedures
- ▶ Administrative Committees (Finance, Facilities)
- ▶ Finances & Budgeting



Polity:

a particular form or system of government

- ▶ First Unitarian operates under Congregational Polity
- ▶ The primary decision maker is the congregation
- ▶ The congregation may elect officers to make decisions on its behalf

Right Relations Covenant

- ▶ Written by the Committee on Ministries and adopted by the congregation in 2003
- ▶ The document that dictates how we behave with each other
- ▶ All new members of the congregation are required to agree with the RRC's conditions
- ▶ Available on the website

Congregational By-Laws

- ▶ The legal document that determines our governing procedures
- ▶ How officers are elected
- ▶ Process for calling and dismissing a minister
- ▶ Requirements of membership
- ▶ Process for amendments
- ▶ Requires Annual Meeting

Congregational Meetings

- ▶ By-laws require an Annual Meeting to be held on the third Sunday in May
 - ▶ Budget
 - ▶ Election of new Trustees and Nominating Committee
 - ▶ Other Business as determined by the Board
- ▶ Generally at least two additional meeting throughout the program year
 - ▶ Budget updates
 - ▶ Election of delegates to the General Assembly and the Metro District Meeting
 - ▶ Reports from delegates
 - ▶ Other business as determined by the Board

Nominating Committee

- ▶ 5 members
- ▶ Elected by the congregation for one-year terms
- ▶ Contested elections (10 nominees for 5 slots)
- ▶ Nominate the slate for the board, GA and Metro delegates and other positions as requested by the Board
- ▶ Working to become a leadership development committee

Board of Trustees

- ▶ Fiduciary body of the congregation
- ▶ 9 members - 3 roll off and 3 roll on each year
- ▶ One member elected by the body to be the Board President
- ▶ Appoints members of the Finance Committee & the Facilities Committee
- ▶ Sets agendas for Congregational Meetings
- ▶ Presents budget (as prepared by the Finance Committee)
- ▶ Policy making

Policies & Procedures

Mission • Congregation



Policies • Board



Procedures • Staff & committees

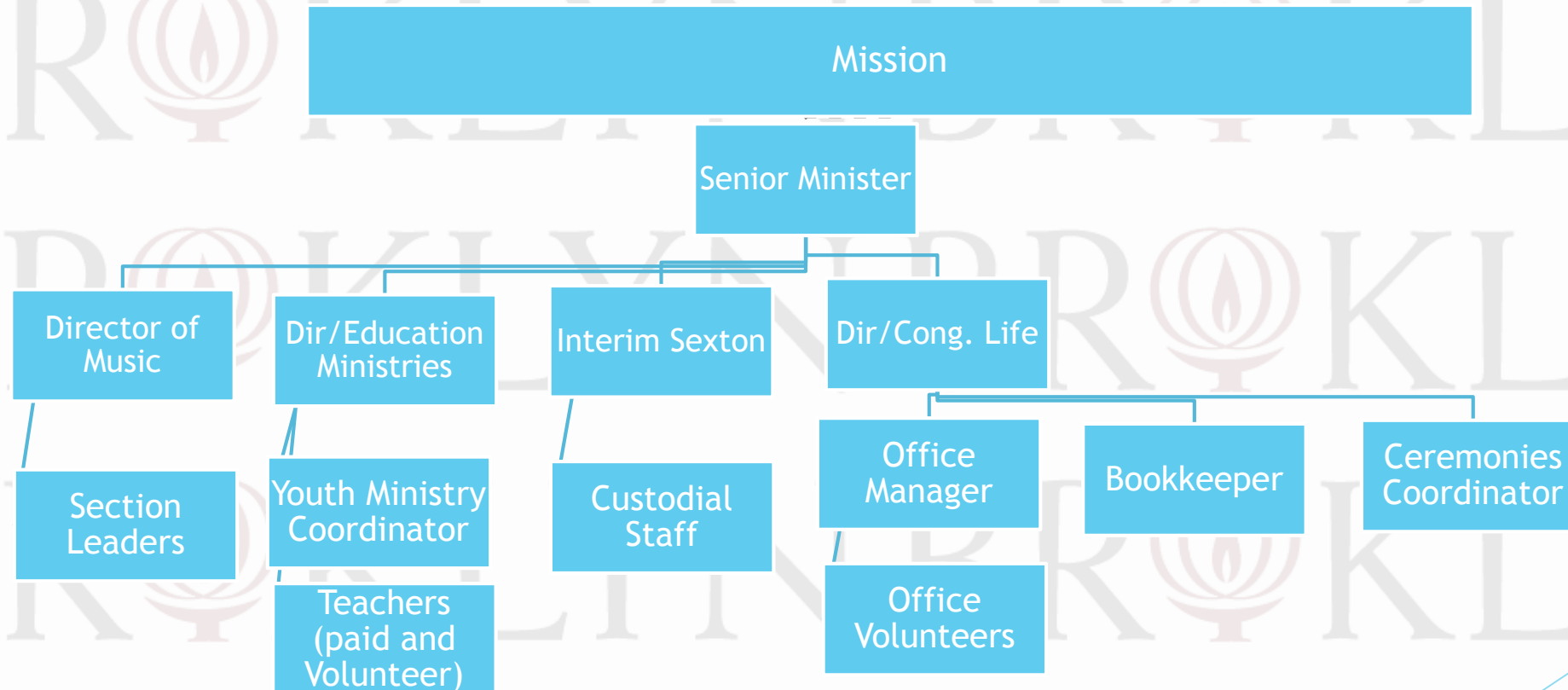
Administrative Committees

- ▶ Appointed by the Board - Generally from committee nominations
- ▶ Facilities Committee
 - ▶ Recommends major building repairs and upgrades
 - ▶ Oversees building projects
 - ▶ Manages Facilities budget
- ▶ Finance Committee
 - ▶ Prepares the budget
 - ▶ Monitors Investments (Investment committee)
 - ▶ Works with bookkeeper to prepare annual audits and reviews
 - ▶ Other fiduciary support of the Board

Budget

- ▶ Policy Document/Should be representative of our mission
- ▶ Prepared by the Finance Committee
- ▶ Initial Approval by the Board
- ▶ Final approval by the congregation at the Annual meeting
- ▶ Three sources of revenue
 - ▶ Donations/Pledges
 - ▶ Building rentals
 - ▶ Draw from the Endowment

Staff Structure & Duties



Staff Structure & Duties

- ▶ Rev. Ana Levy-Lyons, Senior Minister
 - ▶ Worship
 - ▶ Pastoral Care
 - ▶ Adult Spiritual Formation
 - ▶ Chief Executive Officer
 - ▶ Fulltime with 4 weeks of study leave
 - ▶ Called by the congregation
- ▶ Meagan Henry, Director of Education Ministries
 - ▶ Religious Education for Children and Youth
 - ▶ Adult (lifespan) Religious Education
 - ▶ Supervises, paid and unpaid teachers and youth leaders
 - ▶ Fulltime with 4 weeks of study leave
 - ▶ Hired by the Board

Staff Structure & Duties

- ▶ Adam Podd, Director of Music
 - ▶ Music Program/Choir conductor
 - ▶ Care & maintenance of pianos and organ
 - ▶ Supervises and hires section leaders
 - ▶ Half time during the program year
 - ▶ Hired by the Board
- ▶ Garnett Losak, Director of Congregational Life
 - ▶ Membership
 - ▶ Communication
 - ▶ Building Rentals with Rob Petrillo
 - ▶ Systems and strategies
 - ▶ Supervises office staff and Ceremonies Coordinator
 - ▶ Three quarter time year-round
 - ▶ Hired by the Board

Staff Structure & Duties

- ▶ Paul Eisemann, Interim Sexton
 - ▶ General care and maintenance of the church building complex
 - ▶ Supervises Custodian
 - ▶ Sunday host activities
 - ▶ Full time/flexible hours year round
 - ▶ Hired by the Board
- ▶ Rob Petrillo, Director of Congregational Services
 - ▶ Office management
 - ▶ Calendar maintenance
 - ▶ Supervises office volunteers
 - ▶ Half time/hours TBA/year-round
 - ▶ Hired by the Board

Staff Structure & Duties

- ▶ Carl Davis, Custodian
 - ▶ General care of the building complex
 - ▶ Part-time (Tue-Fri: 5-9PM, Sat: 8:30AM-2PM)
- ▶ Nicole Tuszynski, Ceremonies Coordinator
 - ▶ Coordinates wedding, blessing and memorial services with families
 - ▶ Commission based
 - ▶ Flexible hours as needed
- ▶ Elizabeth Deterville, Nursery Caregiver
 - ▶ Sundays (9:30AM-2:30PM)
- ▶ Rebecca Chin, Youth Ministries Coordinator
 - ▶ 5 hours per week, most on Sundays
- ▶ Kim Speights, Bookkeeper
 - ▶ Independent Contractor
 - ▶ Tuesdays, 10AM-4PM
- ▶ Four Section Leaders, Early Childhood Teachers, Babysitters, substitute (or additional) custodians, etc. as needed

How do I...

Get anything done around here?

How do I...

▶ ...Book space for my Meeting or Event?

- ▶ Our office manger, Rob Petrillo, manages the church calendar. You may call or email him in the office or dcs@fuub.org. Space is booked on a first come/first served basis although committees and groups may be asked to change their plans for an income generating event, an event deemed necessary by the Board or for planned or unplanned maintenance work on the building.
- ▶ It is extremely important that groups let the office know if a meeting or event has been cancelled or postponed so that the space can be freed-up for someone else.

How do I...

▶ ...Get Reimbursement for Approved Expenses?

- ▶ Complete a check request form and turn it into Rob Petrillo. If Rob is not available, you may leave the request form in his mailbox in the office. Forms are available in the baskets between the front office door and the door to Rob's office.
- ▶ Checks are written on Tuesdays. Please do not expect a check to be available immediately.
- ▶ Reimbursements are only made for expenses that fall within the reimbursement policy (available at www.fuub.org).

How do I...

▶ ...Plan a Fundraiser?

- ▶ First acquaint yourself with our fundraising policy (available on the website). All fundraisers must be approved by the board in order to prevent conflicts, interfere with general fundraising activities such as the Stewardship Campaign Unifair, Auction or Soup and Sandwiches and insure that funds received are allocated appropriately.
- ▶ All funds must be counted and delivered to the office for deposit in the congregation's bank account at the end of the event. No money may leave the building.
- ▶ It is recommended that the fundraising group reimburse the congregation for basic expenses (paper, loss of revenue, etc.)

How do I...

▶ ...Put Something on the Board Agenda/Communicate with the Board?

- ▶ The Board generally meets the third Tuesday of every month.
- ▶ First, contact a member of the Standing Committee (Lee Pardee, Kurt Steele, Roger Cooper).
- ▶ The Standing Committee will review your request one week in advance of the Board meeting
- ▶ If your item is accepted to the Board agenda, you will be asked to submit a proposal on the Board's standard form (available on-line)
- ▶ You may be asked to attend the Board meeting to present your proposal

How do I...

▶ ...Request use of materials or equipment?

- ▶ When booking space, please let Rob know what materials or equipment you will need. Do not assume that the staff will collect equipment after your event. It is your responsibility to return everything to the office. Any materials that are not available must be purchased at the expense of the committee.
- ▶ The copy machine is available for meeting materials up to 15 copies. Please preserve paper by making double sided copies whenever possible.
- ▶ If you require more than 15 copies, please contact Rob Petrillo ahead of time.

Available equipment includes: projector, screen, easels, large newsprint pads, tables, chairs, microphones, mic stands, markers, some writing tools, tablecloths

How do I...

▶ ...Get a Budget or Get a Budget Report?

- ▶ Budget requests are given to the Treasurer at the start of the budget season (generally late winter/early spring). Committee chairs should submit their requests using the process outlined by the Finance Committee.
- ▶ Requests will be honored whenever possible, but are subject to the limitations of the financial resources of the congregation in any given year.
- ▶ Committee budget reports can be requested from our bookkeeper, Kim Speights, speightscpa@gmail.com or our office manager, Rob Petrillo, dcs@fuub.org. Please provide at least one week's notice.

How Do I...

▶ ...Report a Problem With the Building

- ▶ Requests for supplies such as toilet paper or towels should be made directly to the custodian on duty
- ▶ Reports regarding building repairs or maintenance should go directly to Paul Eisemann by email (paulweisemann@aol.com). Please do not expect verbal exchanges to take the place of a written report
- ▶ As a general rule, it is best not to approach staff with anything other than immediate concerns on Sundays.

How Do I...

▶ ...Access Pastoral Care for Myself or Someone Else?

- ▶ It is always necessary to get permission before accessing pastoral care for another person
- ▶ Practical assistance needs should be addressed to Coco Wilde, the chair of our Pastoral Care Team. She can be reached at cocowilde@msn.com
- ▶ Issues of a spiritual or emotional nature should be directed to Rev. Ana
- ▶ Rev. Ana and the pastoral care team meet monthly to ensure that members and friends of the congregation are receiving the attention they need.
- ▶ All pastoral care and counseling is conducted with strict confidentiality.

Note: pastoral care and counseling is not a substitute for professional medical or psychological treatment

How Do I...

▶ Request Use of the Church Banner?

- ▶ Our Policy currently states that the church banner can be carried at any event that supports a cause* that is supported by the congregation.
- ▶ Once the congregation has determined, but majority vote, that the cause is one that is supported, any group may ask to carry the banner at a march or demonstration.
- ▶ To reserve the banner, contact Garnett or Rob. You must supply the name and contact information of the person who will be responsible and the banner must be returned to the office as soon as possible.

*A list of approved causes is forthcoming

How do I...

▶ ...Communicate With The Congregation?

- ▶ Announcements in the Order of Service or E-News
- ▶ Website
- ▶ Newsletter
- ▶ Bulletin Boards
- ▶ Table in the Undercroft
- ▶ Corner Kiosk
- ▶ Facebook
- ▶ Twitter
- ▶ Annual Report



General Guidelines

- ▶ E-News and Order of Service Announcements are due no later than 12:00 noon on Wednesday and are subject to editing for space and content (please see communications policy). They should be sent to firstuannouncements@gmail.com.
- ▶ Committees and groups should monitor their webpages (if applicable) to ensure up to date content. Webpage content should be general rather than specific.
- ▶ Newsletter is published 3-4 times annually, deadlines are sent to committee chairs 3-4 weeks in advance.
- ▶ Flyers for the corner Kiosk must be approved by the Director of Congregational Life and can be dropped off in the office
- ▶ There are currently no policies for tables in the undercroft or bulletin boards, but groups are encouraged to keep their areas tidy and be sure bulletin boards are kept up to date
- ▶ The Annual Report is the major historical record of the activities of the congregation. It is published before the Annual Meeting. Reports are required for all committees and groups of the congregation. The deadline for submissions is sent to chairs 3-4 weeks in advance.

What is Not Allowed...

- ▶ Flyers on the Fence - Only with permission, must be in plastic, sponsoring group is responsible for removal at the end of the event. No tape is to be used on the fence!
- ▶ Flyers in the Order of Service (only allowed for all-congregation fundraising events)
- ▶ Use of our directory or database for ANY mailings not associated with the business of the congregation. All mailings must be handled by the office.
- ▶ Postings on Facebook or other social media that are not in line with our Right Relations Covenant

**New this year: Order of Service
Announcements will be limited to two
total pages and will only include
events for the current week and the
next week. By doing this we will save
two and half cases of 8 ½ X 14 paper
this program year.**

**All Communication *must*
go through and be
approved by the Director
of Congregational Life,
Garnett Losak.**

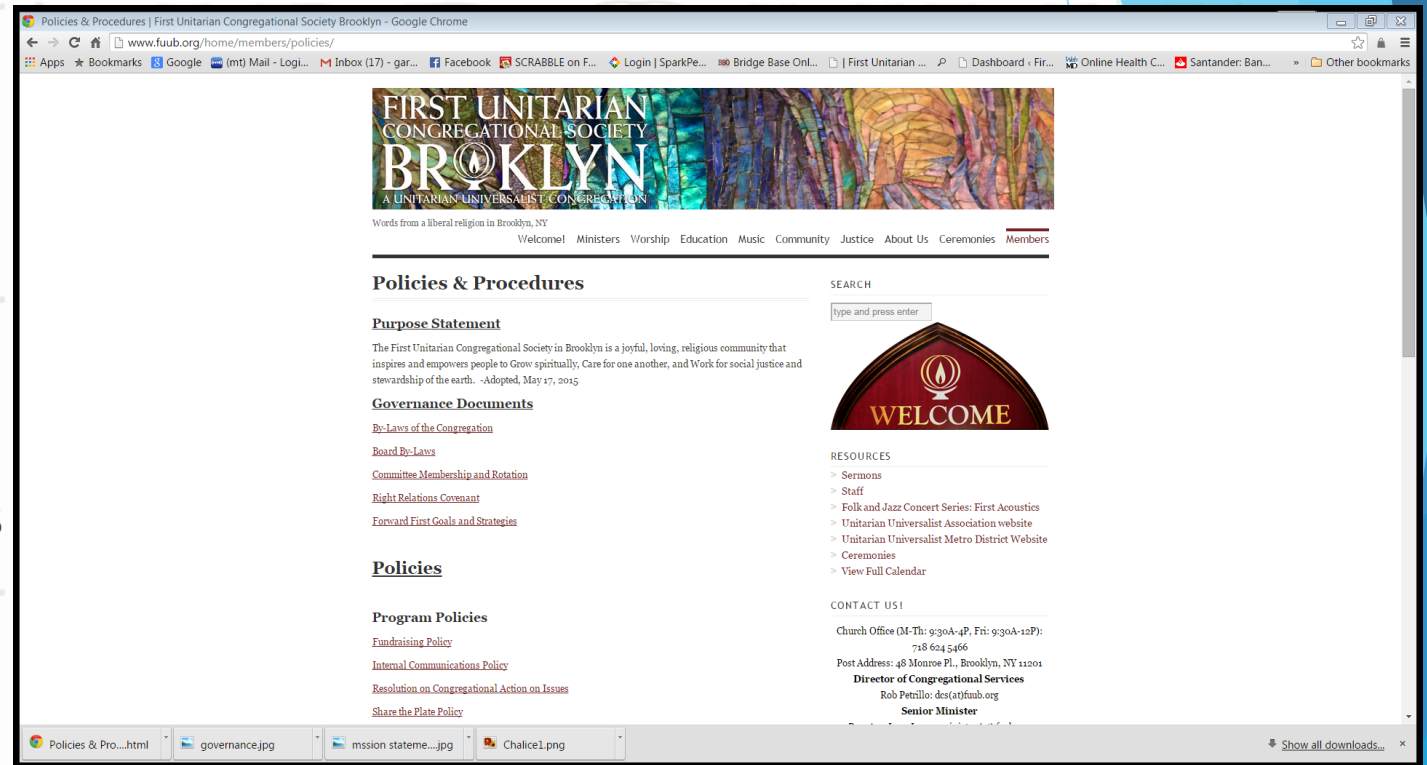


Break

Be back in 10 minutes

Resources on The Web

- ▶ Policies and Procedures
- ▶ By-Laws
- ▶ Governance Documents
- ▶ Congregational Meeting Materials
- ▶ Directory (password protected)



www.fuub.org/home/members

Rules & Regulations

Or, How to Keep Garnett Off Your Back & Be a Good Citizen at the Same Time

Storing Your Stuff

The “Passthrough” is no longer available for storage. Groups and Committees will be assigned storage as needed in the office or the Frances White Room closet.

Custodians will be given permission to throw anything away that is not stored properly. You may not store materials in the library, the office or the office closet without permission.

Keeping our Spaces Clean and Tidy

- ▶ Our Custodians are not responsible for tidying spaces after use
- ▶ Committee chairs & leaders must ensure that all meeting materials are removed and stored properly
- ▶ Food garbage should always be thrown away **in the kitchen**
- ▶ Coffee cups and dishes should be washed and put away
- ▶ Furniture should be replaced
- ▶ If necessary, wipe down tables
- ▶ Inform our custodians of any help needed

Use of Kitchen Equipment & Tablecloths

- ▶ *Tablecloths will no longer be stored in the Undercroft. If you wish to use tablecloths, you should reserve them ahead of time and return them folded and laundered within seven days of use. To reserve tablecloths, contact Garnett.
- ▶ Kitchen tools and supplies are for general use. We ask that you take care of our equipment and work with our custodians to ensure that the kitchen is left clean and tidy after use
- ▶ The dishwasher may only be used by people who have been trained by a custodian and then under staff supervision
- ▶ The stove and oven should only be used when there is a custodian on duty. The custodian should inspect after use to ensure that the ovens are turned off correctly. Requests for exceptions can be made to Garnett or Rob

*An inventory of our tablecloths is pending. Help with this would be wonderful!

Dos and Don'ts

- ▶ Please don't leave leftover food in the office refrigerator
- ▶ Please do use recycling containers properly
- ▶ Please don't use empty corners for storage
- ▶ Please do keep track of your assigned storage space & clear it out regularly
- ▶ Please do help newcomers & others to know the rules & regs



Leading a Meeting

Leading a Meeting - Best Practices

Mark Your Calendars: Jeff Levy-Lyons will be offering two sessions on Meeting Leadership and Facilitation

- ▶ Meeting Facilitation Skills - Sunday, October 11th
- ▶ Leading with Different Social Styles - Sunday, November 8th

Both sessions will begin at 12:45pm and end at 3:00PM. More information will be sent to committee chairs next week.

Leading A Meeting - Best Practices

- ▶ Reminders should be sent to committee members a day or two in advance of the meeting
- ▶ Send TIMED meeting agendas to all attendees at least 24 hours in advance
- ▶ Start and end meetings on time
- ▶ Begin every meeting with a chalice lighting and opening words
- ▶ Allow time for check-in
- ▶ Help participants to Step-Up and Step-Back
- ▶ Be a Pastoral Presence - Check-in on members of your group who are “absent”

Building the Caring Community

- ▶ We use our committees, teams, and groups as a caring network
- ▶ Every member of First U is part of a group
- ▶ Every group is a Caring Group in which the members are accountable to one another
- ▶ The leader of each group has an extra pastoral responsibility for the members of the group
- ▶ All groups strive to model the values of the Unitarian Universalist 7 Principles
- ▶ All groups, no matter what their express purpose, are opportunities for spiritual growth.



Reflections

What Worked & What Didn't?



Thank You!

Please stick around for a few minutes to help us clean-up and straighten the room for the Daycare Center.