

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting
Wednesday November 16, 2022**

Meeting Conducted via Zoom Video Conference

Minutes – Approved

This was a special meeting held regarding the draft ministerial agreement to include in UUCB's Congregational Record for ministerial search by 12/1/22.

ATTENDEES

Voting members: Michael Armstrong (left early), Bill Brown, Pier Ho, Randall Hudson, Elaine Miller, Beth Pollard, David Roberts, Cordell Sloan, Helen Tinsley-Jones

Absent: None

Ex officio members: Rev. Michelle Collins, Tess O'Riva (Executive Director), Selene Fabiano (Secretary); Not present: Lenore Ralston, Treasurer

Visitors: Suzette Anderson-Duggan, Karen Elliott, Jean Gleason, Greg Lemieux, Jane Lundin, Ladie Malek, Larry Nagel, Lorraine Schnurr, Ariel Smith-Iyer

A quorum being present, the meeting was called to order by Beth Pollard, president, at 5:32 p.m.

DISCUSSION/ACTION ITEMS:

The purpose of this meeting was to review and approve a Ministerial Agreement that the Ministerial Search Committee (MSC) would add to the Congregational Record which would be viewed by prospective candidates beginning December 1st. Beth explained that the Board was reviewing this draft later than is recommended due to an oversight on her part; Reverend Michelle also took responsibility for not catching this oversight earlier. When she became aware of the need to complete the Ministerial Agreement by November 30th, Beth convened a work group consisting of the MSC negotiating team representative Ladie Malek and 2 Negotiating Team members from the last negotiating team (Linda Laskowski and Beth Pollard) to create a draft agreement. The team reviewed the UUA ministerial agreement template, UUCB bylaws, and UUCB's last Ministerial Agreement.

Reverend Michelle provided the following insights:

- In addition to seeing each church's Ministerial Agreement, prospective candidates are also presented with a separate document, a list of changes, that shows all the way a given church's agreement differs from the UUA template.
- Many ministers only look at this list of changes initially.
- A large number of wording changes can raise questions for ministers, and in some cases may lead them to wonder if they will be micro-managed or if there is a high level of anxiety at that congregation.

Beth shared the draft created by the work group and the Board reviewed it together.

Discussion regarding the draft agreement:

Some members felt more prepared to review the document than others but all agreed it would help to go through it together. Michael stated that he needed to leave the meeting early but would honor the board's decision.

Reverend Michelle noted there were a few decisions to be made regarding whether to have the contract in line with UUCB's personnel policy for other staff or to have a different policy for the minister (e.g. bereavement policy)

Some specific items that were discussed:

- Language re pastoral care. It was decided the language in the UUA template was adequate. Since our congregation is looking for a minister who provides pastoral care, this will be stressed in conversations with prospective candidates.
- Relationship to staff/Supervision of staff. There was a discussion regarding the role of the Executive Director vs that of the Minister. It was felt that the lines of authority should be clear and that the ED, not the Minister, should supervise the administrative, financial, and facility staff.
- Supervision of Executive Director. There was a discussion about whether this is best done by the minister or the board. There was some concern that not all ministers have experience/skill with managing staff and this would be better handled by the board. Other opinions include that the Board already has a lot of other responsibilities, it's hard to be supervised by a board with whom you don't have daily or weekly interactions versus being supervised by one person with whom you share a work environment, and that there can be problems when more than one person is in charge, and that most ministers would be reluctant to take a position if they do not have authority over their staff. Tess's opinion was that it's best to have the minister supervise the ED.

- Committee on Ministry (COM). There was a discussion of the role of COM at UUCB (supporting the minister and/or evaluating the minister?), and whether the minister should regularly attend the COM meetings.
- Ministerial Evaluation. There was a discussion regarding who should do this evaluation. There was agreement that these evaluations should be done annually.
- Nominating Committee. Does it involve the minister? There was a consensus that the minister should not be involved in choosing the board since the board provides oversight of the minister.
- Salary. The MSC recommended using the middle compensation for our geographic location and mid-size congregations (i.e. \$118,000). This would increase to \$129,000 when/if our membership reaches 350 members
- Parental leave. The UUA template and UUCB policy is 6 weeks paid and 6 weeks unpaid. There was some desire to provide 12 weeks paid parental leave but it was decided that the same benefit should be offered to the minister as to other UUCB staff. May reconsider UUCB policy in the future after determining the financial impact of this change.
- Bereavement Leave. The UUA template differs from UUCB policy. There was a concern that UUCB's policy of 3 days of bereavement leave is not adequate, especially if long-distance travel is required.
- Dismissal by the Congregational Mtg. Decided we need to modify the template to match UUCB's bylaws.
- Language re identities in section 1.2.8. of agreement. There was some wish to expand the list of identities to include the categories of "age" (which was differentiated from "generational"), neurodivergent, class, and body size.

Motion: Dave move that the Board approve the amended language in the Draft Ministerial Agreement worked on tonight be approved for the Ministerial Search Committee (MSC) and that any discrepancies be resolved by Board President and the MSC rather than calling an additional Board Meeting. Helen seconded. **The Motion passed with no abstentions.**

Respectfully submitted,

Selene Fabiano, Secretary