

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

LONG-RANGE PLAN

**Approved 9-21-16
Update Report March 2018**

FISCAL YEARS 2017, 2018 & 2019

July 2016 through June 2019

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

Our Tagline:

LOVE BEYOND BELIEF

Our Mission Statement:

We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth and build community.

Approved 5/18/14

Congregational Covenant of Right Relations

As members of UUFM, we commit to encourage and support each other on our individual and collective spiritual journeys. Being mindful of our personal limitations and appropriate community boundaries we will:

- * Honor our UU Principles and Sources;
- * Create opportunities for joy and celebration in our time together;
- * Practice compassionate and courageous hospitality;
- * Support this community by sharing our time, talents, and treasure;
- * Ensure that our Vision and Mission do not get lost in the daily operations of the congregation;
- * Seek and share appropriate knowledge so we all have information for wise decisions;
- * Follow a process of decision-making that:
 - Assumes everyone is acting with positive intent;
 - Promotes listening deeply to each other;
 - Allows everyone a chance to be heard;
- * Communicate openly, intentionally, honestly and respectfully with each other, the Board, our committees, the staff and Minister;
- * Resolve conflicts promptly by first working with the person with whom we are in conflict and then, if there is no resolution, asking for help from the minister or Board;
- * Be mindful of the myriad tasks of our employees and treat them with respect.

Because each and every one of us is imperfect and will occasionally break covenant, we will forgive ourselves, each other and begin again in love.

Approved 1/26/2014

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

LONG-RANGE PLAN

FISCAL YEARS 2017, 2018 & 2019

July 2016 through June 2019

Goal #1: Governance and Organization

Keys: Strong leadership, streamlined organizational structure

Mission: Build community

Objective #1: To complete the comprehensive policy manual: making our governance structure one of policy governance where the board of directors sets policy with input from committees and staff and the staff and committees implement the policy, with the congregation aware of how things work in our organization, leaving us all time to do good works in our community and our world.

Procedures:

- a. Complete the Personnel Handbook, adding a section on disciplining of staff, including due process. (Personnel, Board – FY17)
- b. Develop an all-inclusive safety policy. (B&G, CFD, Worship, Membership – FY 17- & 18)
- c. Complete a UUFM personnel decision-making policy, begun in FY 16. (Personnel; Board – FY17)
- d. Institutionalize training for board members and committee chairs on current approved policies (Board – FY17)
- e. Develop a “Where do I go or who do I ask” list for policy manual and on website. (Membership, CFD, Board – FY 17)
- f. Develop policy on Committee Chair job description (Committee Chairs, Board – FY17)
 - This will include: general responsibilities, authority of chairs, budget, and when a chair needs to request board approval

- g. Determine board-mandated committees and task forces (Board – FY 17)

Objective #2: To update By-Laws.

Procedures:

- a. Review present by-laws. (All committees and Board – FY 17 & 18)
- b. Recommendations from committees for any changes reviewed by the Board. (Committees and Board – FY 17 & 18)
- c. Review job descriptions in bylaws for executive committee. (Board – FY 17 & 18)

Objective #3: Committee Job Descriptions Updated

Procedures:

- a. Updated committee job descriptions will include:
 - 1. Committee Job Description
 - 2. Communication plan with other committees, staff and the Board of Directors
 - 3. Description of how decisions are made or tasks completed within the committee
 - 4. Description of how the committee uses volunteers
 - 5. Calendar of events included in the Congregation's calendar
(All committees – FY17 & 18)
- b. Establish a UUFM Annual Guiding Calendar at the August Board/Leadership retreat and review at each Committee Chair Council meeting. (All committees and the Board – ongoing)

Progress Notes:

November 2016:

- 1) Personnel Handbook written, in process to come to Board for approval. Committee Job Description format approved; Committees still need to populate the forms to reflect new committee structures.
- 2) No action.
- 3) No action.

February 2017:

- 1) Draft Personnel Policy Handbook presented to Board; under review by Board & Personnel Committee.

- 2) No action
- 3) No action

May 2017:

- 1) Safety Policy committee has begun meeting; Personnel policy under review by Personnel Committee.
- 2) By-Laws amended at Annual Meeting.
- 3) Committee descriptions approved for Finance, EdJ, Membership, CFD & Worship. Bldg & Grounds is under review.

March 2018: Goal #1 Completed

- 1) Comprehensive Policy Manual: Personnel Handbook, Safety policy, personnel decision-making policy, board & committee training, committee chair job description all completed (personnel policy to be approved at March Board meeting). Website reviewed for "Where do I go" questions. .Moving to maintenance mode.
- 2) By-Laws: Reviewed and update completed.
- 3) Committee Job Descriptions: All committee job descriptions updated, annual calendar on website.

Goal #2: Ministry

Keys: Outreach into the surrounding community, pastoral/lay visitation, inspiring worship, significant relational groups, competent programs and activities

Mission: Nourishing the spirit, broadening the mind, building community

Objective #1: To increase staff (maintain full-time minister, increase Director of Children's Faith Development to half-time, and increase Office Administrator/Volunteer Coordinator to $\frac{3}{4}$ time.)

Procedures:

- a. Seek a developmental minister to begin August 2017. (Board, MidAmerica Region, UUA – FY 17)
- b. Study implications of Director of CFD increased to half-time. (CFD, Finance, Personnel, Minister – August FY 19)
- c. Study implications of Office Administrator/Volunteer Coordinator increased to $\frac{3}{4}$ time or more or separate positions of Administrator, Volunteer Coordinator and Membership Coordinator. (Task Force appointed by the Board, Finance and Minister – present to congregation at Mid-year meeting January 2018)

Objective #2: To strengthen membership by focusing on retention strategies as well as welcoming strategies; honor members with an attitude of gratitude.

Procedures:

- a. Establish an active Membership Committee that includes new and old members. (Membership, Board and Minister – Fall 2016)
- b. Include exit interviews in the revised Membership Committee job description. (Membership – FY 17)
- c. Institute a policy of an Attitude of Gratitude to recognize non-monetary contributions of members and friends to our congregation. (Board, Committee Chair Council and Membership – FY 17)

Objective #3: To reinforce two primary ministries.

A. Strengthen Spiritual Practice and Faith Development for children youth, and adults.

Procedures:

- a. Study and discussion of what a minister does. (Congregation, Worship, Board and Minister – FY 17-19)
- b. Train and/or support the CFD Director in UU curricula. (CFD and Minister – ongoing)
- c. Strengthen adult faith development and spiritual practice groups. (EdJ and Minister – ongoing)

B. Justice/Outreach into larger community.

Procedures:

- a. Disburse “benevolence funds.” (EdJ – ongoing)
- b. Communicate, promote and encourage participation in outreach activities both in UUFM and in the greater community. (EdJ, CFD and Minister– ongoing)

- c. Continued involvement in discussions and workshops regarding cultural sensitivity, racism and white privilege. (EdJ, CFD and Minister – ongoing).

Progress Notes:

November 2016:

- 1) After 4 Listening Circles, congregation recommended and Board approved decision to seek Developmental Ministry. Completed application approved at November Board meeting
Personnel recommended and Board approved increasing CFD to half-time. Search for position is ongoing.
- 2) Membership committee (with Minister) has developed list of newcomers (@ 20). Newcomers' classes are scheduled, packets assembled. Focus on building relationships, less on database development.
Attitude of Gratitude: Perhaps introduce it with a service focused on "Attitude of Gratitude". Perhaps print up "gratitude notes" to place in pews, and people can contribute them during the Offering (including a statement that we give and receive not only with our funds but with our effort and our example). The notes could then be pulled at random, and pinned to a display board (perhaps in the vestibule, perhaps in the Fellowship Hall). Would also need regular reminders to submit the notes.
- 3) Role of called minister is primarily to "Preach, Teach, and Visit and represent the Church to the Community." Part of the role of Interim & Developmental Minister is to reflect back to us ways that we can prepare ourselves to support a called minister in doing that. Some current advice:
 - a. Keep minister out of the paperwork process. Needs to have access to it, but shouldn't be buried in it.
 - b. New minister needs to meet a lot of people quickly—not just committee chairs and "usual suspects." Lots of coffees/lunches/dinners
 - c. Use Dropbox; that way minister can lurk as needed.
 - d. Schedule committee and other meetings so minister can attend.
 - e. Invite minister to small groups/discussions.

Personnel is planning a CFD Search Committee to brainstorm potential applicants (direct invitation to apply seems to work best). Interim CFD Director has promised to train and shadow the new hire. CFD has budgeted funds for professional development, as well as a pretty good library of materials in the office.

Adult faith groups ("Small group ministry"): A number of small group sessions—*Just Mercy* discussion group met 3 times, PBS Racism videos discussion group met 3 times, discussion with Rev. Dana Stevens after Sunday service. Also have

been promoting Write on Race and Time to Talk (community-wide initiatives), and are well represented there (including the Minister).

3b) EdJ Committee advising Board on use of Silent Auction funds. Second Collections are described in Weekly Update and on Website. Suggestion to create board in Fellowship Hall, and post index card each month with name of Second Collection and amount raised. Also create similar matrix for website, with running total of amount raised.

Communication through Youth activities (PBS video on the Sharps, Voter Activation session, *Joseph & Dreamcoat* trip), special trip to *Christmas Carol Peterson*, Guest at Your Table both in CFD and to congregation in general in time for Thanksgiving, advertised the two race discussions in the community.

3.b.c. Strong involvement in "Write on Race" and "Time to Talk".

February 2017:

- 1) UUA approved DM application
- 2) "Growing a Soul" classes offered by Rev. Cameron for new/potential members; Carrie Rice appointed membership committee chair.
- 3) Primary ministries:
 - a. Faith Development: Two book groups: "A Good Time for the Truth" and "Third Reconstruction"
 - b. Social Action: James Luther Adams fund (\$1/member) to UUSC; Write on Race (minister, members, youth attended); Project MUSE community meeting on policing sponsored (2/11); Pedal Past Poverty participation (raised @ \$1,000); MLK service held jointly with UCC; KIVA revolving loan fund at @\$25,000; host Food Not Bombs weekly; Second Collection & Second Connection monthly.

May 2017:

- 1) No progress from UUA on Developmental Ministry; possible CFD Coordinator hire (decision in July).
- 2) New Membership Committee, both in job description and committee composition. Mentoring program initiated, Adult Programming shifted from EdJ to Membership.
- 3) a) Joseph Campbell series & *Third Reconstruction* book discussion.
b) Served 2 Salvation Army dinners; Minister & members participated in "Write on Race" discussions; Second Collection in March & May; Earth Day celebrated with Waste Organics Recycling speakers at both adult and children's service; EdJ & Worship collaborated on large-print hymnal purchase; participated in Interfaith Network on Climate Change and UU & MN Interfaith Power & Light; "Eat for Echo" fundraiser in March (bread & soup luncheon); EdJ Benevolence fund--\$500 to Tulsa OK shelter for destitute; Updated "Resources" card in collaboration with other churches, and ordered 5,000 copies for distribution.

March 2018:

- 1) Search for first called minister in progress; CFD Director hired at ½ time; still searching for funds to upgrade Office Administrator (Procedure c).

- 2) Membership committee revived as “Connections” committee, but still in organizational stage. Need additional members for committee. Attitude of Gratitude policy adopted and operational. Exit interviews through e-mail contact; new minister might provide opportunity for reaching out to former members.
- 3) A) Board & committees studied Minister duties at Fall retreat, continued discussion with congregation as part of discernment for calling minister. CFD Director taking online courses. Nurturing Children’s Spirits (4-week course) offered by CFD to parents. Connections & EdJ working on new adult programs, including reviving evening Humanities Series.
 B) Benevolence funds continuing with monthly Second Collection, Kiva and Children’s Kiva projects. UUFM sponsored table at YWCA Community Conversations on Race. Workshops on Intercultural Sensitivity and Intersectionality planned for April and June. Terri Burnor (Church of the Larger Fellowship) will preach in April.

Goal #3: Environment and Facilities

Keys: Outreach into the surrounding community, Attractive landscaping and facilities

Mission: Nurture the earth, Build community

Objective #1: To be a model for the community with a welcoming, sacred space and strong environmental stewardship.

Procedures:

- a. Develop master plan for building. (B&G – FY 17-19)**
 1. Maintain and enhance all forms of accessibility (i.e. maintain open entry space for easy maneuverability, replace faucets in main floor bathrooms to single-handle style, ‘all genders’ signs on all bathrooms). (B&G, EdJ)
 2. Develop practices that establish our space as sacred. Look for opportunities to take advantage of the wonderful acoustics in the new entry space with music (live or recorded) before Sunday services and other events. Create a feeling of sacred space as people enter with landscaping and aesthetics. Evaluate the aesthetics and comfort of the sanctuary (pulley system to change aisle banners, update ‘peace, hope, love, justice’ banners, chairs instead of pews). (Worship, B&G, including Aesthetics and Technology task forces)
- b. Develop master plan for landscaping. (B&G – FY 17-19)**

1. Survey adequacy of parking. Over the course of one year determine if what we have for parking is adequate, keeping in mind there should always be open parking spaces so those visiting feel like they are welcome – that there is room for them. (B&G)
 2. Establish a memorial garden on our grounds, possibly with the incorporation of a labyrinth. This could be a sacred space for members, friends and other visitors to pray, meditate and reflect or for the burial of ashes. Offer opportunities to enhance the memorial garden with donations of plaques, benches, plantings, feeders, etc. (B&G and Worship)
 3. Evaluate signage. Look at refurbishing or replacing the current sign in front of the building. Does the sign meet our needs? Is it welcoming to those visiting our space? Do we want a changing message or a permanent one? Consider the peak on the exterior of the west wall? (B&G)
- c. **Develop a master plan for environmental stewardship for the building and grounds** (water quality and use, edible landscaping, planting for pollinators, energy use, solar power, soil, prairie planting). (B&G and EdJ)

Objective #2: To open up our space for community groups with compatible missions at minimal or no charge.

Procedures:

- a. Develop a community building use plan. Acknowledging that there is a need for low-cost or no-cost space for meetings, gatherings and events for members, area non-profits and other community groups, we can strive to make our space available with ease of use and minimal fees involved. (B&G, Finance, Board – FY 17))
- b. Get the word out that our space is available for community use. (Board, Congregation – ongoing)

Objective #3: To improve audio-visual equipment and experience.

Plan:

- a. Evaluate our current system (sound board evaluated in 2015) and determine what our needs are regarding the audio-visual equipment in the sanctuary and the basement. Look at screens, speakers, microphones, hearing impaired equipment, projector, etc. (Worship, B&G, Finance and Technology – FY 17)

- b. Develop a plan for the necessary updating of equipment. (Technology, B&G, Finance – FY 18)

Progress Notes:

November 2016:

- 1) Building: New artwork for vestibule, and used vestibule to record congregational singing for shut-ins.
Landscaping: New landscaping around entry, including daffodils planted by CFD children. Little Free Library built and installed by Jim Vonderharr. Sign at street also cleaned up.
- 2) No action
- 3) No action

February 2017:

- 1) No action
- 2) No action
- 3) EdJ exploring large-print books for sanctuary; B&G exploring loop hearing-assist transmitter that works directly with T-enabled hearing aids (85% of units are T-enabled).

May 2017:

- 1) No action on Master Plans. Large-print hymnals ordered and Memorial Garden landscaping in planning phase.
- 2) Karen Knox chairing task force to develop community building use plan. In interim, ACLU gathering, MUSE group (4 times), and GLBTQ Prom (6/16) have been held on premises.
- 3) HDTV purchased and installed in Gr. 3-6 classroom; loop system for hearing-aid users in development; microphone wires snaked under platform to minimize tripping hazard.

March 2018:

- 1) Building Master Plan under development (priority ranking of projects). Accessibility assessed and addressed as part of Safety Plan. Large-print hymnals purchased. Master Plan for landscaping addressed in landscaping entry, parking adequacy assessed. Memorial garden in planning stage, signage evaluated but no plans at present to upgrade. Environmental Stewardship plan is ongoing with recycling center, fair trade shop, updated kitchen fan.
- 2) Community access policy adopted. This year, Bothy and Anuak group have used our space and Seder service was discussed.
- 3) Sound system evaluation is ongoing; funding is an issue. B&G on site visit for potential loop hearing system.