

# SABBATICAL HANDBOOK 2014



## UNIVERSALIST UNITARIAN --- CHURCH OF HAVERHILL

16 Ashland Street  
Haverhill, MA 01830  
978-372-5173

Website: [www.uuhaverhill.org](http://www.uuhaverhill.org)

Reverend Frank Clarkson, Minister

## Sabbatical Covenant

*The Sabbatical Team offers this covenant to our community, words and principles which we hope will be helpful as we navigate the time when our parish minister is on sabbatical.*

*Because we are strongest when we are together,  
we will attend services every Sunday that we can.*

*Because we know that taking on new challenges and more responsibilities can be stressful,  
we will be patient with our staff members, our ministerial intern, and ourselves.*

*Because it is important to know where to look for information when we have questions,  
we will refer to our sabbatical handbooks and follow the procedures outlined in them.*

*Because we are a living, welcoming church that believes service is our prayer,  
we will continue doing our good work: greeting newcomers, giving of our time, volunteering our talents, participating in church activities, and spreading the openhearted message of Unitarian Universalism.*

## Your Sabbatical Team

If you have any questions or concerns about the sabbatical period, please feel free to contact any member of the UUCH Sabbatical Team. Our contact information is listed below:

Name	e-mail address	Preferred phone number	Alternate phone number
DeAnna Tashjian, Chair	<a href="mailto:dee58@verizon.net">dee58@verizon.net</a>	978-994-1780	
Kate Drouin	<a href="mailto:kpnbean@gmail.com">kpnbean@gmail.com</a>	978-994-4601	
Hal Fortna	<a href="mailto:h_fortna@yahoo.com">h_fortna@yahoo.com</a>	978-374-8078	
Valerie Osborne	<a href="mailto:vosborne4@hotmail.com">vosborne4@hotmail.com</a>	978-374-6253	978-891-4355
Joan Shaw	<a href="mailto:jerveyshaw@juno.com">jerveyshaw@juno.com</a>	603-382-3602	

## **A Letter from your Board of Trustees Chair**

Dear UUCH Congregants,

Rev. Frank's four month sabbatical will begin on January 1, 2014. This is an exciting time for our minister- a chance for him to relax and refresh his spirit, and explore and examine his personal journey as a Unitarian Universalist minister.

Rev. Frank's sabbatical offers a tremendous opportunity for growth at UUCH. We are part of a vibrant congregation; we love our church. People here invest their time and energy for a common purpose: taking care of each other, maintaining our beautiful building, and providing a safe and sacred space for all who enter our church. This is a huge task , and one that is accomplished through everyone's efforts. Whether you: serve on a committee, take part in annual events, teach religious education, conduct a small group ministry, volunteer to be a greeter/usher, take part in the worship service, host coffee hour, participate in the book group, organize and attend adult RE offerings, work as a board member, meditate weekly, sing in the choir, volunteer for Community Meals, serve as a staff member, or offer a smile and a kind word to someone at church--you are valued. **YOU ARE THE CHURCH!** I am so proud of all of you and honored to be part of this community.

The Sabbatical Team has worked diligently to prepare a handbook that we can refer to in order to follow proper procedures and maintain our normal activities at UUCH, and we have a beautiful covenant to guide us. I am excited about the four months we will share as a church while Rev. Frank is away. We will have to schedule a time this spring when we can talk about this experience!

In Faith,  
Sarina M. Ryan

## **A Letter from your Ministerial Intern**

Dear Church Folks,

I am sincerely grateful for the opportunity to be learning at your church during the next two years as your intern minister. This church community offers many rich models for me to build a strong ministerial foundation upon.

While Frank is away, he has arranged for four area ministers to share my supervision. This ministerial team will expand my horizons as I meet and learn from these colleagues. I feel secure in their expertise and their ability to guide me through this period. In addition to the support they will offer, I am glad to be working with your seasoned church staff and other leaders, as well as the intern committee.

With that in mind, I am very pleased and grateful for the unique opportunity the sabbatical will avail me for sharpening my preaching and pastoral care skills. After the many months of careful planning that have gone into preparing for Frank's time away, I feel confident that things will run smoothly.

Peace,  
Julie Lombard

## **A Letter from your Minister**

Dear Good People of UUCH,

Some days I find it hard to believe that this is our sixth year together. I love being your minister, and I'm grateful for the many ways our church is growing and thriving. It is a joy to be part of this healthy and vital congregation, and I'm excited and hopeful for our future together.

One of the things I love about parish ministry is that it asks you, as best you can, to bring your whole self to the work, to be fully committed to it and absorbed by it. It's work that's never done. So I've learned the importance of having a regular day off, a sabbath when I rest, turn off my computer, and do what feeds my soul. Even then, you are often in my heart and on my mind.

A sabbatical offers an extended time to lay down the responsibilities of parish ministry. This is not a vacation, but rather a time to be refreshed and restored, to think long thoughts and explore practices that will help nurture and sustain my life in ministry. But this sabbatical is not just for me--I trust it will enrich the church and our shared ministry together. A sabbatical is a way you invest in a long and healthy ministry, and I am grateful for this gift and opportunity.

My sabbatical begins on January 1, 2014, and ends on May 1. The Sabbatical Team, the Board of Trustees, the church staff and I have been planning carefully for this time. We've identified who's in charge of the various aspects of church life, we've arranged for excellent worship leadership and pastoral coverage, and we're confident that the church will continue to thrive while I'm away. You'll find more detail about these plans in this brochure.

I want to thank our great staff and church leaders for all they are doing to make my sabbatical possible. Thanks to Lisa Compton, Claudia Keyian, Sally Liebermann and Julie Lombard, and Board of Trustees chair Sarina Ryan and vice chair Nancy Rusk. You'll find their contact info, and that of other key leaders, in the back of this brochure.

For me, the sabbatical will begin with some time with our two children, who will be home from college. Then I'll fly to Patagonia, a region in South America that includes parts of Argentina and Chile, where I'll hike and fish for three weeks. I've dreamed about fishing in the southern hemisphere for years. I'm looking forward to seeing summer in January, experiencing a different culture, and meeting lots of trout!

In late February, Tracey and I will drive down the east coast to visit our moms in Baltimore and Charlotte, and spend a few days in Charleston, SC, where neither of us has ever been. The last few days of my sabbatical I'll be going to Tulsa, Oklahoma, to participate in a preaching and worship seminar with 20 other UU ministers.

The rest of the time I'll be close to home. I'm looking forward to this as much as anything-- reading, doing chores, spending time outdoors, having dinner at home. Most Sundays I'll go to church, but as a visitor, checking out different places and approaches. Finally, I plan to work on two projects: exploring ways to integrate stories into our worship life in a more intentional way, and a contemplative/creative project that includes writing and photography.

I'll miss you, of course, and you will never be far from my heart or mind. Just remember, that you are the church. So please continue doing what you do so well: loving one another, serving those in need, building the common good, renewing the face of the earth.

Yours in our shared ministry,  
Frank

### **Worship Service Schedule January 5, 2014 to April 27, 2014**

*During Frank's sabbatical, our Sunday services will be led by our ministerial intern, by several members of our congregation, and by a number of fine guest preachers. Here's the schedule:*

January 5 Julie Lombard

*Julie Lombard is the ministerial intern at UUCH. A final-year student at Andover Newton Theological School, Julie lives in Concord, NH, with her husband and their two children.*

January 12 Matt Meyer

*Matt Meyer is a percussion artist and a founding member of Sanctuary Boston, a community of vibrant worship and connection. We're glad to welcome Matt and his drums back to UUCH!*

January 19 Julie Lombard

January 26 Rev. Leaf Seligman

*Rev. Leaf Seligman was the minister of the First Parish in Fitchburg until last summer, when she took up a new ministry of writing and teaching. A winner of the prestigious Billings Preaching Prize at Harvard Divinity School, Leaf is the author of a new book, Opening the Window: Sabbath Meditations.*

February 2 Margaret Weis

*Margaret Weis is a graduate of Andover Newton Theological School and a candidate for the UU ministry. She's currently serving as a hospital chaplain in New Haven, CT. Margaret preached to great acclaim here last year, and we're glad to welcome her back.*

February 9 Rev. Rali Weaver

*Rev. Rali Weaver has been minister of the First Church of Dedham since 2007. She was previously the assistant minister at King's Chapel in Boston. Rali is known for her good humor and theological depth in the pulpit.*

February 16 Julie Lombard

February 23 Jesse Jaeger

*Jesse Jaeger has worked in faith-based community organizing at the national and local levels. He's served as executive director of UU Mass Action, a nonprofit that motivates UUs to overcome injustice, since 2011. Jesse lives in Lynn with his wife and their two children and he preaches frequently in UU churches.*

March 2 Julie Lombard

March 9 Rev. Parisa Parsa

*Rev. Parisa Parsa has been minister of the First Parish in Milton since 2004. She is known for her spiritual depth and her commitment to helping people connect across the lines that often divide us. Recognized by her colleagues as one of the finest preachers in greater Boston, Parisa lives in Milton with her husband and their two sons.*

March 16 Julie Lombard

March 23 Nicaragua Mission Trip

*This service will be led by folks planning a church mission trip to Nicaragua in 2015, including Nancy Rusk, Abbe Wertz, Jessica Woodard and Sally Liebermann.*

March 30 Julie Lombard

April 6 Rev. Wendy von Zirpolo

*Rev. Wendy von Zirpolo is minister of the UU Church of Marblehead and has deep connections here, serving as DRE and completing her internship at UUCH. Wendy has a reputation as a UU social activist at the national level, and has been arrested twice in recent years for acts of civil disobedience.*

April 13 Julie Lombard

April 20 Julie Lombard & Sally Liebermann (Easter)

April 27 Zan Spaihts-Mohns

*This is our annual Earth Service, which this year is being led by UUCH Worship Team member Zan Spaihts-Mohns.*

## Frequently Asked Questions About the Sabbatical

**Why does Rev. Frank get a sabbatical?** When this congregation called Frank to be our minister in 2008, we offered him a contract that included one month of sabbatical leave for every year of service. Sabbatical leave for ministers is customary in our UU tradition. It reflects the understanding that parish ministry is demanding and ongoing work, and a sabbatical is an investment in a long and healthy ministry.

**How long will he be gone?** Frank will be away from the beginning of January until the end of April, for a total of four months. Having served five years at UUCH, he's eligible to take five months, but our participation in Leap of Faith made four months a better option, so Frank will keep that other month to use at a later time.

**Who will be in charge while Frank's away?** We are taking a team approach to this, and have identified the people who will be leaders in five areas of church life, plus others who will provide help and support. They are:

**Pastoral Care:** Julie Lombard, supported by her clergy supervisors, mental health professionals in our congregation and the Caring Ministries team.

**Worship:** Julie Lombard and Sally Liebermann (the preacher is the lead for the Sunday s/he is preaching), supported by the Worship Team and Worship Committee.

**Staff:** Sally Liebermann, supported by the Committee on Ministry.

**Administration:** Lisa Compton, supported by office volunteers, treasurer Sue Cammett, the Finance Team and the Building & Grounds Committee.

**Governance:** Sarina Ryan and Nancy Rusk, chair and vice chair of the Board of Trustees, supported by the other members of the Board.

A member of the Sabbatical Team is serving as a liaison to each of these five areas.

**Who will lead our Sunday worship services?** Ministerial intern Julie Lombard will preach about twice a month. On other Sundays we'll have guest preachers and several services led by members of our congregation. A member of the Worship Team will participate in each of the services. You'll find a worship schedule in this brochure.

**Are there extra expenses related to the sabbatical?** Not particularly. We've set aside a small amount of money to help compensate staff members for extra work they may do. Most of the guest preachers are part of a district program in which ministers preach for colleagues on sabbatical at no charge. We're grateful to everyone who will do their part to ensure that no one has to carry too much of the load.

**Will Frank be in contact with us during his sabbatical?** A significant part of a sabbatical is for Frank to have an opportunity to lay down the responsibilities of ministry for a time. So no, he will not be checking in with us while he's away, and we will not be reaching out to him. In case of an extraordinary event, Julie Lombard and Sarina Ryan may, at their discretion, be in touch with Frank, but we hope this won't be necessary. We'll certainly have a lot of good catching up to do when he returns!

For specific needs or questions, please contact the appropriate church leader or staff member:

Board of Trustees: chair, Sarina Ryan, [smrtilton@yahoo.com](mailto:smrtilton@yahoo.com)

Board of Trustees: vice chair, Nancy Rusk, [namaste\\_1953@yahoo.com](mailto:namaste_1953@yahoo.com)

Committee on Ministry: chair, DeAnna Tashjian, [dee58@verizon.net](mailto:dee58@verizon.net)

Caring Ministries: chair, Stacey Sherman, [thesherm@comcast.net](mailto:thesherm@comcast.net)

Internship Committee: chair, Joanna Fortna, [jofortna@gmail.com](mailto:jofortna@gmail.com)

Worship Committee: chair, Zan Spaihts-Mohns, [sherzanne@mac.com](mailto:sherzanne@mac.com)

Building & Grounds Committee: chair, Cil Dullea, [cildullea@msn.com](mailto:cildullea@msn.com)

Ministerial Intern: Julie Lombard, [lombardpottery@comcast.net](mailto:lombardpottery@comcast.net)  
603-724-0978 (cell), 603 228-6831 (home)

Office Administrator: Lisa Compton, [office@uuhaverhill.org](mailto:office@uuhaverhill.org), 978-372-5173, 315-651-0323 (c)

Director of Religious Education: Sally Liebermann, [dre@uuhaverhill.org](mailto:dre@uuhaverhill.org), 978-372-5173

Music Director: Claudia Keyian, [claudia@claudiamusic.com](mailto:claudia@claudiamusic.com), 978-462-3405