

Senior Staff Report to the Board February 11, 2018

January 31, 2018 Assistant Minister Report

Pastoral Care:

Pastoral Visit Statistics:

51.7 hours of care given	58 total visits	30 in person	28 by phone
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This month, I visited Riderwood for the first time to connect with some members who are not as mobile as they once were. We had a wonderful group lunch which connected the members to each other. Some had never met before.

In December, we had depleted our emergency grocery cards for members in need. I purchased new Grocery Cards already gave out \$50 worth to members in need.

Six people attended the, "Parents Weathering the Storm" support group. We are in conversation with Hospice to train our pastoral visitors and to provide on site grief support groups.

The #MeToo service was fully staffed with the full pastoral team, a trained trauma psychologist, as well as Rev. Abhi, Rev. Archene and myself, which proved to be quite helpful and successful. We will duplicate this model when we know we are going to have emotional services in the future. The Ministry Team continues to emphasize the availability of Pastoral Visitors before and after services through the month. I am continuing to hold monthly skill-building sessions with pastoral visitors.

Pastoral Visitors are currently not required to have background checks, which is not in alignment with best practices. Our Safe Congregations policy does not address this issue but it should. Anyone who works with vulnerable populations needs to be background checked. I have made this recommendation to our Executive Director and Senior Staff is currently in the discussion phase on our Safe Congregations policy changes that need to be made/recommended.

Intern Minister Support:

While Rev. Abhi was in India, I met with Norman to provide support and supervision.

Rites of passage and special services:

Officiated the wedding of 2 Cedar Lane Members.
Began planning a memorial service for a member's child.
Began planning at baby blessing for a potential member.

Spiritual Development:

I led the “Theology, Spirituality and the Environment” group again this month. “Soul Matters” Meditations are continuing. I created the January and February Meditations. The members who are using the meditations are reporting that they find them incredibly valuable.

Soul Matters packets were distributed on schedule to all ministry team leaders with the invitation to use the Chalice Lightings, Readings and Questions from the packet at all meetings that occur at Cedar Lane. We are continuing to inform Ministry Team Leaders that this level of engagement with the themes will help us all to become more aligned in our search for truth and meaning. This practice will also help provide a similar spiritual framework for meetings that sometimes might lack one.

Worship:

I collaborated with the membership team on all of the services for January and led the planning and execution of the #MeToo Services on January 21. The #MeToo services were linked up with our larger Gender Justice programming.

Membership Engagement and Communications:

Sara Davidson has begun working as the “Director of Communications and Membership Engagement.” She will continue to handle facilities scheduling until 2/15. Her transition to fully embracing the new role is going to take a couple of more weeks. However, thus far, some efficient changes have been made. Sara will utilize our Constant Contact to reach new potential members and send invites which eliminates the unsecure third database that Roger was using and maximizes a system we already had in place. Sara has also begun working closely with Dianne Yaunches the Membership Ministry Team Lead to streamline systems and build capacity. The move to “membership engagement” is in alignment with Vision 2020. Since it is a shift in how we are doing membership, we expect that it will take a few months of working with staff and volunteers to streamline new processes that fit this model.

Sara and I have also been working closely with an advisory team comprised of Marketing and PR professionals to begin the process of clarifying messaging at Cedar Lane. Our goal is to prioritize messaging in a manner that is consistent with the aims of the Vision 2020 plan and also accessible to members. The goal is to clarify and streamline messaging so that we can entice new people, and move members (and newcomers) along the spectrum of engagement.

The Volunteer Fair remains on hold. Carolyn Morrissey, our Volunteer Coordinator, has been continuing to help out in the office. She has made building CedarLinked a main priority so that we can set a positive framework for

sustainable capacity building. We will look to the end of the fiscal year for a Volunteer Fair.

Social Justice:

- This month I attended the Women's March to the Polls
- I also attended a public AIM planning meeting

Professional Development & Study Leave Report:

I met with 1 of my professional advisors, my mentor and Spiritual Director this month. I am also meeting regularly with Rev. Abhi and with my Transition Team. As part of my Study Leave, I attended a youth led service in New York, which provided fodder for determining ways to help break down the wall between the "upstairs" and "downstairs" at Cedar Lane. I began a new yoga program and reconnected to my practice of honoring my ancestors daily. I did end up leaving one day late for Study Leave and returned one day early. I spent my first day doing pastoral care visits and then returned a day early because of workload demands related to upcoming events. I do plan to make those days up at some point.

Other Completed work:

- Read, *Field of Dreams*, by Mary Morrissey
- Read, *Praying in Color*, by Sybil Macbeth
- Revived my spiritual practice of honoring my ancestors daily this is also part of a larger 90-day facilitated program.

Work in process:

- I am continuing my work with other Latinx colleagues on a bilingual service for GA in 2018.
- I will co-facilitate the Multicultural Congregation Workshop, with Adrian Graham and Rev. Megan Foley on 2/3.
- I will facilitate the Forum Conversation with the Rev. Dr. Debra W. Haffner on 2/11.
- I am submitting a book proposal to Skinner House Books related to healing for people who struggle with addiction and/or have loved ones struggling with addiction.

Board Report from Tim Atkins, Director of Lifespan Religious Education February 2018

Greetings Board! Here are a few updates since our last meeting and report.

Family Ministry

Our weekly parent emails have entered their second month, and the response has been extremely positive. At least once a week we get a reply thanking us for the emails and the spiritual columns in the emails! The Lifespan RE Ministry Team is hard at work pulling together a Valentine's day party for our RE families.

This year during the parent meeting for our 1st Grade Haunting House class where we discussed the upcoming birth and death units, I made the decision that in order to show parents the videos the Haunting House class likes to show during class. Parents had to fill out a permission form after viewing the video giving their consent for their kids to view the video in class. This is the first time Haunting House has gone with this proactive, informed consent approach – and although there have been a couple of minor hiccups (as with any change to a long standing class), parents have appreciated this new approach.

Lifespan Worship

I've continued to lead Children's Chapels and assist with adult worship when needed. Sunday, Feb 4th we are trying something new – as a way to build toward congregational comfort with additional Time for All Ages, during the adult worship service I am going to tell the same story I will be using in Children's Chapel – the entire community will hear that story, even though they will be hearing it in different contexts (adult worship vs. chapel.) If this experiment works out well, we'll try to do it more frequently.

Lifespan Programming

Children's RE:

I want to lift up MLK Day here. MLK Day is a day that there are no Religious Education classes. I put a challenge on to the RE Ministry Team to come up with some sort of Sunday, first session, program to do on MLK Day after a Time for All Ages, and they delivered. Fifteen kids came, and although that might sound like a lot, without this programming on a RE Day Off, neither those kids nor their parents would have attended that morning. It's important we offer Sunday morning programming for kids and families, even if it's not the standard RE classes each week.

Youth Programs:

Tiffany is continuing to settle in well as Youth Programs Coordinator. This month we had a movie night with the Middle School Youth Group where they watched *Selma* and had a good discussion afterwards. We also have a Saturday night lock in for the high school youth group in late January. Both events had 10-12 youth attend.

Adult RE:

We are in the middle of sign ups for our Soul Matters Sharing Circles. Luckily, as a result of the process, a few more people have agreed to facilitate groups if they are needed. We will likely wrap up this round of registrations in mid February, and groups will continue throughout the calendar year.

Rev. Abhi, Rev. Katie and I have begun the work in preparing for Seminary for a Day – mark it on your calendars for March 24th! It's going to be a pretty great event, headlined by Rev. Mark Morrison Reed.

Director of Music Report

Choir, Jasmin Lee, chamber Orchestra presented a very successful benefit concert for Shepard's Table on Saturday evening, January 20, 2018. Over 200 guests in attendance donated more than \$5000 toward the work of Shepard's Table. We expect a few more dollars to come in before all is said and done and intend to make a presentation with the "big check in "toward the end of the month.

Concerts at Cedar Lane will be hosting the cast of iMusical, Led led by Music Director, Travis Ploeger.

We are looking forward to this unique presentation that should be a treat for all, including families. Admission will be free and a childcare will be provided.

The Choir is preparing music requested by last year's auction bidder for presentation during a Sunday morning worship service.

The Children's Choir is flourishing under the direction of Jenny Crane and is preparing an original song by UU composer Melissa Montforti for presentation in an upcoming service.

Bell Canto will be supporting Norman Allen during his service at Davies Memorial Unitarian Universalist Church on Sunday, March 18.

The Music Ministry Team is coordinating a Spirit Experience featuring Hispanic and Latino music and dance on Saturday, May 5 at 4 PM

Executive Director's Report:

Staffing Update: Sara Davidson is now our Director of Communications and Member Engagement. The responsibility for scheduling the building will be moved to a new position we have designed as a result of the Workflow Study performed in December. We are looking to combine it with the database administration functions and will begin the search process next week for an Administrative Coordinator. Lucy Dubinsky is our present Database Administrator and is schedule for 20 hours a week. She is determining whether she is interested in applying for what will now be a fulltime position. We are posting the position, and hope to have candidates to interview by the beginning of March.

FY 2018 Stewardship Update: As of today we have 450 pledges from 693 people for a total of \$907,871. This is a decrease from last month. The average pledge is \$2,017, last year at this time we had 47 more pledges in but for \$2505 less pledged, with a lower average pledge, \$1,822. **FY 2019 Stewardship Update:** we have received 18 pledges from 32 people for a total of \$75,661, an average of \$4,175. These are being gathered as part of the joint stewardship and capital campaign and are all from folks who pledged last year. Of these, 7 increased, 7 stayed the same, and 4 decreased for a net \$500 decrease from the same folks last year.

Account Statements: We sent out year-end contribution statements by email and the US mail this week.

Capital Campaign: we have received \$209,000 in payments.

Membership: We certified this year at **754** members as compared to 708 last January. We had 3 new members join this month, Heather Denay Hawk, Romel Lira, and Melanie Stickle. This link will take you to our certification data. I will send to the board the updated statistics we submitted once we receive them back from the UUA.

Security Planning Team: We will be holding a Church wide Fire Drill on February 25 after each service. There was a training in January led by Mary Farrar for ushers, receptionists, staff, RE administrators and teachers, over 70 people attended. We will have staff safety training next week. We purchased and installed an additional AED machine on the Lower Level, we now have 3, the others are located in the Lounge and in the Chalice House. We had a threat assessment performed by the police in order to determine what changes to the physical plant are needed before we renovate. If you remember we applied for and got a grant to work on heavying up our physical building security. We are trying to see what we can accomplish now that can still be of use with the renovation. The Officer agreed to provide Active Shooter training, we are

working to schedule a date for that. We are looking to implement a security system for the Chalice House in readiness for any guests requiring Sanctuary.

Staff Trainings: We will be having anti-sexual harassment training this month for the staff and supervisors, and CPR AED training next month. We are looking at also having the anti-sexual harassment training at a team leaders meeting, the board will be invited to attend as well.

Budget Process: the Financial Policy Committee will be submitting a recommendation to the board as to the target budget figure for next year's expenses. We have worked on getting reports in the new system for staff to use for creating budgets for next year as well as information as to where we are year to date.

Compost: we have engaged the services of Veteran Composting to have a weekly pickup of compost until we build our own composting system in the spring.

Cedar Lane Nursery School: We have signed a two year contract sign for the years 2018-2020 rather than a 5 year contract as we are not sure where we will be in terms of the renovations. We negotiated a 10% increase each year.

Balance sheet: Stew Grubman will be assisting us in cleaning up the balance sheet. If you remember as a church we are not required to expense items, as a result our capital expenditures and other large purchases have remained on the balance sheet and need to be removed.

Senior Minister's Report:

Dear Trustees,

Here is my account of activities since we gathered last:

Worship: I led worship on Jan. 7 & 14 and shared the welcome with Rev. Katie on Jan. 21 during this reporting period. On Jan. 28, I offered an extemporaneous homily at the Chennai Christian Unitarian Church at the invitation of their minister the Rev. Harrison Kingsley.

Worship attendance and collection plate information for the month of January are appended below:

Date	Celebrant	Worship Attendance	Collection & Share The Plate
Jan. 7	Abhi	271 (133 + 138)	\$1087.00
Jan. 14	Abhi	267 (100 + 167)	\$1425.75 (A Wider Circle - \$1374.50)

Jan. 21	Katie	311 (157 + 211)	\$707.13 (Court Watch - \$707.12)
Jan. 28	Norman	258 (93 + 165)	\$889.00

Spirit Experience - It was a joy and privilege to host the interfaith spirit experience to celebrate the Rev. Dr. Martin Luther King Jr's birthday on Sunday, January 14. 165 people, including many from the larger community, attended the service. The Rev. Felicia Thomas, Imam Tarek Elgawhary, and Rabbi Yaffa Shira-Sultan offered inspiring reflections on the theme "Reawakening Our Humanity." We were also treated to some outstanding music by Fred Johnson, Romero Wyatt, and Israeli percussionist Roni Parnass. The service raised nearly \$1200 to support the Spirit Experience and the Interfaith Network of Montgomery County.

Chapel Worship – I led chapel worship on Jan. 21 at 10 AM.

UU 101 – Led an introduction to Unitarian Universalism on Jan. 7. 11 people including 3 Cedar Lane members attended the session. We had a lively discussion about the seven principles and purposes of Unitarian Universalism. Attendees wish we had more courses specifically on Unitarian Universalist beliefs, theology, and practices.

Pastoral Care – During this reporting period, I provided spiritual counseling and pastoral support to four individuals and/or families.

Rites of Passage – Officiated at a 50th anniversary recommitment service for former Cedar Lane members (Jan. 20)

Community Engagement– With the Faith Community Advisory Council, met with County Executive Isaiah Leggett to share updates about interfaith efforts in Montgomery County and discuss ways to support immigrant communities and refugee families in our county. Participated in the Action In Montgomery (AIM) strategy retreat to develop the agenda for AIM actions in 2018 including immigration, education, affordable housing, mental health, and GOTV.

India Trip (Jan. 22 – Feb. 9)- As the UUA's Ambassador to the Unitarian Union of Northeast India and Chennai Unitarians, I visited our Unitarian friends in the Khasi & Jaintia Hills, Meghalaya and in Chennai, Tamil Nadu. The purpose of the trip was to attend the UUNEI annual conference, meet with the UUNEI leadership and learn more about the status of key programs and initiatives, and meet with Chennai Unitarian church leaders to learn more about their many ministries and programs. One of the highlights was a visit to the children's village (orphanage) which supports 20 children from ages 5 to 17. It was wonderful to spend time with family and friends. I am grateful to the board for

giving me the opportunity to return home after almost four years and to do the work of our larger faith.

Meetings – Board, Executive Committee, All-Staff, Senior Staff (2x), Board Retreat, Social Justice Team, Immigrant Justice Ministry Core Team, Green Sanctuary Team, Worship Team (weekly), Norman Allen (Internship & Davies Partnership), Katie Romano Griffin (weekly), Sara Deshler (weekly), Tim Atkins (weekly), Henry Sgrecci (2x), Jim Anderson & Gail Riley (2x).

Respectfully Submitted by,
Abhi Janamanchi