

## **Senior Minister's Report to the Board of Trustees November 2017**

In order to determine how I and our staff propose to achieve our identified ends, I am proposing the following metrics which we will use over the next several years. In some cases, we will have previous data to compare this data to but in most cases we will be establishing a base line in this fiscal year. Also included in this report is explanation of the "Realm Involvement Bar" and our current Safety Protocols in light of concerns following the latest church shooting in TX.

### **1. (1.2.3)**

**AMONG: We celebrate lives of generosity and responsibility sharing our time, resources and talents to sustain our vibrant religious community.**

Executive Interpretation: We take this end to mean that we are a generous congregation in terms of time, talent and treasure sufficient to meet our needs and ends into the future. We take the word vibrant to mean that we engage our congregants across a wide range of ages and settings.

#### Metrics Proposed:

- Donor counting from Executive Director report – monthly;
- Multi-year pledge unit count comparison: ED reports multiple times during spring YRSC Campaign to YRSC.
- Pass-through of all monies received with a total multiyear comparison from Accounting; once a year.
- Realm Involvement bar (see attachment addendum); our database allows us to compare activity and involvement for each congregant. This will show more accurate involvement. (e.g. a congregant who is very involved in the following: Beardsley-2, KIVA-2, MLC-2, Racial Justice-2, Rainbow task force-2, UWK-2, Choir-2, Voices-3, Ushers-4, UUMovie-3, UUBudhists-3, Safer Congregational Committttee-2, NVC-2, Intern Cttee-2 up to a total score of 12.)
- Children's chapel donations of money collected and outreach actions taken on by our children and youth.
- Youth helping YRSC with Fellowship Dinner
- # of Events and # of attendees at each (not including Realm group meetings/events)
- Non-member counts file; used for UUA report January already in process year over year
- Anecdotal evidence – stories of increase giving and participation

- Number of hours worked by ministers compared to professional standards
- Number of Active Chaplains and number of contacts, year over year
- Facebook – count number of Likes over time and compare to other religious organizations in area. (We are already doing this)

## 2. (1.1.1)

**WITHIN: Deepened spiritually in ways that guides (congregants) in individual and communal responses to the sacred, enriched through expanded religious understanding, and moved, uplifted and sustained by living out UU principles.**

Executive Interpretation: We take spiritually to mean any meaning ascribed to a person's life or the universe at large. A deepened spirituality would indicate a reliable and inspiring system of meaning held by individuals and the congregation as a whole, guiding them in their response to the natural and relational world. This deepened response will be achieved through a wider understanding of the religious and our faith and principles expressed as part of our shared identity as Unitarian Universalists.

Metrics Proposed:

- Membership changes (moved away, resigned, died, new) annually in Annual Report
- # attending GA and Regional Assemblies year over year
- Adult classes: # of classes with description; attendance at classes – Thursday AM and Sunday class groups created
- Click through rates to LFD page on website which has the parent handout
- Listing of programmatic sessions which include mindfulness practices such as yoga, meditation, chanting, drumming, etc.
- LFD total attendance # on Sundays (note that our data up to this year is unreliable, September 2017 will be our baseline)
- Worship attendance on Sunday. Our current count does include # in choir and splits by service time
- Count of unique Music choir participants
- Anecdotal evidence
- # of Small Group Ministry participants
- # of Worship Associates and number of times they preach year over year
- Attendance at Summer Services and the variety of topics addressed

### 3. (1.3.2)

#### **BEYOND: Welcome and build authentic relationships with people across all differences.**

Executive Interpretation: We take this to mean building authentic relationships through integrated (i.e. how we work with all groups and volunteers) social justice programs and outreach. This includes existing as well as new programs and partners.

#### Metrics Proposed:

- List of organizations where we have a relationship: description of activities for each (not including those organizations that are just Share-the-plate) e.g. SIRI, Mercy Learning, Beardsley, Messiah (Beloved Conversation), Domestic Violence Task Force,
- Partner church activities
- # of unique participants in each program
- # of outside events we participate in
- Awards and recognition given to TUCW by outside organizations
- Youth Program – 6<sup>th</sup>-12 graders visits to homeless shelters and other social service activities
- Anecdotal evidence

Respectfully Submitted, Rev. Dr. John Morehouse, Senior Minister and CEO

## Addendum 1: Explanation of REALM Involvement Tabs

The Involvement tab sets up the yardstick by which each individual's level of involvement can be automatically measured. [More Details](#)

### **Involvement Factors**

These are the four categories vital to healthy participation. Use the sliders to indicate the importance you place on each. 1 denotes "slightly important". 5 denotes "crucial". Make the mix a max total of 12. Realm will compare your unique mix of numbers to each individual's group, attendance, and contribution statistics to gauge his or her level of commitment.

- Leader of a Group 4
- Member of a Group 2
- Regular Attender [1 \(0 is not an option\)](#)

Present at 75% of possible meetings. [can change percentage](#)

- Regular Giver 5; Makes consistent contributions of \$75 or more. [can change amount](#)

### **Involvement Levels**

- Your congregants will be grouped in one of the following levels based on the involvement factors above. You determine how inclusive or exclusive each level is. For instance, if you decide "Active" is assigned to individuals with a score between 10 and 11, that level will contain only the most involved individuals. If it is set to 4 through 11, it will include many more.
- Very Active – above 9
- Active above 3 and up to an including 9
  - Sporadic above 1 and up to 3
  - Disengaged [1](#) or less

## Addendum 2:

### Current Safety Protocols

### TUCW Emergency Response Protocols

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#### FIRE

in Main Building: Call 911 and report fire and location; engage Communication Protocol

Organize escort teams to vacate the building. Ushers open glass doors. West side evacuates through west side doors and around to main parking lot on east side. East side of sanctuary goes down east side stairs to main parking lot.

Lifespan Faith Development (LFD). Children are escorted to the Meeting House driveway. Parents sign out children there. (see LFD drill sheet for more details).

in Meeting House: call 911, report fire and location; engage Communication Protocol, evacuate to playground area of main building.

#### MEDICAL

If person is unconscious on the ground, get AED (in the foyer by the bathrooms) and first aid kit and call 911 and report emergency. Give description of patient and symptom and stay on the line as long as 911 operator requires (use your speaker phone feature). Red soft-cover First Aid kits are located in each classroom, the cabinet with a "+" in lobby downstairs, in the Meeting House kitchen and youth room. If the chest is not moving, initiate CPR and AED; the AED will talk you through both the defibrillation and CPR. There is a separate key and instruction set for infants and children. Stay with the person until the ambulance arrives.

For other injuries, cuts and illnesses, get a First Aid kit and if the person is unable to return home, call 911. Do not offer to drive them. In all medical incidents, you must fill out a Medical Incident Form (in Library and in First Aid kits).

#### SHELTER IN PLACE

In case a Police order is sent or in events such as Extreme Weather, Gas Line Break or other Mass Casualty events such as a Plane Crash, we may be advised, to “Shelter In Place”. If a “Shelter In Place” order is given, any persons in either the Church or The Meeting House should move to the downstairs of each building. Everyone should stay away from the glass windows. Communication is established between the buildings (see below) and persons shall remain there until given clearance by First Responders.

#### PROTESTER(S)

If a group of angry individual(s) --4 or more -- enter the building, Response Team should call 911 and give description of group. Engage Communication Protocol to inform others elsewhere. Let the group talk until First responders arrive. Downstairs staff should block doors with door stops.

If 1-3 angry individuals arrive, Response Team should try to intercept in foyer and ask non-defensive questions. Dialogue members of the Response team should say "I'm going to have a conversation with this person/people" to indicate to other teammates that they are headed to the Fellowship room (East Wing if Fellowship room is crowded). At least 2 Response teammates should stay in the foyer alert for any need to call 911. If angry person is in the sanctuary, Dialogue Team members should redirect with non-defensive questions to encourage them to move with Dialogue team member(s) to Fellowship room. See additional notes for follow-on steps and assessment.

#### ARMED INTRUDER

Active shooter situations where intruder(s) with firearms(s) enter the premises and start shooting are often over within 10 to 15 minutes, before law enforcement arrives on the scene. As a result,

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individuals must be prepared to deal with the situation. To prepare – take note of exit doors at various places in both main building and meeting house.

- Determine the most reasonable way to protect your life. Congregants are likely to follow the lead of staff during the situation.

- If you can, flee using any of the glass exit doors while staying out of sight of the shooter. If fleeing, head to other homes/buildings through woods. Do not stand in parking lot or any visible area.
- If you are in a downstairs classroom or a Ministers room and out of sight of the shooter, you should stay there and lock or block the door.
- As a last resort, attempt to incapacitate the shooter. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.
- Call 911 ONLY when it is safe to do so.
- When law enforcement arrives, you need to remain calm and follow the officers' instructions, putting down anything in your hands, raising them. Do not stop to ask officer for help, just proceed in the direction from which the officers are entering the premises. Do not make any quick movements, yell, scream or point. The first officers to arrive will likely have weapons and will not stop to help injured persons – later rescue teams will do so.
- After law enforcement has the situation under control, return to the Meeting house if the intruder was in the main building or return to the west side of the main building if the intruder was in the meeting house. Follow any instructions that officers provide.

#### Communication Protocol

Between Staff: The primary communication means between staff is cell phones. Staff should have created on their cell phones the TUCW Emergency text group so that they can send an alert to others simultaneously. The message should include the code word which is the headers above.

A Worship Associate (W.A.) is the designated person in the sanctuary with cell phone for texting and a walkie talkie. Walkie Talkies are for emergency communication. LFD Coordinators should also have one and keep it on. The WA can hand the walkie talkie to a foyer usher if need be but it must be kept on.

Town emergency system: two cell phones (Mary's and Dorothy's) are registered with the Westport town emergency alert system to receive Police messages. Mary initiates communication if a Saturday or Sunday and Dorothy initiates communication if Monday

through Friday. If it is an emergency situation requiring immediate response, a TUCW Emergency text will be sent. See also Severe Weather Communication Tree.

Cell phone #s for TUCW Emergency group text: ONLY for use in an emergency – do not share with those who are not involved in W.A., Ushering or Response team.

Mary Collins –Lifespan Faith Dev't (LFD) – 203-470-6183,

Dorothy Adams – office weekdays- 203-994-3829,

David Vita – SJ, membership & outreach - 203.249.4076

Diane Donahue – office weekdays – 203-362-9003

Sandra Clements – LFD -203-216-7708

Shahan Islam – LFD – 347-603-6869

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Additional Notes for Response team:

The goal of the interaction is for them to leave peacefully and not have to call any law enforcement.

If a Response teammate in the foyer sees any threatening physical actions, they should call 911. There should be at least 2 Response team members in the foyer to be aware of how the dialogue is progressing. They should keep other congregants out of the area (Fellowship or East Wing if the Fellowship room is crowded) and keep them calm, asking them not to intervene.

There should be 2 Dialogue members for every one angry interloper.

If a Dialogue member feels unsafe or feels that the individual is not mentally capable of having a conversation, one of the Dialogue team should step away and signal to the Response team member waiting in the foyer that 911 should be called.

Options for the dialogue are that they finishing saying what they have to say and leave or reschedule another time for them to come back to join in further community dialogue about whatever the specific topic is.

Key points to remember from the training:

- questions like "what did you hope we would learn from you today?",
- statements like "Hi I'm Bill, how can I help you?"
- reflections like " This is clearly important to you" or "I can see that you really care about this."
- take a deep breath - be truly curious

The Response Team (see also Realm group): Tom Croarkin, David Smith, Melanie Allen, Glenn Newell, David Barrow, Doug Flam, Shari Brennan, Linda Hudson, Janet Luongo, Sudha Sankhar, Mary-Megan Marshall, Cheryl Dixon, Jamie Forbes, David Vita, Mary Collins, Rev John, Jim Francek, Ed Thompson

Dialogue members are: David Vita, Rev John, David Barrow, Mary-Megan Marshal, Jim Francek