

Minutes of the Parish Committee Meeting 12/20/23

Present at the meeting: Heather Schmid-Mehdi (President), Desiree Krebs (Vice President), David Wilson (Treasurer), Jan Thompson (Clerk), Scott Gillespie, and Frank Baxter, Members at Large. Reverend Jennifer Johnson (Minister). Absent: Beth Manchester-Howell, Member at Large.

1. Opening Words and Chalice Lighting – Reverend Jennifer

2. Check-in – All

3. VOTE: A motion was made and seconded to accept the Minutes of the November 21, 23 Parish Committee Meeting. MOTION PASSED.

4. Minister's Report – Reverend Jennifer

Reverend Jennifer reported that her recent time off in Ireland with family was a pleasant break. Worship and pastoral care are running smoothly.

Supervisory Ministry: Office Administrator, McKayla Hoffman, will be graduating from seminary in January. They will likely be looking for their own ministry. We will need to look into proper steps to fill their position. It would be advantageous for us to look into forming a Personnel Committee to handle this.

Family/RE - Family Chapel continues; however, Lisa Troy is slowly letting go of her involvement, and may not be continuing in her role in the near future. We need to be thinking of the best ways to serve our children and families.

Human Resources – Reverend Jennifer stressed the importance of investing in Human Resources, as our congregation is aging, and volunteers are spread thin.

5. Candlelight Service – The PC has agreed that masking will happen in the sanctuary during the Candlelight Service due to the recent up-tick in COVID and other respiratory illnesses, including in our own congregation. There will be an email (separate from the "Bridging") regarding the need to mask in the sanctuary. It will also include a request for attendees to bring small finger-food snacks for the Social Hour after the service. Jan Thompson will compose the email and send it to McKayla for church distribution.

6. Parish Administration – The Parish Committee's evaluation for Reverend Jennifer's Ministerial Fellowship review for the UUA Ministerial Fellowship Committee is due early in 2024. Heather, Jan, and Beth will be working on this, and will begin meeting in January to complete this evaluation.

On Sundays from 8 a.m. through 3 p.m., the church office will be reserved for the use of the minister to prepare for the service, and for pastoral needs. Emergency needs are an exception. A "Meeting in Progress" (or a variation thereof) sign will be developed by McKayla and Reverend Jennifer. The former nursery in the Lower Parish Hall will serve

as a second office area where church leaders' mailboxes can be stored, and a small table and chairs with some office supplies can be housed. The Hive can be used for storage of extra nursery items. David is arranging a work shift to accomplish this. They will meet Saturday 12/30/23 to begin work.

Tom St. Thomas confirmed that he has someone set up for plowing. Cost is \$250.

David Wilson says we are moving forward on getting a new sound board.

7. New England Regional UUA "Contexts" program – This program continues via ZOOM. Its focus is how congregations can support families, younger generations and build community in our communities. The next session will be held Wednesday, January 17 from 10 a.m. to 11:30 a.m. Here is a link for more information:

<https://www.uua.org/new-england/workshops-webinars/contexts-learning-community>

8. Financials (David) – Our accounts and bank info are looking in good shape. We are still looking into our corporate status. We may need legal help with that. We received a notice from The Mass Unemployment Office. There is an issue with the ID number under which we filed our wage report. The Mass Unemployment Office says we did not file our wage report. Apparently, the report was filed by our payroll company, but not under our number. As an immediate fix, we will pay a fine of approximately \$1,000, then attempt to resolve the mistake, and eventually retrieve that money.

Events – The Holly Day Fair went well with enthusiastic participation. Future event possibilities include: A Valentines Dinner (2/10/2024), A special St. Patrick's Coffee Hour (2/17/2024). Also suggested was a possible Spring Equinox celebration.

Closing Words and Extinguishing the Chalice – Reverend Jennifer

Respectfully submitted,
Jan Thompson, Clerk