

Sources for congregation presidents & board chairs

THE RESOURCE SHELF



AMONG OURSELVES: CONVERSATIONS
FALL PRESIDENTS' ROUNDTABLE 2002
THE UU DISTRICT OF METRO NY

CONGREGATION PRESIDENTS 2002-2003

Congregation	Membership	President
First UU Fellowship of Hunterdon County (Baptistown, NJ)	67/RE 62	Michael Campbell-Drexler
Unitarian Universalist Society of South Suffolk (Bay Shore, NY)	34/RE 16/ Youth 4	Anne Beyer Atlihan
UU Ocean County Congregation (Bayville, NJ)	67/ RE 5/ Youth 5	Bill Farnick
Upper Delaware UU Fellowship (Beach Lake, PA)		Tom Paige-Lisenbee
UU Fellowship of Bellport (Bellport, NY)	63/RE 8/Youth 4	Christopher Capobianco
First U Congregational Society (Brooklyn, NY)	277/RE 90/Youth 15	Edwin Lord
All Souls Bethlehem Church (Federated) (Brooklyn), NY	15 UUs	June Kowal
UU Felowship of Briarcliff, Croton & Ossining, Inc. (Croton, NY)	104/RE 95	Carole Czujko
Unitarian Society of New Brunswick (East Brunswick, NJ)	188/RE 114	Kimberly Anderson
UU Congregation of the Palisades (Englewood, NJ)	51/RE 20/Youth 6	Julio Perez
The Unitarian Universalist Church of Flushing (Flushing, NY)	47/RE12/Youth 3	Jean Rios
South Nassau UU Congregation, (Freeport, NY)	135/RE 90/Youth 15	Jan Robbins
UU Congregation of Central Nassau (Garden City, NY)	135/RE 50/Youth 8	Dave Coddington
Skylands Unitarian Universalist Fellowship (Hackettstown, NJ)	48/RE 35/Youth 5	Joan Sullivan
First Unitarian Society of Westchester (Hastings, NY)	155/RE60/Youth 10	Lisa deMauro
Hollis Unitarian Universalist Congregation (Hollis, NY)	15/RE5	Clayton Martorello
UU Fellowship of Huntington (Huntington, NY)	310/RE134/Youth 39	Sue McGovern
Unitarian Universalist Congregation of the Catskills (Kingston, NY)	130/RE 50/Youth 10	David Beldon
UU Congregation of Monmouth County (Lincroft, NJ)	368/RE160/Youth30	Bill Wilson
UU Congregation at Shelter Rock (Manhasset, NY)	614/RE173/Youth 110	Allan Shapiro
The Unitarian Church of All Souls (Manhattan, NY)	1385/RE220/Youth 29	Eric Lamm
The Community Church of NY UU (Manhattan, NY)	351/RE30/Youth 6	Margaret Gonzalez
Fourth Universalist Society of NY (Manhattan, NY)	143/RE25/Youth 7	Hugh Coyle
Unitarian Universalist Church (Middletown, NY)	18/RE6	Michael Hughes
4th Unitarian Society of Westchester County (Mohegan Lake), NY	59	Susan Scheffllein
The Unitarian Church of Montclair (Montclair, NJ)	469/RE248/Youth15	Ruth Karr
Morristown Unitarian Fellowship (Morristown, NJ)	312/RE145/Youth 50	Ron Corey
The UU Fellowship of No. Westchester (Mt. Kisco, NY)	125/RE80/Youth25	Todd Disston
Muttontown Unitarian Universalist Fellowship (Muttontown, NY)	16	Frank Oliva
UU Fellowship of Sussex County (Newton, NJ)	55/RE12	John Nagel
North Fork UU Fellowship (Northville, NY)	47/RE11/Youth2	Michael Comando
First UU Church of Essex County (Orange, NJ)	66/RE13	William Slezak

CONGREGATION PRESIDENTS 2002-2003

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Central Unitarian Church (Paramus, NJ)	227/RE150/Youth 25	Susan Springstead
First Unitarian Society of Plainfield (Plainfield, NJ)	227/Re78	John Hawkins
First UU Society of Rockland County (Pomona, NY)	75/RE20/Youth 8	Peter Brinkman
UU Fellowship of Poughkeepsie (Poughkeepsie, NY)	169/RE 70/Youth 10)	Judith Knauss
UU Congregation of Princeton (Princeton, NJ)	440/re198/Youth 33	Sharon Copeland
Unitarian Society of Ridgewood (Ridgewood, NJ)	266/RE150	Mike Patterson
UU Society of Orange County (Rock Tavern, NY)	62/RE40	Linda Carhart
UU Congregation of Somerset Hills (Somerville, NJ)	142/RE120/Youth 15	Pat Morey
The First Universalist Church of Southold (Southold, NY)	70	Gale Alexander
The UU Society in Stamford (Stamford, CT)	88/RE15/Youth3	Hope Russell
The Unitarian Church of Staten Island	113/RE30/Youth8	Tom Seluga
UU Fellowship at Stony Brook (Stony Brook, NY)	221/RE140/Youth 35	John Williams
UU Fellowship of the Poconos (Stroudsburg, PA)	56/RE7/Youth2	Jeffrey Weekes
The Unitarian Church in Summit (Summit, NJ)	407/RE 172/Youth 12	Tom Howard
Dorothea Dix Unitarian Universalist Community (Trenton, NJ)	23/RE 8	Elly Leonard
UU Church at Washington Crossing (Titusville, NJ)	234/RE95/Youth 20	Judith Mason Pool
UU Congregation of the South Fork (Water Mill, NY)	57/RE 10/Youth 3	Marilyn Mehr
Lakeland Unitarian Universalist Fellowship (Wayne, NJ)	17/RE 4/Youth 4	John Francois
UU Society of No. Fairfield County (West Redding, CT)	151/Re 45/Youth 45	Ross Fenster
The Unitarian Church in Westport (Westport, CT)	575/Re/399/Youth 72	Linda Hudson
Community Unitarian Church (White Plains, NY)	296/RE 190/Youth 12	Ted Dreher

SOME DISTRICT NUMBERS FYI

Year Metro District Founded = 1962 # of congregations in Metro NY District in 1962 = 28
 # of congregations in Metro NY District today = 53
 # of adult members in Metro NY District certified in April 2002 = 9,798 # of adult members certified in 2001 = 9,771
 Largest Congregation = Unitarian Church of All Souls in Manhattan with 1,385 adult members
 Smallest Congregations: Hollis (15) Muttontown (16) Wayne (17) Middletown (18)
 # of Fair Share Congregations 2001-2002 = 49 of 53 or 92% resulting in a **\$5,000** ward to MNY District that was received in addition to the **\$41,351** Metro District received as the basic grant from the Annual Program Fund of the UUA.
 50% of the adult members in Metro NY District come from only 8 (15%) of our congregations.

METRO DISTRICT BOARD UPDATE

When the District Board began planning the 2002 Annual Meeting, a 40th Anniversary Celebration, we had achieved a new stability. The Reverend Harry Green who had served a year as “acting” was the unanimous selection of the Search Committee to become our settled District Congregational Services Consultant. This new stability was short lived: In March the board received word of the resignation of our RE Program Consultant, the Reverend Susan Archer who had been called to serve a congregation in Maryland as MRE. Soon thereafter the Board received notice that the district’s first and only District Administrator, Edith Hull, was retiring effective July 31, 2002.

With virtually 100% turnover in staff, the Board renewed its determination to redefine itself and focus on the next 40 years by committing time and resources to the hard work of crafting a mission and vision, a board/staff covenant and a five year strategic plan. In June at the Board’s first retreat we adopted the following mission statement:

The mission of the Unitarian Universalist District of Metropolitan New York is to voice our passion for our Unitarian Universalist faith, support growth in the District, and cultivate cooperation among our member congregations.

In July at its second retreat, the Board began the process of a start-up for Rev. Green by crafting a covenant. Under the facilitation of the Reverend Tracey Robinson-Harris, Director of Congregational Services for the UUA, the Board and staff created a set of expectations for working together to realize our mission. Part three of the restructuring of the Board took place over the second weekend in September when the Board met at Murray Grove and, with the skilled facilitation of Dr. Wayne Clark of the UUA, developed a five year strategic plan and began the process of redefining how it will do its work as a board of trustees.

As we enter a new program year, 2002-2003, the Metropolitan New York District has many solid accomplishments of the recent past and a much clearer direction to build on. We have a former congregation president, Laurie Golson from Croton, as our Administrator. We miss Edith of course, but we have found in Laurie a knowledgeable and capable “home base” for our work. Harry Green is fully engaged in work with congregations — no newcomer here. We were very fortunate to be able to get a seasoned RE Consultant, Eva Ceskava, to serve as our Acting Program Consultant as a Search Committee is now working to fill that position permanently. Eva, by the way, will be eligible to apply.

Leadership Resources

In his book *Leadership Without Easy Answers* <http://www.telusplanet.net/public/pdcoutts/leadership/Heifetz.htm>, Ronald Heifetz describes the difference between the leadership challenges faced in organizations like congregations from those in technical fields. Heifetz provides some refreshing and helpful guidance for these times. As an instructor at Harvard University, a researcher and consultant to government, business and non-profit organizations, he has developed a very different perspective on leadership which will be helpful in any setting, including congregations. His thoughts are presented in an easy reading style, filled with recognizable and approachable illustrations from recent American history.

In our congregations we experience conflict – things like growth (building a new building, adding clergy, going to a second service, etc.) or diversity, or how we use our resources -- whether to buy an organ, fix the roof, repave the parking lot or throw out the nursery school tenant. In short, these are a whole lot of “whats.” We argue at the level of resource based “facts” rather than engage the deeper issues which are the “whys.” At this year’s Pre-GA Workshop, ministers and District Presidents learned about the power of why. Conflict arises when we fail to ask the question -- why is this issue so important to you? Why do you think this issue is so important to those on the other side? Why does this matter so much? The workshop, **Identity Based Conflict**, helped us understand that the “whats” are like the tip of an iceberg – it’s the “whys” (the submerged part of that iceberg) that fuel most of our conflicts. The facilitators for this workshop were Jay Rothman and Randi Land of the Aria Institute, a conflict resolution training and consulting firm based in Yellow Springs, OH who notably worked with the Cincinnati Police Department surrounding their issues of racial profiling. If you’re interested in this subject go to the uua.org website and type in “identity based conflict.”

MODELS OF BOARD GOVERNANCE www.boarddevelopment.org/

Working or Administrative Board

A working board has some responsibilities for the operations of the organization. In addition to providing policy and general direction, the board members may help in practical ways such as organizing events and drafting documents.

Responsibilities: Planning Finance Human Resources Organization Operations Communications and Membership

Policy Board

This traditional model is newer in our UU congregations. A partnership is developed between the board and the Minister (s) in order to lead and manage the organization. A series of committees do the work of the board and these are often supported by paid staff.

Responsibilities: Establish and implement the organization's purpose. Set the rate of progress the congregation will undertake in achieving its mission. Provide continuity for the governance and management of the congregation. Confirm the congregation's identity to itself.

Collective Board

A collective is a group of like-minded people working towards a specific goal. Small congregations typically have collective board models. The individuals within the leadership circle take on responsibility to define and support the basic functions of working as a collective.

Responsibilities: Planning Finance Human Resources Office Administration Communications Membership

ELECTRONIC COMMUNICATIONS <http://nymetro.uua.org/nymetro/>

The Communications Working Group of the Metro NY District Board has been hard at work revisioning our District Website and how we can add substantial content, increase useability, assist congregations in linking up and so much more. Their motto for this year is to create a website that is “relentlessly useful”. We need congregational presidents to select one member of their congregation to be the **Electronic Coordinator** and let your congregation’s board liaison know who that person is by December 1st.

SAMPLE BOARD MEMBER BOOK

Table of Contents

Background on the congregation

- Brief History of the Congregation — listing of past ministers and board leaders
- Mission Statement
- Vision for the next 3-5 years; Strategic Plan (if done in the last 3 years)
- Program Information
 - Religious Education and Adult or Lifespan Education
 - Seniors programming
 - Social Action and outreach programs
 - Music
 - Ministry; small group ministries, pastoral care network, community ministry etc.
- Organization Chart
- Communications Plan (if available)
- Sample Newsletter

Governance

- Board Meeting Date Schedule
- Board Member Job Description
- Board Committee Structure and Assignments (if administrative board)
- Bylaws of the congregation
- Meeting Minutes (most recent fiscal year)

Finances

- Current FY Budget plus YTD financial report and Budget v. Actual (most recent FY)

Fundraising and Earned Income

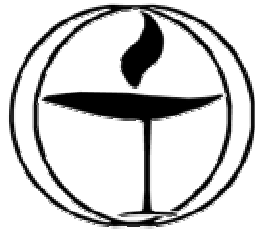
- Annual Every Member Canvass schedule and proposals/plans for prior and current year
- Summary of contributors (e.g. number of pledging units, highest pledge, lowest, mean, median, etc.)

Contact Information

- Board and Staff lists with phone numbers and e-mail addresses
- Board Member Bios
- Key Committee Contacts (finance, RE, building and grounds, endowment, etc.)

Sample Board Self-Assessment/Questionnaire

- Are board members well informed about the congregation's mission and its programs? Are they properly oriented as they join the board?
- How well are board meetings functioning? If attendance is a problem, what can be done to improve it?
- How would you rate the quality of the materials you get in advance of meetings? Is there enough information? Too much? Is the importance of reading meeting agendas and background materials ahead of time stressed on the board? If members routinely come to meetings unprepared what can be done to improve?
- How well are Board Officers functioning?
- How well are committees functioning (Administrative Board) or Program Council (Policy Board)?
- Are there structures in place to manage a smooth transition in leadership? Recruitment of new board members?
- Do all members have a voice in decision-making? Are meetings dominated by one or two members or do all members have the opportunity to speak?
- Does the board re-do the work of its committees? When a committee is organized, does the board give clear direction as to the extent of the committee's authority and accountability? Is it clear who gets to decide?
- How do you rate the staff's interaction with the board?
- Does the board have a covenant? Is the covenant honored?
- Do you understand your role as a board member? Do you believe you are performing well? What do you need to perform better in this role?
- What, in particular, would you like to accomplish in the next year as a board member? Other questions, comments or concerns?



UNITARIAN UNIVERSALIST ASSOCIATION

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<http://www.uua.org>

Moderator: Diane Olson Metro NY's Trustee: The Rev. Beth Graham

President: Bill Sinkford District Services: Peter Morales



UNITARIAN UNIVERSALIST DISTRICT OF METROPOLITAN NEW YORK

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<http://nymetro.uua.org/nymetro/> Administrator: Laurie Golson ls.golson@verizon.net

President: Lynda Bluestein lbluestein@uua.org

Congregational Services Consultant: The Rev. Harry Green harrygreen@earthlink.net

Acting Program Consultant in RE: Eva Ceskava MetroNYUURE@aol.com

Communications Working Group: Rev. Jim Bridges jbridges@hvc.rr.com (Also Secty)

Congregational Staff and Services: Holly Bussey uuholly@yahoo.com (also VP)

Growth and Education: Ron Schaeffer Ronfsch1@aol.com

Treasurer: Margaret Schultz margaretq@snet.net

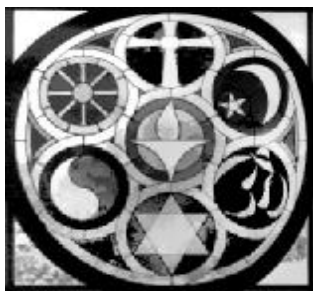


CHURCH FINANCE AND CANVASS

The book, *Financial Management in the Church*, can be downloaded from Peter Henrickson's website at <http://home.earthlink.net/~>

A daily conversation on church financial matters is available on a chatline. To subscribe to the UU-Money mailing list go to: uu-money@uua.org

InterConnections A wealth of information in the Canvass Resource Library is available at: <http://www.uua.org/interconnections/canvass/>



MEMBERSHIP

Belonging, The Meaning of Membership — entire book available on web

http://www.uua.org/coa/reports_issued.html

InterConnections Resources on Membership

<http://www.uua.org/interconnections/membership/>

Measures of Membership — Loren Mead's work on numerical, maturational, organic and incarnational growth here in pdf format.

<http://www.uua.org/coa/03.pdf>