

First Universalist Church Board of Trustees
October 18, 2018
Board Packet

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First Universalist Church of Minneapolis

Board of Trustees Meeting

October 18, 2018

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 SCM report)
 - Spiritual reflection question (see SCM report)

II. Consent Agenda (6:50)

- Approval of minutes from August meeting.
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes
- CSM Report
- ***Important Dates:*** Please note these on your calendars:
 - **State of the Church, Sunday Feb. 10, 2019, 12:45 p.m.**
 - Congregational Budget meetings, Sunday April 28, 2019, 12:45 p.m. and Tuesday, April 30, 2019, at 6:30 p.m.
 - **Annual Meeting, followed by Board brunch, Sunday June 2, 2019, 11:30 a.m.**

III. Financial (7:00)

- A. Review of August 2018 results.
- B. Authorization to payoff mortgage.
- C. Cummins Ministerial Internship Fund update

IV. Grievance Policy (7:20)

The packet includes an excerpt from the GPH regarding the Board's grievance policy, which is mostly focused on complaints of the Board violating its own policies. It does not address complaints regarding how the ministers have carried out their responsibilities. We will discuss whether we need an additional policy to address such complaints and what the parameters of such a policy should be.

BREAK (7:40 – 7:50)

V. Congregational Covenant. (7:50)

The packet includes a copy of the Covenant of Right Relations that was approved by the Board in May 2015 but tabled at the 2015 annual meeting, as well as an excerpt from the GPH about the Board's covenant and an article from the UUA website about developing a covenant.

- A. Review and discussion of the Covenant itself.
 - a. Do we as a Board follow these guidelines?
 - b. Does the Covenant adequately address racial justice issues?
- B. Designing a process for engaging the congregation in developing a covenant.
 - What are the logistics of putting a process in place?

VI. Co-Minister Goals for 2018-19 (8:20)

The Board will move into executive session for an initial discussion of Co-Senior Minister goals for 2018-19.

VII. Adjournment (8:50)

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First Universalist Church of Minneapolis
Board of Trustees Meeting
September 20, 2018

Trustees and Ministers present: Bryana French, Keven Ambrus, Eric Cooperstein, Jen Crow, Lillie Pang, Richard Spratt, Cindy March, Christa Anders, Justin Schroeder, Kristin Siegesmund

Missing: Dick Niemiec

I. Call to Order

- a. Lighting of the Chalice
- b. Reading and reflection

II. Consent Agenda

- a. Approval of Minutes from August meeting
- b. Monitoring: Acceptance of attendance and membership numbers
- c. Monitoring: Acceptance of staff and significant volunteer changes
- d. Senior Co-Minister Report
- e. Senior Minister Report on the Visionary Goals, 2017 - 2018

APPROVED.

Please add these days to your calendar:

- State of the Church, Sunday Feb. 10, 2019, 12:45 p.m.
- Congregational Budget meetings, Sunday April 28, 2019, 12:45 p.m. and Tuesday, April 30, 2019, at 6:30 p.m.
- Annual Meeting, followed by Board brunch, Sunday June 2, 2019, 11:30 a.m.

III. Administration

- a. Sacred Solidarity

Our church participated in Sacred Solidarity two years ago; Rev. Schroeder wants to put together a team to participate this year (a description was included in the Board packet). Could be an opportunity to continue to learn from other congregations as well as a way to further communication between Faithful Action, RJT, the Board, and the Change Team.

Cindy Marsh is willing to be the Board representative. Kristin will think about it as well.

- b. Appointment of Suzann Wilhite as Chair of Nominating Committee

APPROVED.

- c. Needed: Board member to serve on Nominating Committee

Keven is willing to serve on the Nominating Committee.

- d. Needed: Board member to serve on Change Team

Originally was going to be 6 members – 2 Board members and 4 congregants. Karin Wille wants to stay on the Change Team but she is no longer on the Board. Right now, Richard is the only person of color on the Change Team. They meet Saturday morning. Lillie is willing to serve as well.

IV. Executive Session

V. Financial

- a. Review of 2018 Fiscal Year-End Results
- b. Financial Orientation for new and returning Board members

Final confirmation of numbers will be available after Brad and Kurt Erickson meet but at this point we are showing a \$30,000 surplus which is the result of Close the Gap and tight budgeting. July income and expenses are tracking as expected. Annual giving commitments for this year are at \$1,082,000. We are \$90,000 short of where we want to be and hope to make up \$50,000 when new members join over the course of the year. Adjustments to the budget will be made throughout the year to address anticipated income and expenses so that we can end the year as expected.

Capital campaign – stalled on our tuckpointing. The hold up is with permitting with the city. Still waiting on our permits. Hopefully they will start soon. Christa suggested contacting the church's City Council person.

Shir Tikvah – we are in a conversation with Shir Tikvah. Bruce Manning, President of their congregation, has been talking with Jen. We have a small team put together here to work on details. We have received some feedback both in support and not in support. One person concerned specifically about their position on Palestine. Some concerned about sharing space in general. Concerned about scheduling weddings and funerals and it is already challenging. Some people concerned about becoming one another, i.e. merging. Some people don't want our money to go to building a space for others. We need to get the message out that by doing this we do get more about what we want and that this is good for our long-term stability and sustainability. A FAQ was suggested. Jen is hoping that by January we have a sense of whether this is going to work or not. Two questions we need to have answered:

- Are there legal or financial ways to structure this?
- Are there ways for us physically to both be here?

Jen gave a high-level overview of the budget for the new board members.

VI. Grievance Policy

The meeting was adjourned at 8:45 pm.

September Attendance									
				2018					2017
Adults	9:30	10:00	11:15			9:30	10:00	11:15	
1st week		141		141			181		181
2nd week	313		230	543		252		298	550
3rd week	286		312	598		292		244	536
4th week	300		254	554		318		248	566
5th week	324		269	593					
Monthly Total	1223	141	1065	2429		862	181	790	1833
Average for September	305.75	141	266.25	485.8		287.33	181	263.33	458.25
RE	9:30	10:00	11:15			9:30	10:00	11:15	
1st week		24		24*			0		0*
2nd week	18		16	34*		22		8	30*
3rd week	251		193	444		259		206	465
4th week	246		256	502		242		189	431
5th week	226		179	405					
Monthly Total	741	24	644	1409		523	0	403	926
Average for September	185.25	24	161	281.8		174.33	0	134.33	231.5
Combined Average	491	165	427.25	767.6		461.67	181	397.67	689.75
Notes	*Labor Day weekend, child care only					*Labor Day weekend, child care only			
	*Multi-gen service: Water Communion					*Multi-gen service: Water Communion			

**2018 Statistical Report
September 2018
Board Meeting October 18, 2018**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL:

Paul and Linda Brady, St. Louis Park
Mark Caswell
Alison Helm
Cass Davis Jensen, Minneapolis
Pete Klein
Kristen Kobayashi
Sherry and Michael Merriam, Hopkins
Daff Nier, St. Paul
Sarah Thompson and Drew Rosielle, Minneapolis
Julia Skowronski, Minneapolis
Myra J. Woods, Minneapolis

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL:

Lowell and Norma Hammer - asked to be removed.

CHILDREN DEDICATED: 0

	To Date		End of Year Totals		
MEMBERS	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
(Fiscal Year)	4	66	109	54	58
TOTAL MEMBERS:	1038	1049	1,011	934	920

Total members as of the last meeting: 1038

To be added: 14
To be removed : 2
TOTAL MEMBERS: 1050

Opening Reflection (Jen and Justin will share a reflection and reflection questions at the meeting)

Monitoring Items:

Transitions in Staff and Volunteer Positions: We have several staff transitions and updates to report. Bree Matson, our Operations Managers, is leaving on October 19th. We have been in conversation with our Operation Team and Program Team, as we assess needs, re-imagine portfolios, and reporting structures. Based on these conversation, we are interviewing and planning to hire for these positions:

Events Coordinator. This is a 30 hour a week position. The Events Coordinator is responsible for all logistical coordination of our facility and events scheduling, planning, and support, ensuring that the values of the church are expressed through our facility, events, and our relationships with congregants, tenants, and the community. This position will report to our Communications Manager, Jenn Stromberg.

Receptionist and Administrative Support. This is 40 hour a week position that will be responsible for ensuring a welcoming and informed presence at the front desk during all open office hours at the church. This position will ensure the good working order and adequate supply of all office equipment and supplies and will also provide administrative (and back up) support to fellow staff members. This position will report to our Communications Manager, Jenn Stromberg.

Membership Data Coordinator. This is a 40 hour week position. Reporting directly to the Accounting Manager, the Membership Data Coordinator oversees the church database, and is responsible for ensuring the accuracy, integrity, and usability of all congregant data, including the tracking of all financial gifts. The Membership Data Coordinator ensures that all interactions with congregants include accurate information and works to resolve any discrepancies quickly and compassionately, ensuring that the values of the church are expressed through all interactions with congregants, staff, and community members. This position will report to our Accountant, Brad Schmidt.

Minister of Membership and Adult Ministries. In order to better distribute supervision responsibilities between the Sr. Co-Ministers, Rev. Elaine Aron Tenbrink will now be supervised by Rev. Schroeder.

General Updates

Sacred Solidarity Network:

The kick off retreat for the Sacred Solidarity Network was on Tuesday, October 16th. Congregants participating in Sacred Solidarity are Cindy Marsh, Kristin Siegesmund, Sheff, Jeff Snyder, Ben Miles, and Justin Schroeder.

Cummins Internship Update:

Internship Committee: Karin Wille and Bryana French have agreed to co-chair the Internship Committee. Lena Gardner and Ralph Wyman have also agreed to serve on the Internship Committee. We are working to identify 2 or 3 additional Committee members.

Funding: In addition to using funds from the Cummins Fund, we are also applying for a grant from the UUA to support this internship.

Annual Giving Update:

Our “All-In Check In” campaign was successful, as new annual gifts were recorded, as well as one time gifts; congregants also moved their giving from credit cards to checking accounts, and indicated they’d make their gift ongoing. The Annual Giving Team is working hard to close the gap in our budget. Specifically, the Annual Giving Team is seeking to cultivate the next generation of financial leaders, to replace a number of our top annual givers who have significantly reduced their giving (due to life circumstances.)

Financial Summary
Prepared by Rev. Jen Crow
October 15, 2018

Fiscal Year 2017-18

Due to staff turn over, it has not been possible to finalize our 2017/18 year-end numbers and complete our annual review in time to include that information in your Board packet. The year-end review is scheduled to take place the day of our Board meeting, and we plan to bring finalized year-end numbers to the Board meeting, with a report on our financial policies and procedures and our compliance with them soon after.

August 2018

August is typically a slower month for us financially, both in income and expenses. This year is no exception, with the one notable item being in rental income. Our large tenant, Southside Child Development Center paid their rent late, so you will see that our rental income number for August is lower than expected. The rent was paid, and we are on track for both income and expenses.

Capital Campaign Income and Expenses

Our donors continue to be incredibly generous, and timely, in payment of their Capital Campaign commitments. As of September 30, 2018, we have received \$2,036,000 in capital campaign gifts. After meeting our expenses, (including fundraising, architect fees, etc.) we have \$1,582,000 in Capital Campaign gifts in hand. A significant expense of roughly \$125,000 is anticipated as the tuckpointing and exterior repair work to the Sanctuary Building begins.

Our mortgage and line of credit currently totals roughly \$660,000, with annual operating expenses of roughly \$70,000. We recommend paying off the mortgage and line of credit in full immediately for the following reasons:

- We have over \$1.5 million in capital gifts sitting in checking and savings accounts earning very little interest.
- We are pausing to consider deeper collaboration with Shir Tikvah, and because of this pause we don't anticipate that major funds will be needed for construction and renovation until sometime in 2020.
- In December of 2020, our mortgage and line of credit will be due for refinancing, resulting in the negotiation of a new interest rate.
- When we apply for a construction loan (if needed), we will need to have an appraisal done. Should we wish to apply for a new mortgage at that time, the appraisal for the construction loan could be used for the mortgage, thereby consolidating costs.
- Paying off our mortgage would result in significant savings, which could also be understood as a 4.5% annual return on our investment of the capital campaign funds.

- After paying off the mortgage and line of credit, we will still have significant, easily accessible capital campaign funds available to us as needs arise.

Cummins Fund

The entirety of the Cummins Fund Investment Policy can be found here:

http://firstuniversalistchurch.org/wp-content/uploads/2014/02/First_U_Cummins_Investment_Policy_FINAL-APPROVED.pdf

The most relevant section of the policy for our current conversation reads as follows:

The fundraising goal for the initial establishment of the Fund is \$200,000 - with an ultimate goal of \$550,000. **Except as provided below, the annual payout shall be a maximum of 5% of the Fund's value, based on a 12 quarter trailing average of the market value of the Fund, with the 12th quarter ending on December 31st of the year prior to the church fiscal year in which the funds will be used.** However, during the first five years of the Fund or until the ultimate fundraising goal is achieved, the Trustees may elect a payout of 10% of the contributions received by the Fund during the calendar year prior to the fiscal year in which it will be used, instead of 5% of the Fund's value as described above. Payout amounts that are not used in the fiscal year for which they are intended may be carried forward to the following fiscal year for the purpose stated in Section I of these Policies.

Given that no funds from the Cummins Fund have been used for the last 3 years, the accumulated possible payout for the time period of December 2016-December 2018 is \$29,058.66. Significant funds were not used in prior years (2013-2016), and distributions from this period remain accessible as sources of internship funding, as well. The Senior Co-Ministers plan to utilize the Cummins Fund, in accordance with its stated distribution guidelines, to help fund the Ministerial Internship Program beginning in 2019.

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Summary
July to August 2018

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Last Year YTD Actual
Revenues				
Pledges	\$177,229.76	\$173,573.05	\$1,115,775.00	\$167,068.76
Contributions Unrestricted	\$3,452.09	\$26,850.02	\$161,100.00	\$9,352.54
Contributions Temp Restricted	\$0.00	\$0.00	\$0.00	\$0.00
Contrib Released from Restr	\$17,850.53	\$18,833.34	\$113,000.00	\$18,584.39
Fundraisers	\$298.89	\$5,666.68	\$34,000.00	\$900.00
Program Fees	\$481.60	\$166.66	\$1,000.00	\$0.00
Dividends & Interest	\$689.17	\$3,041.66	\$18,250.00	\$493.76
Rental Income	\$13,574.28	\$22,915.32	\$137,492.00	\$4,085.70
Realized Gains & Losses	\$604.47	\$0.00	\$0.00	(\$186.02)
Unrealized Gains & Losses	\$912.46	\$0.00	\$0.00	\$1,549.38
Other Income	\$105.00	\$555.50	\$3,333.00	\$10.00
Total Revenues	\$215,198.25	\$251,602.23	\$1,583,950.00	\$201,858.51
Expenses				
Salaries & Wages	\$137,254.32	\$142,932.00	\$857,592.00	\$125,610.72
Payroll Taxes	\$10,148.64	\$10,933.68	\$65,602.05	\$9,535.68
Employee Benefits				
Medical Insurance	\$14,507.50	\$14,925.18	\$89,551.00	\$11,924.74
Long Term Disability Insurance	\$0.00	\$175.00	\$1,050.00	\$0.00
Life Insurance	\$217.40	\$396.32	\$2,378.00	\$217.40
403(b)	\$12,125.55	\$12,491.18	\$74,947.00	\$11,042.30
Total Employee Benefits	\$26,850.45	\$27,987.68	\$167,926.00	\$23,184.44
Professional Expenses	\$1,552.88	\$4,499.98	\$27,000.00	\$1,219.69
Temporary Labor	\$3,574.00	\$3,676.03	\$32,300.00	\$2,381.00
Program Expenses	\$8,737.75	\$4,849.98	\$29,100.00	\$2,781.46
Miscellaneous Program Expenses	\$3,752.65	\$5,141.66	\$30,850.00	\$1,400.00
Membership Program Expenses	\$941.58	\$1,883.32	\$11,300.00	\$1,397.53
Fundraising Expenses	\$0.00	\$833.32	\$5,000.00	\$0.00
Administrative Expenses	\$13,072.75	\$14,041.66	\$84,250.00	\$11,655.40
Miscellaneous Expenses	\$105.27	\$1,033.34	\$6,200.00	\$1,200.92
Insurance	\$4,562.22	\$3,750.00	\$22,500.00	\$4,620.02
Dues & Memberships	\$0.00	\$7,533.76	\$45,202.50	\$0.00
Utilities	\$9,818.75	\$7,747.44	\$54,000.00	\$8,189.68
Repairs & Maintenance	\$3,324.74	\$3,716.68	\$22,300.00	\$1,841.04
Other Building Related Expense	\$16,013.67	\$19,994.12	\$129,144.00	\$12,375.90
Offering Plate for Community	\$6,428.41	\$5,000.00	\$30,000.00	\$1,188.78
Other Charitable Contributions	\$3,587.76	\$833.34	\$5,000.00	\$14,330.61
Total Expenses	\$249,725.84	\$266,387.99	\$1,625,266.55	\$222,912.87
Net Total	(\$34,527.59)	(\$14,785.76)	(\$41,316.55)	(\$21,054.36)

First Universalist Church of Minneapolis
Balance Sheet
August 2018

Headings and Account

Current Balance (This Year)

Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	\$	1,051,073.02
Total Cash & Cash Equivalents	\$	1,051,073.02
Investments		
Schwab- Church Operating	\$	587,395.14
Schwab - Church Reserve	\$	336,750.43
Schwab - Don Carter & Mary Carter	\$	80,303.73
Schwab- Legacy Fund	\$	845,821.85
Schwab - Temporarily Restricted	\$	125,033.42
Thrivent Mutual Funds	\$	10,733.84
Total Investments	\$	1,986,038.41
Cash & Cash Equiv - Foundation		
Sunrise Bank - Foundation	\$	11,220.46
Total Cash & Cash Equiv - Foundation	\$	11,220.46
Investments - Foundation		
Schwab - Foundation	\$	1,670,771.06
Total Investments - Foundation	\$	1,670,771.06
Total Current Assets		\$ 4,719,102.95
Other Current Assets		
Other Current Assets		
Mortgage Escrow Deposits	\$	5,348.04
Prepaid Expenses	\$	8,160.48
Prepaid Loan Expenses	\$	3,730.90
Prepaid Medical Insurance	\$	19,495.49
Total Other Current Assets	\$	36,734.91
Total Other Current Assets		\$ 36,734.91
Fixed Assets		
Fixed Assets		
Fixed Assets	\$	1,666,636.05
Total Fixed Assets	\$	1,666,636.05
Total Fixed Assets		\$ 1,666,636.05
Total Assets		\$ 6,422,473.91

Liabilities & Equity			
Current Liabilities			
Accounts Payable			
Accounts Payable	\$	35,013.70	
Total Accounts Payable	\$	35,013.70	
Total Current Liabilities			\$ 35,013.70
Other Current Liabilities/Long-Term Liabilities			
Benefits Payable	\$	2,104.57	
Accrued Expenses	\$	15,735.31	
Deferred Revenue	\$	23,165.51	
Misc Other Liabilities	\$	13,000.00	
Line of Credit Advance Payble	\$	110,553.18	
Mortgage Payable	\$	548,532.72	
Total Other Current/Long-Term Liabilities	\$	713,091.29	
Total Other Current/Long-Term Liabilities			\$ 713,091.29
Total Liabilities & Equity			\$ 748,104.99
Fund Principal and Excess Cash Received			
Fund Principal			
Undesignated Net Assets/Equity			
Church Equity	\$	2,384,117.75	
Total Undesignated Net Assets/Equity	\$	2,384,117.75	
Board Restricted Net Assets			
Contingency Reserve	\$	271,109.21	
Legacy Fund	\$	898,166.26	
Memorials	\$	6,781.88	
Total Board Restricted Net Assets	\$	1,176,057.35	
Temp Restricted Net Assets			
Capital Campaign Fund	\$	1,565,324.56	
Cummins Ministerial Fund	\$	225,671.70	
Miscellaneous Funds	\$	117,836.84	
Total Temp Restricted Net Assets	\$	1,908,833.10	
Permanently Restricted			
Don Carter Endowment	\$	62,195.86	
M E Carter Endowment	\$	16,508.51	
Total Permanently Restricted	\$	78,704.37	
Total Fund Principal	\$	5,547,712.57	
Excess Cash Received			
Excess Cash Received	\$	126,656.35	
Total Excess Cash Received	\$	126,656.35	
Total Fund Principal and Excess Cash Received			\$ 5,674,368.92
Total Liabilities & Equity, Fund Principal, & Restricted Funds			\$ 6,422,473.91

Capital Campaign 2016-2017 Budget Breakdown (As of 9/30/2018)

Division	Budget	\$	Remaining Budget
Revenue			
Donations/Legacy Fund Transfer	\$ 6,400,000.00	\$ 2,035,923.03	\$ (4,364,076.97)
Expense			
Consultants	\$ 230,000.00	\$ 229,030.00	\$ 970.00
Printing/Supplies	\$ 8,000.00	\$ 8,000.00	\$ -
Launch Event	\$ 30,000.00	\$ 52,689.09	\$ (22,689.09)
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
Total Budget	\$ 295,000.00	\$ 291,719.09	
Remaining Budget	\$ 3,280.91		
Projects			
Full Compass Hearing Assist	\$ 3,664.34		
Architect Fee	\$ 93,383.22		
Staff Salaries	\$ 54,734.98		
Misc. Fees	\$ 1,915.38		
Consultant	\$ 2,500.00		
Fire Alarm Control Panel	\$ 6,000.00		
	\$ 162,197.92		
Total Loan from Legacy Fund	\$ -		
Net Income	\$ 1,582,006.02		

First Universalist Church
Cummins Fund Temporarily Restricted

	July	August	September	Total	October	November	December	Total	January	February	March	Total	April	May	June	Total
2013-2014																
Cummins Fund Balance	\$ 158,636.47	\$ 163,528.57	\$ 160,890.96	\$ 483,056.00	\$ 165,953.09	\$ 169,648.33	\$ 171,316.05	\$ 506,917.47	\$ 171,889.43	\$ 170,844.97	\$ 177,273.57	\$ 520,007.97	\$ 177,248.34	\$ 176,685.79	\$ 179,771.83	\$ 533,705.96
Interest	\$ 187.03	\$ 119.10	\$ 292.16	\$ 598.29	\$ 111.22	\$ 464.38	\$ -	\$ 575.60	\$ 77.89	\$ 93.36	\$ (55.32)	\$ 115.93	\$ 96.28	\$ 115.57	\$ 261.62	\$ 473.47
Unrealized	\$ 4,705.07	\$ (2,756.71)	\$ 5,109.91	\$ 7,058.27	\$ 3,802.59	\$ 1,104.97	\$ -	\$ 4,907.56	\$ (895.73)	\$ 4,852.63	\$ 221.72	\$ 4,178.62	\$ (432.19)	\$ 2,157.94	\$ 2,677.13	\$ 4,402.88
Donation/Payout	\$ -	\$ -	\$ (339.94)	\$ (339.94)	\$ (218.57)	\$ 98.37	\$ 573.38	\$ 453.18	\$ (226.62)	\$ 1,482.61	\$ (191.63)	\$ 1,064.36	\$ (226.64)	\$ 812.53	\$ 891.23	\$ 1,477.12
Total	\$ 163,528.57	\$ 160,890.96	\$ 165,953.09	\$ 490,372.62	\$ 169,648.33	\$ 171,316.05	\$ 171,889.43	\$ 512,853.81	\$ 170,844.97	\$ 177,273.57	\$ 177,248.34	\$ 525,366.88	\$ 176,685.79	\$ 179,771.83	\$ 183,601.81	\$ 540,059.43
Average				\$ 163,457.54				\$ 170,951.27				\$ 175,122.29				\$ 180,019.81
2014-2015																
Cummins Fund Balance	\$ 183,601.81	\$ 180,573.34	\$ 184,170.07	\$ 548,345.22	\$ 179,929.09	\$ 181,837.97	\$ 183,560.00	\$ 545,327.06	\$ 182,851.13	\$ 181,256.01	\$ 187,310.86	\$ 551,418.00	\$ 186,314.33	\$ 188,709.00	\$ 188,729.35	\$ 563,752.68
Interest	\$ 165.00	\$ 103.30	\$ 320.75	\$ 589.05	\$ 92.82	\$ 869.70	\$ 5,745.93	\$ 6,708.45	\$ 91.18	\$ 88.20	\$ 183.10	\$ 362.48	\$ 98.71	\$ 103.83	\$ 287.04	\$ 489.58
Unrealized	\$ (3,193.47)	\$ 3,493.43	\$ (4,561.73)	\$ (4,261.77)	\$ 1,816.06	\$ 852.33	\$ (7,454.80)	\$ (4,786.41)	\$ (1,686.30)	\$ 5,966.65	\$ (1,179.63)	\$ 3,100.72	\$ 2,295.96	\$ (83.48)	\$ (2,839.44)	\$ (626.96)
Donation/Payout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 180,573.34	\$ 184,170.07	\$ 179,929.09	\$ 544,672.50	\$ 181,837.97	\$ 183,560.00	\$ 182,851.13	\$ 548,249.10	\$ 181,256.01	\$ 187,310.86	\$ 186,314.33	\$ 554,881.20	\$ 188,709.00	\$ 188,729.35	\$ 186,176.95	\$ 563,615.30
Average				\$ 181,557.50				\$ 182,749.70				\$ 184,960.40				\$ 187,871.77
2015-2016																
Cummins Fund Balance	\$ 186,176.95	\$ 185,627.39	\$ 178,855.06	\$ 550,659.40	\$ 174,991.75	\$ 182,329.86	\$ 181,937.26	\$ 539,258.87	\$ 179,503.71	\$ 173,494.33	\$ 173,450.19	\$ 526,448.23	\$ 182,126.42	\$ 184,629.78	\$ 185,008.61	\$ 551,764.81
Interest	\$ 194.72	\$ 99.53	\$ 271.86	\$ 566.11	\$ 181.31	\$ 197.74	\$ 3,846.04	\$ 4,225.09	\$ 79.44	\$ 80.34	\$ 221.45	\$ 381.23	\$ 96.85	\$ 110.44	\$ 271.08	\$ 478.37
Unrealized	\$ (744.28)	\$ (6,871.86)	\$ (4,135.17)	\$ (11,751.31)	\$ 7,156.80	\$ (640.34)	\$ (7,279.59)	\$ (763.13)	\$ (6,088.82)	\$ (124.48)	\$ 8,454.78	\$ 2,241.48	\$ 2,406.51	\$ 268.39	\$ (28.32)	\$ 2,646.58
Donation/Payout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 1,050.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 185,627.39	\$ 178,855.06	\$ 174,991.75	\$ 539,474.20	\$ 182,329.86	\$ 181,937.26	\$ 179,503.71	\$ 543,770.83	\$ 173,494.33	\$ 173,450.19	\$ 182,126.42	\$ 529,070.94	\$ 184,629.78	\$ 185,008.61	\$ 185,251.37	\$ 554,889.76
Average				\$ 179,824.73				\$ 181,256.94				\$ 176,356.98				\$ 184,963.25
2016-2017																
Cummins Fund Balance	\$ 185,251.37	\$ 190,333.74	\$ 191,110.75	\$ 566,695.86	\$ 191,568.12	\$ 188,891.27	\$ 191,813.37	\$ 572,272.76	\$ 193,973.85	\$ 196,583.42	\$ 199,881.35	\$ 590,438.62	\$ 200,891.50	\$ 202,667.04	\$ 204,250.02	\$ 607,808.56
Interest	\$ 124.27	\$ 98.83	\$ 202.28	\$ 425.38	\$ 107.69	\$ 517.06	\$ 2,354.47	\$ 2,979.22	\$ 108.64	\$ 94.40	\$ 213.14	\$ 416.18	\$ 83.09	\$ 84.81	\$ 213.09	\$ 380.99
Unrealized	\$ 4,958.10	\$ 678.18	\$ 255.09	\$ 5,891.37	\$ (2,884.54)	\$ 2,405.04	\$ (193.99)	\$ (673.49)	\$ 2,500.93	\$ 3,203.53	\$ 797.01	\$ 6,501.47	\$ 1,692.45	\$ 1,498.17	\$ 920.81	\$ 4,111.43
Donation/Payout	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 190,333.74	\$ 191,110.75	\$ 191,568.12	\$ 573,012.61	\$ 188,891.27	\$ 191,813.37	\$ 193,973.85	\$ 574,678.49	\$ 196,583.42	\$ 199,881.35	\$ 200,891.50	\$ 597,356.27	\$ 202,667.04	\$ 204,250.02	\$ 205,383.92	\$ 612,300.98
Average				\$ 191,004.20				\$ 191,559.50				\$ 199,118.76				\$ 204,100.33
								5% Payout:	\$ 9,155.20							
2017-2018																
Cummins Fund Balance	\$ 205,383.92	\$ 208,004.66	\$ 208,164.92	\$ 621,553.50	\$ 211,182.90	\$ 213,098.00	\$ 215,634.64	\$ 639,915.54	\$ 222,522.13	\$ 227,449.04	\$ 222,008.09	\$ 671,979.26	\$ 221,372.65	\$ 220,944.28	\$ 222,404.70	\$ 664,721.63
Interest	\$ 103.74	\$ 94.84	\$ 184.38	\$ 382.96	\$ 99.62	\$ 655.57	\$ 3,805.84	\$ 4,561.03	\$ 99.10	\$ 91.08	\$ 183.59	\$ 373.77	\$ 103.61	\$ 98.56	\$ 163.55	\$ 365.72
Unrealized	\$ 2,517.00	\$ 65.42	\$ 2,833.60	\$ 5,416.02	\$ 1,815.48	\$ 1,881.07	\$ (2,078.71)	\$ 1,617.84	\$ 4,827.81	\$ (5,532.03)	\$ (819.03)	\$ (1,523.25)	\$ (531.98)	\$ 1,361.86	\$ (635.41)	\$ 194.47
Donation/Payout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,160.36	\$ 5,160.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 208,004.66	\$ 208,164.92	\$ 211,182.90	\$ 627,352.48	\$ 213,098.00	\$ 215,634.64	\$ 222,522.13	\$ 651,254.77	\$ 227,449.04	\$ 222,008.09	\$ 221,372.65	\$ 670,829.78	\$ 220,944.28	\$ 222,404.70	\$ 221,932.84	\$ 665,281.82
Average				\$ 209,117.49				\$ 217,084.92				\$ 223,609.93				\$ 221,760.61
								5% Payout:	\$ 9,613.41							
2018-2019																
Cummins Fund Balance	\$ 221,932.84	\$ 224,450.26	\$ 225,671.70	\$ 672,054.80	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10
Interest	\$ 153.81	\$ 103.54		\$ 257.35				\$ -				\$ -				\$ -
Unrealized	\$ 2,363.61	\$ 1,117.90		\$ 3,481.51				\$ -				\$ -				\$ -
Donation/Payout	\$ -	\$ -		\$ -				\$ -				\$ -				\$ -
Total	\$ 224,450.26	\$ 225,671.70	\$ 225,671.70	\$ 675,793.66	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10	\$ 225,671.70	\$ 225,671.70	\$ 225,671.70	\$ 677,015.10
Average				\$ 225,264.55				\$ 225,671.70				\$ 225,671.70				\$ 225,671.70
								5% Payout:	\$ 10,290.05							

First Universalist Church of Minneapolis Governing Policies Handbook

- 3.4.1.5. Disclose, at the earliest practicable opportunity, to the other members of the Board that a conflict of interest may exist and the nature of the conflict; and
- 3.4.1.6. Abstain from voting on any matters for which there is or may be a conflict unless the other Board members present when a vote is being taken unanimously agree to waive the conflict and authorize the Board member to vote notwithstanding the conflict.
- 3.4.1.7. The secretary will record in the minutes the disclosure of a conflict by any Board member, and whether or not a Board member then abstains from voting.

3.4.2. Authority

- 3.4.2.1. Individual trustees may not attempt to exercise authority over the Church. The Board will speak with one voice through its adopted policies.
- 3.4.2.2. Trustees' interaction with the Senior Minister or staff must recognize the lack of authority in any individual trustee or subgroup (e.g., committee or task force) of trustees.
- 3.4.2.3. Trustees' interaction with the public, media or other entities must recognize the same limitation and the similar inability of any trustee, except the president, to speak for the Board.
- 3.4.2.4. Trustees are encouraged to continually self-monitor their individual performance as trustees against policies, against the qualifications listed in the current trustee position description, and against any other current Board evaluation tools.
- 3.4.2.5.
- 3.4.2.6. Trustees are encouraged to participate as individuals in volunteer committees, teams or task forces, but all authority and accountability of such groups, as far as the Board is concerned, is considered the authority and accountability of the Senior Minister.

3.4.3. Board Covenant

Seeking to embody our religious principles and to create a culture in which all are encouraged to participate fully, we as Board members covenant to:

- 3.4.3.1. Promote and maintain a trusting, safe and fun environment in which we all are empowered to utilize our strengths and speak our truths, including hard truths, in the service of the congregation's mission and end statements.

First Universalist Church of Minneapolis Governing Policies Handbook

- 3.4.3.2. Seek out, encourage, celebrate and welcome diversity among Board members.
- 3.4.3.3. Welcome and build relationships with all Board members, actively including all new Board members.
- 3.4.3.4. Actively participate in the Board's and congregation's decision-making process, respecting the outcome when appropriate process has been followed.
- 3.4.3.5. Communicate Board decisions with one voice once a decision has been made, maintaining appropriate confidentiality regarding individual positions and comments on issues.
- 3.4.3.6. Follow all appropriate policies and procedures when in disagreement with a decision of the Board.
- 3.4.3.7. Remain in community through conflict and the work towards resolution.
- 3.4.3.8. Hold ourselves and each other accountable to our commitments.
- 3.4.3.9. Express genuine appreciation to all Board members for their commitment of time, energy and effort.
- 3.4.3.10. Be supportive of Board members' needs for self-care and step up, when possible, to take on responsibilities to balance the load.
- 3.4.3.11. Be open to new ideas and to new ways of doing things, including a commitment to change our position on issues.
- 3.4.3.12. Be knowledgeable about the congregation's bylaws, policies and procedures and actively seek means to align the congregation's governance with its mission and visionary goals.
- 3.4.3.13. Remember, always, that no one is perfect, that everyone makes mistakes.
- 3.4.3.14. Honor the sacred nature of our time together, our covenant and our shared purpose by illuminating and promoting the hopeful, helpful and enjoyable ways we can engage in the work of this Church together.

3.5. Committee Principles

First Universalist Church of Minneapolis Governing Policies Handbook

The Board may establish standing or temporary committees to help carry out its responsibilities.

This policy applies only to committees that are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Senior Minister.

3.5.1. Purposes

- 3.5.1.1. Committees will assist the Board chiefly by preparing policy and/or assessing policy alternatives, recommendations, implications and outcomes for Board deliberation.
- 3.5.1.2. Committees will be used only when other methods have been deemed inadequate so as to minimally interfere with or confuse the wholeness of the Board's job.

3.5.2. Authority

- 3.5.2.1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Senior Minister.

3.5.3. Staff Relationship

- 3.5.3.1. Board committees are to help the Board do its job, not to interfere with the staff doing its job.
- 3.5.3.2. Board committees cannot exercise authority over staff and, in keeping with the Board's focus on the future, Board committees generally will not have direct dealings with current staff operations.
- 3.5.3.3. Further, the Board will not impede its direct delegation to the Senior Minister by requiring approval of a Board committee before a Senior Minister action. The Senior Minister works for the Board, never for a Board committee or officer. However, nothing shall prevent the Board from requiring a recommendation from a Board committee before taking action as a Board.

3.6. Grievance Policy

It is the intent of the Board to be responsive to staff and the congregation, but it is not the function of the Board to resolve complaints or grievances that are not directly related to the Board's policy-making and policy-monitoring functions.

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When individual Board members receive complaints about Board policies or violations of Board policy from members of the congregation, the following guidelines will be followed.

3.6.1. Complaints about Board Policies

- 3.6.1.1. Complaints concerning GPH or other Board policies shall be handled in accordance with the Church's mission and visionary goals, which encourages direct and open communications. Such matters brought to the Board's attention will be welcomed for consideration in on-going revisions to these policies.
- 3.6.1.2. If as part of a complaint a request for Board action is received, the complaint will be communicated to both Board members and the Senior Minister. After discussion with the Senior Minister, the Board will determine if a policy change is required. If not required, the Board will resolve the matter directly with the initiator.
- 3.6.1.3. If the Board determines that a policy change is required, the Board will make the required change and communicate the resolution to the initiator.

3.6.2. Complaints about Violations of Policy

- 3.6.2.1. If an individual believes a policy is being violated by staff or the Senior Minister, s/he should first discuss it directly with the appropriate staff or Senior Minister. If this is not possible or if the issue is not resolved by staff or the Senior Minister, it may be brought to the president or vice president for consideration by the Board. The Board will resolve the issue as appropriate, which may include clarifying policy or taking disciplinary action. The Board will communicate its resolution of the complaint to the initiator.

4. Board-Senior Minister Relationship Policies

The policies in this section address how authority is delegated to the Senior Minister and how the Board and Senior Minister should work together.

4.1. Delegation to the Senior Minister

The Board's job is generally confined to establishing topmost policies, leaving implementation and subsidiary policy development to the Senior Minister.

All Board authority delegated to staff is delegated through the Senior Minister, so that all authority and accountability of staff can be phrased, insofar as the Board is concerned, as authority and accountability of the Senior Minister. The Senior

Board Policy on Congregant Grievances Against Staff

(draft October 14, 2018)

Introduction. In 20___, the Board of Trustees adopted a model of Board and Church governance called Policy Governance (a variation of Carver non-profit governance principles). In short, Policy Governance flows from the concept that the Board of Trustees and Staff have separate roles and responsibilities and that the Church operates best when the Board and Staff respect each other's boundaries. The Board is responsible for fiduciary oversight of the Church, strategic decisions and direction, and supervision of the staff through monitoring and evaluation of the Co-Senior Ministers (CSMs). The CSMs are responsible for carrying out programs and policies that serve the execution of the Church's four visionary goals regarding worship, welcoming, racial and social justice, and education.

Limited Grievance Policy. Addressing disputes between congregants or between congregants and staff falls squarely within the authority and discretion of the CSMs. As a general rule, the Board of Trustees will not intercede or evaluate the decisions of the CSMs regarding congregant disputes with other congregants, the administration of Church programs, or the conduct of staff and volunteers. The Board of Trustees will consider congregant grievances about such issues only when:

- There is clear evidence that a CSM has engaged in an inappropriate romantic or financial relationship with a congregant;
- There is clear evidence that a CSM has engaged in serious criminal conduct, except for civil disobedience;
- There is clear evidence that a CSM has misused Church funds for his or her own benefit or for the benefit of a third party; or
- _____.

A congregant may provide information about misconduct in any one of these categories to any currently-serving member of the Board of Trustees. The Board shall then undertake

such evaluation or investigation as it deems appropriate. The Board may choose to conduct any evaluation or investigation in confidence and take such actions, if any, that it deems appropriate. The Board shall only be required to disclose the results of its evaluation and investigation in the event that the Board finds misconduct that the Board reasonably believes may lead to the Congregation's removal of a CSM as provided in the Church's bylaws.

All other grievances or complaints identified by Congregants and brought to the Board's attention that lie outside of the categories set forth above will be referred back to the CSMs for consideration.

First Universalist Church Covenant of Right Relations

May 11, 2015

As congregants and staff of First Universalist Church, we interact and work together in ways that exemplify our spiritual values and honor our Unitarian Universalist principles as we strive to fulfill our mission and achieve our visionary goals. We abide by the policies of the Church and maintain a community of safety, security, and trust. We seek to work together in ways that help all contribute to our common vision and feel respected within our community. We share a collective commitment to analysis of racism and white privilege, and establish accountable, responsible and inclusive relationships with our entire community. We use this covenant as a framework for right relationships with others as we work outside our walls in the larger community.

We welcome, affirm, and protect the light in each human heart, creating a culture of mutual respect, trust, and care. We:

- Act with kindness and compassion toward one another.
- Treat each other with respect, even in times of confusion, misunderstanding, or disagreement.
- Work together to clarify and understand our own roles and to respect the roles and responsibilities of others.
- Actively listen to one another with openness and a desire for genuine understanding.

We communicate constructively demonstrating clarity, candor, and kindness. We:

- Share our own views with openness and tact.
- Offer generous thanks and encouragement, thoughtful criticism, and constructive options, as appropriate.
- Speak directly to others when we have concerns.
- Avoid gossiping.
- Assume positive intent on the part of each individual.
- Deal with complex, awkward and difficult to resolve issues to the best of our ability.

We make thoughtful, wise, and sound decisions. We:

- Commit to examining where white privilege and racism may be informing our interactions, discussions, and decisions, and to discerning what a decision made from a racial justice lens would look like.
- Seek out reliable information, consider alternative viewpoints, contemplate intended and unintended consequences, and use critical thinking.
- Understand that not all decisions within the church are consensus decisions; some may be staff decisions and/or the decisions of elected or appointed groups.
- Strive for transparency in decision-making.
- Communicate and respect the stated process for coming to closure.

We recognize that we will sometimes fall short, failing to do and be all that we would wish. We:

- Acknowledge our own mistakes.
- Stay engaged in the process of reconciliation with each other.
- Practice forgiveness and begin again in love.

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Donate now (https://giving.uua.org/disaster-aid?utm_source=banner&utm_medium=uua.org&utm_campaign=disaster%20relief) .

CREATING CONGREGATIONAL COVENANTS

General Assembly 2008 (<https://www.uua.org/ga/past/2008/index.shtml>) Event 3035

Presenters: Eunice Milton Benton, Connie Goodbread

What is a congregational covenant? Eunice Benton, District Executive of the Mid-South District, and Connie Goodbread, Program Consultant for the Florida District, answered this question, and gave some tips for creating a congregational covenant.

"It's about making respectful behavior the norm," said Benton, describing a congregational covenant in plain language. "It's about good manners, what your momma taught you when you were small.... It's about valuing your religious community."

Benton added, "It's a good investment" in helping maintain the individuals and the whole community.

"We've struggled with this word [covenant] for a long time," said Goodbread. "Why is this so?" Because Unitarian Universalists come out of the Abrahamic religious traditions, the idea of covenant can be traced back to the story of Abraham and Isaac in the Hebrew Bible. "We don't like this story," she said, because Abraham offers to sacrifice his son Isaac to Yahweh in order to maintain the covenant with Yahweh. "We don't want to be submissive in this way," she said.

But the definition of covenant has changed considerably in the thousands of years since the Hebrew Bible was written. Goodbread said that Unitarian Universalists directly inherit the definition of covenant set forth in *The Cambridge Platform*, a document drawn up by Puritans in Massachusetts in 1648. *The Cambridge Platform* (<https://www.uua.org/publications/skinnerhouse/browseskinners/titles/93746.shtml>) is available in a contemporary reader's edition through the Unitarian Universalist Association bookstore.

"The piece we understand completely," said Goodbread, speaking of the definition of covenant set forth in the Cambridge Platform, "is that you're not the boss of me." But the Cambridge Platform also defined covenant to include promises for mutual support. Goodbread said that means that covenant also means "We are all in this together, building a better world."

Today, Unitarian Universalists also understand covenant to mean that each Unitarian Universalist congregation is in covenant with all other Unitarian Universalist congregations. The Principles and Purposes of the bylaws of the Unitarian Universalist Association (UUA) explicitly state this, according to Goodbread.

"Covenant is a promise, not a statement of belief," Goodbread said. Unfortunately, the children's versions of the UUA Principles and Purposes often begin with the statement "We believe...", but this is incorrect wording which tends to make the Principles and Purposes sound like a creed. Instead, the Principles and Purposes are "a spiritual path we try to follow," according to Goodbread, "and when we fail to live up to them, we beg forgiveness and begin again."

After defining covenant, Benton and Goodbread then turned tips for implementing a covenant in a local congregation. Benton suggested that the first step to implementing a congregation-wide covenant is to begin by implementing a covenant among church leaders, specifically the governing board and staff. She suggested that church leadership start by naming "common values." She said that it is important to come to a common understanding of values, before putting a covenant into writing.

"A board and staff can practice and maintain a covenant," Goodbread said, setting an example for the rest of the congregation. Goodbread said that it is important to include newcomers who join the board or staff after a written covenant is implemented. "Read the covenant together regularly," she said.

Both Goodbread and Benton emphasized that establishing cultural norms takes time. Congregational leadership has to understand and practice covenant before the whole congregation can do it. "It ain't the finished document," said Benton. "It's the talking about it and the practicing it."

"This is a sacred document," Benton added. "Talk about it as new folks come join your congregation." Revisit a written covenant every five years or so, to be sure it still applies to the congregation.

After the congregational leadership has worked on establishing a covenant for a time, the rest of the congregation can be included in the process. Benton said that congregations should expect the whole process to take plenty of time. "People may feel that this is just a document to beat them over the head with, and that is not the point," she said. "Take time to do this."

Reported by Dan Harper; edited by Jone Johnson Lewis.

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**UUA GENERAL ASSEMBLY**

Workshops and presentations at General Assembly (<https://www.uua.org/ga>) (GA), the annual meeting of the Unitarian Universalist Association (UUA), have been provided by a variety of organizations and staff groups over the course of several decades. Not all presentations have been reviewed for accuracy or timeliness.

Use the breadcrumbs at the top of the page to explore the latest on this topic from the UUA.

Find more GA presentations (<https://www.uua.org/branding/general-assembly-presentations>) .