

**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**May 16, 2013**

**Agenda**

*In the Universalist spirit of love and hope, we give, receive, and grow.*  
First Universalist Church

Treats provided by Dave Bach

6:30 Call to Order

-Chalice lighting and centering meditation - Dave Bach

6:40 Consent Agenda:

-Approve April minutes

-Approve new members

6:45 Conversation w/Sr. Minister

-Sr. Minister Report

- Ruth's Ordination
- Sabbatical - revised plan and objectives

7:10 FMT Report

-Review Budget Revisions

-Update on Financial Policies

7:35 Governance Committee Report

-Integrated Monitoring Calendar

7:55 Proposed Executive Session

8:25 Meeting Review

8:30 Meeting adjourned

**Attachments:**

President's Report (Craig)

April 2013 Board Minutes (Dan)

Sr. Minister's Report (Justin)

Integrated Monitoring Calendar (Karin via Craig)

Budget/Budget Revisions (FMT)

Minutes (FMT)

## President's Report May 2013

Dear Board:

We are in a full out sprint, but you know that. We have surveys, budget approval, policy reviews, and evaluation work all converging at once in the weeks leading up to our Annual Meeting. It's a well-trodden path for some of us grizzled veterans but it has again managed to make me feel like a bewildered rookie. Thanks to everyone for your collective efforts!

There are two items for board affirmation in Justin's Sr. Minister Report. In addition to Ruth's ordination, the board will revisit Justin's refined sabbatical request, which includes a fall check-in with the board leading up to the sabbatical and a process for board input into the learning objectives knowing that the Sr. Minister evaluation is not yet completed.

The Finance Monitoring Team has been doing a marvelous job linking with the congregation over the budget. Around 40 congregants engaged with Paul and Justin last Sunday, and we will affirm the budget with any proposed revisions before it goes to up to a congregational vote. Additionally the FMT will provide an update on its financial policies.

The Governance Monitoring Team has completed a final draft of an integrated monitoring schedule for board approval. They have been very active in other areas, continuing its review and direct inspection of the Sr. Minister Limitations policies via staff survey interviews and preparing a framework and initial content for the Sr. Minister evaluation. We will go into Executive Session so that the full board can ask questions and provide input as the GMT aims to return next month with a completed draft.

Also, we had originally planned to hear the Foundation Board share its plans for funding Faith in Action initiatives. As our agenda is full of time-sensitive material, I've deferred this topic to June, which is actually a good thing since by then they will have had one information exchange with the staff Umbrella teams as part of the shared goal of building relationships and alignment between the Foundation Board and the church.

I look forward to seeing you all.

In Faith,  
Craig Bierbaum

## **First Universalist Church of Minneapolis Board of Trustees Meeting**

**Thursday, April 18, 2013, 6:35 p.m.**

**Board Members present** (absent): David Bach, Dan Berg, Craig Bierbaum, Craig Bishop, David Leppik, Paul Robinson, Pam Vincent, Lark Weller, Karin Wille

**Clergy present:** Justin Schroeder, Laura Smidzik

**Others present:**

<b><u>Agenda Item</u></b>	<b><u>Presenter</u></b>	<b><u>Discussion</u></b>	<b><u>Action, if any</u></b>
Opening Words/ Meeting Preparation	David Leppik	The meeting was called to order at 6:35. For reflection, David Leppik read the word that we use on Sundays for lighting the chalice.	
Consent agenda	Craig Bierbaum	Consent Agenda:  Approve March minutes. Approve new members.  <b>Action: Motion to approve Consent Agenda.</b>	<b>Passed</b>
Executive Session	Craig Bierbaum	The board voted to enter executive session at 6:45.  The executive session ended at 7:27, and the regular board meeting resumed.  The purpose of the executive session was to discuss the staff turnover that is currently taking place, and feedback received by board members participating in exit interviews with three departing staff. Craig Bierbaum will report back to the Senior Minister on the content and conclusions of this executive session.	

## First Universalist Church of Minneapolis Board of Trustees Meeting

<p>Governance Committee Update</p>	<p>Karin Wille</p>	<p>Karin Wille reported that the Governance Committee has put together a monitoring schedule, included in the <a href="#">Board Packet</a>, which is based on a framework used by the UU church in Rochester NY. This model was considered straightforward and compatible with the structure of our governing policies. She explained the format and referred to the definitions of the terms that are used in this proposed schedule. Paul Robinson asked for clarification of the committee's call for an integrated work plan. Dave Bach suggested some formatting changes that would make the monitoring schedule easier to understand. Paul also asked that the existing finance monitoring schedule be integrated with this plan. Karin briefly reviewed the proposed monthly items and quarterly items (requiring a more strategic look), and four annual items.</p> <p>Craig Bierbaum asked when this schedule should start. Karin has been thinking of the beginning of the church year, but there is no reason to ignore scheduled items prior to July 1 (like the congregational survey).</p> <p>Justin said that some churches using policy governance provide the Board with a monthly dashboard of indicators. Karin was concerned about what value this would have. Dan suggested that this could be a welcome addition to what the board currently receives, and that there was no particular downside to having additional information if it didn't distract from other reporting needs.</p> <p>Justin asked about a policy revision that was discussed at a previous meeting of the trustees (integration of volunteers). Karin explained that there were several updates to the <a href="#">Governing Policies Handbook</a>, and that these would be offered as a comprehensive update to the GPH before the end of the year. Dan has been collecting other corrections and revisions to the GPH, and will send these to Karin. Also, Justin asked that the board return to and review the compensation study that was presented in January, in order to achieve clarity and a common understanding about compensation disparities. Craig Bierbaum suggested that this be referred to the Governance Committee as part of a more comprehensive discussion of personnel management.</p> <p><b>Action: Motion to provisionally approve monitoring schedule as presented, subject to integration and alignment of existing financial monitoring schedule.</b></p>	<p>Passed.</p>
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## First Universalist Church of Minneapolis Board of Trustees Meeting

Annual Budget	Paul Robinson	<p>Paul Robinson reported that the proposed budget (see <a href="#">Board Packet</a>) was received by Finance Committee on the day of its meeting; the committee discussed the budget at a high level but did not scrub the document thoroughly. The committee's perception was that the revenue projections are appropriately conservative, however this budget makes clear that revenues need to increase significantly to cover the true cost of operations—a cost mitigated by a third year without cost of living increases for staff, underpayment of UUA and Prairie Star dues, etc. Nevertheless, the Finance Committee was relieved to see a balanced budget proposed. Paul said that the Board shouldn't feel boxed in by the committee's recommendation to accept the budget, given the time the committee had to evaluate the proposal. A capital expense budget was emailed to the Board prior to this evening's meeting; however the Finance Committee is not recommending action at this time (<a href="#">Attachment A</a>). Finally, the committee discussed how the budget message should be presented to the congregation. It was agreed that we should be very honest about the way we arrived at a balanced budget, and the compromises that were made on the expense side to live within our projected revenue stream.</p> <p>Karin asked clarifying questions about the pledge projection, and suggested that the revenue projection for "Other Fundraisers" should be measured against the cost of administrative involvement that may have been overlooked in the past. Lark suggested that this is an opportunity to exercise the discipline of cost/benefit analysis.</p> <p>Dave Bach suggested providing more detail than less about the revenue side of the budget in our presentation to the congregation.</p> <p>Lark and Karin pointed out that the congregation should understand that there are built-in increases required for the 2014-15 budget, due to annualized salary costs that are reduced in the coming year because of partial-year hires.</p> <p>Dan proposed that the budget as presented go forward to the congregation for discussion on May 5. David Leppik expressed his discomfort with the budget as proposed. He believes that the recent exit interviews with departing staff call out a need to further temper program growth in this budget, in preference for additional investment in back office infrastructure.</p> <p>Paul asked where the program can be cut. Justin explained that, from his perspective, program has already been cut to the bone.</p> <p><b>Action: Motion to authorize the Finance Committee to take this budget to the congregation for comment.</b></p>	<p><b>Passed</b>, with one nay vote.</p>
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## **First Universalist Church of Minneapolis Board of Trustees Meeting**

Conversation with the Senior Minister	Justin Schroeder	<p>Justin referred to his written report in the <a href="#">Board Packet</a>. He also reported that Lily Franz is moving into an executive assistant role, more fully utilizing her experience and talents.</p> <p>Justin invited discussion of his sabbatical request (see <a href="#">Board Packet</a>). Dan asked for clarification about the terms of our letter of agreement with Justin, and about the customary sabbatical practices in other UU churches. The letter of agreement offers an option to take a sabbatical after four years. Justin will reach his fourth anniversary in the fall. Sabbatical is accrued one month per year, up to a maximum of six months. Paul expressed concern about whether January through March of 2014 is the best time for this, with several new hires and personnel issues on the horizon. David Bach suggested that the sabbatical might be an opportunity for Justin to enhance skills as a fully rounded minister. Justin responded about his desire to use the sabbatical as a time for spiritual growth and renewal, and was concerned about a prescriptive assignment by the Board regarding the purpose of his sabbatical. Karin quoted the letter of agreement regarding the purpose of sabbaticals. There was discussion of a provisional approval, to be revisited in the fall if circumstances require that it be postponed. Several members and Justin objected to this strategy. Justin suggested that he could come to the board next month with a more concrete proposal regarding his sabbatical objectives and the plan that would be in place to serve the church in his absence. The board accepted this proposal and agreed to revisit the request next month.</p>	
Meeting Review/ Wrap Up		There was no meeting review.	
Adjourn		The meeting was adjourned at 8:46.	

### Important Dates:

Next meeting: May 16, 2013

Treats for Next Meeting: David Bach

Prepared and submitted by Dan Berg, Secretary

# First Universalist Church of Minneapolis Board of Trustees Meeting

## Attachment A

### First Universalist Church Capital Budget FY13-14 - FY 17-18

SUMMARY		FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	TOTAL	Classification
Safety Items		10,000	1,000	18,750	10,000	5,000	44,750	S1 - S2
Maintenance Items		14,000	74,000	11,000	5,000	5,000	109,000	M1 - M3
Improvements		8,000	47,500	58,050	39,000	67,000	219,550	I1 - I4
Business Support		5,000	4,000	3,000	6,000	0	18,000	B1
TOTAL		37,000	126,500	90,800	60,000	77,000	391,300	

Area	#	Description	Useful Life	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	TOTAL	Classification
Sanctuary	1	Nave carpet, replace	20				35,000		35,000	I3
	2	Build chancel ramp	20			15,000			15,000	I3
	3	Nave ceiling tiles and wall repair and replace	10		5,000				5,000	M2
Chalice Room	4	Install cabinets on west side	10			4,000			4,000	I2
Social Hall	5	Replace Social Hall ceiling and suspend lighting	20					20,000	20,000	I3
	6	Install shelves in storage room above 6'	5			1,000			1,000	I2
	7	Replace railing on east stairs	20			1,000			1,000	S2
Atrium	8	Replace railing on northeast stairs	20		1,000				1,000	S2
new	9	Replace Atrium roof	20	10,000					10,000	M1
	10	Atrium, repair Terrazzo	20					5,000	5,000	M2
Other Areas	11	Soffit roof drain through Arches and NE stairwell	20			1,000			1,000	I2
	12	Repair seasonal storage area walls, ceiling & lighting	20		3,000				3,000	M2
	13	Replace railing on north vestibule stairs	20			750			750	S2
new	14	Partition 2 more Offices (if labor by Dan)	20	4,000					4,000	I1
new	15	Upgrade another Classroom like 203	10		7,000				7,000	I2
new	16	Divide RE classroom in two (if labor by Dan)	10	4,000					4,000	I1
new	17	Misc. Kitchen improvements	15			10,000			10,000	I3
Furniture	18									
new	19	Bookcases (15) for Classrooms	10			3,750			3,750	I3
new	20	Rolling carts (3) for coffee stations	5		1,500				1,500	I2
	21	Replace misc. items	10	2,000					2,000	M1
Lighting	22	Add recessed cans in Nave	20			3,000			3,000	I2
	23	Add 4 hung spots on Chancel from balcony	15		5,000				5,000	I2
Audio/Visual	24	Ceiling mounted projector, player and speakers in Social Hall	10			5,000			5,000	I2
	25	Ceiling mounted projector, screen, player and speakers in Arches	10					4,000	4,000	I3

# First Universalist Church of Minneapolis Board of Trustees Meeting

## First Universalist Church Capital Budget FY13-14 - FY 17-18

Area	#	Description	Useful Life	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	TOTAL	Classification
	26	Ceiling mounted projector, screen, player and speakers in Cummins	10				4,000		4,000	I3
	27	Ceiling mounted projector, screen, player and speakers in Nave	10		5,000				5,000	I2
new	28	Monitor in Kitchen to view Nave	10		1,500				1,500	I2
new	29	Replace monitor in Library to view Nave	10			500			500	I3
new	30	Replace monitor in Narthex to view Nave	10			500			500	I3
new	31	Roland Digital Keyboard	10		3,000				3,000	I2
Parking	32	Replace parking lot surface	10		30,000				30,000	M1
Outside	33	Widen Dupont Avenue handicap ramp and replace railing	20			7,000			7,000	S2
	34	Repair main entrance middle landing	20	4,000					4,000	S2
	35	Repair main entrance sidewalk	20	6,000					6,000	S2
	36	Repair main entrance stair sidewall	20		8,000				8,000	M2
	37	Regrade some areas away from the building	20		4,000				4,000	M2
Windows & Doors	38	Education wing, repair window operators (25)	5			4,000			4,000	M2
	39	Replace basement windows (4)	20					4,000	4,000	I3
	40	Replace kitchen windows (5)	20					5,000	5,000	I3
	41	Replace north and south lower narthex windows (6)	20					10,000	10,000	I3
	42	Door closers (16) Social Hall to North Vestibule, Social Hall to Back Hall, Nave to Upper Narthex, Nave to Chancel Corridor, Balcony	10		2,500	3,300			5,800	I2
HVAC	43	Replace condensing unit	15		4,000				4,000	M2
	44	Replace condensing unit	15			4,000			4,000	M2
	45	Remove, sandblast, paint radiators	20				5,000		5,000	M3
	46	Education wing modify ducting, zoning and thermostats	20		8,000				8,000	I2
	47	Arches ventilation	20			4,000			4,000	I2
	48	Automate Nave and Social Hall balancing for cooling	20		6,000				6,000	I2
	49	CO2 sensors to reduce fresh air requirements based on occupancy	20					12,000	12,000	I4



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Area	#	Description	Useful Life	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	TOTAL	Classification
Wiring	50	Rewire non-grounded First Floor	20			10,000			10,000	S2
	51	Rewire non-grounded Second Floor	20				10,000		10,000	S2
	52	Rewire non-grounded Third Floor	20					5,000	5,000	S2
	53	Add receptacles in Social Hall	20		8,000				8,000	I2
	54	Add receptacles in Nave	20			7,000			7,000	I3
	55	Add receptacles on balcony	20					2,000	2,000	I3
	56	Add receptacles in classrooms & Cummins Room	20					10,000	10,000	I3
Plumbing	57	Inspect all underground plumbing from kitchen north and east to street with camera	20	2,000					2,000	M1
	58	Repair all underground plumbing from kitchen north and east to street with pipe liner	20		20,000				20,000	M2
	59	Replace east hose bib (asbestos)	10			3,000			3,000	M1
Computer Systems	60	Computers and printers	5	5,000	4,000	3,000	6,000		18,000	B1
	61									
	62									
Total				37,000	126,500	90,800	60,000	77,000	391,300	

**First Universalist Church  
Statistical Report  
May 16, 2013**

**MEMORIAL SERVICES: 2**

**Jim Mickman – April 13**

**Steve Lazarski – April 20**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 9**

Don Beaton, Richfield

Jerry and Stan Sattinger, Minneapolis

Michele Milan, Minneapolis

Timmon Wallis, Minneapolis

Courtney LeClair, Minneapolis

Kelsy Kuehn, Minneapolis

Dorothy and Gene Sylvestre, Edina

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 1**

Susan Ersted – moving to Massachusetts for cancer therapy

**CHILDREN DEDICATED: 0**

	<b>To Date</b>	<b>End of Year Totals</b>			
<b>MEMBERS</b>	<b>2012-2013</b>	<b>2011-2012</b>	<b>2010-11</b>	<b>2009-10</b>	<b>2008-09</b>
<b>(Fiscal Year)</b>	<b>77</b>	<b>76</b>	<b>98</b>	<b>75</b>	<b>72</b>
<b>TOTAL MEMBERS:</b>	<b>1000</b>	<b>953</b>	<b>927</b>	<b>849</b>	<b>840</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 992**

**To be added: 9**

**To be removed: 1**

**TOTAL MEMBERS: 1000**

April Attendance																							
			2013			2012			2011			2010			2009			2008			2007		
Adults			9:30 AM	11:15 AM		9:30 AM	11:15 AM		9:30 AM	11:15 AM		9:00 AM	11:00 AM		9:00 AM	11:00 AM		9:00 AM	11:00 AM		9:00 AM	11:00 AM	
1st Week			333	350	683	205	214	419	295	330	625	247	485	732	120	288	408	117	281	378	102	238	340
2nd Week			244	261	505	414	482	896	249	269	518	143	335	478	190	450	640	0	450	450	175	371	546
3rd Week			376	389	765	226	235	461	264	348	612	189	348	537	104	303	407	138	340	478	167	260	427
4th Week			295	336	631	304	340	644	447	330	777	198	423	621	132	287	419	249	536	785	214	380	594
5th Week			0	0	0	379	419	798	0	0	0	0	0	0	0	0	0	0	0	0	207	441	648
Monthly Total			1248	1336	2584.00	1528	1690	3218.00	1255	1277	2532.00	777	1591	2368	546	1328	1874	504	1587	2091	865	1690	2555
Avg for April			312.00	334.00	646.00	305.60	338.00	643.60	313.75	319.25	633.00	194.25	397.75	592	136.50	332	468.50	168.00	396.75	522.75	173.00	338	638.75
Church School																							
1st Week			161	137	298	128	119	247	125	114	239	Easter	Sunday	0	51	128	179	78	125	203	50	93	143
2nd Week			167	159	326	12	10	22	127	104	231	92	160	252	0	0	0	66	129	195	42	85	127
3rd Week			208	199	407	139	133	272	141	84	225	78	250	328	71	147	218	74	111	185	73	117	190
4th Week			86	55	141	166	114	280	16	10	26	76	181	257	74	196	270	81	117	198	61	113	174
5th Week			0	0	0	140	112	252	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Total			622	550	1172	585	488	1073	409	312	721	246	591	837	196	471	667	299	482	781	65	408	634
Avg for April			155.50	137.50	293.00	117.00	97.60	214.60	102.25	78.00	180.25	82.00	197.00	279.00	65.33	157.00	222.33	74.75	120.50	195.25	16.25	102.00	158.50
Combined Avg			467.50	471.50	939.00	422.60	435.60	858.20	416.00	397.25	813.25	276.25	594.75	871.00	201.83	489.00	690.83	242.75	517.25	718.00	189.25	440.00	797.25
Notes:																							
Services:																							
Week 1:																							
Week 2:						Easter Weekend			AUV Retreat Weekend														
Week 3:																							
Week 4:																							
Week 5:																							
Church School:																							
Week 1:																							
Week 2:						Week 2: 0-3 yo care only																	
Week 3:			Earth Day Sunday			Week 3: missing attendance data																	
Week 4:			Youth Sunday			9:30: missing 4th & 7th grade			Week 4: Easter Weekend														
Week 5:</																							

## **Sr. Minister Report for the Board of Trustees, April 2013**

### **Report on activities related to the Visionary Goals:**

**Mission Statement:** In the Universal Spirit of love and hope, we give, receive, and grow. First Universalist Church.

**Visionary Goals** (*Shorthand: "We are all Love's people, held by a Love that will not let us go. As Love's people, we do holy work: we welcome, affirm, and protect the light in each human heart; we act outside our walls for justice and equality; we listen with our whole being to where Love is calling us next."*)

**The people of First Universalist Church grow in their UU faith: we are equipped to live out our values and experience worship, spiritual practices, and rituals that challenge, comfort, celebrate, and heal.**

- Youth Sunday was a powerful weaving of youth voices and music. On Sunday, May 5, we dedicated 15 babies and children, and on May 12, we celebrated our children and youth, as they "bridged" into the Rainbow Path, into Jr. High, and High School programming. The ritual life of First Universalist is strong.
- On May 4, we ordained Mary Bohman in a beautiful service.
- A whole new group of people have applied to be worship associates and will begin in the fall.
- We have mapped out worship themes for 2013-2014:

Sermon Themes and Liturgical Arches

2013 - 2014

Worship is a place where we are awakened, where we find the power and courage to become Love's people. Worship is the heartbeat of a faith community. Everything else we do is fed and nourished by our shared worship. In worship we give, receive, and grow.

## *Fall*

### *Contemplation, Inquiry, Making room for the Mystery*

September 8

Water Communion

September 15 – October 13

Digging In

What are the core questions we need to be wrestling with as individuals, as a faith community, as a culture? What are our core spiritual values and how do they shape our lives and the world around us? Each week, we will dig into a question: What are the spiritual components of commitment? How does our anti-racism/racial justice work change us? What is a whole/spirit filled life? In this sermon series, we will explore what moves us from the surface and dig into the deep.

October 20 – November 3

No Going Back

Once we know something, we can't unknow it. We may try to ignore the truth awakened within, or talk ourselves out of it, but the work of the spirit is living into a conscious life. Truth may be hard. Truth may set us free, but ultimately, there is no going back. Archbishop Rowan Williams is right: "Truth makes love possible and love makes truth bearable." In this sermon series, we explore those critical moments in our lives when there's a *before*, and an *after*.

November 10 – November 28

Prayer

In his book *Simply Pray*, Erik Wikstrom encourages us to pray first, and then begin to think. "Experience precedes theology." Prayer is more than asking or pleading. It is a state of pausing, emptying, listening, intentionally opening to the soundless music singing throughout the universe, that only the ear of the heart can hear. In this sermon series we will delve into practicing and then pondering prayer.

### *Interlude for Festival Time*

December 1 – December 29

Making Room

This holiday season, we begin our Greater Good initiative, *The House that Love Built*. Each church member will be invited to give half the money they would spend on gifts and gatherings, and direct it toward the greater good. This year First Universalist will sponsor and build an entire house with Habitat for Humanity, from foundation to rooftop. On the night of Jesus' birth there was *no room in the inn*. This year our spiritual work is *making room*.

## *Winter*

*Sifting through the layers. Bringing something to birth in the midst of winter.*

January 5 – January 26

Secrets

In Psalm 139, the writer takes comfort in being known. “My frame was not hidden from you, when I was being made in secret, intricately woven in the depths of the earth.” Our beginning is a mystery. Our lives are a continuation of secret weavings. We are woven from events, characteristics, loves, and wounds. Some secrets feed us; others plague our every effort toward wholeness. In this sermon series we recognize and explore the power of secrets.

February 2 – February 23

What Saves Us?

When noted theologian, and homilist Barbara Brown Taylor was asked to speak as a guest at a local church, she was asked how she should focus her sermon, what theological issue was the church body addressing. The minister responded, “Just tell us what is saving your life, right now.” What is it that saves us? Maybe a community of friends is keeping you sane. Maybe digging into our anti-racism work is a life changer. Maybe a new spiritual practice of biking to work has made all the difference. Salvation or wholeness is always available, if we have eyes to see, and the heart to recognize.

## *Spring*

*The transformative power of life and sending forth*

March 1 – March 30

Growing the Soul, Repairing the World

French spiritual and political leader Charles Peguy writes, “everything begins in mysticism and ends in politics.” *Direct* experience of the holy, or mysticism, *directs* us to prophetic passion. Church is the intersection of spiritual growth and social justice. Theologians and religious teachers as diverse as Karl Barth, and James Luther Adams, have championed this truth. In this sermon series, we explore the connections between the spiritual life and a life committed to social justice.

April 6 – April 27

Reading the World as Sacred

Contemporary science and theology have important things to say to each other. Our way of understanding the world does not need to be divorced from our understandings of the divine. How does the evolution of matter relate to the evolution of the spirit? What is the relationship between biology and being human? Is the universe a sacramental sign of communion with the divine? No matter what your religious or scientific understandings, reading the world as sacred is cause for wonder.

May 4 – May 25

Season of Passage

May 4 is Youth Sunday. May 11 is Mother's Day and Bridging Ceremony for RE.

*Summer*

*Themes of growth, in-gathering, and celebration*

**First Universalist Church is a home for ageless wisdom. People of all ages find opportunities to engage in an intellectual and spiritual search for deeper meaning and understanding in the UU tradition, both as individuals and in community. We know our roots, find our wings, and apply our knowledge and wisdom to all our endeavors.**

- "Skeletons in oUUr Closest," a UU history class that explored our UU history in regards to race and class was well received.
- The Elders programming continues to attract new people; Cummins Ministerial Intern, Laura Smidzik, has built a strong foundation on which we can build in 2013-2014.

**First Universalist Church is an intergenerational community of mutual caring and support. We build this community by actively welcoming all and encouraging each other to discover, develop and share their gifts.**

- Our front desk is now completely staffed by church members! We are so grateful for their help and passion for the "front desk ministry." Staff member, Lily Franz, has done an outstanding job coordinating these front desk volunteers, ensuring that they are supported, trained, and involved in the front office ministry (they often provide a helping hand with various administrative tasks.)

**The people of First Universalist Church work to build a just, loving and sustainable world. We are a visible, influential voice, and we act to shape the larger community into a more just and equitable society.**

Note: I've included *a lot* of detailed information here for the Board's information.

**Update on our Racial Justice work:**

- Dr. Heather Hackman (a well-regarded racial justice educator in the Twin Cities <http://www.hackmanconsultinggroup.org/about/>.) was selected as our primary consultant for the racial justice journey we will begin in the fall of 2013. The contract is currently under negotiation.
- Debra Rodgers conducted extensive research on how churches move into, deepen and sustain racial justice work. Books, articles, websites, phone conversations and meetings enabled her to gather a significant amount of information and understanding of the process and what proves successful.
- Four Listening Sessions were held from October – January that engaged congregants in initial conversations about becoming a church committed to racial justice. Justin, Ruth, Laura and Debra facilitated with over 60 congregants in participation.
- Introductory programming for the congregation has included the viewing of “Race: Power of an Illusion”, “Mirrors of Privilege: Making Whiteness Visible,” and “Cracking the Codes: the System of Racial Inequality”. A total of approximately 80 people attended these gatherings. Laura and Debra developed and facilitated reflection activities.
- The Liberal has contained several articles on racial justice and the opportunities to become involved. A page on the website dedicated to racial justice that will include updates, resources, pictures, stories, etc. is under development.
- Racial justice is a frequent topic of staff meetings. We are showing staff “Race: Power of an Illusion” during lunch hours as well.
- Currently, Justin, Jen, Laura, Ruth and Debra make up the Racial Justice Leadership Team at the church. After dialogue with Heather Hackman, we are inviting five congregants to join this leadership team (one year term; this is an ad-hoc team). In an effort to establish some common language and a common racial justice framework we are reading “Becoming an Anti-Racist Church” by Joseph Barndt and several articles by Beverly Daniel Tatum, Peggy McIntosh, etc. The Racial Justice Leadership Team will begin meeting monthly.
- In August, members and staff from White Bear Unitarian, Unity Unitarian, and First Universalist, will meet for a day to create a “learning table” in regards to our respective racial justice initiatives. The goal is to share learnings, resources, and deepen our congregational connections with one another. Heather Hackman will facilitate.
- On September 29<sup>th</sup>, Dr. Heather Hackman and Justin will be leading a dialogue sermon about race, faith, and why this work matters for us as a faith community.



Following the service, at 1pm, Heather Hackman will lead a workshop, so we can introduce her to the congregation.

- In the Fall of 2013, we'll be offering a Racial Justice Training for 40 people, led by Heather Hackman. This initial group of people will be most likely be staff, Board Members, and other key lay leaders. We're holding this training on Saturday, Oct. 5, Saturday, Nov. 2, and Saturday, Nov 23 (8:30 to 4pm each day). In the winter, on Sat. January 25<sup>th</sup>, February 8, and March 1, 2014, we'll be offering a "Training for Trainers" in Racial Justice work, in an effort to build our internal capacity to continue and deepen this work.

## **Update on the Redesign of the Faith in Action Work and Status of Current Initiatives:**

### **▪ Overview and the Development of an Ad-Hoc Team**

In 2011 First Universalist Church began a reorganization of its Faith in Action programs to better cultivate the passion of our members and increase the impact of the congregation in its efforts to address common and deeply felt social justice issues.

The project began in the spring of 2011 with the assembly of an ad-hoc group of six congregants who along with Senior Minister Justin Schroeder, Debra Rodgers and Ministerial Intern Ruth MacKenzie designed the basic framework for the redesign.

The outcome of this work was a recommendation for 1) A focus area structure which clustered similar projects for greater impact, access, training and visibility; 2) The design of a two tier leadership structure; 3) An emphasis on leadership development and training; and 4) The development of criteria for new or emerging projects.

### **▪ The Development of the Steering Committee and Leadership Teams**

As the ad-hoc team completed their work, several members agreed to a new role as members of the Steering Committee to provide continuity to the project. The responsibilities of the Steering Committee included the further definition of the framework and the establishment of three umbrella or focus areas. Teams for each focus area (Housing Justice, Environmental Justice and Immigration Justice) were established. Monthly meetings that brought the Steering Committee together with all of the Leadership Teams were established for relationship building, skill development, and planning purposes.

▪ **Continued Development of the Structure**

- As the framework has been established and the first year of implementation has ended, we are revising the job descriptions of the Leadership Teams and Steering Committee to reflect our lessons learned.
- Each leadership team is supported by a liaison from the Steering Committee and meet monthly to plan events/projects that educate and/or engage the congregation. Training and skill development have become an integral part of the development of the leadership teams. We use the trio of questions “What are you doing?”, “Why are you doing it?”, and “How are people going to be involved?” as way to plan and evaluate all activities.
- Community maps will continue to be developed and refined.
- Leadership development, both of existing leaders and to identify and nurture new leadership is a strategic priority.
- As we deepen our understanding of racial justice, we will implement a racial justice lens in our work.
- We continue to emphasis a balanced portfolio of project in each focus area that embed service, education, advocacy, mobilizing and organizing.

▪ **Current Activities and Updates**

Housing Justice:

- This Leadership Team of four has built on the interest Habitat for Humanity has generated as well as the ongoing commitment to Project Homeless Connect and Simpson meals.
- The Leadership Team completed a community map of organizations working on housing justice and through that identified a secondary focus area of youth living in homelessness.
- Augsburg Fairview Academy, a local charter school with a large population of students experiencing homelessness, is our first project in this new area of interest. The church has invested in this new project through its annual Holiday service project, Day of Service, and RE collections of food and clothing. A project team is emerging here as well and has toured the school, met with the school administration and have initiated.
- A second new project around youth homelessness is currently being explored. Discussions with a few congregants have confirmed that there is interest in learning more about the Host Home Program for GLBTQ youth currently experiencing homelessness. A meeting will be scheduled this spring to explore interest and options. Information on the Host Home Program has been gathered.
- As we move into 2013-2014, we will look toward expanding our commitment to Habitat by sponsoring a house through the initiative “The House that Love Built.”
- We are also in discussion with Habitat and the Homes for All Campaign to join in their legislative advocacy program.
- We are hosting the Search for Home training here to educate congregants on the issues related to housing in Minnesota and especially the Twin Cities.

- In addition, we have plans to establish Habitat's Ambassadors Advocacy program at the church in the fall.
- We continue to explore how to expand our commitment to Simpson Services.

#### Environmental Justice:

- This Leadership Team of six has settled on the areas of Ethical Eating and Global Warming and still needs to narrow their focus a bit more.
- They have planned and implemented two events which resulted in attendance of about 60 people. Individual meetings with attendees new to the church and to environmental justice are being scheduled.
- There are plans to complete their community map and the group has begun to conduct research visits with three-four of the organizations most aligned with the interests of the group and of the congregation including Interfaith Power and Light, Alliance for Sustainability, 350.org and IATP.
- The "Hope" theme for Earth Day coincided with and supported the worship service on Hope and Healing. Messages of hope and success were highlighted through Earth Day activities, decorations and visiting organizations.
- A Green Day of Service is scheduled for May 11<sup>th</sup> focused on helping "green" our neighborhood and church.
- An exploratory meeting with Jayne Miller, congregant and Superintendent of Mpls Park and Recreation Board is planned for mid May-early June to see how we might work together.
- With support from the Alliance of Sustainability, we will partner with three other local churches to develop and implement a Meat Free Mondays Campaign this fall and host educational events on the Transition Town Movement.
- We have been working closely with this team on running effective meetings, speaking with a unified voice, planning, and meeting with new members and people new to environmental justice. A spring planning retreat is planned for June which will continue this work.

#### Immigration Justice:

- It was determined that we needed to focus on housing and environmental justice first and get these two focus areas up and running solidly before focusing on a third area. A meeting with the congregants interested in immigration is scheduled for later this month to discuss other ways to be involved. One option is to plan immigration related events as special projects necessitated by current events. A second option is to specifically invite the people interested in immigration to the emerging racial justice work of the church.
- We continue to support the UUSC led efforts for congregants to volunteer at the Center for Victim's of Torture.
- Youth Cultural Exchange has expanded and continues to flourish.

**Updates:**

<b>Inform/Consult/ Approve</b>	<b>Item</b>	<b>Relevant Policy and Comments</b>
<b>Inform</b>	<b>Lessons Learned from Staff Transitions</b>	<p>I will share personal reflections and learnings with the Board of Trustees.</p>
<b>Consult</b>	<b>Sabbatical Request for Jan-March, 2014</b>	<p>Per my letter of agreement, any sabbatical time needs to be approved by the Board of Trustees a year in advance. Though this proposal is 8 months out, in my December 2012 board report, and again last month, I informed the board of my interest in taking a three month sabbatical in 2014.</p> <p>After discussion of this topic at last month's Board meeting, I have prepared a high level overview of what my professional development would like this during this time.</p> <p>Additionally, I would anticipate "checking in" with the Board in the fall to mutually share observations and reflections about the state of the church, and to discern if there are any areas that need significant and focused attention, in order to ensure a successful sabbatical leave.</p> <p>First, my professional development time would be shaped by feedback from my end of year evaluation by the Board of Trustees. Though my evaluation is primarily keyed to the Visionary Goals, I suspect that the evaluation will help me identify growing edges of my ministry and leadership where I can continue to develop as a manager, leader, supervisor, and ministry.</p> <p>I would incorporate such feedback into my professional development plan.</p>

		<p>Second, I would anticipate using some of my Sabbatical time to work with Susan Beaumont, a large church consultant and coach. I've worked with Susan before, and she was critical in helping me think through creating the "Minister of Program Life" position. (You can learn more about Susan Beaumont here: <a href="http://www.alban.org/consulting.aspx?id=2768">http://www.alban.org/consulting.aspx?id=2768</a>)</p> <p>Third, I would also anticipate being in very intentional conversation with many of my colleagues at large and growing Unitarian Universalist Churches to discover how they are staffing, leading, managing, and overseeing the day to day programmatic and administrative functioning of the church. I believe there is much to learn from my colleagues in growing, successful, large churches.</p> <p>Fourth, I would seek out book recommendations from both Susan Beaumont and colleagues, about how best to manage, lead, and oversee large church ministry.</p> <p>Fifth, I would deepen my spiritual practice. I would meet more frequently with a spiritual director, and deepen my own prayer life.</p> <p>Sixth, I have a stack of books I've been wanting to get to for a long time! Many of these books would inform and deepen my understanding of the racial justice work we're digging into. The other category of reading would be about church trends, and how to stay relevant and engaging as a faith community.</p> <p>Obviously, if the sabbatical were approved, I'd provide a more detailed overview of my professional development goals.</p> <p><i>Request:</i> I would like the Board to approve a 3 month sabbatical in the winter of 2014 (January, February, and March.)</p> <p><i>Basic Logistics:</i>          *Jen Crow would assume responsibility of meeting</p>
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		<p>with the Board, with the Pledge Team, and leading staff meetings.</p> <p>*I would do intensive work in the fall and early winter of 2013 with the pledge team, in order to ensure a successful pledge drive in 2014.</p> <p>*Preaching responsibilities would be covered by Ruth, Jen, Elaine, Terri Burnor (intern), and guest preachers.</p> <p>*Pastoral care duties would be covered by these ministers as well. In addition, we set aside money in the budget, pending approval, to hire guest preachers, and/or pastoral support.</p> <p><i>How is this a benefit to the church?</i>  As opposed to a 6 month sabbatical, I'd be gone for only 3 months. I'd return with a renewed spirit, recharged and more grounded, ready to help take the church into the next chapter of our shared ministry.</p> <p><i>Options for the Board:</i></p> <ol style="list-style-type: none"> <li>1) Approve sabbatical request.</li> <li>2) Deny sabbatical request.</li> <li>3) Request additional information from Sr. Minister before denying or approving sabbatical request.</li> </ol>
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## Integrated 1st U Monitoring Calendar

05/10/2013

Month	Policy	Method	Frequency
July	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes  Strategic plan (annual work plan)(GMT) Note: The Board/GMT needs to orient new Board members in July. Is that a “monitoring” issue?	Internal Internal Internal Internal  Internal	Monthly Monthly Monthly Quarterly <sup>1</sup>  Semiannual
August	Financial condition Attendance and membership numbers Staff and significant volunteer changes Financial plan (fourth quarter financials) (FMT)	Internal Internal Internal Internal	Monthly Monthly Monthly Quarterly
September	Financial condition Attendance and membership numbers Staff and significant volunteer changes Prior year financial condition;review/ audit(FMT) Staff and volunteer treatment(GMT) Staff grievance procedure(GMT)	Internal Internal Internal Internal  Direct inspection Direct inspection	Monthly Monthly Monthly Annual  Annual Annual
October	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes  Protection of assets (note FMT monitoring schedule is annual only)(FMT)  Investment and financial policies (FMT)	Internal Internal Internal Internal  Internal (should one be direct inspection?) Direct inspection	Monthly Monthly Monthly Quarterly  Semiannual  Annual
November	Financial condition Attendance and membership numbers Staff and significant volunteer changes Financial plan (first quarter financials) (FMT) Staff-volunteer grievances(GMT)	Internal Internal Internal Internal	Monthly Monthly Monthly Semiannual
December	Financial condition Attendance and membership numbers Staff and significant volunteer changes	Internal Internal Internal	Monthly Monthly Monthly

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<sup>1</sup> A more in-depth discussion of Ends outcomes to take place on quarterly basis

January	<p>Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes</p> <p>Strategic workplan(GMT) Review physical plant for capital improvements(FMT) RFP for audit/review(FMT)</p>	<p>Internal Internal Internal Internal</p> <p>Internal Direct Inspection?</p>	<p>Monthly Monthly Monthly Quarterly</p> <p>Semiannual Annual Annual</p>
February	<p>Financial condition Attendance and membership numbers Staff and significant volunteer changes Financial plan(second quarter financials) (FMT) Membership and attendance trends Staff compensation/benefits(GMT) Staff survey(GMT)</p>	<p>Internal Internal Internal Internal Internal Internal</p>	<p>Monthly Monthly Monthly Quarterly Semiannual Annual Annual</p>
March	<p>Financial condition Attendance and membership numbers Staff and significant volunteer changes 3-year financial plan/budget(FMT- NEW) Annual budget (FMT)</p>	<p>Internal Internal Internal Direct inspection Internal</p>	<p>Monthly Monthly Monthly Annual Annual</p>
April	<p>Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes</p> <p>Protection of assets (note FMT monitoring schedule is annual only)</p> <p>Financial review (audit/review) Congregational survey</p>	<p><b>Internal</b> Internal Internal Internal</p> <p><b>Internal (should one be direct inspection?)</b> <b>Internal</b> <b>Internal</b></p>	<p>Monthly Monthly Monthly Quarterly</p> <p>Semiannual Annual Annual</p>
May	<p>Financial condition Attendance and membership numbers Staff and significant volunteer changes Financial plan(third quarter financials)(FMT) Staff-volunteer grievances(GMT) Membership and attendance trends Ends outcomes review Note: The Board needs to approve budget in May. Is that a “monitoring” issue?</p>	<p><b>Internal</b> <b>Internal</b></p> <p><b>Internal</b> <b>Internal</b> <b>Internal</b> <b>Internal</b> <b>Internal</b></p>	<p>Monthly Monthly Monthly Quarterly Semiannual Semiannual Annual</p>



June	Financial condition Attendance and membership numbers Staff and significant volunteer changes	<b>Internal</b> Internal Internal	Monthly Monthly Monthly
	Other policies monitored	<b>As appropriate</b>	Semiannual
	Approved date		

Notes:

Financial condition = treasurer's report balance sheet

Staff and significant volunteer changes = additions, eliminations, or *changes (including staff changes in hours, duties, compensation and/or benefits)*

Ends outcomes = progress toward Ends

Financial plan = budget status/*quarterly financials*

Strategic plan = integrated work plan for church year

Membership = increase or decrease in membership

Staff and volunteer treatment = personnel and volunteer manuals; written grievance procedures

Grievance = number of filed grievances by staff or volunteers

Protection of physical and legal assets = review of all insurance policies, *intellectual property, corporate status, etc..*

Staff compensation and benefits = review of actual and goals

Three-year budget = three-year plan for income and expenditures

Audit/review = prepared by outside professional auditors

Other policies = policy document in total reviewed, board evaluation, etc.

**First Universalist Church  
Budget  
FY13-14**

**FOR CONGREGATIONAL REVIEW  
Updated 05/03**

		<b>FY12-13 Budget</b>	<b>FY12-13 Projection</b>	<b>FY13-14 Budget</b>	<b>FY13-14 Comments</b>
<b>OPERATING REVENUE</b>					
<b>OPERATING CONTRIBUTIONS</b>					
	Pledges	1,183,500	1,136,163	1,182,503	Pledges made as of 4/19 \$1,016K; outstanding pledges \$116K; \$25K new members; \$25K pledge events spring and fall 2013.
	Contingency for Unpaid Pledges	(35,500)	(51,654)	(59,125)	5% write offs.
	Pledges - Prior Year	-	9,036	-	None budgeted.
	Contributions	40,000	41,460	44,000	Misc unrestricted contributions.
	Offering Plate for Church	30,000	30,000	30,000	Church's portion of 70/30 split.
	Release of Restrictions	9,000	46,288	2,000	Cummins Fund for part time intern. FY12-13 included Marriage Equality project funding (not budgeted) fully offset in Congregational Care expenses and higher Cummins Fund coverage for full time intern.
<b>TOTAL OPERATING CONTRIBUTIONS</b>		<b>1,227,000</b>	<b>1,211,294</b>	<b>1,199,378</b>	
<b>FUNDRAISERS</b>					
	Habitat House	-	-	60,000	Greater Good Project: The House That Love Built. Fully offset in Program Expenses in Faith in Action.
	YCE	11,000	13,380	11,000	Fully offset by Program Expenses in Faith in Action
	Auction	26,000	36,210	36,000	Same as FY12-13.
	Other fundraisers	16,000	1,785	14,000	Art Auction, Concerts, Parents Night Out, Valentines Dance.
<b>TOTAL FUNDRAISERS</b>		<b>53,000</b>	<b>51,375</b>	<b>121,000</b>	
<b>DIVIDENDS &amp; INTEREST &amp; REALIZED GAIN/LOSS</b>					
	Reserve Account Div & Int	10,000	26,116	10,000	Same as FY12-13 budget.
	Realized Gain & Loss	-	(108)	-	Not budgeted.
	Don Carter Fund Div & Int	-	1,933	-	Not budgeted.
<b>TOTAL DIV &amp; INT and REALIZED G/L</b>		<b>10,000</b>	<b>27,940</b>	<b>10,000</b>	
<b>BUILDING USE</b>					
	Antenna Lease	11,450	12,096	12,144	T-Mobile year 5 of 5.
	Rental Income	28,600	13,601	11,600	No new rentals.
<b>TOTAL BUILDING USE</b>		<b>40,050</b>	<b>25,696</b>	<b>23,744</b>	
<b>MISCELLANEOUS</b>					
	Offering Plate for Community	70,000	60,000	70,000	70/30 split. Portion we give away.
	From Foundation	1,000	1,000	1,000	To cover admin for Foundation.
	Legacy Fund Distribution	4,000	4,000	4,000	4% of rolling average balance.
	Misc Funds and Other Donations	1,000	711	-	
	Hospitality	1,500	1,500	700	Donations.
	Bequests Unrestricted	-	-	-	
<b>TOTAL MISCELLANEOUS</b>		<b>77,500</b>	<b>67,212</b>	<b>75,700</b>	
<b>RELIGIOUS EDUCATION</b>					
	Contributions	-	700	500	
	Program Fees	54,875	44,996	55,075	Includes Chalice Camp \$2,000.
<b>TOTAL RELIGIOUS EDUCATION</b>		<b>54,875</b>	<b>45,696</b>	<b>55,575</b>	
<b>TOTAL OPERATING REVENUE</b>		<b>1,462,425</b>	<b>1,429,213</b>	<b>1,485,397</b>	

**First Universalist Church  
Budget  
FY13-14**

**FOR CONGREGATIONAL REVIEW  
Updated 05/03**

		FY12-13 Budget	FY12-13 Projection	FY13-14 Budget	FY13-14 Comments
<b>OPERATING EXPENSE</b>					
<b>MINISTERS</b>					
	Salaries and Benefits	303,890	301,750	299,629	Senior Minister cut in pay & Prof Exp; Director of Worship Arts increased hours; quarter time intern.
	Program Expenses	5,000	5,806	2,000	Sabbatical cost pending approval.
	<b>TOTAL MINISTERS</b>	<b>308,890</b>	<b>307,556</b>	<b>301,629</b>	
<b>WORSHIP</b>					
	Salaries and Benefits	58,944	48,907	49,559	
	Program Expenses	16,400	15,544	13,250	Less musician cost.
	<b>TOTAL WORSHIP</b>	<b>75,344</b>	<b>64,451</b>	<b>62,809</b>	
<b>CHILDREN YOUTH &amp; FAMILY MINISTRIES</b>					
	Salaries and Benefits	136,075	150,103	159,058	Market rate salary adjustments; more staff hours.
	Program Expenses	33,892	29,844	35,700	Higher supplies cost.
	<b>TOTAL CYF MINISTRIES</b>	<b>169,967</b>	<b>179,947</b>	<b>194,758</b>	
<b>CONGREGATIONAL CARE</b>					
	Salaries and Benefits	-	-	-	
	Program Expenses	6,450	23,418	4,800	Includes \$4,000 TRUST Offering Plate. FY12- 13 included costs for Marriage Equality project funded by grants.
	<b>TOTAL CONGREGATIONAL CARE</b>	<b>6,450</b>	<b>23,418</b>	<b>4,800</b>	
<b>ADULT MINISTRIES</b>					
	Salaries and Benefits	74,085	54,757	67,657	New hire Minister of Membership and Adult Ministries; FY12-13 savings due to part time Interim Director.
	Program Expenses	2,800	3,179	6,300	Includes relocation expenses.
	<b>TOTAL ADULT MINISTRIES</b>	<b>76,885</b>	<b>57,936</b>	<b>73,957</b>	
<b>MEMBERSHIP</b>					
	Salaries and Benefits	25,515	26,745	25,515	
	Program Expenses	17,300	15,587	15,400	
	<b>TOTAL MEMBERSHIP</b>	<b>42,815</b>	<b>42,332</b>	<b>40,915</b>	
<b>FAITH IN ACTION</b>					
	Salaries and Benefits	26,428	33,040	27,467	Director returned to 50% FTE.
	Program Expenses	22,000	21,060	73,000	Habitat House \$60K; YCE \$11K. Fully offset by revenues.
	<b>TOTAL FAITH IN ACTION</b>	<b>48,428</b>	<b>54,100</b>	<b>100,467</b>	
<b>UNITY LEADERSHIP</b>					
	Salaries and Benefits	-	8,454	-	Program canceled.
	Program Expenses	-	1,912	-	Program canceled.
	<b>TOTAL UNITY LEADERSHIP</b>	<b>-</b>	<b>10,365</b>	<b>-</b>	
<b>DENOMINATIONAL CONNECTIONS</b>					
	Program Dues UUA	20,000	20,000	20,000	\$8,000 thru Offering.
	Program Dues PSD	6,000	6,000	6,000	\$3,000 thru Offering.
	Scholarships	1,000	1,000	-	None in FY13-14.
	<b>TOTAL DENOMINATIONAL CONNECTIONS</b>	<b>27,000</b>	<b>27,000</b>	<b>26,000</b>	

**First Universalist Church  
Budget  
FY13-14**

**FOR CONGREGATIONAL REVIEW  
Updated 05/03**

		FY12-13 Budget	FY12-13 Projection	FY13-14 Budget	FY13-14 Comments
<b>COMMUNICATIONS</b>					
	Salaries and Benefits	36,519	38,583	50,621	Full time Manager with market rate salary increase.
	Program Expenses	11,100	8,598	7,100	Less printing costs.
<b>TOTAL COMMUNICATIONS</b>		<b>47,619</b>	<b>47,181</b>	<b>57,721</b>	
<b>FUNDRAISING</b>					
	Salaries and Benefits	-		-	
	Program Expenses	58,600	49,280	62,600	\$55K Offering to outside organizations other than UUA & PSD Dues; Pledge Drive \$4K; Planned Giving \$3K.
<b>TOTAL FUNDRAISING</b>		<b>58,600</b>	<b>49,280</b>	<b>62,600</b>	
<b>FINANCE/ADMINISTRATION</b>					
	Salaries and Benefits	230,479	163,971	219,664	FY12-13 Finance Assistant was temp labor shown in Expenses.
	Finance/Administration Expenses	100,988	185,350	90,571	FY12-13 includes Finance Assistant temp labor.
<b>TOTAL FINANCE/ADMINISTRATION</b>		<b>331,467</b>	<b>349,321</b>	<b>310,236</b>	No 401K for new hires; Prof Exp cut.
<b>FACILITIES</b>					
	Salaries and Benefits	95,172	93,023	87,010	Cut in custodial hours.
	Properties Expenses	173,788	160,657	162,495	Assumes mortgage refinanced at lower rate; conservatively estimating gas and electric and repairs and maintenance.
<b>TOTAL FACILITIES</b>		<b>268,960</b>	<b>253,680</b>	<b>249,505</b>	
<b>TOTAL OPERATING EXPENSE</b>		<b>1,462,425</b>	<b>1,466,567</b>	<b>1,485,397</b>	
<b>NET OPERATING INCOME (LOSS)</b>		<b>0</b>	<b>(37,354)</b>	<b>0</b>	Loss in FY12-13 funded by Reserves.

# First Universalist Church

## Capital Budget

### FY 13-14

First Universalist Church annually prepares a rolling five-year Capital Budget.

FY13-14, presented below, includes the highest priority items.

Area	Description	Amount
Atrium	Replace Atrium roof	10,000
Office	Partition two more offices (materials only)	4,000
Classrooms	Divide RE classroom in two (material only)	4,000
Furniture	Replace misc. items	2,000
Outside	Repair main entrance middle landing	4,000
Outside	Repair main entrance sidewalk	6,000
Plumbing	Inspect all underground plumbing from kitchen north and east to street with camera	2,000
Computer Systems	Computers and printers	5,000
Total		37,000

COLOR LEGEND
Safety Items
Maintenance Items
Improvements
Business Support

# **First Universalist – Finance Committee**

May 8, 2013 – Minutes

**Attendance:** Robinson, Riley, Rev Schroeder, Berg, and Bishop **Absent:** Ellwood

## **1. 2013–14 Budget – Consideration of Comments from Congregation**

The committee reviewed the comments from the Congregational budget meeting.

### **Changes Made Prior to Meeting**

Robinson stated that the Greater Good Project Habitat for Humanity Home was added to budget. That is a \$60,000 revenue with and off-setting \$60,000 expense. Same is true for the Youth Cultural Exchange which Robinson thought was around \$10,000.

### **Restoring Any Cuts**

The committee reviewed with Schroeder that all the department heads had participated in the recommendations for cuts from each department. Robinson asked the Committee if any funding should be reconsidered. The Committee felt that we were not in a position to second guess the cuts that were made. There was no recommendation to look at restoring any department funding.

### **Spending of Reserves**

The Committee agreed that the outcome of using reserves to fund the membership data base and financial review was basically the same as deficit spending. After some discussion the Committee decided to recommend to the board to add these expenditures to the budget versus taking directly out of the reserves. This would lead to a deficit budget but it appeared that the people attending the hearing would have preferred to have the total costs represented in the budget.

### **Capital Improvements – Short Term**

There was some discussion about the capital budget. The committee believed that not fixing the leaking roof seemed to be a mistake and that this should be funded as well from the general budget. There was some discussion about if we fund depreciation and how we take care of capital expenditures. Clarification will be needed from the new Operations Director. There was a question about the sidewalk repair in the Capital Budget. Schroeder was going to check with Van Epps.

### **Summary of Financial Recommendations**

Add to or (Subtract) from General Fund Budget

- Add \$10,000 for membership data based (reduced from \$15,000 placing more burden on existing staff to complete).
- Add \$4,000 for financial review (reduced from \$10,000 which was estimate before we had bids in hand).
- Subtract (\$5,000) estimated reduction in overall compensation for upcoming new hires.

- Add \$10,000 for roof repair.
- Net – \$19,000 deficit budget.

### **Additional Policy Recommendations**

After some discussion the Committee makes the following additional recommendations.

- Recommends that the board decide what its relationship is to the UUA and PSD. What is the minimum level of support that should be provided and create a plan to get to the level of giving.
- Recommends that the board address how we are going to start handling deferred maintenance and capital issues. This could be referred back to the Finance Committee.
- Recommends that an updated reserve policy be completed to give a framework and confidence to the congregation that we are not exhausting all of our reserves.

## **2. Discuss 2013–14 Budget Message**

There was some discussion on the overall budget message. All agreed that we need to talk about the cost to be a member. Robinson clarified that he made an error describing the pledge income. He said it should have read the bottom 25% of total pledge revenue comes from 67% of the pledge units with an average pledge of \$588.

Rev Schroeder generally was going to provide the summary he gave at the Budget meeting. Robinson was going to focus on some of the specifics and on what it takes to run the church financially per member and use other examples. Other items to include....let them know we are updating/creating reserve policy, other items as approved by the board.

There was some discussion about what to include in the budget for actuals. It was decided, at a minimum, to include the second quarter projections.

### **Review Financial Policy Interpretation**

Robinson stated that in reviewing the past year it would have been helpful to have had a better policy for when the board needed to be informed or when board need to approved changes in the approved budget.

There was limited discussion on the proposal laid out by Robinson. Generally, it included provisions for when the board needed to be informed or give approvals based on deviations from amounts budgeted in each line items or departments. Robinson started the conversation with a proposal that stated specific dollar amounts or percentages for when the board would be informed vs. approve a deviation. The committee members and staff will reflect on the proposal to be discussed in greater length at the next committee meeting. Generally, there appeared to be consensus.

## **3. Updates**

- **Financial Review** – Proposal will be available to review at the June meeting from KDV and Map for Non Profits
- **3<sup>rd</sup> Quarter Report – Financial Report** – A third quarter report will not be available until after the new Operation Director can work on the report. No date was given for when this may be completed.
- **Future Agenda Items – Planning for Next Year** – Robinson will Set-up meeting with Pledge and Planned Giving Team for next fall. Agenda for meeting to be reviewed at upcoming FMT meeting.