Minister’s Report  Rev. Sarah C. Richards  May 2018

Reporting period 4/5/18 – 5/1/18

I’ve been especially engaged in congregation-wide projects this month: Build Our Common Good stewardship, Congregational Retreat planning, and Vision-Mission-Strategic Plan process.

Worship: Researched, wrote and delivered sermons/created services “Build Our Common Good” and “Earth Day.” I worked hard on the latter intergenerational service to make it accessible for all ages, and was very pleased that many of the middle school youth attended. Worked with Laura Herzog to plan the RE Sunday Service, which featured our Middle School youth. I served as facilitator for that service, in place of the RE Coordinator, who is on leave.

Set hymns (communicated with Music Coordinators accompanists), selected readings, crafted Orders of Service drafts, Service scripts, and slides for all services that I led. I also prepared the Order of Service draft and slides for a lay-led service.

Rites of passage: conducted interment ceremony.

Counseling and Pastoral Care: Made more than usual pastoral visits, calls, emails and notes. Met with Pastoral Friends to review pastoral updates and activities, instead of the CE portion, we participated in the Mission Statement word cloud discussion. Attended SIH-sponsored Hospice Fndn of America’s Transforming Loss: Finding Potential for Growth Program at JALC.

Practical Arts/Administration:

- Wrote and posted monthly Minister’s Report.
- Met with BOT President weekly.
- Attended BOT meeting.
- Checked in/met with RE Coordinator and/or RE Coordinator Assistant weekly.
- Communicated with Choir director as needed.
- Met with Office Administrator weekly. Edited the weekly Bulletins.
- Met briefly with Committee on Shared Ministry to discuss MFC evaluation process.
- Wrote Minister’s Column, contributed to CIC and Earth Day pieces for May CUF Links.

Organizational Ministry:

- Cancelled the Parents New Member class – it was not feasible given the current demands on the RE staff. Membership subteam has set Sunday, June 10 after service for a one session New Member class (not focused on parents). We’ll start promoting it after the retreat.
• Held special Retreat logistics-planning Membership meeting, and many emails for that task.
• Attended Vision-Mission-Strategic Plan meeting about Retreat program planning.
• Offered my own Build Our Common Good Reflection during the 4/29 Sunday Service, after sudden illness caused the planned speaker to withdraw that morning.
• Rehearsed and participated in the ‘flash mob’ song for the Stewardship Event. Also helped clean up afterward.

**Personal Growth:** exercise, Choral Union (including dress rehearsals and performance of Carmina Burana), practicing mandolin.

**Professional Growth:** met with Spiritual Director, Family Systems Coach, mentor, minister peer group, Bi-State UU Ministers. Met with colleague to discuss possible joint research project. Maintained Friday as Sabbath Day

**Teaching:** Prepped and led the final three Building Your Own Theology sessions. This experience has not only strengthened connections between class members, but also deepened my own engagement in theological development and articulation. I was pleased that the class voted to continue with the next volume in the series starting in August. I plan to offer Volume I again next spring.

**Denominational Activities:** Bi-State UU Ministers monthly meeting via internet.

**Prophetic Outreach:**
• Attended the Ralph Anderson Interfaith Dialogue, “Welcoming the Stranger”, participated in its evaluation and reported on it at the following CIC meeting.
• Attended I Can Read! Board Meeting.