

SELECT COMMITTEE OVERVIEW/INTRODUCTION

The Select Committee's mandate was to prepare for the Board at least three comprehensive staffing plans. At least one of these must include:

- a two-year interim minister position
- a 20hr/week Music Director, and
- a 20hr/week Religious Education Director.

Plans should include bullet pointed responsibility lists for the newly conceived positions.

Our products are at a Google Drive site, in a folder labeled Board. Within that, there is one folder for each option and a folder with supporting documents for the Board (job descriptions for the full time minister and the positions that are common for all models: Religious Educator, Music Director, and Administrator). Each option folder has a narrative, a budget, pros and cons, and job task descriptions for the positions unique to that model. We know there is a lot of material here, and we will appreciate the attention that you will give it.

Brenda Post attended our first meeting and was very helpful. She also answered further questions via email.

After initial brainstorming, we formed three teams to detail out three options: the required plan, a half-time minister and consultant plan, and a plan we called the Pulpit Fill Scenario. The latter includes visiting ministers for Sundays and a part time pastoral care professional. As noted below, the required full time minister plan results in a deficit over the proposed 2023 budget figure we were working with. The other two are less than that total. All budgets reflect some changes in the administrator salary and some staff insurance benefit costs; and some budgets have different costs for other staff positions. It may be possible to select pieces of one model to be put into another model. And, of course, the Board can modify any model in any ways that you like.

We met five times as a full group, and individual teams held a number of meetings. Every member made essential contributions to the process.

Lisa Shaffer reached out to affiliate, community, emeritus ministers in the area.

Bethany Knappenberger designed and administered an online survey of our members to obtain current information on their views, needs, and preferences. The findings helped us redesign the religious educator position, and should also be useful regarding future planning and design of RE. Our committee members who did detailed work on this would be happy to share ideas or meet with others regarding RE in general.

Mary Anne Trause held interviews with four professionals regarding half-time ministers, and interviewed a consultant about their work..

Rich Macdonald interviewed Kelly Kelsoe, a former Pastoral chairperson.

Several of us found and reviewed documents from the UUA that provided additional perspectives. Each team member did a great deal of work coming up with ideas and putting things together.

After much discussion and analysis, we concluded that there is not a viable full time minister scenario that meets the Board's requirements and stays within the budget constraints. Unfortunately, inflation and a tight job market may make it challenging to fill the vacant positions. The narrative for the full time minister option has detail on this. The other two models are within our Personnel "bottom line" of \$304,295. We think it would be very helpful to advertise one day a week of remote work for the administrator. We understand that about 90% of UU congregation administrators have this option. We also recommend noting in the job announcements for the music and religious education positions that there is summer down time which might make the position more appealing.

In any model that the Board decides upon, it is possible that we could find volunteers to fill in some missing professional services. There are routine tasks that the administrator does, for example, that a volunteer could take over (e.g., picking up mail, filing). Volunteers are handling RE currently, and perhaps an RE professional at one of the other UU congregations would be willing to share curriculum and provide some oversight for our volunteers. Covering for a music director might be more challenging, but we could fill in with recorded music and only congregational singing rather than a full choir.

Perhaps the Board and Treasurer can find a way to engage the congregation in some tough budget discussions to ascertain which cuts would be least objectionable (and perhaps stimulate some increased pledges or volunteerism).

Our team appreciated this opportunity to do some difficult and important work for the congregation. We are all now much better educated on the many factors that need to be put together to enable our staff and volunteers to operate effectively and responsibly.

We also appreciate the time and thoughtfulness that the Board is putting into this process, and your commitment to making important changes to ensure the health of the congregation in the future.

Four of us will be at the beginning of the board meeting on April 27 to answer questions. If there are any questions before then, feel free to contact Tom at tompackard2@gmail.com.

The Select Committee on Staffing

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Bethany Knappenberger	Kathryn Sturch
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