

# **Prairie Circle Unitarian Universalist Congregation**

**Grayslake, Illinois**

## ***Board/Minister Retreat***

### **Meeting Minutes — December 11, 2008 – 7:00pm**

The meeting was held at Bruce Moon's house on December 6, 2008 at 9:00 am.

Present: Shirley Lundin (Facilitator, Consultant with CMwD), Elizabeth Harding, Bruce Moon, Steve King, Teresa Aguinaldo, Lynn Hepler, Mark Wilson, Laura Tomskey, and Sara May.

#### **Purpose of the meeting**

- This type of meeting is usually held when a minister has been hired to a congregation. Goals include identifying the minister's responsibilities and agreeing on how she can best serve the congregation. Today, the group will work out mutual responsibilities between Elizabeth, the board, and the congregation.

#### **Expectations for today's meeting**

- How will we work together? Boundaries
- Hope to listen and be open to the flow of the conversation
- Today's meeting will be a valuable learning process and experience
- Will be helpful to have some clarity about roles and responsibilities between Minister, board, worship committee, etc.
- Expect some unnamed learning experiences today

#### **PCUUC's Accomplishments**

- Congregational retreat in Sept. 07 to decide
- Established a number of successful social action projects

- General thriving of the congregation
- Everyone is moving in the same direction in the congregation
- Sense of community established among congregants
- Able to weather a challenging period with a difficult former member
- Worship experience has improved over time in quality
- Congregation has shown that it is ready to grow and change
- Motivation and commitment that congregants have to make the church successful
- Much has been accomplished in a short time
- Congregation's openness, commitment, intentionality

### **Ground Rules for Working Together**

- Each person present should feel free to speak mind fully
- Maintain our time restraints
- Everyone should have an opportunity to speak on any topic
- Not a confidential meeting / congregation will be free to read the minutes

### **Identification of the congregation's key functions**

- The entire group agreed upon the following key functions of our congregation:
  - Worship
  - Education
  - Board meeting
  - Pastoral care
  - Keeping track of the money
  - Administrative activities
  - Being present in the greater community/social action
  - Future planning/Capital campaign/Building Governance

- Social community
- Committee work
- Maintaining the meeting place/Storage of supplies
- Staff supervising
- Growing the membership – welcoming people
- Fundraising
- Maintaining our historical records

### **Discussion Process**

- The large group broke into two smaller groups to discuss each key function and the Minister's role in each.
  - Group 1: Bruce Moon, Mark Wilson, Lynn Hepler, Teresa Aguinaldo, and Sara May
  - Group 2: Elizabeth Harding, Steve King, Laura Tomsy
  - Facilitator Shirley Lundin spent time in each group assisting with ideas and clarifications
  
- Each group of people used a system devised by Steve King to categorize the key functions and clarify how involved the Minister is expected to be with each:
  - Leader
  - Participant
  - On call (Minister is available as needed/as requested)
  - No involvement/expectations

### **Results of the Small Group Discussion Process**

- Worship
  - Minister is a part-time Leader and a part-time Participant in the worship process
  
- Education

- Minister is On Call, but is a Participant when education is included as part of the service
- Board meeting
  - Minister is a Participant at board meetings
- Pastoral care
  - Minister is a Leader
- Keeping track of the money
  - When defined literally, Minister has No Involvement in this responsibility
- Administrative activities
  - Minister is a Participant — she maintains a web presence and composes a monthly article for the newsletter
- Being present in the greater community/social action
  - When tied into ministry/worship, the Minister is a Participant.
  - In terms of social action activities outside of the church, the Minister is On Call.
- Future planning/Capital campaign
  - Minister can be considered On Call and a Participant, depending on the situation . She is a Participant when this responsibility is tied in with ministry/worship
- Governance/Board of Trustees
  - Minister is a Participant
- Social community/Hospitality
  - Minister is On Call, but her personal expectation is as a Participant
- Committee work
  - Minister is On Call for committee meetings with the following exceptions for which she is a Participant: Worship committee, Caring committee, Committee on Ministry, Board of Trustees
- Maintaining the meeting place/Storage of supplies
  - No involvement

- Staff supervising
  - Administrative supervisory functions (hire, fire, performance review, pay, assignment of duties) are the responsibilities of the Board — Minister has no involvement.
  - In terms of the support and educational functions of supervision, Minister would be a Participant/Leader.
    - Minister and staff will continue to have staff meetings and create board reports which will increase communication between staff and board.
- Growing the membership – welcoming people
  - Minister is On Call
- Fundraising
  - Minister is On Call, but is a Participant for fundraising events/ministry
- Maintaining our historical records
  - Minister is On Call

**Discussion of channels of communication – interpersonal and extra-personal – to assure smooth interface among key players**

- Available communications (main channels) — Email, website, newsletter, phone calls
- Other existing channels — Hearsay, pre/post service communications, committee meetings, annual meeting, retreats/special meetings
- Concerns regarding the Board meeting agenda
  - Elizabeth indicated that it would be helpful to have the board agenda a day before the meeting to assist with meeting preparations