

Agenda for Ministries and Operations Team on December 16 2021

Opening words –

Notes –

Updates

Budgeting for 2022-23

- Sam has generated first pass on Personnel Budget in consultation with Personnel Committee
- Our responsibility to gather Budgets from Committees / Teams
- Reflecting on priorities for next year, continuing & new initiatives (brainstorming)
 - o Membership Coordinator?
 - o 13, 15 West Street, drug use, neighborhood organizing around issue
 - o Election 2022 – registering people, getting out the vote
 - o Climate Change action (partnership with others)
 - o Black Lives Matter action (partnership with others) Inclusivity work
 - o Young Intern – outreach to young people, serving their spiritual lives
 - o Reenergize our RE program – special outreach to families via Social Media
 - o New Music Director – maybe new initiatives depending on COVID
- Suggestion of a joint meeting of Committee/Team leaders (parallel to PCC – quarterly?)
- Deadline January 15ish

Support for Teams

- Need to remove Cherry Tree benches & fence off window well (attached)
- Spokesperson Issue (see below)
- Liaisons with Teams
- Revitalizing Adult RE (Robb Smith, Betsey Miller)
- Need Joy Library librarian
- Caring Network Chair replacement (ask pending)
- Quilt in Sanctuary – Inclusivity wants it removed (time for something new anyway after 30 years)

Problem of Meetings

- Not having enough time to get our work done
- Liaison process – this design make sense?
- Other ideas about how the MOT can function?

Closing Words –

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FYI.

We do have a policy on media inquiries. It's old but still in force:

Media Contact Policy

Adopted by the Board of Trustees, April 18, 2006, amended January 22, 2009

Spokespersons

The spokespersons for the congregation shall be the president of the Congregation and the minister. These individuals are authorized to speak extemporaneously to any and all media outlets that may contact them for statements on behalf of the congregation. In the absence of these individuals, or with the approval of one of them, the chair(s) of the Public Relations Committee may issue statements or conduct interviews with the media.

Issues and/or questions regarding positions of the denomination as a whole should be referred to the St. Lawrence District or UUA for response.

The chair of the Social Responsibilities Council (SRC) or his/her designee, as specified in the FUUSA Bylaws, may speak with the media without prior approval or consultation on matters directly concerning the SRC. The president of the Congregation and the chair(s) of the PR Committee should be advised before speaking with the media, if possible, and briefed afterwards.

Any other congregation members may speak with the media if approached for comment, but must make it clear that they are expressing personal opinions or are repeating public advocacy positions voted on by the UUA, the St. Lawrence District or the Congregation (the media should be referred to appropriate congregation, district or UUA representatives for additional information). When a congregation member does have a media contact involving FUUSA, the president of the Congregation or the chair(s) of the Public Relations Committee should be informed about the contact as soon as possible.

Media Inquiries

All media inquiries received during business hours should be referred to the FUUSA office. Upon receipt of a media inquiry the FUUSA office shall refer the media to an authorized spokesperson (the President or the Minister, or with their approval the Public Relations Committee chair or other designee.) The Office may also provide copies of authorized press releases or other published materials such as Windows, and refer inquirers to the FUUSA, District and/or UUA web sites. If a media inquiry is about an authorized press release, the office may refer the media to the appropriate committee or council chair for response.

All media inquiries received outside of business hours should be referred to the President or the Minister, or with their approval the Public Relations Committee chair.

Whenever reporters and TV cameras are in the building, finding an appropriate spokesperson (as defined in first section above) is urgent and should be given top priority.

Media representatives requesting a UU perspective on public issues should be referred to the minister; the St. Lawrence District Executive, who is authorized to speak for the district; or to the UUA.

----- Forwarded message -----

From: <amhaber@aol.com>

Date: Mon, Nov 15, 2021 at 8:33 AM

Subject: for MOT: heads up on Sanctuary contact

To: thathaway@albanyuu.org <thathaway@albanyuu.org>, minister@albanyuu.org <minister@albanyuu.org>, rhdana@nycap.rr.com <rhdana@nycap.rr.com>, rhdana6@gmail.com <rhdana6@gmail.com>

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Hi Tammy, Sam (no need to respond, Sam; I'm just keeping you in the loop), and Dick,

In Inclusivity Team, yesterday, we talked about Willie Terry, Labor Correspondent from The Sanctuary for Independent Media, stopping by our Standing Against Racism vigil in Troy (11/13/21).

He was interested in talking with us during the vigil. The group turned to me to articulate who we are and our purpose in standing. I was comfortable doing that.

At the meeting yesterday, Dick and Patti Jo advised that I should let MOT know. I know there are others on the MOT. Would you please share, as necessary and/or appropriate?

Thank you,
Anne Marie

Anne Marie Haber
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Albany UU Ministry Team Organization (Rev. 2.0)

Sunday Service

- **Religious Services Team [Sam]**
 - Sunday Services
 - Summer Services
 - Rites of Passage (Weddings, Memorial Services, etc)

- **A/V Team [***OPEN***]**
 - Sunday service sound monitoring
 - Projection of Power Point & video
 - Lights
 - Live streaming
 - Equipment maintenance/enhancement

- **Flower Team [Tammy]**
 - Sunday flower display
 - Memorial service flowers

- **Music Team [Sam]**
 - Sunday Service musical performance
 - Choir support
 - Special Performances

Faith/Growth Development

Children and Youth [Elizabeth]

- Sunday Religious Education Program
- Programming specifically for Children & Youth
 - OWL
 - Rite of Passage
 - Senior High
- Parent Programming
 - Parent Support Group
 - Family Ministry
 - Other Parent/Family oriented educational programming

Adult [Sam]

Small Group Learning

- Meaning Matters
- Small Group Ministry
- Wellspring / Sources

Small Group Discussion [self directed]

- Philosophy Group
- UU Humanists
- All Sides Considered
- Walker Book Group

Class oriented learning [Class Leader]

- Anti-racism, anti-oppression, multicultural programming
- Moral Development
- Religious Studies / Sacred text study / World Religions /etc.
- UU History

History & Archives Team [Tammy]

Joy Library Team [Tammy]

Social Responsibilities

Direct Service [***OPEN***]

- FOCUS / Food Pantry / Shelter Meals (?)
- Sheridan Prep Tutoring
- Neighborhood Support
- Give away the plate / Albany UU room donations

Advocacy Work [***OPEN***]

- Green Sanctuary Team
- Peace Team
- Inclusivity Team
- Liaisons
 - Capital District Against Islamophobia (CDAI)
 - Capital Area Against Mass Incarceration (CAAMI)
 - Showing Up for Racial Justice (SURJ) and Beyond Racism
 - New York UU Justice (NYUUJ)

Education [???

- Teach-ins / Forums

Denominational Relations

- Hudson Mohawk UU [Sam]
- Central East Region / UUA [Sam]
- UUSC liaison (Guest)
- Partner Church Team [Dick]
- Leadership development resources / trainings [Peggy]

Congregational Life

Welcome Team

- Membership [Dick]
 - Membership Desk
 - Getting To Know UU (GTKUU)
 - Intent to Join Process [Tammy]
- Sunday volunteers [Tammy]
 - Greeters / ushers
 - hospitality / coffee hour

Member Engagement & Integration

- Growth Through Service [Dick]
- Service Matching Process
- Continuing Connections

Stewardship [Peggy]

Member Support

- Caring Network [Tammy]
- Pastoral Care Associates [Sam]
- Support Groups
- Men's Groups [Dick]
- Memorial Receptions [Tammy]

Safe Congregation Response Team [Dick]

Social Events [Peggy]

- Regular:
 - Circle Dinners / First Friday potlucks / P's & Q's, Bridge
- Special Events:
 - Auction / Holiday Bazaar
 - Wine & Cheese / Annual Dinner

Administration

Communications [Tammy & Peggy]

- Publications
- Social Media
- Public Relations
- Publicity / Marketing Team

Building [Tammy & *OPEN***]**

- Custodial work
- Building Rental
- Facilities management
- Gardening Team
- Art and Aesthetics Team (art show in Channing)
- Improvement projects
- Repairs (contract out or do)

Financial Operations [Tammy]

- Income deposit & entry in database
- Stock transfers and sale
- Check writing & entry in accounting software
- Reports on giving to members
- Account reconciliation & reporting
- Financial account management
- Budgeting

Clerical work [administrator]