

## USH Board Meeting - January 8, 2019

Present - Sherry Manetta, Sue Tenorio, Carolyn Carlson, Judy Sullivan, Sarah McKenzie, Joe Rubin, Tom Richardson, and Revs Cathy Rion Starr & Heather Rion Starr, ex officio members

Absent - Marye Gail Harrison

Guests - Caron Lanouette

6:32 - Sherry called the meeting to order, Rev Heather handed out "When Change is Out of Our Control" by Margaret Wheatley and read 3 paragraphs as opening words: "Pressure on Leaders" & final paragraph.

6:38 - board covenant was read, and Rev Cathy lit the chalice

6:40 - any changes to agenda? No Consent Agenda for this meeting, the December Meeting minutes were approved by an email vote & posted to the USH website on 12/18/18

6:41 - Thank You notes for: Mary Sherwin & Jeff Howard & Green Sanctuary Team, Diane Cadrain, Hugh Schweitzer, Rick Tsukada & Judy Robbins, and a Happy Birthday card to Louise Willett

6:42 - Finance: time to start the budget for FY 2020 (see attached Finance Committee meeting minutes). Tom would like the Board to be able to VOTE on the budget at the May meeting. Discussed approaches for the upcoming Stewardship campaign.

Feb 3 - Stewardship Host training after the service

Mar 3-31 - Stewardship Pledge period

Feb 13 - Stewardship Webinar Training

This year's Theme - ALL OARS IN THE WATER

Really important to make giving easy. Caron working with Brian Mullen re: swipe credit card payments & research on how other congregations collect donations/pledges (online, paypal, apps, etc...)

Stewardship is also looking for more committee members, please get any ideas to Caron L.

7:31 - Capital Campaign Vision 2020 (see attached Exec Committee Meeting minutes) Caron pointed out that the Stewardship group that Mark Ewert is a part of has lots of info on capital campaigns and endowments available as well.

7:35 - MHP - board had an email vote to approve an initial guarantee to sign up two performers for next year. Laura and Paul would like to be able to sign up performers for the upcoming year with enough lead time. Carolyn moved that the board approve an aggregate guarantee amount of \$5K for next year. JR second

Aye - 7

Nay - 0

Abst - 0

Rev Heather also asked that the Board Members think about making the “welcome” announcements at the beginning of the Sept/Oct/Nov/Dec concerts while the Revs are on sabbatical.

7:42 - Sanctuary Church: Rev Cathy has gotten multiple requests for sanctuary. What are the steps we need to take in order to consider becoming a sanctuary congregation? (See attached How to be a Sanctuary Congregation) (also: UUA.org and enter “sanctuary toolkit” in the search bar for more information)

Rev Cathy and Judy will touch base with congregants who may be interested in spearheading the discernment process to determine if we should become a Sanctuary Congregation.

8:16 - Updates:

Intern Minister - we have 2 really solid applicants, we are in early stages of reviewing applications and calling references.

Sabbatical Planning - Revs to sit with Marye Gail

Events Calendar (see attached Pres/Pres Elect report)

Administration - this Sunday after the service, B&G is having a lighting presentation in the Sanctuary

Social Justice - Beloved Conversations is starting Jan 18/19

Rev Heather - Feb 1 is the date by which congregations certify membership info with UUA.

Dues are no longer paid by # of members, but rather by a % of budget

Rev Cathy - over 750 people come through for 8 services last month

The Executive Committee meeting originally scheduled for Jan 29 has been cancelled, there will be no Exec Committee meeting prior to the February 5th Board meeting.

8:39 - Any recognitions? Sue appreciated Tom’s Finance handout. Joe recognized Caron for all the work she’s doing on Stewardship. Rev Heather appreciated Tom’s grounded input about capacity.

8:41 - Meeting Adjourned

Respectfully Submitted,

Sarah H. McKenzie  
Secretary

## USH Board Meeting Timing Agenda--January 8, 2019

Shaded items are in every meeting

### FY2019 Theme: Deepening and Connection

#### The Unitarian Society of Hartford Mission:

As a growing, evolving spiritual community inspired by our denomination values, we will commit ourselves to:

Nurture our needs for personal spiritual growth, inspirational worship and a mutually caring community

Devote ourselves to religious learning for all ages

Embrace human diversity by welcoming individuals and families of all kinds

Join with the larger community to promote love, justice and service to society

Toward these ends we pledge our talents, energies and resources

### AGENDA

Materials/Discussion

#### Opening

6:30 PM	0:04	Opening words--Rev Heather or Sherry	
6:34 PM	0:03	Board covenant (back of this agenda)	
6:37 PM	0:01	any changes to agenda	

#### Discussion Items/Votes

6:38 PM	0:01	Thank you notes (RevCathy, All)	
6:39 PM	0:03	Consent agenda	n/a
6:42 PM	0:20	Objective C: Sustainable financial model FY2020 Budget process (Tom) Goal-setting process for 2019 For Stewardship messaging (Tom)	
7:02 PM	0:05	Vision 2020/capital campaign (Rev Cathy, Sherry)	
7:07 PM	0:05	Meeting House Presents--vote on guarantee for FY2020 (Carolyn, Tom)	Vote
7:12 PM	0:10	Sanctuary church--discussion (Rev Cathy, Judy)	
7:22 PM	0:15	Review decisions and follow-up actions, under the stairs, other matters (All) Intern minister update (Rev Heather) Sabbatical planning (Revs Cathy and Heather) Financial risks updates (Comprehensive discussion at Feb mtg) (Tom, All) Upcoming events calendar (Sherry, All) Other (All)	
7:37 PM	0:15	Co-ministers' report highlights (RevCathy, RevHeather)	) written reports and
7:52 PM	0:15	Council Chair report highlights (Judy, Sue, Carolyn, Marye Gail)	) verbal highlights only
8:07 PM	0:05	President/President-elect's report highlights (Sherry, Joe)	
8:12 PM	0:05	Guest comments (if time allows)	

#### Closing Items

8:17 PM	0:10	Executive session	
8:27 PM	0:03	Recognition	
8:30 PM		Adjourn	

### Follow ups and Parking lot items

#### New from December board meeting

Dec '18 mtg Comprehensive lighting plan/projection/sound project--referred to B&G, congregational input, proposal to come to board ??

Dec '18 mtg Intern recruiting to be begin

#### Carried forward

Nov '18 mtg Board Objective C: Resource planning at December EC--continue to Jan EC (Revs)

Nov '18 mtg Board Objective A: Membership component

Nov '18 mtg Board Objective A: Nominating Committee

July '18 mtg Finalize Co-Minister objectives

Apr '18 mtg Safer Congregation policy to be finalized

Feb '18 mtg Sabbatical--began dialogue w/ Joe Sullivan, timing to be approved 10/18, task force to develop plan

Dec '17 mtg Other Hartford Foundation grants or other funders available?

Nov '17 mtg Meeting House security--comprehensive exploration

### **USH Board Covenant**

The USH Board of Directors covenants and affirms its commitment to the seven principles of Unitarian Universalism, to the USH mission and to the following:

We acknowledge that our work takes place in the context of a spiritual community, one that covenants each week that "love is the spirit of this church." Therefore, we will strive to work together in a loving, courteous, and nonjudgmental way. We will be intentionally accountable to one another and to the congregation as a whole, e.g., we will work within an orderly process, regularly communicate what we can and cannot do, be responsive to each other by providing updates and revisions to plans/expectations as needed, and model respectful behavior with each other.

We will conduct our work with transparency and at the same time with sensitivity and discretion. We will seek to work as a team and we will be compassionate and forgiving as individuals to ourselves and one another, assuming mutual good will and positive intentions.

Voting Members: Steve Basche (Endowment) not present  
 Caron Lanouette (Stewardship) present  
 Peter Meny (Buildings & Grounds) present  
 Tom Richardson, Chair (Treasurer) present  
 Sue Tenorio (Administration) not present

Non-voting: Brian Mullen [present] and Cathy Rion Starr [present]

Materials: November 29, 2018 Minutes  
 Accounting structure discussion documents (not included with Minutes)

Agenda	Minutes
1. Open with mission	Tom read the USH mission statement.
2. Approve 11/29/2018 minutes	Approved
3. [old] Could USH make better/more payment options available?	Brian explained that we have a PayPal account that can process credit card payments and that he is working to get discount pricing based on our not-for-profit status; Caron has spoken with our webmaster about a “DONATE” button and has been reviewing other congregations’ practices. We agreed to retain our current credit card option, implement PayPal fully and after that is running well, work towards the “DONATE” button <i>et al.</i>
4. [new] FY2020 budget process and calendar	Discussion recognized Mark Ewert recommended against setting a quantified Stewardship goal, but the Stewardship Committee wants one based on congregational demand. We agreed that there is negligible chance the Board would vote for a target less than, equal to or substantially higher than this year’s pledge amount. In that context, agreed a 3-4% increase would effectively be “flat funding” allowing for COLA’s and uncontrollable fixed cost increases ( <i>e.g.</i> , insurance). A 5-6% increase would add funding for the intern minister and baseline sabbatical expenses. A 7-8% increase would add funding for full ministerial coverage during sabbatical. Reviewed Spring Finance Sub-council, Board and Pledge Drive calendars and agreed to tentative budget calendar. (See Page 3.)
5. [new] FY2020 budget structure	Tom outlined a theoretical budget structure based on our Council structure and functional areas intended to clarify budget line items, accountability for individual functions and to make reporting more automated. Implementing such a change would obligate a significant amount of Brian’s time and we would need to assess the return on that effort. We agreed that for FY2020 1) we will clean up a number of areas of the existing budget structure and 2) we will consider reconfiguring the Administration budget for clearer accountability. Future, incremental steps could include allocating personnel expenses to functional areas and breaking apart the Administration budget.
6. Tabled items	Policies on expenditure authorization and rebudgeting until after FY2020 budget process complete (11/1/2018)  Improved communication to congregation re money (11/29/2018)

Voting Members: Steve Basche (Endowment) present  
 Caron Lanouette (Stewardship) present  
 Peter Meny (Buildings & Grounds) present  
 Tom Richardson, Chair (Treasurer) present  
 Sue Tenorio (Administration) present

Non-voting: Brian Mullen [present] and Cathy Rion Starr [present]

Materials: September 29, 2018 Minutes  
 Budget Review Summary (9/30/18)  
 Variance Summary (current) and Proposed COLA's  
 September Budget Review Excel file

**Approved**  
**1/3/2019**

Agenda	Minutes
1. Open with mission	Tom read the USH mission statement.
2. Approve 11/1/2018 minutes	Approved
3. [new] Discuss (not solve) risks to current year and repeatable opportunities	Tom walked the group through the risk and opportunities document. Stressed that this will be an evolving document. Some items are "directional" and others are immediate tasks. The enclosed USH Financial Management file includes updates from discussion of the line items.
4. [old] Improved communication to congregation re money	No time to discuss
5. [old] Could USH make better/more payment options available?	Caron Lanouette has investigated our options and will work with Brian Mullen to assess feasibility and plan implementation. Caron noted that 1) there would be very little effort in setting up the options (including credit card via PayPal); 2) the options have the potential to reduce the administrative burden of collecting money; and 3) this would address a significant congregational demand to make giving us money easier.
6. Other business	Next meeting to include initial discussion of a new budget structure and initiating the FY2020 budget development process

Date/Event	Action	Board Decision(s) Required
1/8 Board meeting	<ul style="list-style-type: none"> <li>• Tom to introduce pledge ranges, budget calendar and key questions the Board needs to answer</li> </ul>	<ul style="list-style-type: none"> <li>• Endorse budget calendar</li> </ul>
1/31 Finance meeting	<ul style="list-style-type: none"> <li>• Refine pledge ranges</li> <li>• Refine budget calendar with options for broader engagement</li> <li>• Finalize key questions for Board to answer 2/5</li> </ul>	
2/5 Board meeting	<ul style="list-style-type: none"> <li>• Final discussion of pledge ranges</li> <li>• Address key questions</li> </ul>	<ul style="list-style-type: none"> <li>• Decide target % increase for Stewardship Committee</li> <li>• Endorse a refined budget calendar</li> <li>• Answer key questions</li> <li>• Charge Council Chairs to identify additional expenses contingent on exceeding pledge target by 2/25</li> </ul>
2/28 Finance meeting <i>(before meeting, Tom, Cathy and Brian draft budget)</i>	<ul style="list-style-type: none"> <li>• Endorse a draft budget assuming pledge drive achieves target in context of key question answers</li> <li>• Aggregate and prioritize contingent expenses from Councils</li> </ul>	
<b>3/3 Launch pledge drive</b>		
3/5 Board meeting	<ul style="list-style-type: none"> <li>• Review draft budget</li> <li>• Review contingent expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Set draft amounts at categorical level</li> <li>• Set priorities among contingent expenses</li> <li>• Charge Council Chairs and Reverends to draft line-item budgets with sub-councils and staff by 3/25</li> </ul>
3/28 Finance meeting	<ul style="list-style-type: none"> <li>• Assess pledges to-date</li> <li>• Endorse a modified budget based on pledge assessment</li> </ul>	
<b>3/31 Conclude formal pledge drive</b>		
4/2 Board meeting	<ul style="list-style-type: none"> <li>• Review pledge drive</li> <li>• Review modified budget</li> </ul>	<ul style="list-style-type: none"> <li>• Decide final bottom lines for total revenue and total expenses</li> <li>• Refine categorical level budget amounts</li> <li>• Charge Council Chairs and Reverends to refine line-item budgets with sub-councils and staff by 4/29</li> </ul>
5/2 Finance meeting	<ul style="list-style-type: none"> <li>• Reassess pledges to-date</li> <li>• Endorse a final budget</li> </ul>	
5/7 Board meeting	<ul style="list-style-type: none"> <li>• Review final budget</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vote on final AY2020 budget</b></li> </ul>
5/19 USH Annual Meeting	<ul style="list-style-type: none"> <li>• Announce AY2020 budget at categorical level</li> </ul>	

For the Board to discuss and answer 2/5/2019:

1. What is the target increase for total amount pledged for the 2019 pledge drive (based on \$316,811 pledged for the 2018 drive)?
  - a. Less than 3% would result in budget cuts in non-personnel expenses to fund COLAs and uncontrollable fixed cost increases (*e.g.*, health insurance)
  - b. 3% - 4% (\$9,504 - \$12,672) is estimated to be flat-funding for everything except COLAs and uncontrollable fixed cost increases
  - c. 5% - 6% (\$15,841 - \$19,009) is estimated additionally to fund the intern minister and basic pulpit supply during the Revs' sabbatical
  - d. 7% - 8% (\$22,177 - \$25,345) is estimated additionally to fund comprehensive ministerial coverage during the Revs' sabbatical
2. What COLA increase does the Board want to budget?
3. How does the Board want to engage Councils, Sub-councils and staff in the budget process?
  - a. With individual Board members informally talking to others as they deem appropriate
  - b. With identified Sub-councils submitting budgets "for what they need"
  - c. With identified Sub-councils or staff submitting budgets in advance of Board discussions (*this is what is assumed in FY2020 Budget Process draft*)
    - i. In February, submit requests above flat-funding (1.b. above) that would be contingent on exceeding the pledge drive target or on other additional funding
    - ii. March and April, submit refinement of line-items within a categorical total set by the Board
  - d. With identified Sub-councils or staff submitting budgets after Board discussions
    - i. In February, submit requests above flat-funding (1.b. above) that would be contingent on exceeding the pledge drive target or on other additional funding
    - ii. In May and June developing line-item budgets with the Revs and Brian within the categorical totals finalized by the Board 5/2



# USH Executive Committee Meeting Minutes

January 7, 2019

Joe Rubin's home 6:30 to 7:45 or 8:00

## Objective C: Sustainable Financial Model

1. *Intern minister recruiting update—Rev Heather*  
Moving forward nicely. The task force is considering several good applicants
2. *Stewardship goal setting process and FY2020 Budget process—Tom*  
Tom and the Finance Committee are proposing a process that will be reviewed at the January Board meeting. The budget risk-matrix will be updated and discussed at the February board meeting when the 6-months ended 12/31/18 financials and rejections are available.
3. *Vision 2020/Capital campaign—Rev Cathy, Sherry*  
It was agreed that long-term capital planning should begin in the next month or two with a goal of defining direction and framework in the current fiscal year. Other considerations discussed:
  - Need to define what should be included in the planning, i.e., just building-related operating needs, building usage and capital improvements or building-related + endowment + funding for other uses/needs
  - Should go back and review Mark Ewert recommendations/discussions from a year ago
  - This is partially a strategic planning process, but there are differences; capital planning should be about transformation
  - Create a task force of the board. Several members have expressed interest in leading/participating on the task force. One of the Revs should be on the task force.
  - Should consider whether there are higher priorities than a capital plan
  - Consider the impact of the Revs sabbatical on the timing
4. *Organization and staffing considerations—Revs Cathy and Heather*  
This item was not discussed due to timing

## Revs Objectives and Evaluation Process for FY2019

Discussion revolved around the draft Sherry had prepared incorporating the original document, comments made in executive committee and board meetings, and written comments previously provided. Focus of the revisions was on alignment with the USH priorities established by the board, adding some goals, i.e., "to what end?", and some reorganization for easier discussion.

The committee also had a copy of a Board Responsibilities and FY2019 Process document that outlined the process earlier in the year and next steps to be decided. Cathy and Heather had not had enough time to review the document before the meeting and we agreed that questions and comments would be provided to the Executive Committee within the

next two weeks and that we would decide whether to meet before the next Executive Committee meeting so that the Objectives could be finalized at the February board meeting.

Some discussion on the meaning of certain terms, the delay in getting the Objectives in place, and the interplay between objectives and staffing/other resources.

**Board retreat** February 9—major topic will be roles and responsibilities and Sherry will verify that Joe Sullivan from UUA is still scheduled to be the facilitator

The **Board agenda** was not fully agreed by the committee due to time, so adjustments may be made at the start of the board meeting.

# HOW TO BE A SANCTUARY CONGREGATION



This document is for congregations of churches, synagogues, mosques, and other faith-based communities, though “house of worship” is the term used to apply to all religions.

## BACKGROUND BASICS:

### What is Sanctuary?

Immigration and Customs Enforcement (“ICE”) has a policy of not coming into religious spaces to pick up immigrants for deportation. (This is not a law, just a long-standing policy, based on traditions in the United States and Europe.)

Therefore an immigrant facing deportation may seek protection from ICE by coming into a house of worship to stay “in sanctuary” for some period of time.

Some houses of worship declare themselves an official “Sanctuary Space” because that label shows immigrants that this place of worship is open to them, and that it intends “sanctuary” to imply the protection of the Divine as well as the limited protection humans can give.

### A “SANCTUARY HOUSE OF WORSHIP” OFFERS ONE OR BOTH OF TWO VARIETIES OF SANCTUARY:

1. Short term Sanctuary – “Safe Space”: If an immigrant has not been named as an ICE target for immediate deportation, taking Sanctuary in a house of worship may be useful for a short time (a few hours, one day, or a short overnight stay) to help the immigrant feel safe and become calm rather than panicked, and to get information on what to do next, so they can make good plans. This usually would happen in the event of immigration raids or acts of hate occurring in the area. Immigrants also face day-to-day struggles that faith communities should be ready to address through short-term sanctuary.

2. Long term – “Physical Sanctuary”: If an immigrant with a final deportation order is an actual named target for immediate deportation, going into Physical Sanctuary may be a way to avoid deportation for an indefinite period, which could last for weeks or months or even years. The immigrant moves into the house of worship and lives there full-time until some

agreement can be made with ICE to let the immigrant live outside the house of worship without fear of being immediately deported.

Once an immigrant comes into physical sanctuary, he or she cannot leave the Sanctuary building for any reason – they cannot go to work or school or even to buy food or receive medical care etc. All living needs (food, bedding/bathing facilities, medical care, companionship, entertainment, etc.) must be provided by the targeted immigrant's non-deportable family members and/or the congregation and/or a group of congregations organized for this purpose.

When long-term sanctuary is agreed to by both parties, it is necessary to get advocates (preferably a lawyer), to negotiate with ICE to get an agreement to let the immigrant stay in the community rather than being a target for deportation right away. Only when some agreement is in place will it be safe for the immigrant to leave the house of worship building. (Or, as in the 1980s Sanctuary Movement, when Congress passes immigration reform laws that allow such immigrants to remain in the United States with some legal status.)

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#### SITUATIONS IN WHICH AN IMMIGRANT MIGHT SEEK SANCTUARY:

- When ICE has told an immigrant who has a final order of deportation to report for deportation (“bag and baggage order”) on a specified date, or
- When ICE conducts a raid in a neighborhood, looking for the particular immigrant - one who has a final order of deportation, but has not been seized because either ICE cannot find that person, or the person's family will not open the door to let ICE in to seize the person, or
- When ICE is conducting raids in a particular neighborhood and an immigrant is afraid that he or she is, or could become, a target that ICE would detain, Many immigrants fear that they will be grabbed during a raid even if they are not a named target, and may need a Sanctuary for a short time to calm down, to get accurate and up-to-date information, and to make plans.
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#### DETAILS:

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#### WHY WOULD A HOUSE OF WORSHIP WANT TO OFFER SANCTUARY?

Since the Immigration and Customs Enforcement agency (“ICE”) has a policy of not coming into religious spaces to pick up immigrants for deportation, religious congregations have both a *special ability* and *special imperative* to help vulnerable people who fear being rounded up by ICE.

From their founding, religious communities have looked beyond themselves to a reality that is committed to the whole. Their gatherings around this reality are usually centered around places of worship, sacred spaces often termed “sanctuaries” (from the Latin *sanctum*, meaning to “set apart”). These sacred spaces have often also served as community centers that attended to those neglected: the poor, the widow, the sick, and the stranger. This spiritual reality has been expressed as the Hebraic dignity of the person, Christianity’s unconditional love, the Qura’nic attribute of mercy, or Buddhism’s loving-kindness. Whatever form the expression takes, *all religious traditions have been charged to care for the vulnerable, not just for their own members.*

***All religious traditions have been charged to care for the vulnerable, not just for their own members.***

In our time, this surely includes vulnerable immigrants. Today that would include those fleeing the horrible violence in several Central American countries, and also those who have been in the U.S. for many years, many of whom have spouses and/or children who are U.S. citizens, so that deportation would break up an American family. Religious communities are confronted with the *opportunity to live up to the fullness of their spiritual potential* –to help make a whole that honors the dignity of all people.

#### WHAT DOES BEING A SANCTUARY HOUSE OF WORSHIP MEAN TODAY?

“Sanctuary” today has a broad definition. It does not only mean providing “physical sanctuary” to house an immigrant or family for an indefinite period. It also means providing “a safe space” to flee to for a short time – such as when ICE is doing a raid in the neighborhood and many immigrants fear that they might be seized even if they are not on ICE’s target list, and need a place to feel safe until the immediate danger passes.

Under this broader definition, a Sanctuary House of Worship can open its doors to fearful people to let them stay in a safe space while they get the latest information, learn their rights, and plan what to do next. Very few immigrants will want to take “physical sanctuary” once they learn the details; instead, they will learn how to fight for their rights wherever they are.

#### WHAT ARE THE RISKS TO A HOUSE OF WORSHIP IF IT DECLARES ITSELF A SANCTUARY HOUSE OF WORSHIP?

To date, no house of worship has been sued or otherwise harassed or punished by the government for being a Sanctuary House of worship for immigrants. In the 1980s, a few individual clergy were sued for harboring or transporting immigrants in violation of the law, but in the current immigration crisis of the 2000s, so far, the government has not tried to act against any Sanctuary house of worship or clergy leaders.

The immigration law (8 USC 1181 section 1234(a)(1)(A)(iii)) says a crime is committed by anyone who “conceals, harbors, or shields from detection” an immigrant who the person knows is remaining in the country in violation of law. However, if a house of worship simply houses such an immigrant but does not try to “conceal” or “shield” them from ICE detection, and preferably actually tells ICE where the immigrant is now living, there is case law, at least in some federal

court districts, that this does not constitute “harboring,” and the sanctuary house of worship has therefore not committed a crime. Because no house of worship has yet been sued under this law, the Supreme Court has not yet had the opportunity to say whether this interpretation is correct. Obviously there is no way to predict what courts in the future might do. It would be helpful to locate an immigration lawyer as a consultant, in case issues arise for the house of worship or its leaders or an immigrants in sanctuary. Notify the New Sanctuary Coalition if you need help locating a lawyer to consul on the prospect of providing physical sanctuary.

A more likely actual “risk” is not a legal one. It is the practical risk of having to actually house an immigrant long term, with the extra work and inconvenience that will involve. An immigrant who has a legitimate fear of immediate deportation must stay “in sanctuary” full time. To be safe from ICE, sanctuary housing and care must be in the house of worship’s worship building – not in its school or clergy residence or other building, where ICE could enter. The house of worship and its community will need to provide furniture, bedding and linens, bathing facilities, food and/or cooking facilities, care, and companionship for an immigrant (possibly for an entire family) for an unknown period of time until it is safe for the immigrant(s) to leave.

## WHAT IS THE PROCESS TO BECOME A SANCTUARY HOUSE OF WORSHIP?

The house of worship authorities should decide however such decisions are made in that particular house of worship – for example, by a pastor alone, and/or the bishop or other judicatory official, and/or a vote by the house of worship council and/or entire congregation. They should decide if the house of worship will offer physical sanctuary (housing) or only short-term sanctuary.

Notify the NYC New Sanctuary Coalition (or other local Sanctuary organization in your community) so it can list you on its website and other materials as a Sanctuary House of worship.

## HOW DOES A DECLARED SANCTUARY HOUSE OF WORSHIP GET READY TO OFFER SANCTUARY?

1. Designate who in the house of worship staff and/or lay leaders will be the Sanctuary “coordinator” for the house of worship. If possible, form a Sanctuary committee or task force including the coordinator and other staff and lay members.

### **The coordinator and/or task force will do the following:**

- A. Assign someone(s) to create and distribute flyers about Sanctuary, that will include your house of worship’s name and its phone number to call for this purpose. Give the flyers to other houses of worship, local community organizations, immigrant advocacy groups, elected officials, neighbors, etc. so immigrants can learn that you are a Sanctuary house of worship if they need one.

- B. Contact the local New Sanctuary organization and/or other immigrant advocacy offices.
- Tell them you are becoming a Sanctuary congregation and give your contact information, so they can list you on their website of Sanctuary houses of worship.
  - Ask them for "Know Your Rights" materials to give immigrants who inquire.
  - Ask them what lawyers may be available to represent any immigrants who do take physical sanctuary, and will need legal help to negotiate with ICE about their case, to be able to leave Sanctuary safely.
- C. Designate who (clergy, immigration coordinator, other) will
- answer the house of worship's phone line listed for immigrants to call (day or night if at all possible) to talk to those who call about sanctuary, and
  - who should be called to talk in person to immigrants who show up at the house of worship to seek sanctuary, and to give them appropriate materials and latest information.
- D. Instruct the staff at your "front desk" (wherever people enter to seek help), that if an immigrant comes in and asks for protection, they should:
- take the person to sit in the house of worship space ("sanctuary") or other safe space;
  - notify the designated person to come and talk with the immigrant;
  - call the NYC New Sanctuary office (or other local Sanctuary organization) to say an immigrant has asked for sanctuary.

2. **Prepare to respond if/when someone does ask for overnight Physical Sanctuary:**

- A. Designate and set up a room in your house of worship building (in the same building as the worship space, not in a detached school or clergy residence, which is not safe from ICE) where an immigrant and/or family could stay safely and as comfortably as possible.
- B. Organize a group of volunteers ready to go food shopping, bring in cooked meals if there is no place to cook, handle laundry, provide company, etc.
- C. Prepare to be the subject of media attention; get advice on handling it; have a statement of why you are doing this ready to give the media or other inquirers.

3. **Get acquainted with your local elected officials and local police precinct commanders.**

Talk with them about the possibility that if people in the area believe that ICE is conducting raids in the neighborhood, you may be in touch with them to find out what is going on, so you can give accurate information to any immigrants who will come to your house of worship to seek short-term sanctuary. For instance, if immigrants report that somebody is picking people up and fear that it is an ICE raid, the precinct officer can say whether it is really the police arresting people for other crimes, rather than ICE picking

them up for deportation. But if indeed it is an ICE raid, you will need to know that in order to notify immigrants what their rights are in that situation.

4. Start talking to other houses of worship in your area who may not be Sanctuary Houses of worship themselves, but may be willing to partner with you to provide volunteers or food or money or lawyers etc. if your house of worship does have people in physical sanctuary, which will take extra help.

## WHAT TO DO WHEN IMMIGRANTS ACTUALLY CONTACT YOUR SANCTUARY HOUSE OF WORSHIP FOR HELP?

### A. Responding to phone calls:

ICE raids often occur at 5 to 7 a.m. to find people at home, and ICE may hang around for awhile to pick up anybody who leaves the house, such as to put out the garbage or go to work or school.

Immigrants who believe this is happening may phone the house of worship's emergency number.

The house of worship's designated first responder will talk to the callers about what is going on – is it a raid? A rumor that there may be a raid soon? Somebody at the door trying to get them to open it? Some other fear?

- i) If they fear a raid but nobody is actually at the door to pick them up and they have not seen any ICE agents near them, they should be told to come to the house of worship when it is open – tell them when that is -- for updated information on what is happening.

Then (during business hours) the first responder should call the police and/or New Sanctuary to find out what is going on.

- ii) If the caller says there is someone at the door, tell them to ask to see a warrant; tell them to not open the door to see a warrant – ask for it to be pushed under the door or placed up against a closed window to see it. ICE is not allowed to come inside unless they show an actual *court-ordered* arrest warrant for a person who is actually in the premises. A warrant from ICE without a judge's order is not enough. It is not OK to let ICE in just to see that the person they want is not there – they may pick up somebody else.  
Tell them to wait inside and watch for when the ICE agents have left the area and only then actually come to the house of worship (when it is open) for safety and information.



- iii) If there is an actual pick-up in process or if the person has already been seized, get the names of those detained so you can notify New Sanctuary to follow up.

**B) Responding when an immigrant comes to the house of worship in fear of an ICE raid:**

- Take them to the sanctuary or other safe space to sit and relax.
- Talk to them about why they came – what do they think is going on; what do they fear?
- Tell them what you already know about the actual situation, or say you will find out.
- Give them a Know Your Rights publication to read.
- Pray with them.
- Tell them they can stay in the safe space as long as they need to feel safe, and that you will check on them from time to time.
- Then call New Sanctuary to discuss strategies and a plan of action, which could include:
- Calling, going out, or sending out people to verify that a raid is taking place,
- and if it is, to document what is happening.
- Setting up a Know Your Rights training session at the house of worship for the community.

**C) Responding to immigrants who ask for longer-term physical sanctuary:**

**The designated sanctuary leadership person or group will:**

**Learn the immigrant's story:**

- ✓ Why/when they came to the US?
- ✓ How they have been living since then?
- ✓ What interactions they have had with ICE?
- ✓ Do they have a lawyer?
- ✓ What makes them think they are in immediate danger of being detained/deported?

**Explain what being in physical sanctuary involves:**

- ✓ Living inside the house of worship until a safe release can be negotiated with ICE,
- ✓ Without being able to leave the premises at all.

**Make your own determination whether this immigrant is suitable for physical sanctuary:**

- ✓ Has a reasonable fear of immediate deportation;
- ✓ Understands the hardships and can handle them;
- ✓ Understands that it may take months or even years to be able to leave;
- ✓ Appears to have the character to withstand this experience, and
- ✓ If possible, is articulate and able to explain their reasons for sanctuary to others.
- ✓ Decide whether to offer physical sanctuary to this person and if so, make the offer.

If they still want to accept your offer of physical sanctuary after learning the hardships of living in virtual house arrest in the house of worship, take them to the designated room and

explain where they can sleep, bathe, eat – whether they can cook or must have meals brought in – and where else in the building they may safely visit and when, given the house of worship's regular events.

Notify New Sanctuary that an immigrant has taken physical sanctuary, to get help and advice on how to handle the likely media interest and negotiations.

Alert your congregation's sanctuary committee to start assisting in daily living arrangements as needed. This may include notifying the neighboring congregations that you have asked to help in such a situation, by signing up to bring food, etc. as needed.

Tell the entire congregation; at a suitable occasion, introduce the sanctuary immigrant(s), and have a celebration!

# President and President-elect Report to Board

January 8, 2019

## **Executive Committee meeting January 7**

Minutes are distributed in a separate document.

## **Upcoming Dates**

- Jan 13 Under-the-stairs—actually in the sanctuary—lighting
- Jan 18-19 Beloved Conversations
- Jan 18 Meeting House Presents
- Jan 29 Exec Cmte meeting
  
- Feb 5 Board meeting
- Feb 9 (Sat) Board retreat
- Feb 24 (Sun) Semi-annual congregational meeting
- Feb 26 Exec Cmte meeting
  
- Mar 5 Board meeting
- Mar 24 Under-the-stairs
- Mar 26 Exec Cmte meeting

Unitarian Society of Hartford  
Board of Directors Meeting  
January 7, 2019

**ADMINISTRATION COUNCIL:**  
**MONTHLY REPORT**  
**December, 2018**

submitted by Sue Tenorio, Adm Council Chair

**I. Buildings and Grounds:**

Meeting of 12/09/18

NOTE: Adm.Chair unable to attend due to a time conflict with Choir rehearsal

- ) During heavy rains, water rises up from the floor into the ground floor Men's restroom and classroom A. Additionally, there is a pooling of water near the Library bay and the adjacent Memorial Garden. To alleviate the high water levels, ditches were dug and drainage pipes installed under a berm. Work will be continued in the Spring to extend the berm, creating a small "lake.
- ) Individuals familiar with folding and stacking chairs used in Fellowship Hall events know the hassle of how stacked chairs slip and slide on storage carts. Bill Simmons has designed and tested a cart device that eliminates the problem. Pricing and purchase to follow.
- ) B & G was represented at the December Board of Directors meeting by Stu Spence and David Newton in support of Hugh Schweitzer, architect, who made a presentation about the Sanctuary (pew area) Lighting Project . B & G will follow up with a presentation in January to the Congregation for feedback on possible options.
- ) NOTE: the presentation to the Congregation is to occur immediately following the Sunday service on 1/13/19.
- ) Peter Meny requested more specific information about history of payment of water bills incurred by Knox Foudation in its summer usage of USH's watering system during summer months.
- ) Preliminary discussion took place regarding next year's budget. This year's budget has a nominal total amount. A continuing issue remains related to unexpected repairs and/or replacement costs.

**II. Finance**

Meeting of 1/3/19

NOTE: Adm.Chair unable to attend due to a personal time conflict. A lengthy follow up phone discussion of the meeting occurred between the Adm Chair and Finance Committee Chair, Tom Richardson. Please see Tom's monthly report and attachments for full details.

**III. Human Resources**

NOTE: No meeting was held during the month of December.

**IV. Stewardship**

Meeting of 12/11/18

- ) It was reported that Cathy and Caron have together discussed ideas for the Pledge Drive which will take place during the month of March.

- ) "Soirees" (last year's Neighborhood Gatherings) will again serve as the vehicle of approach for "Asks".
- ) Ideas beyond the traditional wine & cheese gatherings were discussed. Theme ideas, to be determined by hosts, included bingo, charades, dance.party, wine and/or food tastings.
- ) A list of previous and potential hosts was reviewed. Additional names were added.
- ) Training of Hosts will occur on Sunday afternoon, February 3<sup>rd</sup>.. Caron agreed to check with Mark Ewert to see if he will once again conduct training.
- ) Sue agreed to prepare and submit an "invitation to host" for publication in both the Enews and January service programs. Deadline to sign up to be a host: January 27<sup>th</sup>.
- ) Hosts will not do the "Ask" at gatherings. Instead Board members and/or Stewardship Committee members will take on the task.

ST/st