



CONTRACT FOR CONSULTING SERVICES

**Client: Unitarian Universalist Fellowship of
Central Oregon
Bend, Oregon**

Consultant: Dan Hotchkiss

Consultation dates: September 2106 – August 2017

Fees: \$3,000

Proposal date: July 21, 2016

This contract for consulting services will become effective when signed by an authorized representative of UU Fellowship of Central Oregon (“UUF”CO”) and the Consultant (“Dan”).

OBJECTIVES

UUF”CO plans to design and implement a new governance model as it searches for a settled minister, so that it can begin to work under the new model when the new minister begins his or her role in the fall of 2017.

CONSULTATION PLAN

Dan will work with UUF”CO primarily through monthly, one-hour phone or videoconference calls with representatives of its Governance Task Force (GTF).

In addition, Dan will be available to the Minister, President, and GTF chair for unlimited phone and email access for the duration of this contract. When contacted, Dan will do his best to respond within two working days.

Dan generally takes six weeks’ vacation during the year, during which time he will not be available for calls. At present Dan expects these vacation times to be in January and July.

The work plan includes the following tasks:

1. Work with the Board and its recently-appointed Governance Task Force (GTF) to ensure that all parties have a sufficient understanding and commitment to this approach to governance.

2. Advise Board and GTF in the development of a body of written policies sufficient to cover the scope and needs of the UUFCO as a particular church congregation.
3. Advise the Board and GTF on the timing and content of communication with the Fellowship to facilitate understanding, buy-in and formal approval of this approach to governance at UUFCO.
4. Help UUFCO to ensure that it has adopted a reasonably complete set of governance policies, and that the Fellowship and the Board are overall prepared to begin governing by policy by the time a new settled minister begins her/his role at UUFCO in the Fall of 2017.

The GTF will use the 2d edition of Dan's book, *Governance and Ministry*, as a general process guide, but the content of its policies will be its own creation. Dan will provide supplemental materials as appropriate.

ROLES

Dan's role. Dan will function principally as a coach and guide to those responsible for leadership, taking leadership himself as requested, or if the process flags.

UUFCO's role. UUFCO will provide Dan with consistent partners to help keep the work moving ahead, and cooperate by making all relevant information available.

If difficulties or concerns arise at any point, Dan and the UUFCO agree to raise those promptly and directly.

FEES AND EXPENSES

The fee for this work is \$3000, payable as follows:

An advance payment of \$300 is due at the time the contract is accepted and should be sent to Dan with the signed contract.

Dan will send an invoice for \$300 at the end of each month from October 2016 through June, 2016. All invoices will be due and payable upon receipt.

TERMS AND CONDITIONS


1. The Client assumes responsibility for all local meeting arrangements and expenses. Typical requirements include: supplies and equipment (e.g., video projector and screen; easels, flip charts, and markers with fresh ink, participant writing materials and name tags, and handouts for duplication) that may be requested and negotiated with the Consultant.
2. This contract may be canceled by the Client with 60 days' written notice. The Client is responsible for fees through the effective date of the cancellation and shall reimburse Consultant for expenses incurred in connection with travel arrangements made with the Client's knowledge for events or appointments subsequently cancelled.

3. The Consultant may cancel the contract by written notice to the Client, in which case the Client will not be responsible for any fees or expenses after the date of notification.
4. The Consultant grants permission for the duplication, display, and adaptation of proprietary materials provided by the Consultant for use within the scope of the consultation. Any other use requires written permission.
5. The Consultant retains all rights to all recordings of presentations made as part of the consulting process. Written permission must be secured from the Consultant or other copyright holder prior to the use, recording, duplication, publication or broadcast of these presentations.
6. Information gathered by the Consultant regarding the Client is to be used solely in connection with this consultation, unless: (a) permission is granted for other uses; or (b) the Consultant is required to report information to the governmental authorities (e.g., child abuse or neglect, and threats of suicide or criminal behavior).
7. This contract may be modified only by written mutual consent of the parties.
8. This laws of the Commonwealth of Massachusetts shall govern, construe and enforce all of the rights and duties of the parties arising from or relating in any way to the subject matter of this contract.

SIGNATURES AND CONTACT INFORMATION

The UU Fellowship of Central Oregon and Dan Hotchkiss accept the contract for services described in the preceding Proposal for Consulting Services and Terms & Conditions.

Signed:

	Date:		Date: July 21, 2016
	(Name)	Dan Hotchkiss, principal	
	(Position)	Dan Hotchkiss Consulting	

UUFCO

Client: Please return signed contract (and deposit, if required) to:

Dan Hotchkiss
 65 Bourne Street
 Middleboro, MA 02346
 dan@danhotchkiss.com
 508-952-0202
 U.S. Tax ID# 46-4996023

Invoices will be sent to the Client's business contact person:

Jennifer Egan, administrator
 (541) 385-3908

INITIAL REQUEST FOR INFORMATION

What follows is a list of information that might help the Consultant to understand your congregation.

- Simple chronology of recent events—clergy changes, building programs, and other important milestones.
- A history of the congregation.
- Annual reports for several years, including financial reports for the last ten years.
- Reports of any recent planning, vision, or building committees.
- Governing board minutes for the past year.
- Worship and educational attendance statistics for the past ten years, including children and adults.
- A count of visitors to your worship services in the last several years, excluding any that you know live outside your area.
- List of congregational programs and organizations.
- Constitution, bylaws, endowment trust documents, policy manual -- any governing documents.
- Any other information that will help me to understand your congregation's recent challenges and accomplishments.

Some items may be easily available, others could be unearthed with some difficulty, some simply do not apply or exist, and the rest will need to be created from scratch. For this first round, please do not go to a lot of trouble recreating records that are not readily available. Depending on the course of our work, we may or may not need any particular item, so let's start with what you already have.

In general, electronic forms of delivery are preferable.