

# Minister's Report

SUBMITTED: DECEMBER 12, 2017

## LIST OF REGULAR MEETINGS AND EVENTS ATTENDED

- ☪ Monthly Board Meeting
- ☪ Monthly Executive Committee
- ☪ Monthly Westchester UU Ministers
- ☪ Monthly UUMA Cluster
- ☪ Monthly Committee on Ministry Meeting
- ☪ Monthly Visit with Mentee
- ☪ Monthly New Minister Discernment Group
- ☪ Weekly Supervision with Intern
- ☪ Weekly Supervision with DRE
- ☪ Weekly Staff Meeting
- ☪ Weekly Check-In with White Plains Minister
- ☪ Weekly Community Coffee

## IRREGULAR MEETINGS, TRAININGS, CONSULTATIONS AND RITES OF PASSAGE

- ☪ Adult Religious Education Class: The Shared Pulpit

## WORSHIP

- Sunday, November 19: Prayer of Thanksgiving  
Sunday, November 26: Program Group  
Sunday, December 3: God Made Flesh  
Sunday, November 5: Trust, Truth and the Chanukah Miracle (William in Pulpit)

- November Theme: Mindfulness  
December Theme: Embodiment  
January Theme: Resilience

## CONGREGATIONAL

## LIFE

I have been back from sabbatical for just over six months. These six months have been dominated by the letter written by 12 members and the subsequent discussions and groups that have followed. In the meantime, I am concerned that there is work to be done that could have used this kind of congregational attention. Primarily, I returned from sabbatical feeling very clear that as a congregation, we need to look ahead and determine how we are going to address our changing culture. I'm afraid that, having asked every member to participate in a discussion group, garnering the energy we need for education and conversation related to the changing times might no longer be an option. I am aware that the data from the discussion groups is yet to be tallied/organized and that once it is and made public, that will dominate congregational focus.

Relatedly, we have a pledge drive coming up. I am hoping that the Board and Finance Committee partner to find a chair and create a plan. We have a tentative kick-off date of February 18.

Unless there's an objection, I am planning to take the remaining two weeks of vacation time from January 22 to February 5.

I am hoping this Board will consider institutionalizing a practice of writing thank you cards. Our members pour

themselves out in service of this congregation but aren't always acknowledged for all they do. We've lost plenty of volunteers because they feel unrecognized for their work. I've been in congregations with this practice and it's always quite successful. I've suggested it before and previous Boards have agreed to it, but it's never become a regular practice of the Board. I am, again, suggesting we include this as an agenda item monthly.

It is not realistic for me to oversee the cleaning of our building. In the past, our Administrator was the point person for our cleaning company. Having a staff person be in this position is a more sustainable option, but I have already taken on too many administrative tasks in the absence of a facilities manager. I'm not able to take on more. I am hoping we will seek a new staff position for either a 10 hour a week on site manager or 20 hours a week part time Admin. The usual process for hiring staff is as follows:

- Create Search Committee.
  - Search Committees generally include one person from the Board, the Minister, one person from Personnel and potentially one additional person.
- Create job description.
- Create advertisement for job.
- Post job on UU boards and in local UU congregations in addition to local employment sites.
- Interview potential hires.
- The Board interviews finalists, picks one and makes an offer in partnership with the Search Committee.

I am hoping we can make a decision about how we are going to move forward and create a plan so we can implement that plan successfully.

#### UPCOMING DATES

<i>New Member Service:</i>	<i>December 17</i>
<i>Christmas Eve Service:</i>	<i>December 24</i>
<i>New Year Meditation Service:</i>	<i>December 31</i>