

Annual Report

2015-2016



Unitarian Universalist Fellowship of Bozeman

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Board of Directors

Board Members: Amanda Cater, President; Carolyn Boyd, Vice-President; Lisa Trankley, Secretary; Suzy Sterling, Treasurer; Peg Wherry, Past President; Sandra Oldendorf, and Sherrill Dolezelik, Members-At-Large.

This was a challenging year with a capital campaign, designing our new home, and searching for a new minister. Thanks to the energy, support, and commitment of the congregation, we have moved smoothly through these tasks and look forward to being in our new home early in 2017.

We adopted the following goals:

- 1. Focus on Our Ministry** - We conducted a successful search, calling Rev. Duffy Peet as our settled minister. We were able to spend the first few months of our year focusing on the book *Serving With Grace* as a way of building leadership within the Board.

Because of cramped space in our new home, we moved to two Sunday Services in early November. The COM conducted a survey of the congregation regarding how two Sunday Services was working and gave the Board some good suggestions about our process of communication with the congregation.

The President sent monthly Board Updates to the congregation. These listed decisions made and upcoming items for discussion or decision.

- 2. Transition to new rental space and prepare for building ownership** – We established an organizational structure of Steering Committee and Working Groups to plan for our new home. Transparency of all meetings and communications was a priority and a weekly update was sent to the list serve. A task force made recommendations to the Board for transitional spaces.

We supported the capital campaign by making steward visits and giving of our time and resources.

- 3. Improve organizational effectiveness** – The Board met twice a month beginning in December in order to handle all the business and decisions necessary to keep moving forward. Office files were sorted and organized over the summer.

We passed a temporary building use policy but will need to make it permanent when construction is finished.

We need to update our software programs, continue to publish financial information in the newsletter, and write down practices that we are using for organizing and decision making.

We held a meeting of past and potential leaders to get their thoughts about being leaders. Many people do not know what the Board actually does or do not want the responsibility. One idea is to have Board members give a short summary of their weekly tasks about once

a month. We need to focus on leadership development so more people have the tools they need to become effective committee chairs and Board members.

The Finance committee was reorganized and made suggestions about budgeting. We need to update our financial system for record keeping and transactions and adopt policies that are more professional.

We need to update/revise our by-laws to reflect the practices we are using for voting, nominating officers, etc.

- 4. Strengthen connections with larger UU community (UUA, District/region/state)** We worked with UUA staff on the ministerial search. We did not educate the congregation about study/action items or position statements. We did not budget for sending people to GA or regional meetings.

Other actions

We held additional congregational meetings including town halls and three meetings to discuss and vote upon the new home project and possible acquisition of the property at 325 N. 25th for use as a parsonage.

We will continue our participation in the Gallatin Valley Interfaith Association as they restructure to become more effective. Dues will be \$100/year and we can have two appointed representatives to GVIA; likely our minister and another person. Anyone who is interested may attend their meetings.

We collected four special offerings this year:

Nov 2015 Warming Center \$1234,

Jan 2016 Community Café \$619,

March 2016 Family Promise \$601,

May 2016 Ministers Discretionary Fund \$1044.

~ Amanda Cater, President, submitted on behalf of the Board of Director

Rev. Dr. Nina D. Grey

ANNUAL REPORT TO THE FELLOWSHIP, 2015-2016

May 15, 2016

This final year of my five-year shared ministry with you has gone by so quickly! I have attempted to maintain a balance between my developmental ministry work and the primary goals of parish ministry. Among the parish ministry goals have been preaching, providing pastoral care, offering staff support and providing adult religious education, supervising staff, paying attention to social justice and community outreach, and offering consultation as needed. Developmental goals led me to be less hands-on in some areas, modulating my leadership somewhat more toward stepping back while staying aware and supportive of lay leadership. Throughout the year I have observed how much our lay leaders have accomplished in a time of major change!

I have preached an average of twice a month (since November, two times a Sunday x two Sundays) in a four Sunday month, and three times in a five Sunday month). By October we moved into 325 N. 25th Avenue, one Sunday a month for the first month. We began with a celebration of our move, including my story for all ages and a rousing rendition of the Hokey Pokey song and dance throughout the congregation. I shared what I thought it meant to put your whole self in, and articulated the importance of self care and a focus on your growth, even while giving of yourself to Fellowship life. I worked with the Sunday Services Committee, and Committee on Ministry as we agreed to move toward two services by November. Some of my preaching in the early fall focused on what makes a religious home. I explored some differences between change and transition.

Many of you will remember that I also emphasized inclusion this fall and into January with a series of five services. The inclusion theme carried forward into the search process with the workshop on Beyond Categorical Thinking, and with my community outreach in support of transgender people in our community, as I participated in the Transgender Day of Remembrance at MSU and in the Celebration of Diversity at First Presbyterian Church on Martin Luther King, Jr. Sunday afternoon.

More recently my preaching has again paid attention to how we move through this time of both endings and beginnings, paying attention to our hearts and the heart of the congregation. This emphasis has corresponded with the Board's theme of "Embracing Change and Each Other" and with the work and intention of the Committee on Ministry (which I participated in and supported), as they completed a survey assessing how the Fellowship has experienced this year of transition, including the holding of two services on Sunday morning.

It had been my intention to work with our staff to become more of a team. This hope was delayed as we lost our Administrative Coordinator Kate Elliott and searched for and found our new Administrative Coordinator, Rilla Esbjornson. I have worked closely with Rilla as she learned the ropes, and am grateful for her intentionality, thoroughness, and the good communication we have with each other. I am delighted that following her three-month probation period, she agreed to continue with the position. I have not yet followed through with the team focus and there is little

left to do so. However, I will hold some team meetings in the final weeks of my ministry, so that Rilla and Marie Lynn will have some experience of a team approach.

I have enjoyed my almost five years of working with Marie Lynn, our RE Coordinator. In this unusual final year, I took on the supervision of her daughter, Hope, who is our pre-school RE Teacher. Marie and I worked out good boundaries to distinguish her relationship with Hope in Marie's RE Coordinator role, and mine, as Hope's supervisor.

And I am immensely grateful to all our lay leaders with whom I have worked in a great variety of ways.

Throughout our ministries in these last five years, I have shared the pastoral care ministry with our Caring Committee members as well as so many of you who reach out in response to our congregants. I am also deeply grateful to Rev. Glover Wagner, who said yes 99 percent of the time when I asked him if he could provide emergency pastoral care when I was away. The only times he couldn't were when he was also away.

Some of our members and friends and the Fellowship as a whole have experienced deep losses during this last year. It has been my honor to be their and your minister as we have grieved and continue to grieve those losses. We have needed one another.

I have noted in the last month and a half or so, that we are coming very close to the end of our shared ministry, so we could take seriously our needs to say goodbye. It is very important to have a good goodbye as a minister leaves. It helps to support a gracious beginning for your next minister. And in the three weeks prior to this annual meeting I have taken some time, some "non-working in light of the $\frac{3}{4}$ ministry time", to begin looking ahead more carefully. I tendered my resignation to the Greenfield Group, knowing how unlikely it would be that I could attend regularly during retirement. I visited with my sister in South Carolina and found a place to live that is quite near her and her husband. And I visited with my daughter and her family, experiencing a rare opportunity to spend Mothers Day together. And in the last week, as I write this, I am practicing letting go as you and Rev. Duffy Peet engage in Candidating Week together.

My experience with this congregation throughout the five years has taught me how powerfully caring you are. And so as I come toward the end of my ministry, I will leave not only knowing that you need each other, but that you hold each other in your hearts and care for each other in so many tender and practical ways. I have loved serving you and I will leave knowing that you are willing to take risks and make changes that are healthy for your future. This minister is grateful to be ending her ministry having experienced a congregation like you. What a blessing!

With love, in faith,
Nina

Capital Campaign

Over the last six months UUFB has conducted a capital campaign to raise money for the expansion and remodeling of our new church building. The Capital Campaign Committee, led by Rose Toth and Rachel Rockafellow, set an ambitious goal to raise \$600,000 to make our new home a shining reality.

A face-to face campaign, conducted by sixteen congregational stewards, resulted in an astonishing **\$524,003** pledged to our joint effort as of May 22, 2016. Eighty-four families and single donors submitted pledges, bringing our participation level to more than 90%. About 70% of the total pledged or \$307,137 has already been received. An additional \$73,000 has been promised during 2016, with various amounts to be given during the remaining two years of the campaign.

We set ourselves very ambitious goals this last year—goals that challenged us to do more than we ever have before. These are all efforts that we can be very proud to recognize. It signals our commitment to our life together within UUFB and our strength as a caring community.

Committee members are pursuing two grants: a First Home grant from UUA and a Chalice Lighters grant from the Mountain Desert District of UUA.

Committee members are: Rose Toth and Rachel Rockafellow (Co-Chairs), Carol Stahl, Amanda Cater, Tam Miller, David Rockafellow, and Bruce DePriester.

~ Rose Toth and Rachel Rockafellow (Co-Chairs), submitted on behalf of the Capital Campaign

Caregivers Support Group

In the fall, a call went out to all UU's who were interested in forming a support group for Caregivers. The first meeting was a lunch at the home of Jennifer Haukebo. Eight people attended. It was decided to meet once a month on the first Tuesday of every month.

The first two meetings were luncheons in homes but it was decided this is too much work for our very busy and involved members. The next meetings have been in the UUFB Sanctuary with coffee and tea made and members can bring their own lunch. This seems to work well. Each month we all check in then the appointed leader leads a discussion. Ten people have signed up but we usually have six in attendance, which is perfect for discussion.

~ Jennifer Haukebo, submitted on behalf of the Caregivers Support Group

Caring Committee

Our deep thanks to Susan Backer who continued to serve as the leader of the Caring Committee as we began the 2015-2016 year. During her time of leadership overall, Susan helped create organization and structure in the committee to facilitate our caring ministry. We understood and blessed Susan's decision to step back from that leadership position when Marv's illness progressed and we continue to hold her in our hearts and prayers in these months since Marv died. We thank you, Susan, for all the gifts and care you brought to the committee's ministry of caring.

Throughout much of 2015-2016 the Caring Committee took time each month to reflect on the needs of the congregation and reach out, with cards, prayer flags, phone calls and visits with people in need. We have welcomed back Louise Corbin and Janine Roberts to the Caring Committee and gradually recruited some new members and we will continue to do so. We drew on the lists of people who had offered to help with meals and rides, and Cathy Cooper became the contact person for meals and rides. At the April meeting of the Caring Committee, Mattie Whitehouse agreed to be the contact person for the Caring Committee. If you are not yet on the meals and rides lists and would like to be, or if you are in need of meals or rides, please let Cathy know. If you would like other assistance, keeping in touch, a phone call, or a visit by a member of the Caring Committee, please contact Mattie, another member of the Caring Committee or Rev. Nina D. Grey until her retirement. Rev. Duffy Peet, called in a vote of the congregation at the Annual Meeting will begin his ministry with the Fellowship on August 1, 2016.

Mattie's and Cathy's contact information is in our updated directory, which our Administrative Coordinator, Rilla Esbjornson, can send to you if you need it. Or if the need is more urgent, Rilla can give you the contact information you need. The UUFB Office number is 406-586-1368.

Leadership of meetings and taking of minutes will be rotated among the members of the committee. General topics are included in the minutes, which are public. Separate confidential notes are kept for information needing confidentiality that is appropriate to the outreach of the Caring Committee.

Again our invitation to you: if you would like to live in the spirit of "helping one another" by offering meals and/or rides, please contact Cathy Cooper at rastahorse55@gmail.com. If you have needs for the help of the Caring Committee, or if you would like to join the committee please contact Mattie Whitehouse (mattiestp@ao.com) or our minister (minister@uufbozeman.org). Current members of the Caring Committee include: Mattie Whitehouse, Cathy Cooper, John Berg, John Hooton, Jennifer Fehr, and Louise Corbin. Janine Roberts and Rev. Nina Grey, ex officio.

~ Rev. Dr. Nina D. Grey, submitted on behalf of the Caring Committee

Committee On Ministry (COM)

Focus on All Aspects of the Congregation's Ministry

As requested by the Minister, Committees and the Board, the COM has focused on requesting the Fellowship's feedback on 1) the new temporary two Sunday Services schedule and on 2) the sweeping transitions that we are all going through together. The COM designed an online survey that requested feedback from the Fellowship on the two Sunday Services schedule, on the quality of Sunday Services in the new space and on how the Fellowship was transitioning into its new space. The COM issued a report on the survey results that included a compilation of the survey results and a selection of representative responses for each of the survey questions.

Ask Committees to Reflect on the Particulars of Their Ministry

As part of creating the survey, the COM requested survey questions from the committee chairs. Several committees responded and provided questions that were directly incorporated into the online survey questionnaire.

Identify Concerns Brought to the COM and Reflect on Those Concerns

The COM received concerns from the Fellowship about change and decision-making during the transition process and responded to those concerns in three tangible ways. The COM drafted an aid to thinking for the Board entitled "Conversation With Leadership on Change Management During Our Transition." The COM planned and executed a leadership workshop at the annual retreat called "Workshop on Change: Moving Our Hearts as Well as Our Bodies." The COM also convened a meeting called "Managing Our Transitions" with Program Council and Standing Committee members on how to involve stakeholders in decision-making.

The COM also responded appropriately to interpersonal relationship concerns raised by persons within the Fellowship. The COM's responses were confidential and guided by the Fellowship's Guidelines for Healthy Relations.

Share Concerns With Relevant Bodies and Make Recommendations

The report created from the survey results included a summary of the Fellowship's concerns. The report was circulated to the entire Fellowship to allow committees, members and friends to review the summary. A link to the raw data was also provided if the Fellowship wished to review that as well. The survey report did not include recommendations to either the Board or to the committees.

Make Recommendations for Minister's Compensation

The COM Chair met several times with a compensation subcommittee of the search committee to assist with developing a compensation package for the incoming minister.

Conduct Periodic Reviews of Ministries

This year's review of the Fellowship's ministries focused on assessing the impact of two services and the transitions being made by the entire Fellowship.

~ Pamela G. Poon, Chair, submitted on behalf of the COM

Facilities Committee

Members: Bob Wierick, Jim Gaffney, and John Berg

Others who assisted this committee: Sandra Oldendorf, Mike Clark, and Randy Babbitt

Carolyn Boyd, temporary contact person

The Facilities committee was established in November, 2015 and given the tasks of arranging for general upkeep and repair of the building, snow and ice removal, cleaning and ground maintenance.

Snow and ice removal: John Berg was our contact with Bearpaw Landscaping (Jed and Quinn Erickson 522-1121), which plowed our parking lot and sidewalks. A container of sand was placed by the doors and spread when the sidewalks were icy.

Cleaning the building: Sandra Oldendorf was our contact with Brenda's House Cleaning (816-737-1077, office or 816-838-2601, mobile) that cleaned the building once a week. Sandra also purchased the needed cleaning supplies.

General Upkeep and Repair: Jim Gaffney did many repairs and helped with carpentry tasks when we moved into our building. Mike Clark also did some carpentry repairs and Randy Babbitt helped us understand our electrical system, and Randy and Mike installed needed safety lights. Carolyn Boyd was our contact with Roto Rooter (587-1702) for two plugged toilet incidents.

In the future this committee will determine the process by which needed repairs and services will be reported to the committee and set up a schedule for regular inspections of the building. Bob Wierick will chair this committee next year.

~ Carolyn Boyd, submitted on behalf of the Facilities Committee

Finance Committee

The Finance Committee consists of Paul Kleihauer, Tamara Miller, Paul Stouffer, John Berg, Suzy Sterling, and Stephen Guggenheim. There is no chairperson.

The Finance Committee works in response to requests from the Board of Directors. During the 2015-2016 year the committee has worked on the following issues:

Planned Giving: The committee began to develop a brochure to advise members about options for planned giving. In light of the increased needs for the Pledge Drive and the Capital Campaign, an active process for encouraging planned giving was deferred to subsequent years.

Handling of Capital Campaign Pledges: The Finance Committee developed and sent to the Board a recommendation as to how pledges and contributions should be recorded and handled so as to avoid the possibility of fraud and a situation where only a single person would be accountable.

Operating Reserve Funds: The Finance Committee studied the question of operating reserves and sent to the Board a recommendation indicating a recommended operating reserve amount and a budgeting procedure to main an operating reserve at an appropriate level.

~ Stephen Guggenheim, submitted on behalf of the Finance Committee

Hospitality/Membership Committee

Members: Carolyn Boyd (Chair), Linda Clark, Dee Mast, Bunny Gaffney, Jennifer Haukebo, Sara Williams, Sue Slade, Bill Goold, Tonya Stevens

2015-16 Highlights

- Determined procedures for greeting and coffee hour for new building, including sharing costs of supplies with the Social Activities Committee. Greeter and coffee makers were primarily Hospitality/Membership (H/M) committee members, but other congregational members will begin to take on those duties in May.
- Welcomed nine new Members, some of whom attended a two session orientation in October and November, others who joined after a single session orientation in April and some who joined following individual sessions with H/M members and Rev. Nina.
- The “Keeping in Touch” project, designed to contact Members and Friends, was implemented in November. Information gathered was used to update the Directory. The spring “Keeping in Touch” was cancelled because many Members and Friends were recently contacted for the Capital Campaign.
- Updated Member information for a new Directory that was ready in December. Members were encouraged to ask for an electronic version of the Directory, but some printed copies were made available.
- The H/M committee implemented new leadership strategies beginning in November. The positions of meeting facilitator, minute taker, and presenter of opening and closing words rotated each month.
- Information from “Keeping in Touch” and phone contacts with Members who had moved out of town was used as one source of information for determining which Members might be moved to inactive status.
- Discussions about the definition of membership in our Fellowship, led to correspondence with Jim Key, UU Moderator and Mary Katherine Morn, UUA Director of Stewardship. Through them and information from the UU website we learned about the GIFT program which uncouples membership numbers from annual payments to the Annual Program Fund. This program is being tested in the Southern region. We suggested to the Board that we request inclusion in the GIFT program for our APF payment. That request was denied, but our encouragement for implementing the GIFT program nation-wide was shared with the UUA Task Force that is studying this issue.
- We encouraged the Board to pursue the purchase of church management software.
- Encouraged Sunday Services Committee to provide large print copies of the entire service for Members and Friends who are hard of hearing. Asked Marie to make “Busy Bags” for children who attend second service when there is no childcare. Obtained three chairs with arms to be used in the Fellowship by those who do not sit well on folding chairs. Encouraged the Board to appoint Tonya Stevens as a point person for disability access issues in the Fellowship.

For Next Year

- We are excited that Sue Slade and Tonya Stevens will be serving as Co-Chairs of our committee.
- We will continue to explore ways to make the Directory available to Members and Friends without the cost of printing a Directory booklet.
- We will continue to look at the issue of how we define membership in the UUFB, looking at new ideas from UUA, as well as our own.
- We will develop a process for checking with members who have moved about whether or not they would like to be considered inactive members.
- We will continue to try to make the Fellowship welcoming to all, to encourage membership in UUFB, and to help the Fellowship keep in touch with Members and Friends.

~ Carolyn Boyd (Chair), submitted on behalf of the Hospitality/Membership Committee

Lifespan Religious Education Committee 2016 Annual Report

Lifespan Religious Education Committee (LREC)

Presently we have three voting members serving on this Committee: Rebecca Spear, chair, David Vaughn and Ita Killeen. Marie Lynn, the Coordinator of Religious Education (CRE) is a non-voting member. The Minister often attends monthly meetings, ex officio. The chairperson also co-leads the middle school Youth Group. An Adult RE Subcommittee, under the umbrella of the LREC, guides the selection of adult offerings and facilitation of groups. The Minister reports the status of Adult RE at Committee meetings.

Religious Education (RE) Classes

We have three RE classes that meet Sunday mornings: Preschool, Grades K-2, and Grades 3-6. This year the Grades 3-6 class is working with the *Timeless Themes* curriculum. The K-2 class is learning from the Tapestry of Faith curriculum, *World of Wonder*. The Preschool class is working with a teaching guide, *Rainbow Pathways*, which was put together by the CRE. In our present location, we have two classrooms for RE. The third RE class meets in the foyer, which also doubles as our social space.

RE Teachers

Two of our three RE classes are taught by Hope Lynn and Faith Steinbacher, who are paid staff, and the third class is taught by the CRE. The lead teachers are responsible for planning lessons, making sure they have needed materials, communicating with parents, managing classroom dynamics, communicating with assistants, and doing their best to meet the needs of each of the children.

RE Assistants

Volunteer assistants rotate in to help the lead teachers each week, which fulfills our two-adult safety rule. Assistants are responsible for helping with snack, projects and classroom management.

Our Whole Lives

UUFB partners with Pilgrim Congregational Church for Our Whole Lives (OWL) programming. An interfaith committee guides the training of facilitators and implementing classes. After years of struggling with a lack of facilitators, lack of parental support, and scheduling challenges, the OWL programs are beginning to take off. We are now averaging two to three different classes each academic year.

Youth

After years of not having enough youth to coalesce into a group, this year we have a small but robust group of middle-schoolers. The group began with a lot of bonding and covenanting work. Now they have branched out into community service projects interspersed with social activities. Our LREC chair, Rebecca Spear, co-leads the group along with Ita Killeen, a longtime member whose sons are now adults.

Adult RE

The Chair of the Adult RE Subcommittee, David Andes, will submit a separate report.

History

We have never had our own worship space; we have rented space at various places around town. This had a profound effect on our RE classes. Teachers had to set up and take down their classroom space every week. Children and their parents had no sense of ownership. Continuity in RE classes was difficult to maintain. While the LREC worked hard to create high quality RE programs for children, our track record of attendance in those programs fluctuated wildly. Bozeman is a great place to live, a very outdoorsy town, so skiing and soccer have always had an impact on children's attendance. Then, in our last year at the Senior Center (the most recent rental) two of our three RE teachers resigned, one because she got a full time teaching job out of town, and the other because she just felt done with teaching. After that, family attendance took a dive.

Year of change

This year everyone was very excited to be in our own space for once. Family attendance soared for a couple of weeks. But the space is not big enough, so we went to two services a week. It was decided after surveying the congregation to have RE classes during the early service, which is held at 9:15 a.m. However, this early time has been difficult for many families, and they have stopped coming because they say the 11:00 a.m. service takes too much time from their only family day.

Attendance

This year the average numbers of children in each RE class are as follows:

Preschool – one; K-2 – four; Grades 3-6 – three.

Last year we averaged one child in the Preschool class, five in the K-2 class and eight in the Grades 3-6 class. This year the Youth Group averages five participants.

Looking ahead

Most of next year will also be a transitional time due to the construction phase of our expansion. We will again be renting space, but we are hoping to get back to our traditional 10:00 a.m. service time. There's no way to predict what family attendance will be like during this transitional time. What we do know is that when the construction is done we will have a beautiful building with adequate RE classrooms, and we are all looking forward to that.

~ Submitted by Marie Lynn, Coordinator of Religious Education

Adult Education Committee

The purpose of the Adult Education Committee is to organize and facilitate adult education classes and discussion, exploration, and sharing groups, which are of interest to the adults of the congregation. The committee meets irregularly and operates mostly by direct communication with congregation Members and Friends who express interest in particular classes, exploration, sharing, and discussion groups.

The members of the Adult Education Committee are:

David Andes, PhD (Nominal Chair)

Kenneth Pierce, PhD

Sherrill Dolezilek (UUFB Board liaison)

Rev. Nina Grey (ex officio)

There are several discussion, exploration and sharing groups which are currently on going. The titles indicate the nature of the group emphases.

1. Humanists
2. Mystics
3. Earth Based
4. Buddhist

Note: these first four are part of the Spiritual Pluralism Project

5. Sharing the Journey: An Approach to Aging
6. Soul to Soul
7. Introduction to Unitarian Universalism (hosted by the Hospitality/Membership Committee)
8. Inequality Reading/Discussion Group (A Social Justice oriented study group)

In the past there have been other classes and discussion groups, which are not currently on going. Here is a partial list:

1. Consciousness
2. Common Sense Investing
3. Christianity (this was originally part of the Spiritual Pluralism Project)
4. Heart to Heart

Anyone wanting to propose or start a group or class should contact a member of the committee. A discussion group proposed recently is one on current events and recent world history.

~ David Andes (Chair), submitted on behalf of the UUFB Adult Education Committee

Personnel Committee

The personnel committee consisted of Amanda Cater (Chair), Charlotte Knighton, and Rev. Dr. Nina D. Grey (ex officio).

Part of the charge for this committee follows:

Responsibilities include:

- 1) Reviewing the personnel handbook for revisions at least every two years.
- 2) Ensuring that job descriptions accurately reflect the work being done in the position.
- 3) Reviewing and revising employee evaluation forms.
- 4) Making recommendations to the Board for new staff in cooperation with the minister.
- 5) Participating in grievance procedures when necessary (see handbook).
- 6) Conducting exit interviews with employees.
- 7) Participating in employee evaluations when necessary.

During the summer of 2015, we revised the personnel handbook and gave completed copies to all staff. An additional copy is kept in the office.

Marie Lynn revised the evaluation forms for teachers and we updated the job descriptions for the RE Coordinator and the Administrative Coordinator.

When Kate Elliott, our Administrative Coordinator, resigned at the end of Dec. 2016, a search committee of Sherrill Dolezelik, Bunny Gaffney, and Beth D'Atri was formed to find a new person. Their search resulted in hiring Rilla Esbjornson, who was able to receive about 12 hours of training from Kate.

Kate made the following suggestions in her exit interview:

We may need to increase the hours to half-time to organize the office more efficiently and to provide time to learn a new software program. If we could buy the program in the spring, the AC could work over the summer to learn it. Such a program would help with data management for the membership and financial tracking for the treasurer and stewardship. The access to various parts of the program can be limited so membership wouldn't need to see financial data for example.

SUGGESTIONS FOR FUTURE

The job description for Administrative Coordinator needs to be updated yearly, and we need to increase the hours for this position. The amount of work now requires tremendous organizational abilities and time.

We need to find a pool of office volunteers to regularly assist in mailings, folding bulletins, etc.

~ Amanda Cater (Chair), submitted on behalf of the Personnel Committee

Safety Task Force

In 2014, Rev. Nina D. Grey and Marie Lynn proposed to the UUFB Board of Directors the creation of a Safety Task Force to research best practices in congregational safety, to evaluate current UUFB policies, to recommend policy changes to the Board and to continue to keep abreast of new developments in the field of safety. The Board approved this proposal, and in 2015 a small group began meeting monthly to take up this work. The Safety Task Force originally included Judy Marr, Dick Young, Diane Bakun, Mary Melander, Rev. Nina D. Grey, and Marie Lynn. Mary Melander was not able to continue and is no longer part of this group.

The Task Force began by reviewing current safety policies that are posted on the UUFB website under the Members & Friends tab in the Governance & Policies section. These are the UUFB Safety Policy for Children & Youth (which includes the two adult rule, the six month rule, and annual fire drills), the Disruptive Behavior Policy and the Policy for Healthy Relations. A Harassment Policy also exists, and should be posted on the website. The Task Force identified additional information about background checks that needed to be included in the UUFB Safety Policy.

When the Fellowship acquired a new building, the priority shifted from working on safety policies to evaluating the safety of the structure. In September 2015, the Safety Task Force conducted a walk-through of the new building and began a list of recommendations to enhance safety. A couple of members of the Safety Task Force also met with an inspector from the Bozeman Fire Department to find out what the priority concerns were. A complete list of recommendations was sent to the Board toward the end of September. It included installation of a handicap handrail beside the toilet of the larger bathroom, three strategically placed fire extinguishers, street number large enough to be seen from the road, lighted exit signs, and safer door handles. The Board acted quickly, and most of these recommendations were implemented by the time of the first service on October 4, 2015.

In the beginning of 2016, the Safety Task Force returned to reviewing and updating existing safety policies, beginning with the UUFB Safety Policy for Children and Youth. A revised version of this Policy was sent to the Board for approval at the end of March.

Next steps for the Safety Task Force include: meeting with police regarding natural disaster and terrorist threats, posting fire escape plans in each RE classroom, developing multigenerational safety guidelines, following the police consult recommending to the Hospitality/Membership Committee safety training for the Greeters and, last but not least, acquiring one or more new members.

~ Marie Lynn, Coordinator of Religious Education, submitted on behalf of the Safety Task Force

SEARCH COMMITTEE

The Search Committee was appointed by the Board in the summer of 2015 with the anticipated retirement of Rev. Dr. Nina D. Grey on June 30, 2016. The committee was chosen by the Board from a list of nominees submitted by the congregation and confirmed by a vote of the membership at the May 2015 meeting. The process with the UUA began in May 2015 with an application to UUA Transitions staff.

The original composition of the seven-member committee selected by the board was Noah Weiss, Dick Young, Laurel Mentch, Laurel Yost, Bonnie Andes, Deanna Dean, and Chair Peg Wherry. Noah Weiss left Bozeman, moving to Seattle in October, leaving the committee short a member. Ita Killeen was invited to replace him with her experience of being on the previous search committee for Rev. Dr. Nina D. Grey. She was on the committee until resigning in late December, leaving a six-member board to complete the search.

The committee first met early in June to develop a brochure to distribute at General Assembly; it was also mailed to selected seminaries. The Committee held a facilitated retreat in July to develop relationships and establish operating parameters for the committee. Debra Ramsdell was the facilitator.

Research was done by the committee to familiarize themselves with the process of hiring a minister. A time line of steps to arrive at a Settled Minister was developed, much of which was determined by the UUA. The committee set its own deadlines for the steps leading to the hiring of a minister.

Initial work in early Fall 2015 required a survey of UUFB members and a workshop at the Fall retreat to determine the characteristics desired by the Fellowship in a new minister. The committee took this information and created a Congregational Record (CR), giving a snapshot in time of the current state of UUFB for any ministers in search. Congregational Records are maintained in a UUA Transitions database, available to ministers at the beginning of December.

Several technological tools were adopted by the Search Committee to facilitate its work. A Dropbox account was used to share documents and photographs. Zoom was used for videoconferencing with consultants, applicants, and references. Most critically, Joya Solutions was contracted to provide the shell of a “packet” website for applicants and to host the site. Unlike the CR, which is a sort of self-study in a standard format for the UUA Transitions database, the “packet” website is where the Fellowship described itself and the community in detail as a promotional piece.

The Board selected a Negotiating Team comprised of Peg Wherry, Dick Young, and Pam Poon to prepare a compensation proposal for the Board that we would offer any future candidate. This would be included in the Congregational Packet that would be sent to potential candidates who expressed interest in applying for our position. The Negotiating team consulted with Peter

Henricksen, UUA compensation consultant, when developing the pay package. Due to calendar difficulties, Paul Kleihauer replaced Pam Poon for the final negotiations in April. Additional help to the committee and the Fellowship was provided by UUA in the form of a Ministerial Settlement Representative, David Sammons, who was consulted on multiple occasions and came to Bozeman to present a sermon and answer questions from the Fellowship and committee. We also presented a workshop on *Beyond Categorical Thinking* with Eddy Carroll to help us avoid stereotyping potential candidates and recognize prejudices.

Just after the first of the year, applications (Ministerial Records) were vetted by the committee and online interviewing was begun. We had two candidates initially, with one dropping out shortly after we began the vetting process. The remaining candidate, Rev. Duffy Peet, was interviewed by videoconference; his references were checked by two committee members at a time. He and his wife were brought for a weekend visit to Bozeman in early March 2016, including a visit to a “neutral pulpit” in Helena for a sermon observed by the committee. Additional developed references were then interviewed by committee members, probing any further concerns the committee might have.

The vote on the Search Committee was to invite Rev. Duffy as our candidate.

The committee then planned the candidating week for Rev. Duffy and his wife Sandy, May 8-15, 2016. Opportunities were provided for members, friends and committee leaders to meet Rev. Duffy and Sandy. He presented two sermons to the Fellowship. This culminated in his being called by a 92-9 vote as our Settled Minister at the May 15, 2016 Annual Meeting of the Fellowship.

~ Peg Wherry (Chair), submitted on behalf of the Search Committee

Social Activities Committee

The Social Activities Committee facilitated the following activities this past year:

- Over Labor Day weekend they provided the food, organized the chores, and handled registration for the All-Church Retreat at Hyalite Camp.
- Organized a round of Circle Suppers in the fall and again after the first of the year.
- Planned and carried out a Madrigal Dinner which was held in our new building.
- Arranged food for Congregational meetings.
- Sponsored the Men's Group and the Women's Group.
- Provided input to the Building And Design Committee on considerations related to social activities that we foresee being done in our building after the expansion.

Members of the Social Activities Committee in 2015-2016 included Tom Adams (Chair), Char Appelwick, Marvin Backer, Deanna Dean, Pat Kaufman, Diane Knipfer, Judy Marr, and Beckie Shuey.

~ Diane Knipfer, submitted on behalf of the Social Activities Committee

Steering Committee

May 28, 2016

The Steering Committee was formed in August 2015 to guide and facilitate the move from the Senior Center to our new home at 325 N. 25th Ave, Bozeman. This property was purchased by Cathy Cooper and in May 2015, the Fellowship agreed to move to the property to hold services and to lease the facility from Cathy Cooper. Services at the new home began in October 2015. The Fellowship also agreed to begin a capital campaign to expand the building.

The Steering Committee is chaired by Carolyn Boyd and Sandra Oldendorf and reports directly to the UUFB Board. It is structured with the following Working Groups whose chairs comprised the Steering Committee:

Construction and Design (Cathy Cooper, Chair)
Transitions (Bonnie Andes, Chair)
Volunteer Coordinators (Janet Lewis & Tonya Stevens, Co-Chairs)
Community Liaisons (Jan Young & Norm Eggert, Co-Chairs)
Communication (Beth D'Atri, Chair)
Landscape & Garden (Deb Ramsdell & Dean Littlepage, Co-Chairs)

The Steering Committee met every 3-4 weeks from September 2015 and May 2016. The minutes of the Steering Committee, as well as the minutes from the Working Groups, can be found on the New Home website <https://sites.google.com/site/newhomeuufb/>

Construction and Design (C&D): Bob Sterling volunteered to be the architect for the design of the expansion of the building and Pat Kaufman volunteered to design the interior. Other members of the group worked to obtain necessary permits for the project. The construction firm of R&R Taylor was selected by a committee of C&D and Board members and approved by the Board. Mike Clark is the owner's representative for the project.

Transitions: This group located items for the new space including a piano, purchased chairs, and helped organize the transition. They are now organizing the transition from the new home to temporary facilities for services beginning in the fall. They also located storage space.

Volunteer Coordinators: This group organized workers to help ready the new space with cleaning, carpentry work, and painting. They also helped organize moving items from the Senior Center to the new home, and are organizing moving items from the new home to storage.

Community Liaisons: They prepared a brochures and contacted neighbors in the immediate area of the new home. They also held an open house to inform neighbors of the design of the building and the construction plans. They will be creating a sign to inform people of our new location in the fall.

Communication: This group prepared a weekly update on the progress of the moves and the activities of the working groups. These are found on the New Home website under Communications: <https://sites.google.com/site/newhomeuufb/>

Landscape & Garden: This group received guidelines from the city about planting requirements. They are designing the grounds based on concept spaces suggested by congregation. They are choosing trees and plants based on the guidelines that will be installed once construction is finished.

~ Carolyn Boyd and Sandra Oldendorf (Co-Chairs), submitted on behalf of the Steering Committee

Stewardship Committee

Committee Members: Amanda Cater (chair), Elizabeth Rose, Rachel Rockafellow, Sara Williams, Linda Clark, Susan Anderegg.

We began with a meeting in early September to plan the brochure, the theme, and divided up the tasks. Linda and Sara worked on the list of people to be contacted and the rest of us worked on the brochure and other information for the packet. We selected *Embracing our Essentials* as the theme.

Susan designed a brochure with a chart showing the amount people would have to increase their pledge giving 5–10% more each month. After the visit of our financial consultant, Kay Crider, we decided to use the Fair Share Giving Guide instead. The Board set a goal of \$140,000, which is a 23% increase over last year's pledges. This amount would cover the cost of the minister search, estimated to be \$15,000. Early pledges from the Board and visiting stewards (and perhaps a few others) amounted to \$33,000, which we felt was a very good start.

Beginning in early October, we did face-to-face conversations in groups of 5 with a total of 15 visiting stewards. The Board helped, plus 9 other people. Linda and Sara prepared the list of visits. *(Deciding who gets mailed packets and who receives visits needs to be a more open process in the future. If there are enough stewards, everyone should be visited.)* We then mailed packets to other people. In total, we mailed 90 packets. About half of them cost .71 because of a letter and other information. We asked people to pick up their packets at the service on October 4, 2015 and we handed them out to everyone we saw. We still had about 40 packets to mail at .49.

Stewards emailed people on their list, indicating they would be contacting them soon to set up a visit. During the visit we made attempts to find connections between us and talk of what UUFB means to us, before asking them about how they wanted to be involved. We were trying to find out who likes to do planning and organizing and who likes to be a worker bee. Then we gave them the pledge form and an envelope. If they didn't want to fill it out right then, we asked them to put it in the offering very soon.

Our goal was to have people find their place on the Fair Share Giving Guide, which was included in all the packets.

All stewards made contact/talks with their list and by October 25, 2015 we had 44 pledges in, with a total of \$85,000+ pledged. Appeals were made during services and extra forms and envelopes were provided for the next two Sundays. People who still hadn't turned in their forms were contacted by phone or email.

The stewards generally enjoyed their conversations and felt it a worthwhile experience.

The final total was \$ 136,720 (plus a few more yet to come in) with pledge units. More than half showed increases and there were new pledges.

SUGGESTIONS FOR FUTURE CAMPAIGNS

Plan to do face to face visits every two to three years. Increases in pledges this year were likely due in part to the personal contacts.

It might be beneficial for visiting stewards to know whether the people they are visiting have pledged in the past. Different approaches might be used with newcomers or those who hadn't been around for awhile.

Pledge information and forms should be provided to new members when they join. Pledge forms should be sent to people who regularly send a check marked "pledge" but haven't filled out a form.

Begin early (September) so that the campaign is finished by early November. This gives the Finance Committee and the Treasurer time to submit a realistic budget for Board approval in December.

~ Amanda Cater (Chair), submitted on behalf of the Stewardship Committee

Sunday Services Committee

This year the Sunday Service Committee was made up by Co-Chairs Jo Anne Troxel and Katie Michael, Valley Peters, Elizabeth Rose, Jack Day, Sandra Oldendorf, as well as Pam Pride and Brian Sanchez (each for part of the year). We met monthly, with a few extra meetings early in the fall to plan for our change to two services. We tackled moving from the Senior Center to our new building, which included surveying the congregation and implementing a two Sunday service schedule (recruiting lay leaders for two services, scheduling accompanists for both services, figuring out the best times to hold them, etc.). We sponsored and put on thirteen Sunday services, including an all music Sunday provided by the Women's Chorus, Interfaith services with Shadmani Amin during Women's History Month, and Rabbi Ed Stafman sharing the story of Purim. We read poems to each other, and learned about UU Presidents, just to mention a few. We took into account feedback we received at the end of last year from the Committee on Ministry (COM) about having engaging services that connect emotionally with people, and providing a variety of music as we planned services. Valley Peters made sure we always had a SFAA, Elizabeth Rose coordinated our musicians (accompanists and special music), and Sandra Oldendorf recruited Lay Leaders who matched well with the services and the topics. Looking ahead to next year, Jo Anne Troxel will be moving on from the committee and we are gaining Jan Young. Hopefully Pam Pride will be back to join us as well. We look forward to working with newly called Rev. Duffy Peet to incorporate his style and ours. We would like to do some visioning in the beginning of next service year, with some possible monthly themes to guide our services. We will continue to have the COM feedback guide our work as well.

~ Katie Michael (Co-Chair), submitted on behalf of the Sunday Services Committee