

First Universalist Church Board of Trustees  
October 26, 2023  
Board Packet

Table of Contents

Oct. Board Meeting Agenda..... 1  
Board Supporting Materials ..... 2  
Senior Minister’s Report ..... 3-7  
Hope for Us Agreement ..... 8-12  
September Board Meeting Minutes ..... 12-14  
Sept. Statistical Report ..... 15  
Sept. Attendance ..... 16  
2023-24 Draft Work Plan ..... 17-18  
Finance Committee Meeting Minutes ..... 19-20  
August 2023 Variance Waterfall Chart ..... 21  
August 2023 Income Statement ..... 22-23  
August 2023 Balance Sheet ..... 24  
Governance Committee Charge ..... 25  
Stewardship Committee Charge ..... 26

**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**Oct. 26, 2023; 6:30-9 p.m.**  
**Cummins Room and [Zoom](#)**

<b>Start</b>	<b>Duration</b>	<b>Topic</b>	<b>Lead</b>
6:30 PM	5	<b>Call to Order</b>	<b>Jeff</b>
		<i>Lighting the Chalice</i> <i>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.</i>	<b>All</b>
6:35 PM	20	<b>Executive Session</b> Somatic Grounding Spiritual Community Building	<b>Jeff</b> <b>Jen/Arif</b>
6:55 PM	5	<b>Consent Agenda</b> Approval of September meeting minutes Monitoring: Acceptance of attendance and membership numbers & trends Monitoring: Acceptance of staff and significant volunteer changes Monitoring: Congregant grievances Monitoring: Staff & Volunteer grievances Monitoring: Updated staff work plan	<b>All</b>
7:00 PM	15	<b>Finance Committee Update</b> August Financials	<b>Marc</b>
7:15 PM	15	<b>Governance Committee - Proposed Charge</b>	<b>Lou, Sarah</b>
7:30 PM	15	<b>Stewardship Committee - Proposed Charge</b>	<b>Emily, Emily</b>
7:45 PM	10	<b>Break</b>	
7:55 PM	10	<b>Visionary Goals Update</b>	<b>Jeff, Sarah,</b> <b>Emily</b>
8:05 PM	10	<b>Proposed Goals for Year - Review &amp; Approve</b>	<b>All</b>
8:15 PM	10	<b>Change Team Plan</b>	<b>All</b>
8:25 PM	10	<b>Right Relationship Team - Status/Plans</b>	<b>Arif</b>
8:35 PM	10	<b>Nominating Committee - Proposed Scope Increase</b>	<b>Jen, Arif</b>
8:45 PM	10	<b>Key Congregational Dates</b> - Winter Meeting - Congregational Budget Meeting - Annual Meeting	<b>Jeff</b>
8:55 PM	10	<b>Gratitudes</b>	<b>All</b>

## **Roles, responsibilities, and resources for Board Members**

[JOB DESCRIPTION: First Universalist Board of Trustees](#)

[Church Bylaws](#)

[Governing Policies Handbook](#)

[2023-24 Monitoring Schedule](#)

**Senior Minister Board Report**  
**Prepared by Rev. Jen Crow**  
**October 15, 2023**

**Spiritual Grounding**

Building Beloved Community is the focus of our worship and program offerings this year. In the sermon series from September 17-October 8, I explored what Beloved Community means, and how we might build it together by welcoming all people and greeting them with intention, openness, and acceptance and by learning from each other's experiences. Here is an excerpt from my sermon from October 8.

Seeking and cultivating experiences of true fellowship is at the heart of building Beloved Community - a community ordered in love where transformative relationships can change us as individuals and us as a society. These transformative relationships can occur when we arrive to each other not only in the posture of generous listening, willing to be changed by what we hear - but willing, also, to shift the zones of agreement, the rules of engagement with each other - to be life-giving to us all. Letting go of the zones of agreement, the rules of engagement that name some as superior and some as inferior, where one group has the power to set the rules and the other must accept them to be included in the conversation at all - this will never work as a basis for a community or relationships ordered in love.

What we are striving to build when we talk about Beloved Community - are relationships and community where we are loved into becoming the fullest version of who we can be. We won't get there by freezing ourselves or each other in place - but by leaning in softly to listen in ways that we are willing to be changed by what we hear, and willing, too, to change the zones of agreement - the rules of engagement - to allow the people or beings with the least power - to shift the zones of agreement, the ways of being we agree to together - to be life-giving for us all.

We know this matters in our relationships of all kinds - the personal and individual relationships and our societal and institutional relationships.

The writer, Heidi Priebe says -

**“To love someone long-term is to attend a thousand funerals of the people they used to be. The people they're too exhausted to be any longer. The people they grew out of, the people they never ended up growing into... But it is not our job to hold anyone accountable to the people they used to be. It is our job to travel with them between each version and to honor what emerges along the way.” ~Heidi Priebe**

Loving someone like that - loving ourselves like that - sounds like a relationship that has transformative power. And it requires a constant letting go of the way things used to be - and an openness to the ways that love and life are changing us.

At the congregational level - my friend and colleague the Rev. Rob Eller-Isaacs used to say - **“People want to belong to the church that they joined.”** While we can understand this longing - it’s also easy to see how this can be problematic - especially if you stay with a church - or any organization - for a long time. People come and go - we learn and do better - things that happen in the world impact us (like a pandemic) - nothing stays the same, and church is no exception - also - the spiritual life is about transformation, expansion, *becoming* at its heart - so to have things stay the same would be a very bad sign about the spiritual health of a congregation.

On an institutional level - we can look to our own story and history within Unitarian Universalism. For generations, we’ve stated the goal of creating the conditions of true fellowship, of building Beloved Community - we set goals of becoming multiracial, multicultural, intergenerational communities of faith, and we try to be in true fellowship with each other, with all of the identities each of us inhabit - while more often than not the people with power have been unwilling to change the zones of agreement, the rules of engagement that order our communities. The historical majority in Unitarian Universalism - those who are racialized as white, educated, able-bodied, middle to upper class, protestant religious heritage- have talked for generations about fellowship under the cloak of sentimentality - and, **as the Black UU minister and historian, Rev. Mark Morrison-Reed has said, when we’ve talked about integration in Unitarian Universalism in the past - about creating multicultural, multiracial, intergenerational communities of faith where everyone is welcome and wanted - what we’ve really meant is assimilation.**

Because of the long history of failure to form black congregations and encourage black leadership, "we never developed forms of worship, liturgy, writing, music, or theology that were reflective of the African-American experience. Black UUs in particular, felt that they had to give up pieces of themselves to integrate into a white denomination."  
<https://www.uua.org/ga/past/2009/happen> And then, when Black UUs have brought their gifts of theology and liturgy and music and writing - more often than not they have found congregations unwilling to be changed by what they hear, unwilling to shift the zones of agreement - the rules of engagement - that have so long been established.

To build beloved community, to root ourselves in transformative relationships that go beyond beyond false fellowship and sentimentality and lofty statements and into true fellowship - we have to be able not only to listen in ways that we are willing to be changed by what we hear, we have to be willing to change the terms, the rules, the zones of agreement that we are listening and learning from each other within.

### **Reflection Questions**

Reflecting on Heidi Priebe’s quote, what are the funerals we need to attend for ways of being in our own lives and in our congregation?

Reflecting on Rev. Rob Eller-Isaacs' quote, "People want to belong to the church they joined." Does this ring true for you in your own experience? Do you experience this longing in our congregation?

Rev. Mark Morrisson-Reed has said that historically within Unitarian Universalism, we've talked about creating multiracial, multicultural congregations - and what that has really meant has been assimilation, not integration. How do you feel when you hear this? Does any of this ring true for you in our current congregational setting?

As the policy and vision setting body of this congregation - you play a significant role in setting the zones of agreement, the rules of engagement that order this institution and the relationships within it. How might you help shift the zones of agreement, the rules of engagement so that they are shaped not only by the historic majority in our congregation, but by those with less power, too?

### **Shared Resources**

[Using Choice Points to Advance Racial Equity and Inclusion - The Management Center](#)

[From SMART to SMARTIE: How to Embed Inclusion and Equity in Your Goals - The Management Center](#)

[SMARTIE Goals Worksheet](#)

### **Informational Items**

#### **Fall Program Guide**

Opportunities for connection, care, community building, spiritual practice, faithful action and learning as a whole community and within different identity groups abound this fall and early winter. As we focus on building Beloved Community within the congregation this year, you'll notice a number of offerings that support this effort (How to Talk to People, book groups on *Repentance and Repair* and *Inciting Joy*, Spiritual Practice opportunities and circles, Improv for Seniors, etc.). [Oct - Dec 2023 Program Guide for print.pdf](#)

#### **Deepening Relationships Among Twin Cities UU Congregations**

This fall, First Universalist ministers and staff have been intentionally strengthening the relationships between our Twin Cities UU Congregations. Rev. Jen meets monthly with the lead ministers and Rev. Arif meets regularly with the associate ministers from Unity Church - Unitarian and White Bear. Along with Rev. David Pyle, Rev. Jen co-facilitated the New Minister Start-Up Retreat for the White Bear congregation, welcoming Rev.

Jessica Clay as the new Lead Minister and supporting the congregation's leaders in forming a covenant and goals for their first-year of shared ministry.

Work toward forming a Right Relations Team is also continuing. At First Universalist, a few congregants have expressed interest in being part of our church's Right Relations Team, and we could use a few more. Rev. Arif has met with folks from Unity and White Bear and together, they are proposing that each congregation recruit a group of congregants, board, and staff, to read Terasa Cooley's book, *Transforming Conflict: The Blessings of Congregational Turmoil*, and that that team will together attend a workshop at Unity on Feb 3rd where we'll have an opportunity to work together with the concepts and approaches in the book, and also workshop scenarios. We'll also have time as congregational teams to identify what our next steps are toward building/creating a congregational Right Relations Team and/or a team that serves our 3 congregations.

### **Hope for Us**

As we strive to grow our skills in engaging conflict in productive and transformational ways, we are partnering with the UUA's [Hope for Us](#) Conflict Engagement program. We look forward to this work together, and the expertise this team brings. You can view our introductory agreement with the team here: [First Universalist Minneapolis - Agreement](#)

### **Pastoral themes from our September Care Team Meeting**

here's what folks are noticing in our congregation:

- loneliness
- isolation
- folks feeling unsupported/not supported enough
- a desire for companionship
- appreciation for meal trains from the church
- problems with transportation, particularly, but not exclusively for older members. Includes people who do not drive.
- Metro Mobility helps but has issues with access (it can take a long while to get approved if one has a qualifying condition), AND using Metro Mobility takes a long time.
- people who are failed by systems in society (income support, other forms of aid), who then face another hardship - it sets in motion a cascade of resource problems further stressing a person/household who already has few resources
- interest/desire in expanding the church's culture of mutual aid
- people deeply valuing the small moments of care they experience at church on Sunday mornings

- many echoed hearing about how important listening and being listened to is

### **Monitoring Items**

#### **Attendance and Membership Trends**

Please see attached information.

#### **Congregant Grievances**

There have been no congregant grievances.

#### **Staff and Volunteer Grievances**

There have been no staff or volunteer grievances. Revs. Jen and Arif will bring an early draft policy for Staff Grievance with a Congregant to the October board meeting.

**Staff and Volunteer Transitions:** There have been no

**Investment and Financial Policies:** The church's investment and financial policies can be found here <https://firstuniversalistchurch.org/church-finances/>. The Finance Committee will be reviewing the church's financial policies in November, and the church's investment performance in December.

#### **August 2023 Income and Expenses**

As of August 2023, revenues exceed expenses by \$95,979.52. A reduction of \$38,209.34 in comparison to July 2023. Annual Giving revenue continues to be favorable to the budget by \$153,960 due to an anonymous gift of \$100,000, as well as increases in pledges to close the budget gap totalling \$50,000. Personnel expenses are favorable to budget due to savings in staff benefits and minimal activity in directors' professional expenses. We made our annual payment for our donor database and financial software in August which is contributing to the negative variance in administrative expenses and a number of expenditures we recorded in August for our senior high youth trip to Boston in the other expenses category. The Boston youth trip is anticipated to be a no net effect program and future revenues will offset current expenses. Donations and Service/Rental income are unfavorable to budget due to reduced participation and attendance during our summer months. At this point there's no reason to believe each category will not end the year on budget.



**Agreement with HOPE for Us Conflict Engagement Team**  
Online Services of the HOPE for Us Coaching Team

First Universalist Church of Minneapolis  
<https://firstuniversalistchurch.org/>

Coaching Team

Rev. Connie Simon - [csimon@uua.org](mailto:csimon@uua.org)

Rev. Jude Geiger - [jgeiger@uua.org](mailto:jgeiger@uua.org)

Margie Manning - [mmanning@uua.org](mailto:mmanning@uua.org)

Rev. Liz Weber - [lweber@uua.org](mailto:lweber@uua.org)

The Co-directors of HOPE for Us - Jacquis Robertson and Connie Goodbread will be part of this team. They will debrief with the team after every session and be available for support. Rev. David Pyle, the Lead for the Mid-America Region and Primary Contact to First Universalist Church of Minneapolis is also on the team.

Please read this document carefully with the leadership of the congregation - both religious professionals and laity. Once read, the governing Board President will sign it and return it for the HOPE of Us Director's signature.

HOPE for Us - Conflict Engagement Team works utilizing the theological discipline that is the foundation of Unitarian Universalism. (See addendum) Above all, our work is relational and seeks to amplify love and justice in the world.

There is not one right way to do the work. However, there is one requirement - everyone involved must come into the relationship seeking a deeper understanding, wanting to do the work as it is discovered, and willing to be transformed.

We work organically - the work we do is in partnership with the Congregational Leaders. We will begin by building trust and creating a plan for moving forward. There may come a time when we decide, together, to change the plan, we will do that. Trust is an important part of our process. If it cannot be developed or is broken, we may need to stop the process or put it on pause. If congregational leaders are unable to engage in the work being asked of them, we may need to stop the process or put it on pause.

*What a Hope for Us Coaching Team Brings*

- “Outside eyes” to help you see your congregation and/or situation as perhaps you cannot alone.

- Experience. Congregational Life staff and the Hope for Us Coaches have over 50 years of experience serving congregations.
- Decades of experience in working with congregations through conflict.
- Knowledge of congregational dynamics and a system perspective, believing that conflict is often the result of a congregation's emotional system rather than the fault of any individual or group of individuals.
- An anti-oppressive lens to help understand how larger social systems of oppression and exploitation may affect this conflict and the congregation.
- Our humility. We bring experience and knowledge and we are not the experts in your congregation; you are. We know you ultimately know your congregation better than we do and know what will and will not work. We will be your partners.
- Hope. We would not be sending you this proposal for services if we did not believe this conflict could be worked through and learned from.

#### *What We Can and Cannot Do*

- We cannot give you the right answers. There are many paths, not one right path.
- We cannot fix it.
- We cannot (and will not) tell you what to do. Together we will make a plan.
- We can ask you questions.
- We can facilitate conversations.
- We can share our experiences and knowledge.
- We can remain open to the needs of the congregation
- We can be flexible and pivot when needed
- We can and will stay in relationship
- We can make suggestions and recommendations. It is your responsibility to accept or reject any recommendations we make. We will do our best to help you plan to move deeper into Covenant and congregational vitality. However, we believe responsibility for putting the plan in motion and learning from this conflict belongs to leadership and the congregation as a whole.

#### *Our Commitments and Loyalties*

- Our loyalty is to the mission and long-term vitality of the congregation and the core values at the heart of Unitarian Universalism.
- With that in mind, we acknowledge we serve at the pleasure of the Board. We will not take any action within the congregation without first checking with the Board President and/or (Senior) Minister.
- We will share all information with the entire Hope for Us Coaching Team.
- We depend on the continued collaborative relationship and shared ministry of Minister, Board and staff.

#### *Costs for online sessions*

The cost is \$125 an hour for each Coach on the HOPE for Us Coaching Team. We always work in a team. Every 1-hour online session is 5 hours of work for each Coach. The congregation will be invoiced for hours worked by the Coaches. (check the costs for the individual congregation and agreement here)

This agreement is for 32 hours. There may be a need for one on one individual sessions, Chaplain work, sessions with different groups, and/or sessions with the congregation. All of these different meetings will be on-line. The dates and times will be worked out between the Congregational Leadership, participants, and the Coaches. The congregation has allotted \$2000 and MAR has allotted \$2000.

The congregational leadership is able to ask for more sessions if leadership and the Coaching Team decide more sessions would be useful.

*Agreement to this Process*

If the Board agrees to this proposal of services, please have the Board President sign, and date the section below and return to Connie Goodbread [cgoodbread@uua.org](mailto:cgoodbread@uua.org) and Jacquis Robertson [jrobertson@uua.org](mailto:jrobertson@uua.org): A Co-Director will sign and date the agreement and send it back to you.

---

Board President

Date

---

Hope for Us Co-Director

Date

## **Addendum**

### **Unitarian Universalism - Three Disciplines**

#### **The three disciplines of Unitarian Universalism**

Covenantal = not creedal

Pluralistic = not fundamentalist

Transformational = living tradition, revelation is open and continuous = not sealed

- **Covenant as Discipline**

Compassionate

Curious

Humble

Trust - trusting and trustworthy

Covenant is a values based vow you make to creation and yourself about what you value most and what you will hold yourself accountable too.

Covenant is meant to bring you, first, back into relationship.

Covenant is not a tool by which we manipulate others, shut people down, leave people out or get our way.

Once Covenant lives inside of you - inside each of us, we can make it live in the sacred space between us. Once it lives between us it binds us - one to another.

Once it is alive between the people of the community - it is alive in the community and it binds the community together.

Covenant - is a vow of our hearts that we make together. Keep together. Break together. Fix together.

If an individual does not learn how to practice this first discipline of Unitarian Universalism they will not truly get to the second discipline.

- **Pluralism as Discipline - many things are true at the same time**

Open Minded

Curious

Humble

Pluralism is accepting and acknowledging the truth of others.

There are many paths up the mountain. There are many ways to see situations and to experience the world. There are all kinds of different struggles. All ways that lead to a good heart, all ways that liberate everyone are good ways.

There is no fundamentalism in Unitarian Universalism. That is not to say that there aren't fundamentalists - any of us can be at a stage in our lives where we think and believe we have found the one and only truth, while this is true in individuals it is not the discipline of Unitarian Universalism. This discipline sees, acknowledges, holds as sacred the fact that many things are true at the same time.

If we cannot embrace pluralism how will we ever be transformed?

- **Transformation - Unitarian Universalism is a living tradition - change is the way**

Unitarian Universalism is a path not the answer. Far too often when people find Unitarian Universalism they believe they have found the answer. That would be an end. When in fact they have found a path, a discipline that if they open themselves up to it, and live it, they will find their deepest selves.

Transformation is the reality of being open and willing to become and become and become yet again. Unitarian Universalists are not born again, we are born again, and again and again.

We are never finished. There is not a dissatisfaction in knowing that we are never finished - it is an adventure. There is always more.

If you hold Covenant in your heart - struggle trying to live into that sacred promise - make it holy between you and others - hold yourself accountable to it - Pluralism comes pretty naturally.

Compassion - To live a life of compassion means we are present and aware of the other people around us. We know our liberation is interwoven with the liberation of everyone else. Their reality is as real as our reality - Pluralism.

Once Covenant and Pluralism are alive in us, we will be transformed - we can't help but be transformed.

Unitarian Universalism is a living tradition - revelation is not sealed. Change is the only constant.

September, 2023 Board Meeting

Welcome (6:30 - 6:35)

Call to Order & Agenda Approval

In attendance: Jen Crow, Arif Mamdani, Emily Bijmagte, Emily Wallace, Lou Quast, Marc Gorelick, Sarah Hedge, Jeff Snyder, Matt Keller

Not in attendance: Kathy Geist, Ilo Leppik

Lighting 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.

Executive Session (6:35 - 6:55)

Somatic Grounding

Spiritual Community Building

Consent Agenda (6:55 - 7:00)

1. Approval of August meeting minutes
2. Monitoring: Acceptance of attendance and membership numbers & trends
3. Monitoring: Acceptance of staff and significant volunteer changes
4. Monitoring: Financial Condition
5. Monitoring: Staff Grievance Procedure & Staff Job Descriptions and position criteria
6. Monitoring: Treatment of Volunteers
7. Monitoring: Annual Work Plan
8. Monitoring: Protection of Assets

Motion to approve consent agenda except for #'s 2, 4, 5

Item 2 Discussion—math discrepancies was discovered as typos

Item 4 Discussion—Marc thought that finance should not be part of the consent agenda. It should be its own agenda item for discussion. Once the finance committee starts there will be a monthly report. Others agreed.

Item 5 Discussion—Is there a time frame on staff resolution. Is there a feedback loop to the person who presented the grievance. (Sarah asked these questions) Jen talked about creating a policy around a staff member having a grievance with a congregant. Arif is writing up a suggested new policy for review.

Finance Committee - Update Proposal (7:00 - 7:20)

Page 17 of board packet Marc lead discussion. Main topics: Finance committee is there to support the board. Also addressed a fund raising sub committee. These would need to be approved as a new policy for the handbook. Committee would meet one week before the Board meeting. There was a motion to approve these adjustments in the handbook. Approved.

Also approved the first members of the Finance committee—Dan Berg, Julie Most, Dick Nemic. Also that future members of the Finance Committee will be brought to the board for approval.

### Stewardship Committee Proposed (Marc led the discussion)

Stewardship (Fundraising) functions and membership. How do we reinvigorate volunteering within and without the church. Stewardship of time and resources. Emily and Emily to co-lead the Stewardship Committee policy draft ready for October Board meeting. Also to have a liaison between the Finance and Stewardship committees.

### Governance Committee Discussion (7:20 - 7:40)

Discussion of role of Governance Committee and/or Governance Task force to review our governance. What are our policies currently, where are we going. For the last handful of years, there isn't an existing policy governance. A true assessment of policy and needs to help shape our direction of governance. The policy handbook does address how the Governance Committee would monitor all the policies (minus finance) in the handbook and propose revisions etc. A governance committee would have beloved community in mind. Lou and Sarah will spearhead the drafting of a charge for the governance committee. A draft of a charge for the October Board meeting. Jen recommended to use the choice point model in building this as well as the Finance and Stewardship charges. Marc pointed out that we are not following the current monitoring schedule.

### Break (7:40 - 7:45)

### Visionary Goals Process/Schedule (7:45 - 8:30)

Arif sent out an overview which will be included in the minutes. Discussion on Arif's proposal focusing on the Ministry teams for feedback on the Visionary Goals draft. Can the next 100 congregants give us a refined view of the goals. Discussion around how we socialize the goals—draft and finalize. Discussion around the methods of connecting with the congregation for feedback/reaction to the goals.

Jeff, Sarah and Emily B. to fashion an approach for congregation feedback. Also said we could put in the Liberal a shortened version. A plan from this group within 2 weeks.

### Goals for Year (8:30 - 8:50)

How are the voices of people of color and on the margin taken into consideration as we build our goals and do the work of the board.

Goals that are process and goals that are product. (Sarah)

Build in Choice Points into our Board process. (Marc)

Identify, try these methods to disrupt our way. (Jen)

Maybe try a variety of anti-racist approaches in our work (Sarah)

### Proposed goals:

- 1) Passing of our Visionary Goals
- 2) Establishing the Finance, Stewardship and Governance Committees grounded in anti-racist principals
- 3) The Board is grounded in beloved community
- 4) How do we (board) live our visionary goals. How do we incorporate them

### Gratitudes (8:50 - 9:00)

Adjourn

**Statistical Report for September 2023**

**Board Meeting October 26, 2023**

**MEMBER MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 1**

**Rev. Ashley Horan**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 3**

**Carolyn Young, died Aug. 19**

**Doris Sloan, died Sept. 20**

**Linda McNary, died Sept. 23**

**CHILDREN DEDICATED: 0**

**Total members as of the last meeting: 1055**

**To be added: 1**

**To be removed: 3**

**TOTAL MEMBERS: 1053**



## September Attendance

	2023						2022				
Adults	Sun. 10a Sanctuary	Sun. 9a Sanctuary	Sun. 11a Sanctuary	Sun. Livestream	YouTube Views	Totals	Sun. 9a Sanctuary	Sun. 11a* Sanctuary	Sun. 11a Livestream	YouTube Views	Totals
1st week	94			31	85	210		94	57	101	252
2nd week	208			34	81	323	101	116	46	103	366
3rd week		131	162	38	70	401	134	224	50	182	590
4th week		115	146	33	72	366	115	150	46	103	414
5th week											
Monthly Total	302	246	308	136	308	1300	350	584	199	489	1622
Average for September	151	123	154	34	77	325	117	146	50	122	406
<b>RE</b>						<b>9 &amp; 11 RE</b>					<b>9 &amp; 11 RE</b>
1st week						-					-
2nd week						-					-
3rd week						143					170
4th week						140					161
5th week											
Monthly Total						283					331
Average for September						142					166
<b>Combined Average</b>						<b>467</b>					<b>571</b>

## 2023-2024 Draft Work Plan

Much of the work of church is about the regular weekly rhythms that comfort, inspire, challenge, and support our people. As we worked to develop our work plan for this year, noting the reductions in staff, we were careful to note that for most of our staff, a significant percentage of staff time goes toward this regular cycle of work. As a result, relatively little time is available for new initiatives, innovation, experimentation, and transformation. This is true, even as we know that in the current environment, church (all churches) needs to consolidate the titanic shifts and changes made between 2020-2023, stabilize and systematize our multi-platform ways of delivering ministry, and find ways to live more fully into our pluralist and multicultural reality.

The work plan below assumes that everything that we are currently doing will continue - worship, religious education, pastoral care, physical plant care and maintenance, accounting and administering the finances of the church, adult programming, faithful action, etc. And, the points below endeavor to articulate areas in which we are trying to shift, grow, and change *how* aspects of ministry happen, and the specific impacts that result.

In this, the staff is guided by the following overarching areas where we are seeking key results:

- Increasing shared leadership
- Continuing to build/rebuild shared ministry
- Increasing transparency
- Congregants feeling increased ownership

These overarching goals find their expression in different ways in different areas of our work. The following are some of the key goals staff have articulated:

- Increasing shared leadership and shared ministry:
  - Supporting the re-establishment and subsequent work of several key board committees including:
    - Finance Committee
    - Stewardship Committee
    - Governance Committee
  - Supporting the creation and training of a Right Relations Team
  - Develop a Digital Ministry/Communications Advisory Team to support the implementation of items from last year's Communications and Digital Ministry Report
  - Increase congregants exercise of shared leadership in program development and execution
  - Develop and support Youth Leadership Council and youth leaders participating in church board meetings
- Increase Transparency
  - Standardize methods for sharing information within the congregation so that information is more findable, communication is reliable, and information sharing is consistent

- Increase communication to the congregation regarding our finances and need for financial support
- Increase sense of ownership on the part of congregants
  - Build a stronger culture of stewardship
  - Increase congregants serving in volunteer roles in the church
  - Launch Worship Associates program
- Tend to necessary infrastructure
  - Transition to a new database (our current vendor is exiting the church database business, necessitating a change)
  - Revamp our website
  - Develop a strategy and regular rhythm for social media

Finally, we need to note last year's reduction in budget and necessary staffing cuts were not just hard on staff and church leadership morale, they also created real limitations in what we're able to accomplish and how much more stretched staff are this year. Staff are carefully watching our expenditures in each program area and across the organization. We know that this will be a tight year and we're trying to accomplish the same as we've done in the past with fewer staff. As you might imagine, this is not sustainable.

Our fundraising goal for next fiscal year involves raising the funds to reverse these cuts and building the staff capacity needed to meet the promise of this moment.

**First Universalist Church of Minneapolis**  
**Finance Committee Meeting Minutes**  
**3 October 2023, 6:30-8:00 pm**

Members present: Dan Berg, Marc Gorelick, Julie Most, Dick Niemic

Staff present: Jen Crow, Arif Mamdani, Brad Schmidt

Guests present: Jeff Snyder

Meeting convened at 7:03 pm

1. Chalice Lighting
2. Introductions
3. Review of Committee Charter
  - a. Overall support for the role of the committee as advisory to the Board and congregation
  - b. Dick asked Jen how things went during Finance Committee hiatus; Jen replied depth of discussion was missed, and some items not addressed (e.g., financial policy review, compensation review)
  - c. Dan noted that absence of Finance Committee may have undermined congregational trust on financial matters due to lack of visibility
  - d. Dick asked if reference to an audit meant we would be having a formal audit
    - i. Marc replied that we have been asked to make a recommendation to the Board on how we should have external review of finances; unlike 501(c)3 we do not have a requirement for a formal audit but UUA recommends some form of external review every 3 years. We are scheduled to address this at December meeting
    - ii. Dick noted he supported at least one true audit; volunteered to reach out to a firm he has worked with as part of 501(c)3's to get their perspective
    - iii. Jen and Arif offered to reach out to other churches to learn about best practices
  - e. Dan asked about the change in timing of annual pledge drive. There was general support for doing this to improve budgeting process. Jen and Arif noted Unity Church made a similar change in recent past and offered to reach out to find out how that went
  - f. Dick asked about the annual compensation review and its purpose. Jen clarified that it was not about ministerial or staff performance, but rather to compare recommended salaries/benefits to benchmarks. Request was made to move it one month earlier.
4. Committee Calendar
  - a. The annual calendar was reviewed
  - b. Dick asked if this was consistent with requirements. Jen replied that it is, as our draft budget review will be in March and a draft budget presentation is to be submitted to the congregation in April
  - c. Question of investment review was raised. In the past a subgroup of 1-2 people has met with our investment advisors; Dick offered to connect with Brad to look at doing that going forward. It was also noted that there has been recent interest in reviewing our investments through a social justice and ESG lens, and in revising investment policies. These will be brought back to the committee as appropriate.

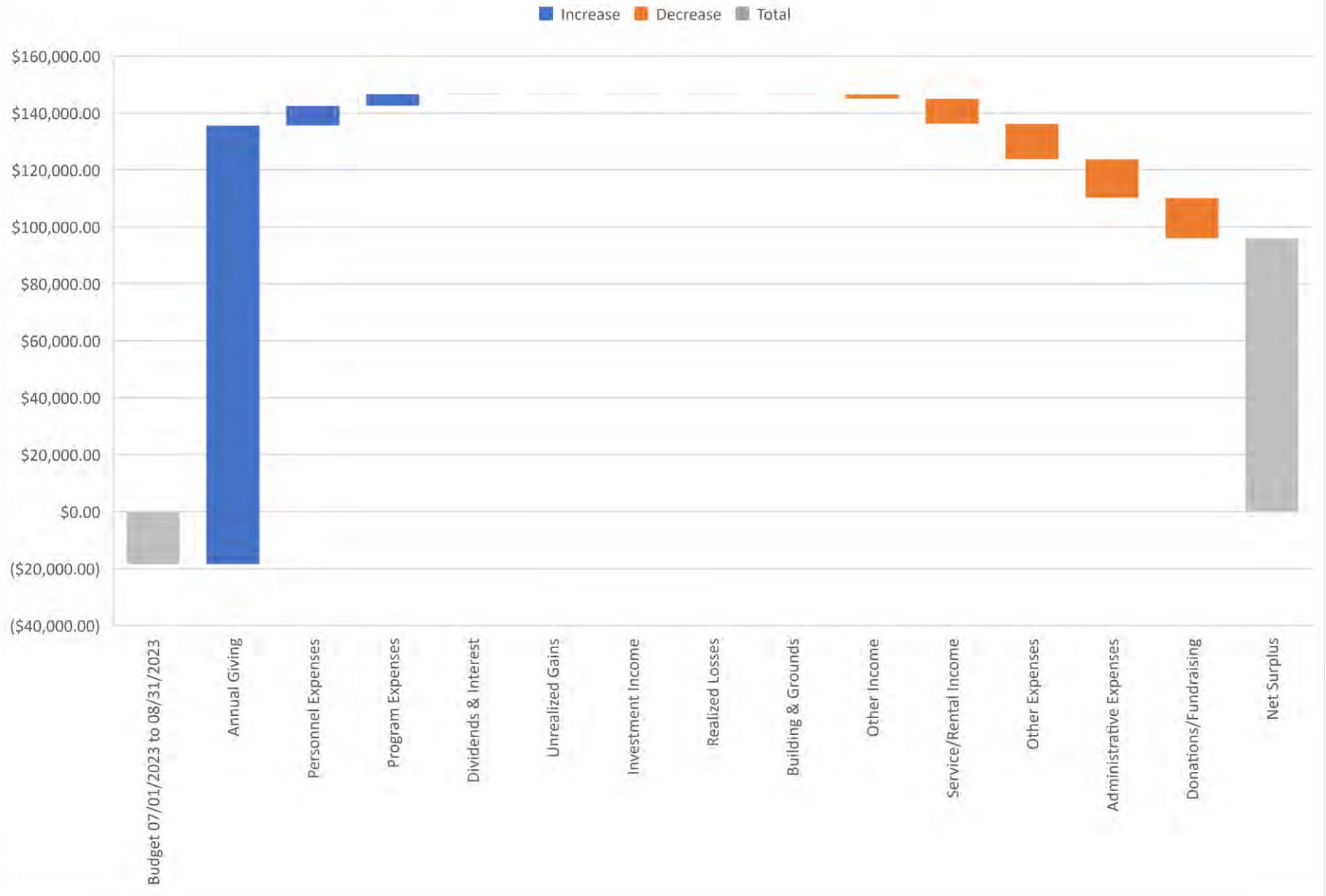
5. Budget and YTD performance review
  - a. Brad reviewed the FY 2023-24 budget. Highlights included
    - i. Budgeted \$100K deficit
    - ii. Additional special fundraising vs. prior years (approx \$50k)
    - iii. \$70k decrease in salaries
    - iv. Program funding flat
    - v. Anticipated Employee Retention Credit (for which we have applied) of approx. \$200k not included in budget; this would be used to replenish the operating reserve which has been depleted in past couple of years
  - b. Review of YTD financials shows approx \$133k ahead of budget, largely driven by supplemental fundraising including a \$100k “close the gap” donation

Meeting adjourned at 8:18 pm

Respectfully submitted,

Marc Gorelick, Treasurer

### 2023-2024 Year to Date Net Income Actual vs Budget



# First Universalist Church of Minneapolis

## Income Statement

### Operating Budget

	Actual 07/01/2023 to 08/31/2023	Budget 07/01/2023 to 08/31/2023	Variance	Annual Budget 07/01/2023 to 06/30/2024
<b>Revenues</b>				
<b>Support</b>				
Annual Giving	\$337,684.78	\$183,724.66	\$153,960.12	\$1,049,750.00
Donations/Fundraising	\$18,401.19	\$32,563.28	(\$14,162.09)	\$293,750.00
<b>Total Support</b>	<b>\$356,085.97</b>	<b>\$216,287.94</b>	<b>\$139,798.03</b>	<b>\$1,343,500.00</b>
<b>Earned Revenue</b>				
Service/Rental Income	\$8,417.92	\$17,166.64	(\$8,748.72)	\$103,000.00
Investment Income	\$1.58	\$0.00	\$1.58	\$0.00
Other Income	\$228.70	\$1,833.32	(\$1,604.62)	\$11,000.00
<b>Total Earned Revenue</b>	<b>\$8,648.20</b>	<b>\$18,999.96</b>	<b>(\$10,351.76)</b>	<b>\$114,000.00</b>
<b>Total Revenues</b>	<b>\$364,734.17</b>	<b>\$235,287.90</b>	<b>\$129,446.27</b>	<b>\$1,457,500.00</b>
<b>Expenses</b>				
Personnel Expenses	\$193,936.19	\$200,916.45	\$6,980.26	\$1,205,500.00
Administrative Expenses	\$37,910.12	\$24,316.56	(\$13,593.56)	\$145,900.00
Program Expenses	\$9,248.39	\$13,333.24	\$4,084.85	\$80,000.00
Building & Grounds	\$13,735.32	\$13,599.92	(\$135.40)	\$116,800.00
Other Expenses	\$14,028.51	\$1,583.30	(\$12,445.21)	\$9,500.00
<b>Total Expenses</b>	<b>\$268,858.53</b>	<b>\$253,749.47</b>	<b>(\$15,109.06)</b>	<b>\$1,557,700.00</b>
<b>Investment Activity</b>				
Realized Losses	(\$110.80)	\$0.00	(\$110.80)	\$0.00
Dividends & Interest	\$192.84	\$0.00	\$192.84	\$0.00
Unrealized Gains	\$21.84	\$0.00	\$21.84	\$0.00
<b>Total Investment Activity</b>	<b>\$103.88</b>	<b>\$0.00</b>	<b>\$103.88</b>	<b>\$0.00</b>

# First Universalist Church of Minneapolis

## Income Statement

### Operating Budget

	<b>Actual</b> 07/01/2023 to 08/31/2023	<b>Budget</b> 07/01/2023 to 08/31/2023	<b>Variance</b>	<b>Annual Budget</b> 07/01/2023 to 06/30/2024
<b>NET SURPLUS/(DEFICIT)</b>	<u>\$95,979.52</u>	<u>(\$18,461.57)</u>	<u>\$114,441.09</u>	<u>(\$100,200.00)</u>



# First Universalist Church of Minneapolis

## Balance Sheet

	Actual As of <u>08/31/2023</u>
<b>Assets</b>	
<b>Current Assets</b>	
Cash	\$134,638.73
Investments	\$3,176,971.74
Other Current Assets	\$13,907.67
<b>Total Current Assets</b>	<u><b>\$3,325,518.14</b></u>
<b>Non-Current Assets</b>	
Fixed Assets	\$5,676,570.35
<b>Total Non- Current Assets</b>	<u><b>\$5,676,570.35</b></u>
<b>Total Assets</b>	<u><u><b>\$9,002,088.49</b></u></u>
<b>Liabilities and Fund Balance</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$33,115.83
Benefits Payable	\$22,453.01
Other Current Liabilities	\$13,963.94
<b>Total Current Liabilities</b>	<u><b>\$69,532.78</b></u>
<b>Long Term Liabilities</b>	
Loan Payable	\$1,525,049.99
Interfund Transfer	\$0.00
<b>Total Long Term Liabilities</b>	<u><b>\$1,525,049.99</b></u>
<b>Total Liabilities</b>	<u><b>\$1,594,582.77</b></u>
<b>Fund Balance</b>	
<b>Unrestricted Net Assets</b>	<b>\$4,361,300.79</b>
<b>Donor Restricted Net Assets</b>	<b>\$3,046,204.93</b>
<b>Total Fund Balance</b>	<u><b>\$7,407,505.72</b></u>
<b>Total Liabilities and Fund Balance</b>	<u><u><b>\$9,002,088.49</b></u></u>

## PROPOSED GOVERNANCE COMMITTEE CHARGE:

### 6.2 Governance Committee

6.2.1 The purpose of this committee is to assist the board in ensuring that the non-financial governing policies move the church toward our visionary goals, through regular reviews of current policies and proposing needed additions and revisions to the policies. Final authority for policy matters can only be assumed by the committee upon express delegation by the Board.

6.2.2. The committee shall meet regularly, preferably monthly, prior to each Board meeting.

6.2.3. At least one board member, approved by the Board, shall chair the governance committee. Other members of the committee shall be members of the congregation nominated and approved by the Board. The Senior Minister (or alternate designated by the Senior Minister) shall staff the committee; other church staff may also be included at the discretion of the Senior Minister.

6.2.4. The scope and role of the governance committee shall include the following:

- Create and publish an annual monitoring schedule
- Review policies indicated by monitoring schedule on a monthly basis
- Determine each policy's alignment with the visionary goals
- Identify needed changes to current policies to better align with the visionary goals
- Solicit board feedback on proposed policy changes
- Submit proposals to the board for approval and addition to the Governance Policy Handbook
- Communicate regularly with the congregation on policy matters (e.g., columns in The Liberal, emails, congregational meetings, etc.)
- Work on other activities as requested by the board

## IN THE CURRENT GOVERNANCE POLICY HANDBOOK:

### 6.2. Governance Committee

6.2.1. This committee shall monitor all non-financial governing policies established by the Board of Trustees and review and propose needed revisions to those policies on an annual basis.

6.2.2. Additionally, the Governance Committee will create annually a monitoring schedule to detail the activities it will undertake to accomplish its monitoring. The Integrated Monitoring Schedule, incorporating elements of the Finance Committee's monitoring schedule, is attached as Appendix B.

## **Stewardship Committee**

First U Stewardship Committee  
Draft revisions to Board of Trustees  
From Stewardship Committee  
October 2023

### **Purpose and functions**

The purpose of the Stewardship Committee is to encourage and develop a spirit of generous giving in church members and assist the Board and the various committees of the church in the stewardship of resources. Its mission will be to coordinate and oversee major fundraising efforts within the church and to communicate this vision of stewardship to the overall congregation, and the resources needed to fulfill it.

### **Specific functions**

- Promote generosity and active involvement within the congregation
- Run the annual canvass
- Oversee regular fund-raising events
- Support capital campaigns
- Promote giving to increase Planned Giving / Heritage Circle funds
- Evaluate use of resources relative to mission and goals of the church
- Promote and reinvigorate volunteering efforts

### **Cadence and Communication**

The Stewardship Committee will meet monthly prior to the Board of Trustees meeting and will be in regular and close contact with the Finance Committee to ensure alignment. Monthly reports will detail current and planned fund-raising efforts, future volunteering options and number of volunteers at previous opportunities, and feedback on resource evaluation and recommendations.

### **Membership**

The Chair of the Stewardship Committee will be appointed by the Board of Trustees, and the members approved by the Board, in accordance with First Universality bylaws. The committee will not have fewer than 5 members, including the chair. The committee may elect to recruit teams of volunteers to carry out specific functions as outlined above.

Emily Wallace, Co-chair  
Emily Bijnagte, Co-chair  
Will Hegeman  
Janet Merrill  
Velma Wagner  
Tom Saterstrom

Adopted by Board of Trustees: \_\_\_\_\_

Revised: \_\_\_\_\_

### **Recap of 1st meeting - October 17, 2023**

All potential committee members are interested in committing to this work. Overall, there is an appetite to connect with congregants regarding the stewardship of church funds, as well as an interest in how church funds are used/appropriated. Folks also would like to resurrect the Heritage Circle conversations as well as the tradition of honoring congregants who have committed to leaving an endowment to the church as part of their will.

A calendar of stewardship events with proposed timelines will be one of the first documents this committee will draft and share with the Board and Finance Committee to ensure alignment.