

First Parish in Concord Standing Committee

AGENDA

- I. Opening and moment of silence
- II. Clerk: approval of minutes
- III. Director of Operations: report and approvals (if any)
- IV. Senior Minister: report
- V. Treasurer/Finance committee
 - i. Possible Capital Campaign
- VI. Governance Subcommittee
- VII. Standing Committee business
 - i. Annual Pledge Campaign – sustainer event (CC, Liz, Alec, Peter); pancake breakfast
 - ii. Legacy Giving event – Jan. 11 (Tom)
 - iii. Black Lives Matter banner
 - iv. Upcoming business: new chair; new member orientation
 - v. GA
 - vi. Coffee hour, liaison feedback
- VIII. Executive Session

Standing Committee Meetings

- July 9, 2019
- August 13, 2019
- September 10, 2019
- October 8, 2019
- November 12, 2019
- December 10, 2019
- January 14, 2020
- February 11, 2020
- March 10, 2020
- April 14, 2020
- May 12, 2020
- Additional Meetings, if needed: May 26, June 2
- June 9, 2020

Mission: First Parish is a welcoming Unitarian Universalist congregation that seeks ways to deepen spiritually, build community, and make a positive difference in the world.

Our Strategic Ends are (Sept. 2012):

- We at First Parish open our doors to everyone. We actively welcome one and all, enabling each person to find a place in our community.

- We at First Parish are visibly committed to our UU principles and to the larger UU community, and we honour our historical, intellectual and spiritual roots.
- We at First Parish come together to deepen spiritually through meaningful worship, mutual care, and opportunities for inspiring experiences.
- We at First Parish engage with and support one another through life's journey.
- We at First Parish work to make a positive difference in the world and are thereby transformed.

Standing Committee goals

1. Move first Parish towards a vision inspired by our Year for Reflection and Visioning.
2. Strengthen and better define our shared leadership model with Senior Minister.
3. Review policies and improve governance.
4. Become a more reflective body.

Liaisons

Finance Committee – Tom

Legacy Giving - Tom

Membership – Alec

Nominating Committee – Kate

Pastoral care - Peter

RE – Jeff

SAC – Liz

Committees

Governance Subcommittee – Liz, Susan, Tom

Possible tasks: Membership policy; confidentiality and conflict of interest

Responsibilities of the Governance Subcommittee include:

1. Ensuring that the SC adheres to written policies and procedures.
2. Reviewing all policies and procedures at least once every three years.
3. Proposing new policies and procedures when needed.
4. Reviewing bylaws periodically and proposing revisions when needed.
5. Supporting the creation of SC goals and monitors progress towards those goals.
6. Ensuring the SC conducts a yearly self-evaluation.
7. Remaining alert to identifying and promoting best practices.

Ministerial Support Subcommittee – Jeff, Peter, Dave

Responsibilities of the Ministerial Support Subcommittee include:

1. Providing support to the Senior Minister
2. Working in conjunction with the Senior Minister on goal setting
3. Clarifying respective roles and responsibilities of Senior Minister and Standing Committee.
4. Reviewing Senior Minister compensation annually
5. Reviewing Senior Minister contract as contractually required.
6. Ensuring Senior Minister evaluation.

Finance Committee – Jane, Treasurer; Tom, liaison; Sue Wood, Nan Jeffries, John Caffrey, members

FY 2020 goals:

1. Determine if there will be a capital campaign and how we might support it
2. Participate on the Wright Tavern Committee
3. Explore how to diversify our donor base

The primary responsibilities of the Finance Committee will be:

1. To assist the Standing Committee and Treasurer to identify congregational priorities in support of the budget development process, by organizing and facilitating congregational discussions and compiling priorities for consideration by the Standing Committee, Treasurer, Head of Staff, and Director of Operations;
2. To assist the Head of Staff and Standing Committee to communicate budget alternatives to the congregation, by organizing and facilitating congregational discussions and compiling feedback for consideration by the Standing Committee/Treasurer and the Head of Staff/Director of Operations;
3. To be available to provide ad hoc financial and technical expertise to the Treasurer and the Director of Operations, and to take on special projects requiring financial expertise.
4. The Standing Committee may ask the Finance Committee to explore mechanisms for improving the financial capacity of First Parish.

Standing Committee Covenant

As we gather for our regular Standing Committee meeting, we covenant to remember our UU Principles and that we are here to represent the congregation of First Parish in Concord. We will:

Be kind and supportive to others

Listen respectfully,

Assume best intentions,

Accept disagreement,

Welcome diverse opinions,

Welcome questions,

Ensure others are heard,

Consider others as we express ourselves,

Speak with truth and compassion,

Speak what is helpful and necessary,

Make decisions thoughtfully.

We are aware that our words are for others to hear.

We are committed to the processes and principles of effective governance.