

FUSD ANNUAL COMMITTEE PLANNING FORM

COMMITTEE NAME	Board of Trustees	DATE September 2025 - June 2026
PURPOSE: Why do we exist?	The Board of Trustees exists to provide oversight of the ministerial and business affairs of the Society, to manage its finances and property and to supervise its overall administration. Accordingly, the Board of Trustees maintains overall responsibility for the expenditure of funds within the total Annual Budget.	
OUR OBJECTIVES: What key things must happen to accomplish our purpose?	The BOT members will: <ol style="list-style-type: none"> 1. Become familiar with the FUSD Vision Statement and assure that all plans and activities are carried out in alignment with the Vision Statement. 2. Work collaboratively with Religious Exploration Committee, Director of Family Ministry and Inclusion, Ministers, and Congregation to support a thriving religious exploration program. 3. Facilitate a ministerial sabbatical starting November 1, 2025 through March 31, 2026. 4. Support Michael DeSantis as ministerial resident from September 1, 2025 through June 30, 2026. 5. Further shared ministry concepts and practices throughout the congregation. 6. Maintain a sound financial position for 2025 and beyond, with particular attention to evaluating the need for additional paid staff. 7. Move Board of Trustees information storage from MyCommittee to the folders at fusden.org Google shared drive. 8. Ensure that infrastructure to support an expected increase in membership is adequate. (e.g., safety plan, administrative, religious exploration) 	
KEY STRATEGIES: What things must we do to meet our objectives? What, how, how much, how often?	<ol style="list-style-type: none"> 1. Provide orientation and training for all board members at the start of church year and ongoing. 2. Executive Committee of the Board will meet regularly with Michael DeSantis throughout their term at First Unitarian. 3. Each Board member will serve as liaison to a church committee(s) to facilitate communication and collaboration. BOT liaisons report to the BOT either in writing and/or verbally at monthly meetings. 4. The BOT will work with the congregation to evaluate the need to add a second service. Hold a congregational meeting in Fall 2025 to determine whether to move forward with two services and if so, decide on timing, implementation and other related issues. 5. Facilitate and support the creation and implementation of a new Safety Plan. 6. Update BOT's Annual Planning Form annually. 7. Actively reach out to the congregation using multiple media, including the weekly welcome and offering conversation opportunities with BOT. 8. Review budgeting and financial information monthly and take action as needed with the Treasurer and Finance Council. 9. All BOT members place governance and policy documents created into the fusden.org shared drive. 	

	<p>10. Work closely with DFMI to assure sufficient support of its goals, particularly related to religious exploration activities, intergenerational services, and outreach to families.</p>
<p>KEY CONCERNS: What problems will we face? What issues must we mitigate to accomplish our purpose?</p>	<ol style="list-style-type: none"> 1. Identify priorities at the beginning of the year. Evaluate progress towards objectives periodically. 2. Communication between BOT Liaisons, Committees, and other congregational leaders is always difficult to effectively carry out vision. Are there processes, expectations that should be clarified? 3. Sufficient administrative capacity must exist to support plans and goals. Ongoing concern is the need to encourage new members to take on committee assignments. If unsuccessful, one option is to hire additional staff to assure the necessary support. 4. Financial resources are always limited and expenses continue to grow. New approaches to budget planning could be helpful.
<p>EXCITEMENT: What passion do we bring to this effort? What is it that motivates us to undertake this adventure?</p>	<ol style="list-style-type: none"> 1. Love for our church community motivates us to work for its strong and sustainable future. Pride in the accomplishments of our church congregants and the minister motivates us to provide ongoing opportunities for others to put our principles of love/faith into action within and beyond our own community. 2. Knowledge that participation in this faith community can be beneficial for so many personally. 3. Knowledge that our liberal religious voice needs to be heard in any time, but particularly in these times. 4. Confidence that our efforts can lead to a more effective and productive church governance system.
<p>MEASURES: How will we know we succeeded?</p>	<ol style="list-style-type: none"> 1. Measurable growth of Congregation both in number of members and finances. 2. Measurable growth in families, youth, and young adults regularly attending services and programs. 3. FUSD funds sabbatical and related expenses in 2025/2026. 4. Periodic check-ins with Michael DeSantis to confirm job satisfaction or need for more BOT support. 5. Safety Plan has been completed and implemented by February 1, 2026. 6. Additional administrative support is defined and budgeted for in 2026/2027 budget.
<p>INTERCONNECTION: What other committees do we interconnect with?</p>	<ol style="list-style-type: none"> 1. BOT should be connected to all committees. For those committees that do not have a BOT liaison, it should be understood that Board members are open to conversation and ready to provide support. 2. Collaboration with Finance and Stewardship Councils to assure financial planning supports the BOT operational goals for our congregation.

SUCCESSION PLANNING	<ol style="list-style-type: none"> 1. BOT works with the Leadership Development Committee (LDC) throughout the year. 2. Provide clear BOT job and committee responsibilities and policies in writing. Orientation for new board members should include discussion of job description for President and VP. 	
IMPORTANT DATES AND DEADLINES	<p>October 19, 2025: Congregational vote on Motion to Implement Two Services</p> <p>November 1, 2025: Rev. Morran begins sabbatical</p> <p>January 1, 2026: New full-time Administrative Assistant/Stewardship Lead is hired</p> <p>February 1, 2026: New Safety Plan implemented</p> <p>March 1, 2026: Annual Stewardship Campaign launches</p> <p>April 1, 2026: Rev. Morran returns from sabbatical</p> <p>June 30, 2026: Michael DeSantis completes ministerial residency</p>	
EXISTENCE AND LOCATION OF KEY DOCUMENTS AND MATERIALS	Mainly Google shared drive	
ROLES & RESPONSIBILITIES: Who does what on the committee?	ROLES	RESPONSIBILITIES
	President / VP	See Job Descriptions in Bylaws
	Liaisons	Liaisons to key committees, see BOT liaison roles and responsibilities – mentors / coaches / Examples of collaborative leadership
	Minister	Work collaboratively with Leadership, share historical knowledge, keep BOT and congregants informed