

## HOPCOF Follow-up – Next Steps (Evolving document)

9-8-20

<b>Category #1: Transition</b> <ol style="list-style-type: none"><li>1. More organized, clear process/timeline communicated to the congregation/transparency</li><li>2. Proper good-bye/closure/explanation of why left</li><li>3. Address grief/sorrow/healing</li></ol>	<b>Category #1: Action Plans</b> <ol style="list-style-type: none"><li>1. (done) Conduct Healing and Reconciliation Circle (1-2 wks)</li><li>2. (in process) Create Minister Search &amp; Find Team (SFT) (1-2 months)</li><li>3. (ongoing) Commit to and create clear transition process between ministers with help from UWM (3+ months)</li></ol>
<b>Category #2: Minister Characteristics/Responsibilities</b> <ol style="list-style-type: none"><li>1. Grounded in Unity Principles</li><li>2. “Holding” the ministry – taking responsibility for the ministry as a whole/a “calling”; knows how to set up sacred space/”holding the space”/being still/setting the tone for the service; foster a sense of community within the church</li><li>3. Public relations beyond ministry/outreach skills (FOCUS and other churches; UAlbany, etc)</li><li>4. In-depth discussion in classes; having a thirst to learn along with the congregation; being a student; walks the path of spirituality along with the congregation; committed to own spiritual practice</li><li>5. Genuine; interaction skills (with small group, large group, individuals); transparency in intention</li><li>6. Well organized and attentive to priorities and details; consistent office hours; good administrative skills; responsible time management; good decision-making skills</li><li>7. Fiscal responsibility/supports financial structure (budget &amp; process)</li><li>8. Open to feedback/ability to take suggestions; availability thru email/voicemail; reliable and accountable; timely responsiveness to congregants, board and staff</li><li>9. Committed to mid-week classes; attendance at Sunday evening service (OneSong)</li><li>10. Substantive and succinct sermons</li><li>11. Attention to self-care, health &amp; fitness</li></ol>	<b>Category #2: Action Plans</b> <ol style="list-style-type: none"><li>1. (Board &amp; SFT, in process) Synthesize &amp; distill list of minister characteristics from HOPCOF; define what we’re looking for (1-2 wks) (Refer to Minister Search &amp; Find Team)</li><li>2. (done) Create survey for congregation of desired minister characteristics</li><li>3. (Steve, Heather) Training for Search &amp; Find Team</li><li>4. [“Warm-up team” – Board member(s) &amp; SFT member(s)] Integrate results of survey with information from HOPCOF of desired minister characteristics</li><li>5. (SFT) Integrate the above with search packet</li><li>6. (Board; November) Review and revise senior minister job description to reflect desired minister responsibilities and characteristics; review previous list of minister characteristics (job posting) &amp; interview questions (Dottie)</li><li>7. (SFT) Send packet back to UWM for posting</li><li>8. (Board &amp; SFT) Develop list of interview questions, based on packet</li><li>9. Create evaluation and feedback process</li></ol>

<p><b>Category #3: Board, Team &amp; Staff Effectiveness and Communication (between Board, Minister, Congregants)</b></p> <ol style="list-style-type: none"> <li>1. Responsiveness</li> <li>2. Public relations</li> <li>3. Transparency</li> <li>4. Decision-making skills</li> <li>5. Collaboration skills (“plays well with others”)</li> <li>6. Board/Minister relations</li> <li>7. Consistent Board training</li> <li>8. Clearly defined roles and responsibilities (Board/Staff/Ministers/Volunteers)</li> <li>9. Regular town hall meetings</li> <li>10. Reliable and accountable</li> <li>11. Responsible financial management</li> </ol>	<p><b>Category #3: Action Plans</b></p> <ol style="list-style-type: none"> <li>1. (Board) Consider “Agreeing &amp; Disagreeing in Love” policy</li> <li>2. Continue to conduct regular interactive town hall meetings and Q &amp; A/information-sharing sessions (ongoing)</li> <li>3. Add slide to Sunday service “Announcements from the Board” so that platform assistant can provide updates</li> <li>4. Conduct “I of the Storm” classes on a regular basis; consider making participating in this or other class(es) a requirement for membership</li> <li>5. Review and update leadership development program for the Board, Staff and Congregation to increase consistency</li> <li>6. Develop clear policies and procedures <ul style="list-style-type: none"> <li>- Finish the Safety Policy and disseminate to the congregation</li> <li>- Develop/update job descriptions for all staff positions</li> <li>- Develop a performance/feedback system for Board, Minister, Staff and Congregation to be implemented on a regular basis</li> </ul> </li> </ol>
<p><b>Category #4: Sunday Service/Programming/Sermons</b></p> <ol style="list-style-type: none"> <li>1. Substantive and succinct sermons</li> <li>2. Expand participation in the Sunday services</li> <li>3. More opportunities for choir/other musicians</li> </ol>	<p><b>Category #4: Action Plans</b></p> <ol style="list-style-type: none"> <li>1. Provide more opportunities for participation in the Sunday service (e.g. Platform Assistant, guest speakers)</li> <li>2. Provide more opportunities for choir participation</li> </ol>
<p><b>Category #5: Membership/Attendance</b></p> <ol style="list-style-type: none"> <li>1. Want more people attending Sunday services and other programs</li> <li>2. Want to increase membership</li> <li>3. Want more youth and young families</li> <li>4. Want more diversity (ethnicity, sexual orientation, age, etc)</li> </ol>	<p><b>Category #5: Action Plans</b></p> <ol style="list-style-type: none"> <li>1. Develop new programs to increase attendance and attract more members</li> <li>2. Increase Sunday service and other programs attendance</li> <li>3. Create programs to encourage diversity</li> <li>4. Rebuild the youth program</li> <li>5. Provide activities to attract youth in the community</li> <li>6. Connect with regional youth coordinator for ideas of how to build remote youth program</li> <li>7. Increase UCIA’s visibility through social media, tabling at events (e.g. Pride Festival), etc (marketing)</li> <li>8. Encourage members/congregants to add information to Servant Keeper; provide training</li> <li>9. Develop “Church buddy” (“Unity buddy”?) program for new congregants, new members</li> </ol>

<p><b>Category #6: Education/Classes/Small Groups/Unity Principles</b></p> <ol style="list-style-type: none"> <li>1. Regularly scheduled classes, Unity SEE classes, free form book discussions, membership classes, etc</li> </ol>	<p><b>Category #6: Action Plans</b></p> <ol style="list-style-type: none"> <li>1. Consider making participating in “I of the Storm” class (or other class) a requirement for membership</li> <li>2. Plan an organized, ongoing, annual schedule/rotation of classes and retreats; semi-annual membership classes</li> <li>3. Join SpiritGroups (small group ministries program)</li> </ol>
<p><b>Category #7: Sacred Service/Volunteerism</b></p> <ol style="list-style-type: none"> <li>1. Prioritize opportunities</li> <li>2. Foster a sense of community among church members &amp; congregants</li> </ol>	<p><b>Category #7: Action Plans</b></p> <ol style="list-style-type: none"> <li>1. Implement Sacred Service (volunteer) program</li> <li>2. Reinvigorate the Social Committee</li> </ol>
<p><b>Category #8 Spiritual Social Action</b></p> <ol style="list-style-type: none"> <li>1. Need more involvement in racial and social justice causes</li> <li>2. More diversity</li> </ol>	<p><b>Category #8 Action Plans</b></p> <ol style="list-style-type: none"> <li>1. Develop/reinvigorate a Spiritual Social Action committee (e.g. Black Lives Matter)</li> <li>2. Revamp/rename 5/5 group (Beloved Community)</li> <li>3. Recruit volunteers for racial and social action committees</li> <li>4. Invite persons of color: Speakers/musicians/soloists</li> <li>5. Strengthen relationships with neighbors (e.g. Circulation Day)</li> </ol>