

Minutes of the Parish Committee Meeting 2/13/24

Present: Heather Schmid-Mehdi (President), Desiree Krebs (Vice President), Jan Thompson (Clerk), David Wilson (Treasurer), Frank Baxter, Scott Gillespie (Members at Large), Reverend Jennifer Johnson (Minister).

Opening Words/Chalice Lighting: Reverend Jennifer Johnson

Check-in: All

VOTE: A motion was made and seconded to approve the January 16, 2024 Parish Committee Meeting minutes. MOTION PASSED.

Minister's Report: (Reverend Jennifer) – Reverend Jennifer discussed her decision not to renew her contract with First Parish for the upcoming year. She will be updating her list of ministerial duties, which will be changing as she and the congregation prepare for her leaving. We will begin a search for a new Contract/Contract to Call Minister immediately. Her complete Minister's Report can be found on the First Parish website, members' only section.

Parish Administration: The evaluations by the PC and Committee on Shared Ministry for Reverend Jennifer's Fellowship renewal have been completed and sent to the UUA Fellowship Renewal Committee. Heather will send the PC copies of these reviews.

The UUA Annual Membership Certification documentation for has been submitted to the UUA.

First Parish Players: (Desiree Krebs) – Auditions for the spring show "Standing on Ceremony" will be held March 4th and 5th. Flyers for the show are complete. First Parish Players has requested the use of the Upper Parish Hall for rehearsals on Monday, Wednesday, and Friday nights from March 11 through June 2.

VOTE: A motion was made and seconded to allow First Parish Players the use of the Upper Parish Hall for rehearsals for "Standing on Ceremony" on Monday, Wednesday, and Friday nights from March 11 through June 2. MOTION PASSED.

Audio/Visual Issues – The new sound board has been installed. Alan Yabroudy has been learning this system. We will be looking into other equipment to improve audio/visual issues including new microphones and/or stands that fit together better. Desiree will check out prices at Music World. Our projector in the sanctuary is 10 years old and may need replacing or may possibly just need a new bulb.

Parish Committee Members: Beth Manchester has stepped down from her Parish Committee duties for personal reasons. The PC could appoint a new member, but the consensus is that we will continue our work with 6 members for now.

Personnel: Desiree has downloaded a sample UUA Personnel Handbook that will be helpful as we continue to work on our hiring policies. It has various templates regarding various positions including Office Administrator, Music Director, DRE, etc.

Ministerial Search Process: - Heather has emailed Wren, our Regional UUA Advisor, who referred us to Christine Purcell, the Transitional Program Director. They will be resources to help us through the ministerial search process. There is a Transitional Ministry Handbook from the UUA available as well. Small congregations (<150) are generally routed by the UUA toward a "Contract or Contract to Call" ministry. Some of the information we will need to provide to the UUA for our search will be the same as from our search 3 years ago or will need minor updating. We composed a list of 6 candidates we felt appropriate for the Ministerial Search Committee: Kathy Keenan, Carrie Kinan, Angela Sheble, Sam Baumgarten, Linda Dunphy, and Laurie Lessner. Heather will speak to each candidate and ask them to be part of the search team. She will email the PC with the results.

Finances: (David Wilson) – David has emailed the PC with an Actual vs. Budget spreadsheet with notes and a rough framework for the Annual Budget for FY 2025, as well as balances in our accounts. Currently pledges paid are about \$12,000 behind, but some congregants do pay late, or all in one sum, so we hopefully will balance by the end of FY2024. David acknowledged what excellent help he has had with the finances from Kat Gillespie, McKayla Hoffman, and Bob Messing.

Events: March 16, 2024 St. Patrick's Celebration
June 6th, 2024 First Parish Annual Meeting
June 2024 Juneteenth Celebration (Note: this is Rachel Tedesco's last year on this committee)
Fall 2024 Goods and Services Auction

Closing Words: Heather Schmid-Mehdi

Respectfully Submitted,
Jan Thompson, Clerk