



## PCUU Board of Trustees Monthly Meeting Minutes

August 15, 2016

Called to order at 6:15 PM.

**Present:** Robyn Miessler-Kubaneck, President; Scott Gay, Vice-President, Kathy Juba, Secretary; Scott Mansfield; Geoff Johnson; Kathleen Watson; Jamie Zaruba, Rev. Rebecca Hinds

**Also Present:** David Miessler-Kubaneck, Mary Huneke.

**Absent:** Gary McGraw, Treasurer (Written report shared.)

### Regular Agenda items:

#### I. July Minutes:

Motion to approve: Scott M.; Second: Scott G. Passed.

#### II. Regular Agenda

Church Administrator Report: Reviewed.

DRE Report: Kathleen expressed appreciation for how Jamie is trying to get the church in general out into the public. For the Block Party, a question was raised about the need for a gaming license for the 50/50 raffle. (Value must be less than \$1000.). A discussion followed regarding advertising for block party.

Day Camp attendance: Kids 4 Total 23

“MAYAN”=Mid-American Youth Advisors Network. We are hosting this group’s annual conference next year (Aug. 4-6, 2017). There will be no cost to People's.

Minister’s report: Rebecca reports she has had a wonderful 2 weeks and feels very welcomed.

Treasurer’s Report: In his absence, Gary’s written summary was reviewed. “We have some possibility of ending the year not in deficit--so good news!” Scott G. stated that the format used for this month’s report is easier to understand than the spreadsheet format.

#### III. Approve Rebecca’s Housing Allowance

Rebecca’s request aligns with our contract as written. Motion to approve made by Scott M. Second: Scott G. Passed.

#### IV. Review and Discuss Developmental Ministry Goals

Peoples Board in conjunction with the members of the Developmental Ministry Search Committee reviewed the process by which the 5 developmental ministry goals were developed



and ordered. The scope and focus of each goal was discussed. Explanations and a summary of the comments regarding each goal follow.

1. **Governance:** This goal is first because other goals flow from it. What type of board should Peoples have: Pastoral vs. Policy? How do the various parts of the church interact? (Staff, committee heads, etc.) Strong leadership development program.
2. **Finance:** A focus on generosity needs to be developed. Talk about money needs to become normal. Give people a vision of what constitutes financial health (nuts and bolts). Generosity and financial support need to become part of the culture.
3. **Communication:** Includes both internal and external communication as well as education and reinforcement. People presence is part of our communication strategy.
4. **Membership:** Two parts: attracting members and then integrating/keeping the members. Leadership development has been lacking. We need a structure to spell out church's expectation of members. What does membership mean in a spiritual sense? A framework is needed for bringing people into the community, not just visitors to the community.
5. **Involvement in Broader Communities:** Members are proud of our history of being involved in our community. We need to create a mission and vision that expresses how we want to be recognized by the community. This goal includes a focus on increased/renewed involvement in Cedar Rapids and wider UU community, redefining our identity in Cedar Rapids that we can be proud of.

#### **V. Developmental ministry communication**

We need to think about how we are communicating our work on the developmental ministry.

#### **VII. Updates**

Video feed to nursery from sanctuary: Geoff: No problem to run a video feed to the nursery. Only cost will be for the equipment, such as TV, speakers.

Minister: Next week Rebecca is going to Developmental Ministry training. Rebecca shared that she has found much support exists for us to tap into. Dori Thexton will be coming to have a retreat with us.

Energy usage: Kathy reported that an energy audit on the church building is scheduled for Aug. 18 @ 1:00.

**Adjourned:** Motion made by Scott M. Seconded by Scott G. Passed. 8:20 PM

Respectfully submitted,  
Kathy Juba, Secretary

# Jamie Ray Zaruba

## DRE Board Report August 2016

### What's going on in RE

- We tried our 2nd Night out to the Movies at Collins Road Theaters. We had 6 people show up on 29<sup>th</sup> of July.
- People's Day camp was on July 30<sup>th</sup>. We offered a scavenger hunt, some chalice making craft workshops and I spoke briefly about how our youth can make our church stronger with upcoming events.
- My new office hours started the 3<sup>rd</sup> of August.
- Working on our RE web page updates, and RE Calendar through Aug 2017
- Attended the MAYAN Advisor CON in Geneva IL. With our Youth Group Advisor Lance Maynard.
- I was voted to the Mid-American Youth Advisor Network(MAYAN) Board of Trustees

### RE Council

Co-Chairs: Deb Maynard & Amber Todd

Arianne Waseen  
Jennifer Brade  
Tristan Maynard  
Sherri Martin  
Danny Booth  
Jack Primmer-Tamayo  
Sarah Sutton

### Coming Events

- August 13<sup>th</sup> RE is headed a fundraiser in the form of a yard sale with all proceeds going to the church.
- Aug 27<sup>th</sup> RE is offering a Baby Setting Date night for our members from 6pm-10pm in the nursery.
- September 4<sup>th</sup> is RE Teacher Training after Church 12:30-2:30
- September 7<sup>th</sup> Middle School OWL Parent Meeting 6pm-9pm
- September 10<sup>th</sup> the People's Block Party
- September 11<sup>th</sup> Our first monthly Multigenerational Service with the Children Begins at 11am, RE Teacher Training 12:30-2:30pm
- September 14<sup>th</sup> Adult RE Class Begins at 7pm-8pm
- September 18<sup>th</sup> RE Classes for our children and youth begins for the year at 11am.
- September 21<sup>st</sup> Middle School OWL Parent Meeting 6pm-9pm
- September 25<sup>th</sup> Middle School OWL classes begin 9:15am -10:45am
- September 28<sup>th</sup> Adult RE Class 7pm-8pm

**Keep on Rocking!**

**Peoples Church Unitarian Universalist  
Administrator's Report for July 2016  
Submitted August 2016 by Pamela Edwards**

**ATTENDANCE**

June 2016		July 2016	
6-6	43	7-3	Picnic
6-12	52	7-10	17
6-19	55	7-17	27
6-25	39	7-24	45
		7-31	30
Average	47	Average	30

**2016 NEW SUNDAY VISITORS IN JULY**

Number of new visitors: 4 adults; 2 children

Found PCUU by: did not say

**ARCHIVAL INFORMATION**

Bill Hart very kindly met with George Milligan, who contacted me in order to donate building plans from the 1980s.

*This is Bill's summary of the meeting : "We met Mr. Milligan today. He is one of three surviving charter members of the Cedar Hills Community Church which built the Gordon Avenue building. He is cleaning out his house to move and brought us some old plans for our building. He confirmed that there was the original church about 1958, an addition in the early 1960's to add the nursery and office, and one 1983/1985 to add what we call the Ely coffee room and Andre Room and the rest of the spaces north of the hallway. They had a parsonage on the grounds in the early days, and it was moved to somewhere along Harbet Avenue to allow for the addition and parking. He brought another set of plans like we already had, for the ~1984 addition. He said that addition was designed to allow a second floor to be added, and he gave us marked-up preliminary plans for adding a balcony to the sanctuary, which of course was not done. He said the south wall was originally solar, but they covered that up because of summer heat, as no provision had been made to shade it or exhaust hot air. That explains the dramatically different look to that side in the plans. I put these plans with the ones we had, on the top shelf in the Archives room."*

## **BUILDING & GROUNDS**

Members of the Building & Grounds Committee and Robyn Meissner-Kubanek have put much time, thought and energy into planning to re-paint the parking-lot stripes before winter. The planning process is still on-going.

Thanks to many intrepid volunteers, renovation of the bathroom is almost done. Hours have been spent tearing off old wallpaper, removing fixtures, priming and painting. When completed, it will be a WC to be proud of.

## **TRANSITIONING MINISTERS**

My time has been divided between transitioning Rev Jeff out and getting ready for Rev Rebecca (copying her on emails, getting business cards, setting up her office, transferring credit cards, etc.). I completed the "Who's Who in Peoples Church" to help her learn about the church. (It's also a useful reference for me). I also participated in church member discussions on welcoming Rev Rebecca and her fiancé.

I've also worked closely with new President Robyn Miessler-Kubanek since Jeff Briere left Iowa in mid-July. She has served as my supervisor, approved timesheets, helped arrange church coverage in case of pastoral emergency, worked on scheduling Rev Rebecca's first two weeks, and performed many other tasks.

## **PERSONNEL**

I have been working with bookkeeper Julie to verify staff tax information and to issue W-9 forms to contract labor. (Julie likes to be ready when January 2017 arrives).



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## Finance Report for July 2016

Finance status as of July 31:

- Pledge and other income: \$9972.47
- Quarterly Endowment Disbursement: \$4517.12
- Total Income: \$14489.59
- Total Expenses: \$13419.84
- Net Monthly Income: \$1069.75

For Year-to-Date, we are running about \$6k ahead – it appears income is slightly higher than projected, so we may have some possibility of ending the year not in deficit – so good news!

Reported by Gary McGraw, Treasurer  
August 15, 2016

# Congregational Needs and Strengths

## List 5 strengths of this congregation

1. A core of deeply committed members willing to “stay the course” and do the hard work to maintain and grow our church
2. A spacious and sound church building that is paid for
3. A long, rich history
4. Two active groups from within the church that engage with the community: CUUPS and Social Justice
5. A large enough endowment fund to provide support from its earnings for annual budgets when needed

Matrix of 5 Goals, 5 Strengths of a Developmental Minister, and Additional Desired Skills Table

List up to 5 goals to work on during the developmental ministry (think 1 per year)	List up to 5 desired strengths of a developmental minister	Additional desired skills of a developmental minister
Governance	Strategic Thinking	Knowledge of Church Governance
Financial Stewardship	Strategic Thinking	Expertise in Church Financial Operations
Communication	Bridge Building, Conflict Mediating	NA
Membership	Bridge Building, Conflict Mediating	Expertise in Visitor and Membership Engagement, Leadership Development
Involvement in Broader Communities	Bridge Building, Strategic Thinking	Leadership Development

# Introduction to Goals for Developmental Ministry Application

While the application suggests thinking in terms of one goal per year, the Committee agrees that some phases in all areas must be pursued concurrently. For example, work on Goal Two should not wait until we have completed developing Goal One policies, structures, and procedures.

## **Top 5 Goals**

1. Governance
2. Financial Stewardship
3. Communication
4. Membership
5. Involvement with Broader Communities

To that end, we have created a list of proposed strategies and tactics for each goal. These proposals intend to demonstrate our commitment to addressing the challenges ahead, as well as to share with potential developmental ministry candidates some ideas that we have generated from our research. We expect the developmental minister to bring invaluable insights and expertise to the planning and execution process, and for these strategies and tactics to change as work moves forward.

## **See the following pages for detailed explanations of each goal area, including:**

- A specific goal statement
- An explanation of its importance
- Strategies and tactics to use in pursuing the goal

# 1. Governance

Establish church governance structures and practices that make the best use of church resources.

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## **WHY THIS IS IMPORTANT**

Current church structure does not allow for us to meet short and long-term goals. If we can accomplish this goal, then we become more successful with our other goals.

- **Needed Strengths:**  
Strategic Thinking

- **Desired Skills:**  
Knowledge of church governance

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## **Strategies**

- Research church governance best practices
- Evaluate Peoples Church governance “structures” and procedures in the light of those best practices.
- Develop a plan for implementing and maintaining those structures and practices that would be optimal for Peoples Church.
- Develop and maintain a strong leadership development program.

## **Tactics**

- Identify sources of current, research-based church governance “best practices.”
- Review current PCUU groups and their purposes to ensure they align with the new church governance structure.

## 2. Financial Stewardship

Develop, implement and maintain a financial stewardship system based on generosity and stewardship as theological foundations understood by all members of the Peoples Church community.

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### **WHY THIS IS IMPORTANT**

A history of financial struggles to meet the church's needs. Because we have failed to implement successful financial strategies.

- **Needed Strengths:**  
Strategic Thinking
  - **Desired Skills:**  
Expertise in church financial operations
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### **Strategies**

- Bring the entire membership to a clear, detailed understanding of the financial aspects of supporting the operation of Peoples Church.
- Detail the long-term financial requirements and ramifications of any physical plant, staffing, or program changes.

### **Tactics**

- Inform potential and new members of the required minimum contribution.
- Provide new members with an orientation that includes an overview of church finances.
- Reestablish Fair Share Congregation

### 3. Communication

Communicate positively and consistently among Peoples Church stakeholders.

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#### **WHY THIS IS IMPORTANT**

Because there is inadequate consistent communication, we want a change in our communication policies and procedures. This change will facilitate active, fulfilling membership, enable effective church organization and management, and establish an identity for Peoples Church Unitarian Universalist in the Cedar Rapids community and with the Unitarian Universalist Association.

- **Needed Strengths:**  
Bridge Building,  
Conflict Mediating

- **Desired Skills:**  
NA

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#### **Strategies**

- Identify stakeholder groups and the channels of communication that reach each stakeholder group most effectively.
- Identify a communication framework that will be used for each stakeholder group as the need arises. This will include ongoing communication of activities and Sunday topics, permanent communication of policies and procedures, as well as one-time communications.

#### **Tactics**

- Research to identify methods of communication that are most effective in reaching each stakeholder group.
- Research available avenues of communication both internal and external to Peoples including local media, newsletters and web pages of specific local groups and perhaps even setting up a phone tree for certain types of communications. Have structures in place for using these avenues as the need arises.
- Lay out communication framework that is useful to each segment of the audience for a particular communication. The “audience for a particular communication” is that some information will be intended for church leadership, some for church staff, some for members, some for the community at large, etc. Somewhat different avenues of communication will be implemented depending on the audience(s).

(Communication Tactics continued)

- Assign responsibility for disseminating specific types of communications. For example, the Board would assign someone the responsibility for making sure the meeting minutes are made available to the membership. The Membership team would have the responsibility for communicating to visitors what is involved in becoming and being a member. The Membership team could also be assigned the task of creating the Membership Handbook, which would tell members where to look for certain types of information. The RE Council would assign the responsibility for making sure that non-parent members hear about RE activities and how they can support those activities. The Board would be responsible for clearly communicating job descriptions to church staff members and to the membership as a whole, possibly through the membership handbook.

## 4. Membership

Develop and maintain rich and vigorous processes for attracting and integrating members.

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### **WHY THIS IS IMPORTANT**

Because we have a hard time keeping people engaged, we would like to change this in order to address retention of potential, new, and current members.

- **Needed Strengths:**

Bridge Building,  
Conflict Mediating

- **Desired Skills:**

Expertise in Visitor and  
Membership Engagement,  
Leadership Development

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### **Strategies**

- Develop a standard process for attracting visitors and welcoming them in the early visits.
- Assimilate individual members, current and new, into activities in which they have an interest.
- Establish a clear process by which new groups and activities are established.

### **Tactics**

- Each week collect visitor cards, record information on them, contact each visitor and invite back.
- Ensure all new visitors have visitor name tags after the first visit.
- Use membership database to identify new members who would be interested in a specific upcoming activity and contact them personally.

## 5. Involvement in Broader Communities

Develop and implement a plan for increasing Peoples Church presence and involvement in the geographical and religious communities of Cedar Rapids and beyond.

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### **WHY THIS IS IMPORTANT**

Because we would like to have more of an active presence in broader communities based upon our values and principles as Unitarian Universalists.

- **Needed Strengths:**

Bridge Building,  
Strategic Thinking

- **Desired Skills:**

Leadership Development

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### **Strategies**

- Identify groups and community organizations that align with the ideas, values, and passions of Peoples Church.
- Identify ways of interacting with members and supporting joint initiatives.

### **Tactics**

- Participate in short term campaigns/efforts, such as Black Lives Matter.
- Continue to share Sunday service plate collections with charity organizations that exemplify the values of Peoples Church.
- Continue to “advertise” Peoples Church social justice focus by members purchasing and then wearing “Standing on the side of love” t-shirts.

**List up to 5 current areas of activity that should not lose momentum during this ministry**

1. **Music:** church choir, guest artists during service, hymn accompaniment
2. **Social Justice:** split plate, tee-shirts, “green” practices, growing food for food pantry, partnerships with charities, etc.
3. **Religious Education:** curricula for children and youth, as well as Our Whole Lives (OWL)
4. **Affinity groups:** CUUPS, Faith Explorers, Humanists, and Bridge Group among others.

**Congregational Traditions or Programs you wish to maintain going forward**

- **Service**
  - Guest Musicians
  - Involvement of congregation in ministry, i.e. Para ministers, worship associates
  - “I Believe Statements”
  - Peoples Choir
  - Water and Flower Communion
    - Orison
- **Religious Education**
  - Christmas Pageant
    - Bridging Ceremony for Children and Youth
  - Halloween Haunted House & Chili Cook Off
    - O.W.L. Children, Middle School, and Adult
- **Internal Outreach**
  - Archiving
  - Van Vechten Guild
- **External Outreach**
  - Interfaith Council
  - Opportunities to gather and discuss, i.e. Discussion Groups and Chalice Chats
  - Plate Collection
  - Social Justice
- **Aesthetics**
  - Art Displays
  - Church Building and ground maintenance and improvement, i.e. stained glass, painting, outdoor plantings