

# **Sabbatical Guide**

## **Our Plans for Rev. Lara's Sabbatical**



**February 4, 2019 - May 14, 2019**

**FPUU Kennebunk**



## **Table of Contents**

The Sabbatical Committee .....	4-5
Why a Sabbatical? .....	6
What's Lara's plan for her Sabbatical? .....	6
How can we contact Rev. Lara? .....	6
What should we do when we see Rev. Lara? .....	6
What should we do when we see Jay, Rev. Lara's spouse? .....	7
What will FPUU be doing during OUR Sabbatical? .....	7
What can you do? .....	7
Meet Our Sabbatical Minister .....	8
Worship Services During Rev. Lara's Sabbatical .....	9
Pastoral Care .....	10
Rites of Passage .....	10
Church Operations .....	10
Whom do I contact when I have a question regarding...? .....	11-13

Entering her fifth year of dedicated service to our congregation, our minister, Rev. Lara Campbell, will take her first sabbatical from February 4, 2019, through May 14, 2019.

The Sabbatical Committee has worked with Rev. Lara to ensure that her areas of responsibility will be covered during this time of renewal. The Board has contracted with the Rev. Kimberley Debus to be our part-time Sabbatical Minister. Stimulating and experienced pulpit guests will insure consistent, high quality worship services. The congregation's strong tradition of mutual care will continue with extra pastoral support provided as requested. Rites of Passage will be available as needed. Our dedicated staff will ensure that normal administrative operations will continue to run smoothly.

This Sabbatical Handbook is intended to answer any questions related to Rev. Lara's sabbatical.

**Sabbatical Send-Off Service** - Sunday, February 3, 2019

**Sabbatical Return Service** - Sunday, May 19, 2019

## **The Sabbatical Committee**

Bob Wuerthner, Chairperson & Staff Liaison

Amy Wood, Board Liaison

Rachel Wells, Pastoral Care Liaison

Susie Landgrebe, Worship Liaison

The Sabbatical Committee has explored the part Rev. Lara plays in the day-to-day life of the congregation, such as:

- preparing and leading worship services
- providing pastoral care
- conducting rites of passage
- assisting committees & working with teams and the Board

Rev. Kimberley will lead seven Sunday services while Rev. Lara is away. Rev. Lara and the Worship Committee have recruited UU ministers and other experienced service leaders to fill the pulpit on the remaining Sundays.

The following pages include a list of contacts that will be useful during Rev. Lara's absence. This list will help you figure out who to contact when you might have otherwise contacted Rev. Lara:

- If you have an issue that concerns the daily business and operations of the congregation, it is best to start by contacting our Office Administrator, Crystal Jones or Bob Wuerthner, staff liaison for the Sabbatical Committee.
- If you have a question about religious education, please contact our Director of Religious Education, Emily Jones.
- If you have a question or concern about the “business” of the congregation (policies, procedures, finances, etc.), please Board Co-Chairs Dan MacDonald or Amy Wood.
- If you have a need for pastoral care contact Rachel Wells. For pastoral emergencies, arrangements have been made with the Rev. Kimberley Debus to provide on-call pastoral care. Rachel Wells will be serving as the liaison.
- For short term needs for meals or transportation to an appointment call Andrea Rohde and she will communicate that need to the appropriate Caring Connections Committee member who will coordinate our shared response.
- Worship Services are being planned and overseen by the Worship Committee; Sally Keene, chair.
- Arrangements have been made for ceremonies such as weddings and memorial services; please see the Rites of Passage section in this book.
- If you have a concern about the staff please reach out to Bob Wuerthner, staff liaison for the Sabbatical Committee

If you have scanned the descriptions above and are still unclear whom to approach, please contact **any** member of the Sabbatical Committee. We are here to help you figure it out and help wherever we can.

## **Why a Sabbatical?**

A sabbatical leave is traditional for Unitarian Universalist clergy. It is a very old concept that relates to a period of rest, usually after four to six years of ministry and provides for a release from the day-to-day routine to assist the minister in renewing her/his physical, emotional, spiritual, and intellectual well-being. And, it is a time for growth and study.

Our Letter of Agreement with Rev. Lara provides for one month of sabbatical leave for each year of service. The sabbatical is an opportunity for her to put down the mantle of ministry for a time. The goal of this activity is for Rev. Lara to return to the congregation renewed and refreshed. Also, this sabbatical offers the staff and the congregation the opportunity to work together in a time of experimentation and discovery.

Sabbaticals are not vacations, but pathways to viewing ministry in new ways, through fresh eyes. Many people travel, experience different cultures, learn new skills. The congregation will benefit as Rev. Lara returns refreshed, filled with new ideas, and with rekindled energy.

## **What's Rev. Lara's plan for her Sabbatical?**

Rev. Lara has several goals for her sabbatical. In addition to having time to reflect and renew her spirit, she will be doing research on "Slavery, Slave Ownership and FPUU".

## **How can we contact Rev. Lara?**

Rev. Lara's sabbatical is a time for a complete break from her duties as our minister. She will not be answering her phone, email, or texts. Routine matters at FPUU will be managed by the Sabbatical Committee. In case of an emergency, Rev. Lara can be contacted through Rev. Kimberley Debus, a member of the Sabbatical Committee or the Board Co-chairs (Amy Wood and Dan MacDonald).

## **What should we do when we see Rev. Lara?**

Rev. Lara will be around Kennebunk for much of her sabbatical. She plans to be doing research in the Church archives so you may even see her in the building. If you run into her most certainly say hello.

## **What should we do when we see Jay, Rev. Lara's spouse?**

Jay may occasionally attend worship services or other events during Rev. Lara's sabbatical. If he does, please greet him like you normally would. However, Jay will also be trying to honor Rev. Lara's sabbatical time, so please do not ask him to relay a message to her.

## **What will FPUU be doing during Rev. Lara's Sabbatical?**

As we wish Rev. Lara well on her spiritual quest, let us remember that this sabbatical is an opportunity for all of us as well.

We have a chance to teach and learn, reflect and renew, explore and perhaps experiment with the ministry of First Parish.

Perhaps we will explore new ways to connect with one another, learn from each other, and share our ministry with those beyond our sanctuary walls. The shared ministry of this congregation will continue as robustly as ever—creating meaningful worship services, caring for each other in need and in celebration, challenging each other to think and act in ever more expansive, loving ways. Rev. Kimberley will undoubtedly provide numerous opportunities for our congregation to experience new worship practices and a different style of ministry.

## **What can you do?**

Take this time to seek your own renewal. Find a way to “recharge” your relationship with First Parish. What spiritual practices have you wanted to try? How might you express your creative energies and expand or deepen our shared ministry? Join a small group ministry group, teach a class, sing with the choir, serve on a committee or a team. Try something new or rediscover something you left behind. Renew your relationship with this community.

## Meet Our Sabbatical Minister

Rev. Kimberley is an ordained Unitarian Universalist community minister (community ministers do not serve a congregation as a called minister, but rather practice their ministry in in a community setting). Rev. Kimberley describes her ministry as the Art of Meaning, with a focus on art and music And, she provides support to ministers and congregations throughout our area. Most recently, she served at the Sabbatical Minister for the Unitarian Universalist Society of Oneonta and the Unitarian Universalist Meeting House in Nantucket.



The Rev. Kimberley Debus will be serving as a part-time Sabbatical Minister for FPUU while Rev. Lara is away. A Sabbatical Minister typically contracts with a congregation to provide different levels of support and ministry during a sabbatical. The Board has contracted with Rev. Kimberley to serve FPUU in the following ways:

- Plan and lead worship services for seven Sundays.
- Provide support to and meet monthly with the Board, the staff, and the Sabbatical Committee.
- Provide On-Call Pastoral support to FPUU members.
- Meet with members and leadership as needed when on- site.
- Contribute to the e-newsletter.
- Rev. Kimberley can be reached at (518) 423-1964 and by email at [uukennebunkRevDebus@gmail.com](mailto:uukennebunkRevDebus@gmail.com)

While Rev. Kimberley will not be staying in Kennebunk full-time, she will be present for worship services, meetings, and appointments in February (2/15 - 26), March (3/15 - 3/27), April (4/12 - 4/23) and May (5/10 - 5/14).

We are excited to have Rev. Kimberley Debus with us during Rev. Lara's sabbatical and look forward to exploring and experiencing a different style of ministry with her.

For more information about Rev. Kimberley, please see her website at <https://artofmeaning.org/rev-kimberley-debus/>



## **Worship Services during Lara's Sabbatical**

We have an exciting worship schedule planned. The Rev. Kimberley will lead seven of the worship services and for the remaining Sundays, we'll have Unitarian Universalist ministers, FPUU members, and pulpit guests we've enjoyed in the past.

**February 10** FPUU Choir & Molly Petrik, Music Director

**February 17** Rev. Kimberley Debus, Sabbatical Minister

**February 24** Rev. Kimberley Debus, Sabbatical Minister

**March 3** Social Justice Committee

**March 10** Rev. Patrick McLaughlin, Unitarian Universalist Church of Manchester, NH

**March 17** Rev. Kimberley Debus, Sabbatical Minister

**March 24** Rev. Kimberley Debus, Sabbatical Minister

**March 31** Rev. Shay MacKay, Sanford and Saco/Biddeford Unitarian Universalist Churches

**April 7** Rev. Abigail Stockman, First Church in Barre, VT

**April 14** Rev. Kimberley Debus, Sabbatical Minister

**April 21** Rev. Kimberley Debus, Sabbatical Minister

**April 28** Rev. Mark Glovin, First Universalist Church in Rockland, ME

**May 5** Rev. Margaret Beckm, Unitarian Universalist Congregation of Castine, ME

**May 12** Rev. Kimberley Debus, Sabbatical Minister

## **Pastoral Care**

Personal requests for pastoral care should be directed to Rachel Wells (413-303-1292), who will be coordinating pastoral care requests during Rev. Lara's sabbatical, or Rev. Kimberley (518-423-1964). In the case of an emergency or serious need, arrangements have been made for Rev. Kimberley to be on-call for the congregation.

## **Caring Connections**

One of our strengths as a congregation is how we care for one another. When one of our fellow FPUU members or friends has a short term need for meals or transportation to an appointment, we quickly organize and provide the needed support. This practice of caring for each other will continue during Rev. Lara's sabbatical. As always, our caring for one another starts with a request for help. Requests should be made to Andrea Rohde (985-3517 or 468-2955).

## **Rites of Passage**

Those seeking an officiant for a wedding should contact Susan Jack at 985-7057. If the date of the wedding is during Rev. Lara's sabbatical, Susan can provide names of other local ministers who may be of assistance. If the date falls after Rev. Lara's return, she will pass the information on to her so arrangements can be made. Members and friends of the congregation who require a memorial service should contact the church office (985-3700). Depending on the date for the service, Rev. Lara or Rev. Kimberley will be available to conduct the service.

## **Church Operations**

The Sabbatical Committee, Rev. Lara, and the staff have been working together to assure that church operations will continue to function smoothly during Rev. Lara's absence. Bob Wuerthner is the liaison to the staff and will work closely with our Board Co-Chairs, Amy Wood and Dan MacDonald, and Rev. Kimberley to facilitate staff communication, cooperation, and support. The FPUU staff team is committed to maintaining our shared ministry during Lara's sabbatical.

## **Whom Do I Contact When I Have A Question Regarding...? 2018-2019 FPUU Leadership List**

### **STAFF**

Crystal Jones-Office Administrator  
Emily C Jones-Director of Religious Education  
Molly Petrik-Director of Music  
Barbara Boscia-Bookkeeper  
Sabbatical Minister-Rev. Kimberley Debus, 518-423-1964 or [uukennebunkRevDebus@gmail.com](mailto:uukennebunkRevDebus@gmail.com)

### **BOARD OF DIRECTORS**

Dan MacDonald, Co-Chair  
Amy Wood, Co-Chair  
Wayne White, Vice -Chair  
Kerry Hoag, Clerk  
Herve Lavoie, Treasurer  
Robert Lown, Director  
Joan O'Hara, Director

### **SABBATICAL COMMITTEE**

Bob Wuerthner, Chairperson & Staff Liaison  
Amy Wood, Board Liaison  
Rachel Wells, Pastoral Care Liaison  
Susie Landgrebe, Worship Liaison

### **COMMITTEE ON MINISTRY**

Ann Boyce-Co-Chair, Cathy Fellenz-Co-Chair, Andrea Rohde, Patrick Conner, Paul Beach

### **FINANCE COMMITTEE (Standing Committee)**

Herve Lavoie-Treasurer/Board Liaison, Jay Kilbourn-Assistant Treasurer, Barbara Boscia-Bookkeeper, Kevin Flynn, Oliver Payne, Ruth Stackpole

### **FUNDRAISING PROGRAMS**

#### **BLUEBERRY FAIR**

Herve' Lavoie and Jacky Peters

#### **HANNAFORD CARD PROGRAM**

Crystal Jones

#### **RUMMAGE SALE**

Jacky Peters

#### **SCIENCE WORKSHOPS**

Dan Macdonald and James Vesenska

### **GENERAL ASSEMBLY DELEGATE**

Vacant

### **HISTORIAN**

Karen Tolstrup

**MEMBERSHIP COMMITTEE  
(Standing Committee)**

**CARING CONNECTIONS**

Andrea Rohde

**GREETER COORDINATOR**

Nancy Dorn

**COFFEE HOUR  
COORDINATOR**

Kim Lord

**MODERATOR**

Mary Boucher

**MUSIC COMMITTEE (Standing  
Committee)**

Ian Durham and Eva Downs-Co-  
Chairs, Molly Petrik-Music Director,  
Jaylene Summers, Rich Gaito, Bruce  
Childress, Daniel MacDonald-Board  
Liaison

**CHOIR**

Jaylene Summers and Molly  
Petrik- Music Director

**SOUND SYSTEM**

Bruce Childress

**NOMINATING COMMITTEE  
(Elected)**

Eva Downs-Chair, Molly Hoadley,  
Beth Anderson, Ted Trainer

**NORTHERN NEW ENGLAND  
DELEGATE**

Ted Trainer

**OFFICE VOLUNTEER  
COORDINATOR**

Carol Spaulding

**PERSONNEL COMMITTEE  
(Appointed by the Board of  
Directors)**

Kevin Flynn, Jim Thompson, Joan  
Wuerthner

**PROPERTIES COMMITTEE  
(Standing Committee)**

Geoff Haley, Co-Chair; Rick McCabe,  
Co-Chair, Dennis Andersen, Peter  
Ashley, Patrick Conner, Kevin Flynn  
Wayne White-Board Liaison

**BELL COMMITTEE**

Kirkwood Smallman  
Stacy Wentworth

**CLOCK COMMITTEE**

Stacy Wentworth

**SPACE RENTALS**

Crystal Jones

**WEDDING COORDINATOR**

Susan Jack

**RELIGIOUS EDUCATION  
COMMITTEE (Standing  
Committee)**

Emily Jones-Director of Religious  
Education, Mimi Pizey, Jacky Peters,  
Priscilla Botsford, Tricia Morse,  
Kristin Medina, Kerry Hoag-Board  
Liaison

**SOCIAL JUSTICE (Standing Committee)**

Vicki Adams-Chair, Susan Gesing-Co-chair, Cathy Fellenz-Treasurer, Tory Leuteman-Scribe, Eva Downs-MLK Coordinator, Nancy Ann Chandler, Monica Grabin, Molly Hoadley, Jay Kilbourn, Wendy McGrath, Martha Murray, Joan Phipps, Carol Spalding, Marylyn Wentworth, Joan Wuerthner, Amy Wood-Board Liaison

**COMMUNITY OUTREACH SERVICES (COS)**

Kathe Wright-COS board member, Priscilla Coffin, Megan Pollino, Bob Thurm, Karen Tolstrup, Ted Trainer, Joan Wuerthner

**BON APPETIT SOUP KITCHEN**

Susan Jack, Mark Ettinger, Arlene Horn, Robert Jack

**COMMUNITY CUPBOARD**

Ginny DiMarco, Arlene Horn

***SPIRITUAL GROWTH***

**SUNDAY MORNING DISCUSSION GROUP**

Ruth Stackpole

**EMBRACING AGING**

Linda Haley

**EARLY MORNING YOGA**

Patrick Conner

**MEDITATION GROUP**

Vicki Adams

**NO PARTICULAR REASON WOMEN'S POTLUCK**

Ann Boyce

**RIPPLES OF PEACE SANGHA**

Sally Keene and Herve' Lavoie

**WOMEN FOR ALL SEASONS**

Barbara Conner and Kathe Wright

**TUESDAYS TOGETHER**

**WOMAN'S COVENANT GROUP**

Ginny DeMarco

**STEWARDSHIP COMMITTEE**

Ted Trainer, Chair

**LEGACY GIVING**

**COMMITTEE**

Eva Downs, Kerry Hoag, Margaret Jones, Jay Kilbourn, Ted Trainer

**WORSHIP COMMITTEE (Standing Committee)**

Sally Keene-Chair, Susie Landgrebe, Al Adams, Ted Trainer, Meredith Norris, Paul Beach, Bob Lown-Board Liaison

**USHER COORDINATOR**

Ted Trainer