

Ministry Team Council Minutes

November 16, 2006

Highlights and Action Items

Welcome to Alice King, Young Adult/Campus Ministry Coordinator!

No meeting of MTC in December.

Look at Master Calendar on church website BEFORE attending Jan. 19 meeting.

John to bring a big paper calendar, and MT members put events of church wide interest on it, as they come in (try to come early enough to do this).

All MT Strategic Plan elements due to Arvid, preferably electronically, "today" (He has received many, and very pleased with what he has seen so far. He and several other team leaders thanked Victoria for her help in fleshing out the basic format that had been provided by consultant Paula Cole Jones.)

Use Sign-Up for Volunteers at Bulletin Board space. Suzette's check-in quote: "Life is expensive, but it does include a trip around the sun once a year."

Will you volunteer to help New Year's Eve dance?

The Ombuds Committee has a new name: Healthy Congregation Associates.

Thelest sent proposed Fundraising Policy to MTC leaders and requested feedback.

Everyone: send items for Ministry Team Council Handbook to Thelest.

See below for Town Meeting Dates: all MTC leaders should be knowledgeable.

Tell Jim Grant if you want to honor Ned Wight at ICWJ breakfast on 11/29: let's fill a second table.

Window article re Jan. 17 meeting open to all.

In attendance:

Ministry Team Council Members: John Davis, Convener, and Joan Cudhea, Secretary

Inreach – Suzette Southfox and Steve Howard

Caring – Rev. Jim Grant

Worship and Program - Rev. Arvid Straube

Denominational Affairs Rev. Arvid Straube and Ardath Schaibly

Generosity – Thelest Stewart and Iris Masotti

Lifespan Religious Growth and Learning – Liz Jones and Caroline Clark

Social Justice – Rev. Jim Grant and Sue Haskin

Absent: Dan Heiserman, Ken Herman, Beverly Joy,

Board members: Nancy Fisk

Other staff: Victoria Ingram, Intern Ministers and Carol King, YA/CM Coordinator

Observing: Ruth Van Leeuwen

Update on process:

1. Board activities.

Nancy Fisk reported on a meeting held between Governance Action Group (GAG) and the Ombuds Committee last night. The purpose was to clarify to whom a person would go if and when one has a concern. If the concern is about Board policy, one should go to the Board. If the concern is about programs, money, church activities and functions or other day-to-day matters, one should go to a ministry team leader. If the concern is about a person or about the way one is being treated, one should go to the Healthy Congregation Associates, newly renamed (though not yet in the church constitution). This group wishes to become more visible to the congregation. Discussion included:

a) if the concern is about some aspect of program or service, a person should go to the Ministry Team (or teams) most closely related to the issue.

b) problems are often resolved if one go directly to the person that is the source of the problem.

c) These “who to go to” or “where to go to get answers” directions “should be written down somewhere.” The Board is thinking about a Behavioral Covenant.

2. Constitutional Revision Committee:

John reported that CRC has not met, and that he needs to call a meeting soon.

3. Strategic Planning Overview:

Today is the deadline for ministry teams to submit their strategic plan contributions to Arvid, preferably electronically. Arvid asked for a “reasonable deadline” for drafting committee to submit back to MTC. [Later in meeting, it became apparent that this date would be on or shortly before – so folks could peruse ahead of time – the MTC January 18th meeting.] Arvid noted that there are two kinds of goals emerging: church wide goals that will require staff time and money; and a ministry team’s own internal goals. He reminded us that we will be needing to review and renew the strategic plan every year. John noted that he was very impressed after reviewing the Dallas church’s strategic plan – a church that has had policy governance for 10 years. Our strategic plan will become as “fabulous” when we gain more experience. John formally thanked Victoria for her assistance, especially in providing useful definitions.

Master Calendar for 90 Days

Arvid reported that in December the Program and Worship Ministry Team will set forth an annual calendar. All Teams should enter key dates at the January meeting, so that this time slot in the agenda could include a discussion of which events might be promoted by whom, and what is an “all church event”. John said he will get a big calendar, and “we’ll try it.” Alice reported on an event that First Church is hosting, but which is not an “all church event”: Contemporary Worship Conference. Such items need also to be in our Master Calendar.

Administrator’s Update:

Thelest reported that she had attended a conference for staff of large UU churches, and found it to be an excellent event. She chose a break-out group on Anxieties. Most churches have anxieties about property use, and many about money. She has been turning over some facilities management tasks to James Johnson to supplement the work being done by the Facilities Consultant. This has relieved her of a significant burden. A major current project is the Financial Feasibility Study, which will be distributed this Sunday. She passed around a sheet, inviting additional written suggestions for her part in the Adult RE Class for Nov. 30 called “Getting Things Done.” She is “beside herself” trying to manage her email. John offered to help her and suggested specific software (an

Outlook Plug-In) called NEO (Nelson Email Organizer). A draft Patio Table Policy is being reviewed by Jim Grant. The next policy to draft is a Privacy Policy. The Access Policy is tied to the Renovation Project. The MTC Handbook is in process. Thelest will work on in January.

Ministry Team Activities (include communication and process systems, and progress on developing goals for Strategic Plan). [Note: each team's report included how each goal is connected to one or more of the Outcome Statements. Your secretary will record here only the general topic of each goal, since the drafting committee will be compiling by January.]

Lifespan Learning: Caroline read key sections of the ministry teams contribution to the strategic plan. Joan asked if the Plan included reference to the online Tapestry curriculum for the 21st century that is in development at UUA and expected to be online and free next fall. The Team met twice, and chose four big goals (there was a tie for second place). They big goals are:

- 1) Family-friendly offerings throughout the church for varied family configurations.
- 2) Add a youth program coordinator staff position.
- 3) Expand the number of Covenant Groups
- 4) Adequately staff children's RE with volunteer class leaders for every class.

Groups within Lifespan Learning created their own goals: Covenant Groups, Children's RE Ministry Team, Leadership Development, Youth/Young Adult Committee, and Youthful and Open-Minded. These will be used within the ministry team.

Programs and Worship: Arvid reported on a "fun" brainstorming meeting held the previous night. Though the elements are not yet written up, key goals are:

- 1) Digital projection capability in Meeting House.
- 2) A satellite congregation in South Bay [we will need resources, volunteers, deadline dates and roughly \$100,000 annually to operate, but the satellite will be self-funding within three years.]. First step: a steering committee is being created.
- 3) Youth Director.

Caring: Jim Grant reported new training for Lay Pastoral Care Associates. In cooperation with the Lifespan Learning Ministry Team, the Caring Ministry Team is creating a support group for parents with adolescents. Dan Heiserman is working on the Strategic Plan elements and will share them when they are ready.

Social Justice: Has been actively in process since September 30 working on strategic plan elements. The SJMT is focused on Outcome Statement #3.

Jim Grant praised Sue for her work; "great job!" Here is the current draft of the goals approved by SJMT with a few amendments on Nov. 6:

- 1) One unifying issue for whole congregation each year (this year: Earth Spirit and Green Sanctuary Program).
- 2) Involve more people – both new and current members-- in social justice work.
- 3) Expand communications and cooperative programming within this large ministry team, other Ministry Teams, the Cluster churches and those in San Diego community with whom we share concerns and calls to action for social justice issues that support our UU values.

Denominational Affairs: Ardath reported that she had met separately with the two components of this ministry team. The two focused on different Outcome Statements, and she did not feel it would be useful to have a joint meeting. Denominational Affairs and Friends of DeBenneville Pines both have written strategic plan elements, and the goals of both involve reaching out to and involving more members.

Inreach: Suzette and Steve reported on a meeting held the previous night. Victoria was very helpful at the gathering. The ministry teams goals were written up by Suzette and copies were made available to all Ministry Team Council members. These are the three goals the team is contributing:

- 1) Hire a communications staff person
- 2) Organize more multi-group joint events.
- 3) Begin a UU Cafe on campus for inter-generational events, maybe one regularly on Wednesday nights, informal performances [please tea and cocoa as well as coffee-don't refer to as Coffee House] from time-to-time

Suzette also announced that a new issue of the Ministry Team magazine would be published soon (send updates for your ministry team to her). She has created a place on Bulletin Board for each ministry teams where a person can sign up to participate in a project. She has a spreadsheet tabulating recent Visitor Surveys (8 respondents so far). She has also developed a Gifts and Talents assessment of new members form (Susan Harding is helping with this project). There will be a spaghetti dinner before the Looking Glass Theater production of Turkey Talk. A New Year's Eve Dance will be held in Bard

Hall. She has prepared a work plan under Jim Grant's guidance. The Art Guild wants more church members--this is a major outreach of this church and deserves everyone's support.

Generosity. Iris reported on success of Rummage Sale, not only a financial success but also involving huge numbers of people who were involved. A Financial Feasibility Report from Larry Wheeler and a cover letter packet is to be distributed to all members (it will be mailed to those who do not attend this Sunday). The Generosity Team feels it is very important that EVERYONE know about the renovation plan details--not just the conclusions to be achieved. There were a wide variety of statements made by those who were interviewed. She wants to respond in person to some of the questions raised, some of which arise from misunderstandings. The GMT will not choose a goal amount right away. It WILL give a Base Goal, and what that amount will do. What else can be accomplished if more money is raised will also be included. Town Meetings will be held on Nov. 26 and Dec. 3. A membership vote will be taken at a Special Membership Meeting on Dec. 10. Strategic Plan goals have been drafted by the team and are now being reviewed by team members. Goals are in 3 categories:

- 1) Growth and Income (reduce reliance on parking lot income for operating expenses, research grant possibilities)
- 2) Stewardship (Annual Program Fund Fair Share UUA and District, alternative ways to pay pledges such as by credit cards)
- 3) Membership (meet with individuals)

Jim Grant announced that there are now 170 people in 18 covenant groups--this is a very successful program. On 11/29 at the Interfaith Committee for Worker Justice, UU Rev. Ned Wight will be honored at the Annual Breakfast. One First UU table is already spoken for. Tell Jim if you want to join a second table.

Observer comment: Ruth requested that a Window article announce MTC meeting and make clear that anyone is welcome.

Adjourned at 7:45, to everyone's surprise!

Respectfully submitted,

Joan Cudhea