

First Unitarian Society of Milwaukee

A Leadership Guide

To

Drew's Sabbatical
January – May, 2004

By Drew Kennedy

Seventh Draft –October 1, 2003

The following is primarily intended for the church staff, Board of Trustees, and the Sabbatical Committee as a way of helping to insure a common understanding of roles and responsibilities during my absence. A far less detailed brochure will be provided for the congregation's use, but this outline should flesh out many of the details that the church leadership will need.

I. PASTORAL CARE

A. Lisa R. will be our staff pastoral care liaison, taking calls, making referrals, and working closely with Jeanne L., Pastoral Care Associates Coordinator.

B. The Three basic (routine) options for Pastoral Care

- i. "PCA's" – The Pastoral Care Associates – ("lay ministers") who are not trained therapists, but they are really good listeners who have undergone some significant training.
 1. Call or email Jeanne L., PCA Coordinator, who will assign a "PCA."
 - a. E-mail address
 - b. Phone –home
 - c. Phone--work
 - d. pager
- ii. Referral to qualified professionals
 1. If the person has health insurance, they should check with their provider regarding what coverage is available, and how it is accessed, through their particular health insurance plan.
 2. List of qualified professionals in *Milwaukee Magazine's* "A Guide to Top Psychotherapists" (Feb 2001) available from Lisa R. or Jeanne L.
 3. Lisa and Jeanne will also have a pamphlet available called, "How to Choose a Therapist: A Consumer's Guide to Making the Right Choice."
- iii. "PCP's" – The Pastoral Care Providers – who stand ready to help with more tangible needs, like rides to church or to the doctor.
 1. Call or email Fred G., PCP Coordinator:
 - a. Phone (h)
 - b. Phone (w)
 - c. E-mail address

C. Other Pastoral Care Resources:

i. Jeanne L.

1. Jeanne has offered to be available for consultation in cases when a staff member is not sure whom or what kind of help to recommend.

- a. E-mail address
 - b. Phone (h)
 - c. Phone (w)
 - d. pager
- ii. **The Rev. R. L.**
 - 1. In certain rare instances the Rev. R. L. will be available for pastoral care, especially if someone is suicidal, homicidal, or dying.
 - a. If a member dies, then the Rev. Mr. L. should be notified and asked to make a call to the family, to see how they are doing and to offer his services to officiate at a funeral or memorial service.
 - b. See the section below (II, B) regarding funerals and memorial services.
 - 2. In such cases as (1) and (2) above, only three people are authorized to call the Rev. Mr. L. to request his pastoral care services on behalf of the church:
 - a. Lisa R., Director of Membership and Development
 - b. Jeanne L. , PCA Coordinator
 - c. Jean J., Church Administrator
 - 3. In addition to calling upon the Rev. Mr. Lovely for pastoral care services, he may also be called to assist with certain extraordinary institutional issues e.g. a high level conflict, malfeasance, or the church burning down. In this case, the two people authorized to call upon Mr. Lovely's services are:
 - a. Jean J., Church Administrator
 - b. Loren L., President
- iii. **Suicide Prevention:** National Hopeline Network, Suicide Prevention Crisis hotline: 1-800-784-2433.
- iv. **Other Hotlines and Helping Lines:** 414-773-0211.

II. RITES OF PASSAGE

A. Weddings and Union Services

- i. Please contact Jean J. for a list of UU ministers who are qualified to perform weddings and union ceremonies. (The Rev. R. L. is not available for this purpose.)
- ii. Please note that it is a church policy that weddings held in the church must be led by a qualified UU minister. Rare exceptions may be made by the Church Administrator.

B. Memorial Services

- i. Please refer interested people to Jean J. for the appropriate referral.
 - 1. Members: The Rev. R. L. lovely may be called by Jean J.
 - a. The Rev. Mr. Lovely will be available to do memorial services only for active members (who have signed the Membership Book and are currently pledging), spouses of active members, and minor children of active members. This does not include mothers and fathers, brothers and sisters of active members nor does it include former members. (If in doubt about who is an active member, please consult Lisa R., our Director of Membership and Development.)
 - b. The honorarium to be paid to the Rev. Mr. Lovely for this service is \$200 (as per our 1-17-03 letter of agreement).

2. Non-Members: Jean J. can provide a list of qualified UU ministers in the area who may be able to perform a memorial service for non-members.
- ii. Please note that it is a church policy that memorial services held in the church must be led by a qualified UU minister. Rare exceptions may be made by the Church Administrator.

C. Dedications of Parents and Children

- i. Mark W., hopefully assisted by Beryl, is scheduled to be officiating at our spring 2004 Dedication of Parents and Children on Mother's Day. The next such Dedication will be in December 2004.
- ii. Sharon M. will be responsible for working with Mark to put the announcement of such in the Chanticleer and the Order of Service.
- iii. The Worship Associate for that Sunday may also be of assistance in helping to coordinate things.

III. SUNDAY SERVICES

A. Jean and Drew, with follow-up assistance from the Sabbatical Committee, shall obtain **sermon titles** by October 15, so brochure(s) can be prepared and distributed by November 15.

- i. Drew will meet with Christian R. and Jack W. between October 15 and November 15 to discuss service topics so they can line up music and plan accordingly.
- ii. In the meantime, the Sabbatical Committee will prepare a **publicity plan** – what newspapers, UU churches, etc to contact with what information. In some cases (e.g. Forrest Church), an interview on, say, Kathleen D.'s Wisconsin Public Radio show may be arranged.
- iii. Please remember that two of our special guests will be working with Lisa R. for a couple of special functions:
 1. Terry S. – will be working with Lisa, the Canvass Committee and perhaps others from Finance or the Board to help assess how to meet some of our ambitious future financial needs, especially in relation to our *Vision 2010*.
 2. Forrest C. – to address our Heritage Society.

B. **Orders of Service and Chanticleer articles:** Pulpit guests will all be asked to work within our regular Order of Service format (Gathering, Centering, Exploring, etc.). Drew will provide an annotated template which Jean J. and Drew will distribute to all of the pulpit guests along with specific Chanticleer and Order of Service deadlines.

- i. Chanticleer deadline: five weeks prior to the relevant preaching date. (Note: this gives us one extra week of wiggle room as we usually publish three Sundays' worth of information in each Chanticleer.)
- ii. Order of Service deadline: Wednesday noon, 10 days (!) prior to relevant preaching date. (Note: this gives us an extra week of wiggle room.)
- iii. Joy B., Chair of the Sabbatical Committee, with assistance from the Committee, will be responsible for making sure deadlines are met for Chanticleer articles and Orders of Service. Joy will see that Jean Johnson gets the requisite information, who will see that Sharon gets the information. If problems arise, Jean should work with Joy to resolve them.
- iv. Jean will proof the Chanticleer and Orders of Service.

C. **General questions, concerns** regarding Sunday Service pulpit guests may be directed to Joy B., Chair, Sabbatical Committee. However, the following may be helpful:

- i. Each out of town pulpit guest will have:

1. **A host** (a member of the Sabbatical Committee) and
2. **A Worship Associate**, who will be conducting the service together with the pulpit guest. Questions or concerns related to a specific Sunday morning service may be directed to the Worship Associates Coordinator.
- ii. **Mark W. and Ruppert L.** will obviously not have hosts, but will have a Worship Associate who will be conducting the service with them. Again, questions or concerns related to a specific Sunday morning service may be directed to the Worship Associates Coordinator: _____.
- D. The general **“welcoming experience”** at church on Sundays (pamphlets, bulletin boards, pew racks, etc.) is overseen by Lisa R..
- E. Jean J. is responsible for the other **facilities issues** (heating, plumbing, security, cleanliness, etc.)
- F. **Sunday Staffing at church**
 - i. Beryl and Lynn will generally be on deck on the lower level on Sunday mornings.
 - ii. Lisa or Jean will generally be on deck on the main level on Sunday mornings.
 - iii. An Assistant Facilities Coordinator is also on deck on Sundays.
 - iv. Pan-handlers or other difficult situations should be handled as best you can or may be directed to Jean, Lisa, or Beryl.

IV. MISCELLANEOUS: WHO’S ON FIRST?

A. Welcoming new members

- i. Drew will plan for December 2003
- ii. Ruppert will plan for May 30, 2004; could call upon Lois W., VP, who has done it in the past.

B. Family Sundays & Intergenerational Sundays

- i. Drew will plan with Beryl
- ii. Drew will approach ministers
- iii. Beryl will work with ministers to coordinate plans and themes.

C. Mini-Orientations

- i. Drew will plan Mini-O’s with Lisa
- ii. Additionally, Membership Committee is exploring new orientation series in evenings.

D. Church Administrative Operations

- i. Jean has agreed to act as staff team leader in Drew’s absence, so questions about the church office or operations should be directed to Jean if not otherwise known to be the purview of another staff member.
- ii. Jean will be responsible for seeing that regular staff meetings (probably every two weeks) are held. Chairing the meetings will be rotated among the staff.
- iii. Jean will regularly meet with and report to the Board of Trustees and will participate in the Board agenda-setting meetings with the President and Vice President.
- iv. Jean/Lisa?? will meet with the Nominating Committee in Drew’s stead.
- v. Jean will oversee the staff’s role in the Annual Meeting preparations and will assist the Board therein.
- vi. Jean will initiate the annual staff reviews, per usual, but Drew will be back to participate in staff reviews, the staff team goals meeting, the year-end staff lunch, and the annual staff retreat.

E. Denominational Responsibilities

- i. I will seek to find someone to do my “Good Offices” pastoral care work with my ministerial colleagues of the Central Midwest District during my sabbatical.
- ii. I will pass the baton to someone else to fulfill my convener responsibilities for the SEWUUC ministers.
- iii. I’m still thinking about what to do regarding my mentor responsibilities with Cindy L....

F. Community Involvement

- i. I will contact the MICAH Clergy Caucus, the UUSC Ambassador’s Council, and the GLBT Center’s Committee for a Fair United Way regarding my absence.

V. SPECIAL PROGRAMS BY PULPIT GUESTS

- A. The Sabbatical Committee will need to work on these....

VI. SEND-OFF AND RETURN GESTURES

- A. The Sabbatical Committee and I will need to work on these....
 - i. January 4, 2004
 - ii. June 6, 2004

VII. MONITORING SABBATICAL PLAN EFFECTIVENESS

- A. The chair of the Sabbatical Committee (or appropriate designees on the committee) will periodically check with the appropriate people (listed in this outline above) to see that the plan is working effectively.
- B. If problems are discovered, the Sabbatical Committee, in consultation with Jean Johnson, shall work to remedy the situation.

VIII. WHEN TO CONTACT DREW

- A. Since the idea of a sabbatical is to take a complete break from my responsibilities as minister, hopefully, there will be no need to contact me during this time. However, in case of something requiring my attention, the following people are authorized to call me:
 - i. The Church Administrator, Jean
 - ii. The Pastoral Care Associates Coordinator, Jeanne Lowery
 - iii. The Rev. R. L.
 - iv. The President, Loren
 - v. The Vice President, Lois