

Senior Minister's Report to the Board of Trustees

September 2019

As the board decides on which of our Ends to prioritize for this current church year, I will report on the general state of the congregation and report on the Continuous Operations Plan scheduled for October.

General State of the Congregation

Our Homecoming Service and Expo were particularly well attended. The energy was very high in worship and especially during the Expo after the service. Our volunteer engagement is very strong right now, in large part due to the efforts of our Leadership Development Team, COM, Board and Staff. The Capital Campaign's forward looking direction has also fueled this energy. As I have said before, this is my fourth Capital Campaign and I have never experienced such energy and skillful leadership. With half of our goal already in hand in pledges I have every faith that we will succeed.

Faith Formation is getting underway. There have been a few crossed wires but that is to be expected when we are experimenting with a new model and bringing on a new staff member in Nate Pawlek. You will see as early as this Sunday, a new emphasis on attracting families.

All of our other ministries seem to be in good shape. The staff has completed a covenanting process with the help of Mary Trefry, PhD. who worked with us last Spring on staff function and communication. All in all we are off to a great start.

Continuous Operations Plan

As per our monitoring schedule (3.7) I am reporting on our "Continuous Operations Plan" for the church. I have identified three circumstances when our operations would be in jeopardy: 1. a precipitous decline in income 2. A detrimental legal judgment against the church and 3. A physical disaster such as fire, flood or earthquake.

Our plan outlined below continues to address these three issues.

1. Decline in Income. Should our income decline precipitously the CEO, with counsel from the Treasurer and Finance Committee, would ascertain how permanent and deep the decline would be. We have and will continue to have cash in hand to cover at least three months of operating expenses. In addition, we maintain other cash reserves equal to which could be used to offset declining income. The CEO (or appointed if CEO is incapacitated) would immediately examine the contingency cuts outlined in the most recent budget as well as other expenses that could be trimmed including but not limited to reducing staff time and positions.

2. Legal Liability. I have reviewed our insurance policy with Church Mutual and our liability coverage of \$3M is adequate to handle being sued for injury and/or liable. In addition, protocols are in place to protect us from theft in cash handling. We also have safety protocols in place to protect our congregants from sexual misconduct and personal injury including but not limited to incidence reporting, staff supervision of volunteers, safety training including the use of CPR and other measures designed to protect our congregants and our congregation. We have added a protocol requiring staff to report any injury in a “Medical Incident Report”. Those reports are kept on file should we need to justify our response.
3. Physical Disaster. Several years ago we increased our insurance policy (see above) and added an open Line of Credit with a local bank on which we could borrow operating expenses plus temporary meeting expenses until a complete and satisfactory insurance settlement could be reached. In addition, our Endowment could be used to rebuild should we need to. This Line of Credit coupled with cash reserves should be sufficient to ensure continuous operations.

We are in compliance with this limitation, 3.7.

I am inviting any Trustees who can make it to a November 2nd New England District Training on Spiritual Leadership in Worcester, MA. The church will cover the registration.

<https://www.eventbrite.com/e/claiming-our-spiritual-leadership-nov-2-worcester-ma-registration-69286177823>

Respectfully Submitted, Rev. Dr. John T. Morehouse