

First Universalist Church Board of
Trustees February 16, 2017
Board Packet

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First Universalist Church of Minneapolis

Board of Trustees Meeting

February 16, 2017

6:30 p.m. Cummins Room

Agenda

I. Call to Order (6:30).

- Lighting of the Chalice

May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.

- Reading (see SM report)
- Spiritual reflection question (see SM report)

II. Consent Agenda (6:50)

- Approval of minutes from January meeting.
- Monitoring: Acceptance of attendance and membership numbers.
- Monitoring: Acceptance of staff and significant volunteer changes.
- Senior Minister report, including:
 - Monitoring: Review of Annual Workplan.
 - Monitoring: Membership and Attendance Trends.
 - [Note: Staff survey will be conducted in April, as noted in SM report]
- Capital Campaign update from Skip Schlafer.
- Sponsorship of Stephanie McCullough-Cain.

III. Finance Report (Jen Crow) (7:00)

- A. Reverend Crow will review the most recent financial results, the capital budget status, and the capital campaign income and expenses.
- B. Monitoring: Staff compensation and benefits (report in packet).

IV. Sanctuary Church Resolution (7:15)

- A. Discussion of language of resolution
- B. Anticipating questions about the resolution.

V. Mechanics for Special Meeting (7:35)

- A. Motions for approval of minutes and time for debate
- B. Appointment of parliamentarian?

BREAK (7:45)

VI. Revisiting Visionary Goals and Strategic Planning (7:55)

Rev. Crow will share the preliminary feedback from staff regarding the visionary goals and the strategic plan, which will form the basis for additional board discussion.

VII. Adjournment (9:00)

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First Universalist Church of Minneapolis

Board of Trustees Meeting

Minutes

January 19, 2017

I. Attendance.

Trustees Present: David Bach, Eric Cooperstein, Cindy Marsh, Dick Niemiec, Richard Spratt, Karin Wille, Lillie Pang, Caitlyn Rogers, Christa Anders

Trustee Absent:

Staff Present: Rev. Jen Crow, Rev. Justin Schroeder

The meeting convened at 6:30 with the call to order and chalice lighting.

The Trustees discussed, as reading and spiritual reflection, “Only Begun.”

II. Consent Agenda – moved and approved.

- Approval of minutes from November 17, 2016 meeting
- Acceptance of attendance and membership numbers

III. Finance Report

Reverend Crow led a discussion of the November income and expenses. We are doing well and income is higher and expenses are lower than anticipated. The rental income also helpful. Expenses related to the real estate consultant are being spread over the three-year term of the lease with the tenant. The line of credit with Sunrise Bank work has been primarily completed. There is still a need for a few parking lot expenses: bumpers that drain as well as an interpretive sign and then the remainder of the grant will be distributed. The likely plan is to hold on to any balance which is expected to be around \$25,000.

The Board discussed and agreed that the previously approved \$295,000 budget for capital campaign expenses is a cap and that we would want Board approval to exceed it. The ministers are not expecting to exceed that cap. Because of advance campaign gifts, we have not yet had to borrow funds for the campaign expenses.

In consultation with the MAP consultant, Rev. Crow is recommending an informal financial review for 2015 – 2016 and not a formal audit. She will inquire re costs and timing for doing an audit in the future in anticipation of potentially needing an audit to secure a construction loan.

MOTION Moved and Seconded: To conduct an informal financial review for 2015 – 2016.

Approved.

There is a need to adjust the budget schedule and timing due to the concurrent capital and annual campaigns. Pledge Day is scheduled for April 26, 2017, and that will be the final day of the pledge campaign. That is significantly later than in prior years but it is necessary to coordinate the annual campaign with the capital campaign. The end of the capital campaign is in the end of the May.

Board members discussed issues regarding the 2017-2018 Budget process and schedule. The following was proposed:

- Board and staff will agree on budget goals and priorities at the next Board meeting on February 16, 2017.
- Dick Niemiec and Eric Cooperstein will serve on advisory committee to work with Rev. Crow to prepare and review a preliminary budget. Rev. Crow will pick a few additional folks to add to the committee.
- A preliminary budget would be brought to the Board at the April 20, 2017 Board meeting. In order to balance the dates and moving parts, Reverend Crow will prepare a budget with flat pledges as well as at least one variation with a decreased budget (e.g. \$50,000 and without assuming that the mortgage is going to be paid off).
- Sunday April 30, 2017, and Tuesday May 2, 2017, will be congregational meetings.
- At the May Board meeting, adjustments to the projected pledge income can be shared and the budget adjusted as necessary. The Board will approve the 2017-2018 operating budget at the May 18, 2017 Board meeting.

MOTION Moved and Seconded: To approve the timeline outlined above.

Approved.

Skip and the leadership of the campaign will provide a written detailed update regarding the capital campaign at the February Board meeting.

IV. Sanctuary Church

There is a workgroup doing some work and thinking about being a sanctuary church and what that means. The Board reviewed their excellent memo. The Board is viewing this as getting our church ready in terms of being called to do something in response to a shift in federal policy and action. How can we support immigrant communities in all kinds of ways in addition to physically housing people? How do we frame this as a religious response and a way to live out our values? This is a nonpartisan issue of human rights for the most vulnerable and at-risk people in our community.

The Board is in support of moving forward with staff on becoming a sanctuary church and would like to bring a resolution forward to the congregation at the annual meeting. The sanctuary movement is entirely consistent with our racial justice work. Staff will ask the current Sanctuary Team to bring forward ideas with regard to congregational education, events and draft resolution language. A suggestion was made to connect with immigration lawyers, Advocates for Human Rights and the Center for Victims of Torture.

Staff will also look into partnering with Isaiah.

V. State of the Church

The State of the Church meeting is February 19, 2017 at 12:30. Rev. Schroeder and Eric Cooperstein will cover the meeting. It will include:

- a. Financial report
- b. Capital campaign report
- c. Senior minister report
- d. Update on BOT work and Visionary Goals refresh

VI. Clergy Housing Allowance

The Board sets the following levels for the ministers housing allowance for 2017:

Jen – \$54,000

Justin -\$35,000

Elaine -\$22,800

Ruth -\$9,000.

VII. Items from the President

All were reminded to get March 11, 2017 kick-off party on their calendars.

The meeting adjourned at 8:26 p.m.

Sr. Minister Report for Feb 16, 2017 Board Meeting

I. Opening Reflection

Reading: Imagine the Angels of Bread, by Martin Espada

This is the year that squatters evict landlords,
gazing like admirals from the rail
of the roof deck
or levitating hands in praise
of steam in the shower;
this is the year
that shawled refugees deport judges
who stare at the floor
and their swollen feet
as files are stamped
with their destination;
this is the year that police revolvers,
stove-hot, blister the fingers
of raging cops,
and nightsticks splinter
in their palms;
this is the year that dark skinned men
lynched a century ago
return to sip coffee quietly
with the apologizing descendants
of their executioners.

This is the year that those
who swim the border's undertow
and shiver in boxcars
are greeted with trumpets and drums
at the first railroad crossing
on the other side;
this is the year that the hands
pulling tomatoes from the vine
uproot the deed to the earth that sprouts
the vine,
the hands canning tomatoes
are named in the will
that owns the bedlam of the cannery;
...this is the year that cockroaches

become extinct, that no doctor
finds a roach embedded
in the ear of an infant;
...If the abolition of slave-manacles
began as a vision of hands without manacles, then this is the year;
if the shutdown of extermination camps
began as imagination of a land
without barbed wire or the crematorium,
then this is the year;
if every rebellion begins with the idea
that conquerors on horseback are not many-legged gods, that they too drown
if plunged in the river,
then this is the year.

So may every humiliated mouth,
teeth like desecrated headstones,
fill with the angels of bread.

Reflection: What does this poem stir up in you? What kind of future does it help you imagine?

II. Monitoring Items from Monitoring Schedule:

- A. Update on compensation analysis.**
- B. Update on annual work plan.**

Staff Work Plan 2016-2017

We are entering the fifth year of our five year strategic plan. During much of the past two years, we have been in a season of “consolidation,” creating systems and structures that support the day to day functioning of the church. Now, with a new tenant and a seasoned and committed staff, we are well positioned - financially, programmatically, and administratively - to achieve much that has been outlined in our strategic plan, particularly as we move toward a comprehensive stewardship campaign.

While the Campaign is central a huge piece of our ministry this year, we don't want to lose sight of other pieces of ministry that are in motion.

Our new Faithful Action Ministry model - working with a racial justice lens and through community partners - is taking root. Our public witness and presence is stronger than ever before. Our adult ministry continues to expand and offer meaningful opportunities to connect, as we give, receive, and grow with others. Our budget is truly a moral document, highlighting our commitment to children and families as all Religious Education Fees and donations have been

eliminated; we've also committed to paying all adult staff members a living wage of at least \$15/hr.

While we are building on a very successful 2015-2016, and expanding on some of our ministry opportunities, the overarching goal for 2016-2017, as mentioned, is to have a successful Comprehensive Stewardship Campaign. A successful campaign will be the catalyst for every other aspects of our ministry thriving as we move forward.

Below, in each of the five highlighted area, we've identified high-level goals, tied to key elements of the Strategic Plan, for 2016-2017. We've also noted areas and objectives that are no longer a priority.

Worship

Worship will continue to be the heartbeat of the church in 2016-2017, and we will continue to lift up a variety of voices and experiences in the worship service. We will create a diverse group of Worship Associates - youth, elders, people of color, long term and short members, and more - to share their stories and spiritual leadership with the congregation. New this year, these worship associates will work more closely with the preaching minister.

[We have a diverse group of Worship Associates, including two youth. Our worship associates continue to give voice to our commitment to racial justice as they bring their religious truth to the Call to Worship.](#)

We will continue to deepen our relationship with artists and musicians of color, and invite them to collaborate with us in the creation of worship. Once again, we will invite the People of Color Circle to help lead a worship service.

[Our attention to building these relationships is paying dividends. I think our music is stronger, more diverse, and more grounded in our racial justice commitment than ever before. The People of Color Circle led a moving service on Nov 20th, and feedback from this group continues to shape our worship.](#)

With the elimination of the Children's Choir, we will begin meeting with lay musician leaders and helping them figure out how to teach and conduct music, not only in children's chapel (with effectiveness and fun!), but also potentially lead some music during worship.

[This transition has been a success; the children were well received when they sang recently.](#)

Finally, in addition to reaching out to musicians both internally and externally to share their music in worship, we will assemble a group of high caliber musicians, who will perform on 3 or 4 Sundays and help us really take worship to a new level.

[Ruth is working with a number of musicians who are excited about performing at First Universalist. Again, our music and our worship are reaching new levels.](#)

We anticipate the Comprehensive Campaign helping us to move forward with livestream and video capture.

Faith Formation

We will continue to offer classes, Circles, retreats, Daytime Connections, faith formation opportunities and more, to congregants of all ages.

We will do a soft launch of the "Soul Matters" curriculum (for Small Groups).

[Elaine has launched this program.](#)

Our Religious Education Program has moved into a place of being on the leading edge in UU circles, with its focus on racial justice education. This year we will formalize racial justice training as a requirement for RE teachers and we will continue to develop our RJ curriculum and share it with our sibling churches.

[This .](#)

This year, we will make the Youth Boston Trip more of a Pilgrimage and not a “trip.”

[Ruth and Lauren continue to refine and strengthen the Boston Trip.](#)

Supportive Community

We will work with lay leaders to better utilize ACS as a tool to support our members and their ministry (we'll build out the “Groups” function first, using Wellspring Circles as a pilot project starting point.)

[Lay leaders have joyfully stepped in to help us move this forward!](#)

We will continue to fine tune our communication efforts, leveraging social media, the website, and the weekly Liberal to highlight our ministry and mission.

[Jenn Stromberg reports that our Social Media presence and impressions are significantly higher than they were last year at this time.](#)

Once again, adding a formal “leadership development” track is not a goal for this coming year, leadership development continues to happen in Religious Education, Pastoral Care, Faithful Action Leadership, Circles, Wellspring, and countless other areas of church life.

For example, in our Religious Education program and Adult Ministry areas, both Lauren Wyeth and Elaine Aron Tenbrink are actively deepening lay leadership, handing leadership over to others, and intentionally cultivating, coaching, and empowering lay leadership.

The Pastoral Care Team is expanding its ministry this year, adding Mental Health and Marital First Responders efforts.

[This has happened.](#)

We will continue to re-examine our definition of membership and our membership practices, including the ways we invite members into deeper engagement and leadership in the congregation. Beginning this year, we will make the membership process adaptable to different populations within the church (ie, stay at home mom, homebound elders, etc).

[Elaine and Sandy have been moving this forward.](#)

Finally, this year, we will have several ingathering events on Sundays after church, as we build intergenerational community. We will also add church wide family dinners that will have a racial justice focus.

Faithful Action

In the fall of 2016, through Sept, Oct, and Nov, we will highlight our new faithful action paradigm (doing our faithful action work with a racial justice lens and through partnerships), as well as highlight our 7 formal partners. We will invite people to live out their faith values by joining one of these partnerships.

[Our Faithful Action Partner Spotlight Sundays helped us highlight our 7 Faithful Action Partners and to raise the profile of our partners.](#)

We will continue our partnership with the Native Community, linking Environmental Justice and Racial Justice in the ongoing conversation about water, Bde/Mde Maka Ska, and sustainable living.

A number of church members and ministers have visited Standing Rock, and the Environmental Justice Team has been involved in our Bde/Mde Maka Ska conversations. We're looking at having a service next October that is connected to indigenous people's day. The Community Conversations Team is working with our indigenous partners to plan a Water Summit Conference in August.

In partnership with the Board and the Racial Justice Leadership Team, we will work to clarify the leadership structures and lines of accountability between the Board, the Racial Justice Leadership Team, and the Racial Justice Change Team.

This is a work in progress.

We continue our public ministry, as it relates to living our faith "out loud" and in the public square.

We have been living our faith out loud this past few months, moving toward becoming a Sanctuary Church, going to Standing Rock, hosting huge SURJ meetings, and having various ministers speak at community rallies and events.

Resources and Infrastructure

We will oversee the installation of a new and green parking lot.

We will begin to operationalize our new vendor policy.

We will ensure that the transition to having a larger full time tenant is successful, and doesn't negatively impact our Religious Education program.

We will run a successful Comprehensive Stewardship Campaign, working in partnership with the Board, our Consultant, staff, and congregants.

All cylinders running here!

C. Updated Visionary Goals (Suggested changes by Staff)

These updates build on the great work that the Board did several months ago. In our updating, we sought to create a clear, succinct message; a compelling religious orientation; and something that was memorable and could be replicated in various communication channels around the church. We did our best to have the Visionary Goals reflect the highest level goals of the church. Many of the pieces of the Visionary Goals that we removed will find their way into the tactics of the Strategic Plan.

1. First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and Seven Principles. Our worship, spiritual practices, and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.

2. First Universalist is a multi-generational congregation where we connect to ageless wisdom, our ever-evolving religious tradition, listen for the call of love, and build meaningful relationships and community.
3. First Universalist is a multi-racial, multi-cultural, and intergenerational faith community of mutual caring and support where people bring all of who they are and welcome each other with joy. Our sense of who we are as a community of faith is ever expanding.
4. First Universalist is a faith community that acts with humility, bravery, and compassion to create a racially just and sustainable world.

D. Staff Survey.

The staff survey is ready to send out, but in years past we've sent it out in April, in order to get close to a full year's worth of feedback. We'd like to do that again this year.

III. Information Items

A. Sanctuary Church Updates:

Several congregants and I attended a workshop last week lead by ISAIAH to dig into the nitty gritty of what it means to be a Sanctuary Church. Part of this work is communicating with Southside Childhood Center, and we have a meeting scheduled with them to talk about Sanctuary as well as the Capital Campaign.

ISAIAH is working with churches to do Rapid Response Training. We'll be hosting a training at First Universalist. From Suzanne Hay, a member of the Sanctuary Team: "In the event of an ICE raid, Rapid Response Teams are deployed to the area to provide a number of services: to try to connect with the person(s) being detained or in threat of being detained; to communicate and provide assistance for family members; to try to get details on what is happening to the person(s) detained, whether through the police or through ICE, and so on. Largely, however, the job of the Rapid Response Team is to bear witness to what is happening to those who are at risk of being taken in, or those who are in custody and/or at risk of deportation.

The truth of what is actually happening in the raids--by ICE, the police, and the media--is often distorted or patently false. Rapid Response is a critical way that we, as legal citizens in this country, can show up and leverage our privilege."

We are continuing to assess which rooms would work best as sleeping quarters, and we have several options for a shower that need further review and pricing out.

Sharing our Building as a Community Resources (Not for Ourselves Alone!):

As we move into deeper alignment with our vision, goals, and racial justice commitment, we recognize the building a significant community asset. Recognizing this, we have posted the following on our church Facebook page:

“Dear Twin Cities organizers, movement leaders, resisters, and people of conscience: our building is a community resource. If you - or someone you know - needs space to meet, organize, plan, build coalitions, rest, or retreat, let me know. We're a busy place, but if you're flexible, we can probably get you space. Our sanctuary holds 600+, with a sound system. We have meeting rooms for 5-50 people, have A.V., and wifi capability. We have onsite parking.

Our mission: At First Universalist Church, in the spirit of love and hope, we give, receive, and grow. We welcome, affirm, and protect the light in each human heart; we listen deeply to where love is calling us next; and we act with humility, bravery, and compassion in service to justice. We do all this as a faith community committed to racial justice. (Website: <http://firstuniversalistchurch.org/>)

Feel free to share with others in your circles. Folks can reply here or message me directly.”

A Good Time for the Truth:

We had 300 people attend the “Good Time for the Truth,” held by the Racial Justice Leadership Team. Many of those in attendance were not members of the church; they were community members and folks from other congregations.

Attendance Continues to be Higher Than Normal:

The post election surge in attendance has not subsided. Our Welcome Teams continue to wear their Gold “Standing on the Side of Love” shirts in order to be more easily identified and welcoming. We are re-thinking when and how we offer Circle sign ups, so that it's easy to get into a Circle, regardless of when you first come to the church. (As it's currently structured, if you miss the January sign time, you have to wait until June for the next round of sign ups.)

January Attendance		2017				2016		
	9:30 AM	10:00	11:15		9:30 AM	11:15		
Adults								
1st week		158		158	222	277	499	
2nd week	270		323	593	244	272	516	
3rd week	287		276	563	239	211	450	
4th week	343		359	702	286	289	575	
5th week	320		383	703	259	350	609	
Monthly Total	1220	158	1341	2561	1250	1399	2649	
Average for January	305	158	335	640	250	280	530	
RE								
1st week		12		12 *	156	130	286	
2nd week	167		152	319	182	149	331	
3rd week	118		67	185 *	93	76	169 *	
4th week	195		162	357	218	190	408	
5th week	199		157	356	186	186	372	
Monthly Total	679	12	538	1217	835	731	1566	
Average for January	170	12	135	304	167	146	313	
Combined Average	475	170	470	944	417	426	843	
	1st week numbers not included in averages				*Youth-friendly service, no 6th-12th gr RE			
	*single multi-gen service, childcare only							
	*Youth-friendly service, no 6th-12th gr RE							

**First Universalist Church
January 2017 Statistical Report
February 16, 2017**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 22

<p>Chris Chiros & Paul Thoresen, Mpls. Carol Chiros, Richfield Alix Dvorak, Minneapolis Leon Paris Greene, Minneapolis Sarah (Sally) Guillet, Minneapolis Kaitlyn Hunt & Brittany Wing, Mpls. Katie Kotlyar, Minneapolis Lara Lau-Schommer, Minneapolis Jenna Libersky & Gabriel Acosta-Reyes, Minneapolis</p>	<p>Shawn Neel, St. Paul Nathan O'Konek, Minneapolis Jill Otradovec, St. Paul Josie Owens, Minneapolis Stephanie Payne, Minneapolis Matthew Salamonski, Minneapolis Carley Saravia, St. Anthony Sonya Christensen Steven, Minneapolis Nora Sullivan, Minneapolis Anna Willms, Minneapolis</p>
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MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 0

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
(Fiscal Year)	78	54	58	46	110
TOTAL MEMBERS:	986	934	920	921	1030

TOTAL MEMBERS AS OF THE LAST MEETING: 964

To be added: 22

To be removed : 0

TOTAL MEMBERS: 986

Memo

To: Board of Trustees
From: Skip Schlafer
Date: 2/13/2017
Re: Capital Campaign Update

The “silent phase” of a capital campaign lays the foundation for the campaign’s success by focusing on fundamentals before moving into a public phase. Silent does not indicate inactivity, rather it is a very active time of germination.

Highlights of the capital campaign to date:

- November 6, 2016 Board approved proceeding with a capital campaign based on results of 16 Feasibility Study Focus Groups conducted October 9 – October 31.
- Sixteen-member Capital Campaign Steering Committee recruited, representing various First Universalist constituencies; *Ex officio members*: Justin Schroeder, Jen Crow & Eric Cooperstein.
- Weekly Steering Committee meetings scheduled at 8:00 a.m. Sundays or as needed.
- Case statement supporting a capital campaign updated to include information from Focus Group attendees.
- Sketches, photos, and testimonials gathered into a 20-page presentation (Viewbook) for meetings with Board members, Steering Committee members, and prospective major donors.
- Campaign theme “Not for Ourselves Alone: Building an Inclusive Future” approved.
- Annual pledge data for 2016 – 2017 included in Viewbook.

- Campaign Steering Commissioned at December 4 at 9:30 a.m. and 11:15 a.m. services.
- Advance Gift Co-Chairs have begun visits.
- Publicity Co-Chairs developed a campaign logo, “20 second” elevator speech, campaign banner, and materials promoting the March 11 Kick-Off event.
- Kick-Off Co-Chairs recommended Minneapolis Event Centers for Kick-Off venue and present dinner and activity plans for a family-friendly event.
- Spiritual Emphasis Co-Chairs have requested testimonials / reflections to share with congregants.
- Inspirational Gift and Victory Gift Co-Chairs recruit Team Captains to assist with every member campaign visits.
- Thank You letters from campaign Co-Chairs sent to donors. Treasurer Thank You letters sent to donors to acknowledge gift specifics.

Capital Campaign Report (continued)

- Progress Update:
 - 100% Commitment from the Board of Trustees
 - 100% Commitment from the Steering Committee
 - 10 Advance Gift Pledges
 - 4 Preemptive Gifts
 - 13 Advance Gift meetings have been held; awaiting pledges
 - 5 Advance Gift meetings scheduled
 - 8 Advance Gift meetings to be scheduled

In summary, I believe the campaign is on track to successfully meet First Universalist's needs presented in the Focus Groups. It is a leap of faith. The leap has been made. The results will be determined in the days and weeks ahead.

Respectfully submitted,

Skip

Sponsorship of Stephanie McCullough-Cain: Rev. Jen Crow and I endorse the Sponsorship of Stephanie. She has facilitated Wellspring Groups, been deeply involved in our racial justice efforts, and is an asset to the First Universalist Community. As a reminder, we have sponsored church members before (for example, Jack Gaede and Andrea Johnson).

Some information about Stephanie and the “Statement of Congregational Sponsorship” are below.

To the Board of First Universalist:

February 4th 2017

Greetings! My name is Stephanie McCullough-Cain and I am currently a Candidate for UUA ministry. I have lived in Minnesota nearly all of my life and grew up in south Minneapolis. My husband and I moved to Minnetonka in 1996. We have an 18 year old daughter who will be graduating from Hopkins High School in June. She will be attending the University of Minnesota Duluth this fall.

I have been a Unitarian Universalist for 15 years. I started my journey toward ministry when I was a member of the Unitarian Universalist Church of Minnetonka (UUCM). While a member at UUCM I served as a co-chair of the Caring Team, was a member of the Spiritual Care Team, Facilitated the Social Justice Ministry for one year, participated with the choir for a number of years and taught RE following my daughter’s class through 7th grade. I joined First Universalist in May of 2016.

I was discerning a call to ministry, in particular chaplaincy, during my time serving at UUCM. I did a unit of CPE at Walker Methodist Residence in the winter of 2011 and matriculated into the Master of Divinity Program at United Theological Seminary the following fall. I graduated in May of 2016 with a Master of Divinity with a concentration in Pastoral Care and Counseling. During my time at Seminary I became much more aware of white privilege and white supremacy and how these attitudes and cultural structures both consciously and unconsciously have oppressed and continue to oppress people of color in our society. I have learned to embrace active participation in resistance the people and institutions where these ideologies are perpetuated. I have been out in the community engaging people in conversations regarding policing through Showing Up for Racial Justice last summer. I really appreciate First Universalist’s stance on Black Lives Matter and am drawn to the active justice work that First Universalist is facilitating.

I am seeking fellowship in the UUA primarily for community ministry; in particular Chaplaincy. I am currently in a partial residency at Mercy Hospital until June 2nd. In August I will begin a year-long Residency which will also serve as my UUA Internship.

Thank you for your time in considering my request.

Sincerely,

Stephanie McCullough-Cain

STATEMENT OF CONGREGATIONAL SPONSORSHIP FOR A MINISTERIAL CANDIDATE

Print this form, type or print your entries, return by mail to: UUA Ministerial Credentialing Office, 24 Farnsworth St., Boston, MA 02210 or by email to: mco@uua.org.

One of the requirements for Fellowship as a Unitarian Universalist minister is sponsorship by a Unitarian Universalist (UU) congregation. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life, and encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future ministers.

Sponsorship of a Candidate indicates confidence in the person's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the UUA Ministry and Professional Leadership Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of a Candidate will be determined by vote of the congregation or its representative body.

With the above in mind, we, the

(name of Congregation)

are pleased to sponsor

(name of Candidate)

as a Candidate for fellowship in the UU ministry.

Signed,

(congregation president or board chair)

Please Print:

Name of Candidate:

Name of Congregation:

Address of Congregation:

Second Quarter Financial Report
Prepared by Rev. Jen Crow
February Board Meeting, 2017

Executive Summary

Income and expenses are tracking as expected. Income from Unrestricted Donations is coming in higher than expected, and pledge income is within expectations. Salaries, utilities, and rental income are all higher than originally budgeted. This reflects the changes that came with our new tenant, Southside Child Development Center. We are not anticipating a significant surplus or deficit this year.

For your information - We will be purchasing new, more comfortable chairs for the upstairs classrooms, as well as new hearing assist devices for the sanctuary in the near future. These are capital items, and the cost of these two items will be covered by use of appropriate temporarily restricted funds or remaining funds available in the capital budget.

Income

Our current annual income stands at \$852,126.50 and our projected annual income is \$1,620,901.33. Pledges are slightly behind where we were last year, but still well within the budgeted pledge amount minus estimated unpaid pledges at this point in time. As of today, Unrestricted Donations have already met our annual budget. It would be reasonable to predict that we will significantly exceed our annual budgeted amount of \$67,500. However, in order to be fiscally conservative, we will hold back on increasing the year end projection of that income line until Q3.

You will likely note that the Miscellaneous Controlled Releases line has been increased significantly. This reflects activity from all of our temporarily restricted funds (Minister's Emergency Fund, Racial Justice, etc.) and has an equal and offsetting expense line and has no net effect on our operating budget. Income and expenses for YCE and Youth Trips have also been increased to reflect expectations for the year, and have no net impact on the operating budget. With the arrival of our tenant, Miscellaneous Room Rentals were decreased from \$19,000 to \$8,000.

Expenses

Our current annual expenses stand at \$780,406.43 and our projected annual expenses are \$1,620,884.00. Salaries and utilities are higher than budgeted. These increases support our major tenant. You may note that our Racial Justice spending appears low

(442.00). This is because the majority of our spending in that area thus far this year has come from our temporarily restricted Racial Justice Fund. Our consultant line is significantly higher than budgeted, this reflects payment of realtor fees in securing the tenant. There are some relatively small expense increases for Teacher Workshops, Paper, Telephone, Credit Card Discount Fees, and Software Expenses to reflect actual costs.

Capital Budget

All scheduled capital projects are largely complete, and we expect to receive the remainder of the grant from the Watershed District (37,500) at any time. Once the grant money is received, we will have roughly \$40,000 remaining in our line of credit. In conversations with Tracy, roof repairs are our next high priority item. Tracy and I will consult with BAG and our pre-design team to determine whether funds are best spent to repair or try to replace our atrium and RE wing roofs at this time. Leaks continue to be a significant problem and there is worry that the leaks will cause significant damage if not controlled soon. There are sufficient funds in the remaining capital budget to patch both roofs.

Capital Campaign

Expenses for our capital campaign are running as expected. The loan from the Legacy Fund totals \$37,289.94. We are grateful to have received several early donations that are helping to offset campaign expenses and keep our loan amount from the Legacy Fund low.

	2015-16 A	2016-17 A	2016-17 YEP	2016-17 Budget	
	Q2 Actuals	Q2 Actuals	Year End Projections	Budget	
Income					
Pledges					
4015 - Pledges	\$ 574,957.69	\$ 567,950.48	\$ 1,174,500.00	\$ 1,174,500.00	
4025 - Est Unpaid Pledges Releases	\$ -	\$ -	\$ (58,725.00)	\$ (58,725.00)	
Total Pleges	\$ 574,957.69	\$ 567,950.48	\$ 1,115,775.00	\$ 1,115,775.00	
Contributions Unrestricted					
4110 - Contributions Unrestricted	\$ 48,381.25	\$ 61,335.94	\$ 67,500.00	\$ 67,500.00	
4113 - Contributions Hospitality	\$ 279.99	\$ 374.42	\$ 500.00	\$ 500.00	
4120 - Memorials Designated	\$ 485.00	\$ 1,865.00	\$ 1,865.00	\$ -	
4140 - Offering Plate for Church	\$ 13,780.32	\$ 18,463.71	\$ 30,000.00	\$ 30,000.00	
Total Unrestricted	\$ 62,926.56	\$ 82,039.07	\$ 99,865.00	\$ 98,000.00	
Contributions Temp Restricted					
4291 - Cummins Contr Temp Restr	\$ -	\$ -	\$ -	\$ -	
Total contributions Temp Rest	\$ -	\$ -	\$ -	\$ -	
Contributions Released from Rest					
4310 - Misc Contr Releases	\$ 17,466.36	\$ 92,936.08	\$ 150,000.00	\$ 9,500.00	this line has a matching offset in expenses for no net gain or loss
4320 - Offering Plate for Comm Release	\$ 7,758.55	\$ 24,310.14	\$ 38,000.00	\$ 40,000.00	
Grant from Foundation	\$ -	\$ -	\$ -	\$ -	
4380 - Legacy Fund Releases			\$ 22,000.00	\$ 22,000.00	
Total Contrib Released from Restricted	\$ 25,224.91	\$ 117,246.22	\$ 210,000.00	\$ 71,500.00	
Fundraisers					
Families Moving Forward Fundraising	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	
Families Moving Forward, 10% retained	\$ -	\$ -	\$ 500.00	\$ 500.00	
Holiday Giving, 10% goes to church for admin. exp.	\$ -	\$ -	\$ -	\$ 0	
Holiday Giving	\$ -	\$ -	\$ -	\$ -	
Contributions Daytime Connections	\$ -	\$ 510.00	\$ -	\$ -	
4540 - Misc Fundraisers	\$ -	\$ 135.00	\$ 5,000.00	\$ 5,000.00	
4550 - YCE	\$ 21,756.54	\$ 12,539.60	\$ 24,000.00	\$ 11,000.00	
4560 - Youth Trips	\$ 23,414.68	\$ 17,669.63	\$ 20,000.00	\$ 10,000.00	
Total Fundraisers	\$ 45,171.22	\$ 30,854.23	\$ 54,500.00	\$ 31,500.00	
Program Fees/Donations					
4601 - RE Basic	\$ -	\$ -	\$ -	\$ -	
4602 - RE 7th Grade Bike Trip	\$ 980.00	\$ -	\$ -	\$ -	
4603 - RE 8th Grade Donation	\$ -	\$ 50.00	\$ -	\$ -	
4604 - RE COA Donation	\$ 3,300.00	\$ -	\$ -	\$ -	
Senior High Donation	\$ 430.00	\$ -	\$ -	\$ -	
4609 - RE Summer	\$ -	\$ -	\$ -	\$ -	
4610 - Re 5th Grade OWL Donation	\$ -	\$ -	\$ -	\$ -	
4620 - Summer Camp Fees	\$ 5,040.00	\$ -	\$ 6,600.00	\$ 6,600.00	
Total Program Fees	\$ 9,750.00	\$ 50.00	\$ 6,600.00	\$ 6,600.00	
Rental Income					
4710 - Large Tenant	\$ -	\$ 23,250.07	\$ 83,928.00	\$ 14,600.00	\$8,666/month from Southside Child Development beginning November 1 (Includes one month of Temple Israel Rent)
4711 - Misc Room Rentals	\$ 38,393.50	\$ 4,146.00	\$ 8,000.00	\$ 19,000.00	
4712 - Weight Watchers	\$ 2,500.00	\$ 2,500.00	\$ 4,800.00	\$ 4,800.00	
4713 - ShirTikvah	\$ -	\$ 4,200.00	\$ 4,800.00	\$ 4,800.00	
4714 - 12 Step Groups	\$ -	\$ -	\$ -	\$ -	
4770 - Antennae Lease	\$ 6,582.06	\$ 6,779.49	\$ 13,500.00	\$ 13,200.00	
4781 - Weddings & Commitments	\$ 200.00	\$ 400.00	\$ 800.00	\$ 1,000.00	
Total Rental Income	\$ 47,675.56	\$ 41,275.56	\$ 115,828.00	\$ 57,400.00	
Dividends & Interest					
4801 - Div & Int Unrestricted	\$ 11,577.78	\$ 9,510.62	\$ 15,000.00	\$ 15,000.00	
Realized and Unrealized Gain/Loss	\$ (291.65)	\$ (385.74)	\$ -	\$ -	
Total Dividends & Interest	\$ 11,286.13	\$ 9,124.88	\$ 15,000.00	\$ 15,000.00	

Other Income				
4951 - Misc Income	\$ 3,198.38	\$ 3,586.06	\$ 3,333.33	\$ 3,333.33
Total Other Income	\$ 3,198.38	\$ 3,586.06	\$ 3,333.33	\$ 3,333.33
Total Income	\$ 780,190.45	\$ 852,126.50	\$ 1,620,901.33	\$ 1,399,108.33
Gross Profit	\$ 780,190.45	\$ 852,126.50	\$ 1,620,901.33	\$ 1,399,108.33

Expenses:

Salaries & Wages				
5001 - Salaries & Wages	\$ 363,266.40	\$ 369,883.89	\$ 752,181.00	\$ 724,462.00
5003 - Senior Ministers Salary	\$ -	\$ -	\$ -	included above
Total Salaries & Wages	\$ 363,266.40	\$ 369,883.89	\$ 752,181.00	\$ 724,462.00

Employee Benefits

Payroll Taxes	\$ 20,184.10	\$ 27,746.10	\$ 57,409.00	\$ 55,289.00
5021 - Medical Insurance	\$ 34,518.08	\$ 30,189.18	\$ 61,341.00	\$ 63,212.00
5022 - LTD	\$ 262.50	\$ (0.04)	\$ -	\$ 1,050.00
5026 - Life Insurance	\$ 1,014.32	\$ 797.80	\$ 2,378.00	\$ 2,378.00
5028 - 401K	\$ 28,277.30	\$ 31,307.96	\$ 63,077.00	\$ 62,221.00
Total Employee Benefits	\$ 84,256.30	\$ 90,041.00	\$ 184,205.00	\$ 184,150.00

Professional Expenses

5031 - Professional Expenses	\$ 13,315.95	\$ 8,705.70	\$ 24,240.00	\$ 24,240.00
5035 - Senior Minister Prof Expenses	\$ -	\$ -	\$ -	included above
Total Prof Exp	\$ 13,315.95	\$ 8,705.70	\$ 24,240.00	\$ 24,240.00

Temporary Labor

5041 - Temp Labor	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00
5042 - Childcare	\$ 7,365.52	\$ 7,553.00	\$ 16,000.00	\$ 16,000.00
5043 - Guest Speakers	\$ 500.00	\$ 500.00	\$ 1,800.00	\$ 1,800.00
5045 - Musicians	\$ 3,535.00	\$ 4,470.00	\$ 12,600.00	\$ 12,600.00
5047 - Sound Technicians	\$ 1,752.75	\$ 454.75	\$ 1,000.00	\$ 3,300.00
Total Temp Labor	\$ 13,153.27	\$ 12,977.75	\$ 33,000.00	\$ 35,300.00

Program Expenses

5103 - Classroom Supplies	\$ 10,510.83	\$ 4,046.26	\$ 11,000.00	\$ 11,000.00
5121 - Teacher Workshops	\$ -	\$ 80.30	\$ 3,200.00	\$ 1,800.00
5123 - Grade 7	\$ 2,527.55	\$ 230.00	\$ 1,000.00	\$ 1,000.00
5124 - Grade 8	\$ 542.26	\$ 1,720.19	\$ 2,200.00	\$ 1,000.00
5125 - Grade 9 COA	\$ 2,743.50	\$ 546.00	\$ 4,000.00	\$ 4,000.00
5126 - Grade 10 11 12	\$ 83.65	\$ 558.86	\$ 600.00	\$ 500.00
5127 - Summer Programs (Camps)	\$ 6,238.50	\$ -	\$ 6,600.00	\$ 6,600.00
5128 - Youth Social Activities	\$ -	\$ -	\$ -	\$ -
5129 - Boston Youth Trips	\$ 23,414.68	\$ 17,669.63	\$ 20,000.00	\$ 10,000.00
5130 - Grade 5 Owl	\$ 1,954.61	\$ 331.24	\$ -	\$ -
5131 - Adult Ed	\$ 425.98	\$ 541.84	\$ 800.00	\$ 800.00
5132 - Circles (formerly Small Groups)	\$ 1,112.30	\$ 1,020.78	\$ 1,200.00	\$ 1,200.00
5134 - Daytime Connections	\$ -	\$ 148.06	\$ 400.00	\$ 400.00
5799 - Racial Justice	\$ 10,547.30	\$ 442.00	\$ 7,500.00	\$ 7,500.00
5134 - Multigenerational Music	\$ 27.83	\$ -	\$ -	\$ 150.00
5135 - Music Purchases	\$ 1,203.23	\$ 1,417.92	\$ 3,000.00	\$ 3,000.00
5136 - Piano Tuning	\$ 575.00	\$ 320.00	\$ 1,750.00	\$ 1,750.00
5137 - Worship Items Misc	\$ 478.74	\$ 64.25	\$ 500.00	\$ 500.00
5140 - Memorials Expense	\$ 447.68	\$ 87.49	\$ 400.00	\$ 400.00
5199 - Other Program Expense	\$ 5,365.85	\$ 2,194.25	\$ 8,300.00	\$ 8,300.00
Total Program Expenses	\$ 68,199.49	\$ 31,419.07	\$ 72,450.00	\$ 59,900.00

Other Expenses

5201 - Winter Solstice	\$ -	\$ -	\$ -	\$ -
5202 - Labyrinth	\$ (10.00)	\$ 3.36	\$ -	\$ -
5203 - Library	\$ -	\$ -	\$ 500.00	\$ 500.00
5209 - Action Groups	\$ -	\$ -	\$ 500.00	\$ 500.00

5210 - Friendship Caring Corner	\$ -	\$ -	\$ 250.00	\$ 250.00	
5231 - YCE Supplies	\$ 4,502.89	\$ 4,521.76	\$ 24,000.00	\$ 11,000.00	
5232 - YCE Travel & Related	\$ 17,253.65	\$ 8,017.84	\$ -	\$ -	
5233 - YCE Other	\$ -	\$ -	\$ -	\$ -	
Families Moving Forward	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	
Total Other	\$ 21,746.54	\$ 12,542.96	\$ 30,250.00	\$ 17,250.00	
Membership Expenses					
5251 - Hospitality	\$ 4,269.65	\$ 3,498.03	\$ 8,000.00	\$ 8,000.00	
5252 - Visitor Welcoming	\$ 75.84	\$ 122.00	\$ 600.00	\$ 600.00	
5254 - New Member Programs	\$ 400.41	\$ 543.38	\$ 600.00	\$ 600.00	
Total Membership Expenses	\$ 4,745.90	\$ 4,163.41	\$ 9,200.00	\$ 9,200.00	
Fundraising Expenses					
5301 - Pledge Drive	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	
5302 - Planned Giving	\$ 12.20	\$ 105.00	\$ 1,500.00	\$ 1,500.00	
5303 - Misc Fundraisers	\$ 68.33	\$ 100.00	\$ -	\$ -	
5808 - The Greater Good	\$ -	\$ -	\$ -	\$ -	
Total fundraising Expenses	\$ 80.53	\$ 205.00	\$ 5,500.00	\$ 5,500.00	
Office Expenses					
5401 - General Office Supplies	\$ 2,459.73	\$ 1,861.17	\$ 5,500.00	\$ 5,500.00	
5402 - Paper	\$ 723.19	\$ 2,216.97	\$ 2,500.00	\$ 2,000.00	
Total 5400 - Office Supplies	\$ 3,182.92	\$ 4,078.14	\$ 8,000.00	\$ 7,500.00	
5410 - Small Furnishings Purchases (SPIFF)	\$ 262.78	\$ -	\$ 2,000.00	\$ 2,000.00	
5412 - Visual Arts	\$ 1,175.12	\$ 1,552.73	\$ 4,200.00	\$ 4,200.00	
5414 - Printing & Copying	\$ 8,884.60	\$ 10,295.04	\$ 18,500.00	\$ 18,500.00	
5416 - Postage & Shipping	\$ 3,031.09	\$ 2,947.75	\$ 5,500.00	\$ 5,300.00	
5418 - Telephone	\$ 2,092.75	\$ 3,102.06	\$ 6,200.00	\$ 4,800.00	
5420 - Internet Expense	\$ 913.58	\$ 545.00	\$ 1,500.00	\$ 1,500.00	
5422 - Website	\$ 915.65	\$ 600.80	\$ 1,500.00	\$ 1,500.00	
5424 - Software Expense	\$ 3,937.83	\$ 4,010.71	\$ 8,000.00	\$ 6,000.00	needed to add In Design to more computers
5426 - Equipment Leases	\$ -	\$ 69.97	\$ 175.00	\$ 175.00	
5432 - Sound System	\$ 2,260.03	\$ 1,972.57	\$ 3,000.00	\$ 3,000.00	
Total 5430	\$ 23,473.43	\$ 25,096.63	\$ 50,575.00	\$ 46,975.00	
Insurance					
5441 - Workers Comp	\$ 3,052.54	\$ 3,094.14	\$ 7,050.00	\$ 7,050.00	
5442 - Liability Insurance	\$ 6,745.14	\$ 7,339.78	\$ 16,700.00	\$ 16,700.00	
Total Insurance	\$ 9,797.68	\$ 10,433.92	\$ 23,750.00	\$ 23,750.00	
Denominational Expenses					
5451 - Dues & Memberships UUA	\$ 7,850.00	\$ 16,485.00	\$ 32,970.00	\$ 32,970.00	
5452 - Dues & Memberships PSD	\$ -	\$ 5,040.00	\$ 10,080.00	\$ 10,080.00	
5453 - Dues & Memberships Other	\$ 550.00	\$ 575.00	\$ 800.00	\$ 800.00	
Total 5450 - Dues & Memberships	\$ 8,400.00	\$ 22,100.00	\$ 43,850.00	\$ 43,850.00	
5475 - Financial Review/Audit	\$ -	\$ -	\$ 300.00	\$ 1,500.00	
5480 - Consultants	\$ 7,438.66	\$ 9,535.89	\$ 18,633.00	\$ 10,500.00	24,400 for realtor fees divided over 3 years, \$8133 per year
5490 - Employee Appreciation	\$ 575.23	\$ 326.05	\$ 1,500.00	\$ 1,500.00	
5510 - Volunteer Appreciation	\$ 77.45	\$ 610.89	\$ 1,650.00	\$ 1,650.00	
5530 - Board Expenses	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
5540 - Leadership Development	\$ -	\$ -	\$ -	\$ -	
5560 - Interest Expense	\$ 19,606.93	\$ 18,527.82	\$ 39,000.00	\$ 39,000.00	
5571 - Payroll Processing Fees	\$ 1,151.62	\$ 1,403.35	\$ 3,100.00	\$ 3,100.00	
5572 - Bank Service Charges	\$ 626.85	\$ 210.00	\$ 1,000.00	\$ 1,000.00	
5573 - Credit Card Discount Fees	\$ 6,126.44	\$ 7,455.14	\$ 15,000.00	\$ 13,000.00	
Total 5570	\$ 35,603.18	\$ 38,069.14	\$ 81,183.00	\$ 72,250.00	
5580 - Mileage	\$ 744.46	\$ 83.53	\$ 1,000.00	\$ 1,000.00	

Utilities				
5591 - Utilities Electric	\$ 13,298.57	\$ 15,420.33	\$ 29,000.00	\$ 27,000.00
5592 - Utilities Gas	\$ 2,607.29	\$ 2,912.31	\$ 15,000.00	\$ 14,000.00
5593 - Utilities Water & Sewer	\$ 3,545.69	\$ 3,867.84	\$ 8,000.00	\$ 8,000.00
Total Utilities	\$ 19,451.55	\$ 22,200.48	\$ 52,000.00	\$ 49,000.00
will likely be reduced because of reduction in stormwater run-off fee				
Repairs & Maintenance				
5601 - Repairs & Maintenance General	\$ 8,268.91	\$ 5,722.94	\$ 17,200.00	\$ 17,200.00
5602 - HVAC Repairs & Maintenance	\$ 3,373.50	\$ 3,485.46	\$ 10,000.00	\$ 10,000.00
5603 - Elevator Maintenance	\$ 1,461.46	\$ 1,762.82	\$ 3,500.00	\$ 3,300.00
5604 - Alarm Maintenance	\$ 163.36	\$ 163.36	\$ 1,500.00	\$ 1,500.00
Total 5600 - Repairs & Maintenance	\$ 13,267.23	\$ 11,134.58	\$ 32,200.00	\$ 32,000.00
Miscellaneous Other Expenses				
5620 - Janitorial Supplies	\$ 4,740.86	\$ 3,090.16	\$ 7,000.00	\$ 5,500.00
5630 - Trash & Recycling	\$ 1,754.93	\$ 1,639.41	\$ 4,000.00	\$ 3,500.00
5640 - Groundskeeping	\$ 2,009.65	\$ 3,689.95	\$ 16,200.00	\$ 11,700.00
5650 - Pest Control	\$ 176.24	\$ 264.90	\$ 600.00	\$ 600.00
5660 - Other Expense	\$ 441.99	\$ 340.59	\$ 1,500.00	\$ 1,500.00
5701 - Offering Plate for Community	\$ 7,758.55	\$ 24,310.14	\$ 36,000.00	\$ 38,000.00
5704 - TRUST	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Holiday Giving Gift	\$ -	\$ -	\$ -	\$ -
Misc Release from Temp Restricted Exp	\$ 17,466.36	\$ 92,936.08	\$ 150,000.00	\$ -
Total 5700	\$ 34,348.58	\$ 126,271.23	\$ 217,300.00	\$ 62,800.00
increase in snow plowing fees				
Total Expenses	\$ 717,033.41	\$ 789,406.43	\$ 1,620,884.00	\$ 1,399,127.00
Net Income	\$ 63,157.04	\$ 62,720.07	\$ 17.33	-\$ 18.67
Mortgage Principal		\$	21,157.00	
Line of Credit Principal		\$	18,008.00	
Adjusted Net Income		\$	(39,147.67)	

Capital Budget

Total Funding Available	\$ 175,000.00
Parking Lot Grant	\$ 50,000.00

Completed Projects

Building Audit/Reserve Study	\$ 5,000.00
Balcony Railing	\$ 2,495.00
Carpeting for Stage Stairs (Social Hall)	\$ 325.00
New Lighting Sanctuary	\$ 1,790.70
Reach-In Freezer	\$ 3,200.00
New Lighting Chandeliers	\$ 1,497.75

Projects in Progress

		Actual Costs	Remaining Balance	Including Grant
Computers/AV Needs	\$ 28,300.00	\$ 25,457.03	\$ 2,842.97	NA
Parking Lot	\$ 100,000.00	\$ 146,045.75	\$ (46,045.75)	\$ (33,545.75)
Parking Lot Grant To be Received	\$ 50,000.00	\$ 12,500.00	\$ 37,500.00	NA

Remaining Projects

AC Split System	\$ 30,000.00
Front Landing Replacement	\$ 5,000.00
Repair Main Entrance Stairwell	\$ 8,000.00

Estimated Cost (Includes Remaining Projects) \$ (10,608.45)

Remiaining Funds in Sunrise Savings \$ 1,688.77

Capital Campaign 2016-2017 Budget Breakdown (As of 01/31/2017)

Division	Budget	\$	Remaining Budget
Revenue			
Donations	\$ 6,400,000.00	\$ 129,811.94	\$ (6,270,188.06)
Expense			
Consultants	\$ 230,000.00	\$ 102,000.00	\$ 128,000.00
Printing/Supplies	\$ 8,000.00	\$ 1,151.83	\$ 6,848.17
Launch Event	\$ 30,000.00	\$ -	\$ 30,000.00
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
Total Budget	\$ 295,000.00	\$ 105,151.83	

Total Loan from Legacy Fund \$ 37,289.94

First Universalist Church of Minneapolis
Balance Sheet
December 2016

Headings and Account

Current Balance (This Year)

Assets		
Current Assets		
Cash & Cash Equivalents		
Sunrise Bank - Checking	\$	100,669.55
Total Cash & Cash Equivalents	\$	100,669.55
Investments		
Schwab- Church Operating	\$	44,920.79
Schwab - Church Reserve	\$	295,728.92
Schwab - Don Carter & Mary Carter	\$	68,573.59
Schwab- Legacy Fund	\$	766,947.81
Schwab - Temporarily Restricted	\$	108,406.03
Sunrise - Church Reserve	\$	7,689.83
Total Investments	\$	1,292,266.97
Cash & Cash Equiv - Foundation		
University Bank - Foundation	\$	11,138.34
Total Cash & Cash Equiv - Foundation	\$	11,138.34
Investments - Foundation		
Schwab - Foundation	\$	1,598,576.87
Total Investments - Foundation	\$	1,598,576.87
Total Current Assets		\$ 3,002,651.73
Other Current Assets		
Other Current Assets		
Mortgage Escrow Deposits	\$	2,554.09
Prepaid Expenses	\$	16,320.96
Prepaid Loan Expenses	\$	6,756.19
Prepaid Medical Insurance	\$	11,267.36
Total Other Current Assets	\$	36,898.60
Total Other Current Assets		\$ 36,898.60
Fixed Assets		
Fixed Assets		
Fixed Assets	\$	1,762,740.96
Total Fixed Assets	\$	1,762,740.96
Total Fixed Assets		\$ 1,762,740.96
Total Assets		\$ 4,802,291.29

Liabilities & Equity

Current Liabilities		
Accounts Payable		
Accounts Payable	\$	48,016.97
Total Accounts Payable	\$	48,016.97
Total Current Liabilities		\$ 48,016.97
Other Current/Long-Term Liabilities		
Benefits Payable	\$	2,397.88
Accrued Expenses	\$	13,993.17
Deferred Revenue	\$	19,489.94
Misc Other Liabilities	\$	28,767.91
Mortgage Payable - Long Term	\$	587,129.40
Mortgage LOC Advance Payble	\$	141,732.94
Total Other Current/Long-Term Liabilities	\$	793,511.24
Total Other Current/Long-Term Liabilities		\$ 793,511.24
Total Liabilities & Equity		\$ 841,528.21
Fund Principal and Excess Cash Received		
Fund Principal		
Undesignated Net Assets/Equity		
Church Equity	\$	1,663,608.49
Total Undesignated Net Assets/Equity	\$	1,663,608.49
Designated Net Assets		
Board Designated Net Assets	\$	973,241.33
Total Designated Net Assets	\$	973,241.33
Unrestricted Net Assets		
Unrestricted Net Assets	\$	662,660.73
Total Unrestricted Net Assets	\$	662,660.73
Temp Restricted Net Assets		
Temp Restricted Net Assets	\$	126,912.07
Total Temp Restricted Net Assets	\$	126,912.07
Other Temp Restr Net Assets		
Temp Restr - Legacy Fund	\$	55,779.74
Temp Restr Cummins Ministerial Fund	\$	193,973.85
Total Other Temp Restr Net Assets	\$	249,753.59
Permanently Restricted		
Don Carter Endowment	\$	53,467.11
M E Carter Endowment	\$	14,578.24
Total Permanently Restricted	\$	68,045.35
Total Fund Principal	\$	3,744,221.56
Excess Cash Received		
Excess Cash Received	\$	216,541.52
Total Excess Cash Received	\$	216,541.52
Total Fund Principal and Excess Cash Received		\$ 3,960,763.08
Total Liabilities & Equity, Fund Principal, & Restricted Funds		\$ 4,802,291.29

Monitoring Reports – February 2017
Prepared by Rev. Jen Crow

I. Governing Policy – Compensation and Benefits

With respect to salary and benefits for employees, consultants, and contract workers, the Senior Minister may not cause or allow jeopardy to fiscal integrity or public image of the Church. Accordingly, the Senior Minister may not:

1. Promise or imply permanent or guaranteed employment.
2. Establish a salary and benefits system, and/or administer current and/or long-term compensation and benefits in a way that:
 - a. Fails to develop salary ranges for each staff position based on relevant market data for comparable churches and not-for-profit organizations with the relevant geographic area.
 - b. Fails to align individual salary with appropriate salary ranges or, if salary is out of alignment, fails to develop a plan to achieve alignment over time.
 - c. Fails to align individual salary with accurate measures of employee performance.
 - d. Fails to provide less than a basic level of benefits to all full-time employees.
 - e. Allows any employee to lose benefits already accrued from a previously existing plan.
 - f. Fails to be administered consistently and equitably.
3. Establish current, deferred, or long-term compensation and benefits that:
 - a. Cause unfunded liabilities to occur or in any way commit the Church to benefits that incur unpredictable future costs.
 - b. Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
 - c. Are not administered consistently and equitably.

II. Treatment of staff – Salary Ranges aligned to market and job descriptions

A. Background

Last year, we established salary goals that include a midpoint, and a 20% lesser or greater amount on either side of that midpoint. Our goal continues to be to pay every employee within their appropriate salary range, with attention paid to length of service and performance evaluations as salaries are set. We recognize that our current benefits policy is more generous than the market when setting salaries.

With our 2016-17 budget, we established a \$15/hr minimum pay rate for all regular, adult employees. This embodies our commitment to providing a living wage, and living out our shared values in our compensation. We also focused our attention on bringing salaries for the positions that are furthest out of alignment (i.e., not within the appropriate salary range), into alignment.

B. Current Status

Barbara Clare, former CFO of MAP, was hired as a consultant to set our salary ranges and perform a salary analysis. She identified several trends in the newly released MN Council of Nonprofits 2016 Salary Survey, comparing 2014 to 2016:

- Executive Director – up 4%
- Associate Director – up 10%
- Financial Professionals – up 7-10%
- Membership staff – up 12%
- Program Assistant – up 15%
- Building/Grounds – up 14%

The biggest increases were seen in the support staff of our nonprofits.

All job descriptions are updated, and new salary ranges have been matched to current job descriptions. Salary ranges have been drawn from the Minnesota Council of Nonprofits Salary and Benefits Survey and the UUA, depending on the position. Of our 23 regular staff positions, 14 are within their appropriate salary ranges. 2 more are within 1% of their appropriate salary range. Roughly 70% of our positions are within their appropriate salary range. This represents a significant change from last year, when only 3 positions were identified as outside of their salary range. This makes sense given the upward trends for support staff salary and benefits noted in the 2016 MN Council of Nonprofits Salary Survey.

C. Proposed

Within the 2016-17 operating budget, I recommend reserving any anticipated surplus for staff bonuses, targeting the positions that are most out of alignment with their salary ranges first, while also preserving the possibility of merit bonuses for exemplary employees.

For the 2017-18 operating budget, I recommend that the Board require staff to present a budget that will pay all employees within their appropriate salary range, or present a plan in writing that will bring those positions into alignment within 3 years.

In July of 2016, we changed our health insurance benefit for employees, moving

from the UUA's health insurance plan to a small group plan with Blue Cross Blue Shield. This move resulted in significant savings to the church, but also came with some unanticipated costs for employees. In moving to a small group plan, employees must now pay the price of a full individual premium for each individual that they wish to cover. With the UUA plan, there are family and spouse/partner plans that cost significantly less than our current plan's options. Also, with changes anticipated to the Affordable Care Act, we will want to consider returning to the UUA Health Plan for the 2017-18 church year. The UUA Health plan has addressed many of the ACA issues from its inception (coverage of pre-existing conditions, children can stay on their parents plan until 26, coverage for gender transition, etc.).

III. Financial Obligations – deferred, long term compensation and benefits

A. Current Status

Our deferred and long-term compensation benefits include:

- 10% of salary contribution by the church to the UUA retirement plan for all 30hr/wk or greater per year employees who have been employed for more than one year. This benefit begins immediately for ministers and does not require one year of employment.
- Sabbatical. Currently the two called ministers accrue one month of sabbatical per year, with accumulation of sabbatical time not to exceed six months. Sabbaticals must be approved by the Board.

B. Proposed

No adjustments to the current status are proposed at this time.

Draft resolution regarding Sanctuary Church
(to be considered at a
Special Meeting of the Congregation
February 19, 2017, 12:30 p.m.)

Whereas, the principles of Unitarian Universalism call us to affirm the inherent worth and dignity of every person and to seek a world community with peace, liberty, and justice for all; and

Whereas, in June 2015 the congregation of First Universalist Church approved by resolution and publicly declared its commitment to continue the fight for Racial Justice through education, advocacy, self-reflection, and relationship-building; and

Whereas, in 1984, in response to actions of the United States government in Central America, First Universalist declared itself to be a Sanctuary Church and provided temporary housing and refuge to several Central Americans fleeing terrorism in their home countries; and

Whereas, President Donald Trump's issuance of an Executive Order on "Border Security and Immigration Enforcement Improvements" on January 25, 2017, attempting to ban immigration from seven predominately Muslim countries, demonstrates that the President intends to carry out a campaign to discriminate against Muslims, immigrants, and refugees;

Therefore, be it resolved that we, the members of First Universalist Church, publicly declare our intent to be a Sanctuary Church, to provide such support and refuge to immigrants, regardless of their legal status, as the Senior Minister deems appropriate, with periodic reports by the Senior Minister to the Board of Trustees regarding actions taken pursuant to this resolution. And further, that we dedicate ourselves to educate and activate our congregation, to amplify and respond to the voices of immigrant leaders, and to speak out against discrimination toward any and all marginalized people.