

EXECUTIVE PROGRAM REPORT and Minister's Report

December 2022

Executive Program Report

Reports gathered from committee and program leaders, and staff

Note: Although we continue to invite reports from multiple committees and teams, very few send monthly reports.

I. Faith Formation – submitted by Birch Spick, Director of Faith Formation

Children & Youth Faith Formation: I met with Faith Formation professionals from 2 other UU congregations in the state, and we are planning a youth convention, tentatively in April 2023 at the Iowa City congregation.

Adult Programming: nothing new to report.

Looking ahead: OWL for 5th and 6th Graders will begin in January with a parent meeting on Wednesday 01/04 at 6:00PM. This year, we are collaborating with Urbandale UCC to provide OWL to the families of both our congregations. They will be joining us here at First Unitarian on Sunday mornings in the spring.

II. Congregational Life – submitted by Birch Spick, Coordinator of Congregational Life

On 11/16/22 the Congregational Life Committee reviewed changes to the Membership Policy and governing portion of the by-laws as proposed by the Stewardship Committee, Rev. Victoria, and me. After some revisions they passed these back to Victoria for the Board to consider.

Looking ahead: the Ministry of Fun is organizing a brunch potluck at the church on Christmas Day at 11:00AM.

III. Administrative Report – submitted by Alice Stewart, Director of Finance and Administration

- The Sierra Club Pipeline Protest organizers rented the Auditorium, Griffin Hall and Gathering Space for a daylong gathering of over 100 people. The building feels full and busy these days.
- We opened up Realm for all to enroll until January
- The office staff coordinated with the Concert Committee to launch the 22-23 series: learning, promoting, and printing
- The Communications Coordinator established promo connections with KFMG and the DSM Register
- The DFA hired a new trapper because some neighbors had beaver trouble. No beavers were found on our property.
- The DFA sketched out a preliminary budget from research and returned budget requests
- The DFA negotiated a reduction in Waste Connections fuel prices
- We received two generous donations of electric keyboards
- The DFA shared with our insurance company the latest kitchen construction drawings and requested a new quote for the upcoming fiscal year

IV. Pastoral Care Report for November 2022 – submitted by Ann Mowery

The Pastoral Care Team did the first round of updates to its Mission Statement and Program Description with assistance from Rev. Victoria. They also began the initial planning for the December 18 Forum. The Team had a presence at each Sunday service and delivered the Joys and Concerns in the service when Rev. Victoria was away. Team members had 28 contacts with members or friends of the congregation during the month. Cards were initiated for many. The Grief Group met twice in November and seven attended each session. Members of the Pastoral Care Team included Laura Berardi, Susan Jellinger, Gene McCracken, Ellen Taylor and Ann Mowery, Chair. *From Jill Moser: the card ministry team sent cards to 4 households this month.*

V. Kitchen Project Report - submitted by Ann Mowery

- **Change Orders**

Holcomb, the contractor, has prepared a Change Request for a number of items, adding up to nearly \$38,000, mostly related to changes required by the City. The architect has reviewed the request and has approved all but one item. The architect will prepare a change order (excluding the one item) for \$27,330. Once I have a copy of the change order, I will review it and request Reba Eagle's signature. The other item that is still being negotiated will be included in a separate change order. The total amount of change order #2 is expected to be about \$1,500.

Notch and Nail submitted a change order of \$1200 for making the cabinets fit our ADA appliances. The order also involved about \$600 for a higher grade of drawer pull than originally contracted. Ann Mowery signed this change order for \$1,800.

Our original estimate for the entire project, including Griffin Hall cabinets and tables, was about \$440,000, but this is now up to about \$445,000. The current estimate is that expenditures will exceed what we raised by about \$10,000.

- **Appliances**

The remaining needed appliances are in-stock and I am awaiting delivery dates.

- **Griffin Hall Cabinets**

Notch and Nail was selected to build the cabinet that will fit in Griffin Hall adjacent to the AV cabinet on the southwest side of the room. Construction is underway and installation is expected before Christmas. They will replace the door of the AV cabinet to keep uniformity in appearance. The cabinets will largely be used by the Memorial Committee for storage of its coffee service, dishes and tablecloths. Ann Mowery has been in discussion with Bill Paxson from the AV Team and Alice Stewart. Arrangements will need to be made for many of the things that currently occupy this space.

- **Construction**

Construction Oversight met with the architect and Holcomb on December 6. Much has been happening, largely downstairs, with the plumbing and electric. They expect to cut over to the new electrical panel on or around December 20. Holcomb will begin working on the skylights on December 12. Holcomb will be closed for the week of Christmas. Construction Oversight will meet again on January 10.

- **Furnishings/Logistics**

The Committee will meet on December 16 and will discuss the purchase of tables for Griffin Hall. Work is being done toward establishing a permanent Kitchen Committee that will provide oversight for kitchen operations. The attached job description is a working document that has had input from many stakeholders.

- **Recognition Wall**

The Aesthetic Committee continues work with Notch and Nail and Fern Stewart on plans to recognize all donors.

- **Draft Job Description – Permanent Kitchen Committee**

First Unitarian Church
Kitchen Committee
Job Description

Prepared by the Logistics Subcommittee of the Kitchen Committee

Purpose: The Kitchen Committee will coordinate all kitchen activities with the intention of:

1. minimizing the unnecessary purchase of food and supplies and unnecessary storage,
2. maintaining clean and sanitary conditions for food preparation and serving,
3. promoting safe usage of the facility and equipment,
4. spreading upkeep over several people, and
5. serving as the place for answers about all things kitchen.

Scheduling the Use of the Kitchen will occur with staff, Hannah Notch, who will share the information with the Kitchen Committee.

Guiding Principle of Sustainability*—Use washable, reusable tableware for serving and consuming food on site and at church sponsored events. In rare instances when washable, reusable tableware cannot be used, use compostable products that congregants compost in local bins.

Committee Membership—a member of Hospitality, a member of Green Team, a member of Family Promise, several people committed to the day-to-day oversight of the kitchen.

Roles and Responsibilities of Staff

Persons wishing to use the Kitchen should contact the Director of Finance and Administration to reserve the date and time, indicate the type of event and numbers of people involved, and to receive any instructions from the Kitchen Committee.

Roles and Responsibilities of Kitchen Committee

- a. Develop usage guidelines for groups that sign up to use the Kitchen.
- b. Identify for each group that signs up for using the Kitchen what supplies they need for the number expected to be served, e.g., condiments, napkins.
- c. Develop instructions and orientation for use of the dishwasher and induction cook tops.
- d. Inspect the kitchen after each function to be sure it is ready for the next function, and if necessary, discuss issues with the leader of the group who used the kitchen last.
- e. Work with janitorial staff on how to clean floors and manage the trash and recycling.
- f. Solicit feedback from those who use the kitchen as to their experience.
- g. Create an inventory and order system; replace supplies or work with staff to order needed supplies.
- h. Create instructions on cleaning the various surfaces in the kitchen, advise the kitchen users on how things should be cleaned, arrange a cleaning schedule, and identify those who will clean, and work with staff to keep necessary cleaning supplies on hand.
- i. Identify from each group that signs up for using the Kitchen what supplies are needed for the number expected to be served, e.g., condiments, napkins.
- j. Be available to any group that uses the kitchen to assist in any way possible. Contact the Team Leader for any assistance.
- k. Identify who does the laundry after each event.

Roles and Responsibilities of Kitchen Users

Clean the kitchen upon completion of their project which includes the laundry of dish towels. (Tablecloths will be laundered by?)

VI. AMOS Report - submitted by Barbara Klubal

So far, across all member organizations, 863 relational conversations in house meetings and 1 on 1's have taken place. The fall fundraising effort continues. \$10,000 of the \$40,000 goal has been raised so far.

[Invest in AMOS here!](#) [We're Building Something Grand handout](#)

An in-person Coordinating Convention will be held on Saturday, January 28. Goals include growing to 50 member institutions, expanding Project Iowa to Story County and continuing conversations to build the partnerships necessary to bring a community land trust to Polk County.

Affordable Housing Research Team. More than 120 people attended the AMOS-organized, 2-day training sessions on community land trusts (CLT's) in November. This included staff and elected representatives of 11 municipal governments and representatives from financial institutions, non-profit affordable housing providers, developers, neighborhood associations and potential funders. There were positive comments from many of the 12 City of Des Moines staff and/or City Council members who attended, and a local developer is considering a donation of land to the project. Early next year, AMOS leaders will take part in 2 follow-up meetings to discuss next steps with Jason Webb, the expert from Grounded Solutions Network, who conducted the November trainings. Meetings with people from the wider community are scheduled for February.

Check out this December 9th article in Axios: https://www.axios.com/local/des-moines/2022/12/09/des-moines-community-land-trust-affordable-housing?utm_source=newsletter&utm_medium=email&utm_campaign=newsletter_axioslocal_desmoines&stream=top

Mental Health. There is good news regarding the AMOS Mental Health Task Force priority goal of increasing the mental health therapist work force in Polk County. Polk County was seeking an agency to administer the \$1.8 million recruitment and retention plan the County developed based on AMOS' recommendations. Recently, Polk County agreed to adopt AMOS' recommendation to use Project Iowa to administer the program. Project Iowa is a non-profit and is an AMOS subsidiary which provides support and training resources to help folks seeking better careers. This is great news, as it means that AMOS will be present, every step of the way, as this vitally important program is developed and implemented. AMOS members plan to meet with community members in early January to discern how we might best leverage this opportunity to help ensure that underserved communities are represented in the pool of applicants to receive scholarship or student loan reimbursement assistance through this program.

Let's Talk. For August/September/October Let's Talk conducted 270 mediations with over 500 students. Middle Schools vary widely as to how many mediations are done. One school had 57 mediations, another had 48, and another had 11 during those 2-plus months! This support means so much to administrators and teachers and support staff.

Upcoming AMOS Meetings:

First Unitarian board members are always welcome to come see AMOS in action!

- Saturday, 1/28/23, 10:00-11:30 am – In-person Coordinating Convention, location TBD.
- Sunday, 2/19/23, 3:00-4:30pm, Delegate Assembly to ratify our next steps, location TBD

Upcoming AMOS–IAF Training Opportunities

The Industrial Areas Foundation (AMOS' "parent" organization) has scheduled an important 5-day training opportunity. 5-day trainings are an opportunity to reflect on yourself as a public person, get a deeper sense of AMOS' approach to social change, and build relationships with talented people engaged in similar work from throughout the United States. Contact Courtney Dufford (crdufford@gmail.com) if you're interested in learning more.

January 17-21 in Berkeley, CA

VII. SNAPSHOT

CURRENT ADULT MEMBERSHIP: XXX

SUNDAY SERVICE ATTENDANCE

DATE	In-Person	Zoom	Total
11/6/2022	135	27	162
11/15/2022	140	32	172
11/20/2022	123	34	157
11/27/2022	90	35	125

FAITH FORMATION STATS

RE children and youth enrollment/participation: 21 in November

Average weekly adult FF attendance in November: 15 (*Soul Matters, YA Group, Circles of Trust*)

*Average monthly adult FF attendance in November: 64

**not including affinity groups, Unity Circle, Community Conversations, etc.*

Building Community

- **Concert Comps**

I am working with the Concert Committee to develop a plan to offer several comp tickets for each concert to members who are unable to afford them. Doug Aupperle is thinking of ways to manage this without diminishing profit to the church. Requests would be submitted confidentially to the Minister.

Stewarding Resources

- **Budget Process**

DFA Alice Stewart has prepared a draft budget for FY24 based on responses from lay leaders and staff to budget requests sent in November.

In compliance with operating policy, I will host two **budget gatherings** in January for members to share hopes, dreams, questions and program proposals for the FY24 budget. This procedure is new to me; I welcome participation and support of Board members in sessions planned for Thursday, January 5 at 7:00 pm and Saturday, January 21 at 1:00 pm. Additional gatherings will be held later in the spring as the budget is further developed.

- **Staffing**

I am in the process of revising job descriptions for each member of the staff, and will seek input from the HR Team before these are finalized. Some JD's are several years old and do not reflect current needs or post-shutdown expectations.

Engaging our Congregation

- **Community Conversations**

Thank you to Board members and members of the Right Relations Team for taking part in 10 Community Conversations. I will share some observations from these sessions in the service on January 8, and would welcome the presence and participation of Board members in the Sunday Forum on this topic that same day.

- **Christmas Eve Offering**

Where does it go? I have asked the staff and members at large, and have consulted with 4 committees (Celebrants, FOC, Social Justice, Faith in Action). No one knows! Would the Board support the dedication of this year's Christmas Eve offering to UCDSM's two Faith in Action partners (*Hawthorn Hill* and *Let's Talk*)? If not, please advise.

Transition

- **Interim Ministry Appraisal**

Although mine is not officially an "Interim Ministry," but instead an unanticipated transitional engagement, I recommend that we take part this year in the UUA's Interim Ministry Appraisal process. This will help ready UCDSM's leaders and congregation for the ministry following my time here, whether Interim, Developmental, or Settled. The Appraisal consists of a form to be completed separately by the Minister and congregational leadership, and submitted twice: at February and in June.

My recommendation for a simple process is to share the form as a Google doc, dividing the 18 questions among Board members. Each of you would type answers to your assigned questions into the shared document. The Board would then meet once, on Zoom, to discuss the completed form and make adjustments. At this meeting, the Board might also receive the Minister's version of the document. Because this Appraisal is not a review of the Minister, but instead a kind of check-in on the congregation itself, I'd be happy to help facilitate the process and the meeting. You might instead prefer to meet without me present.

Respectfully submitted,
Victoria Safford