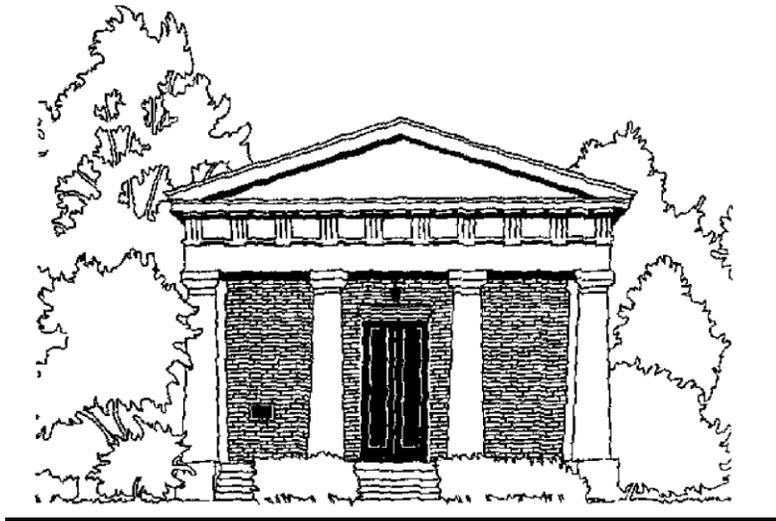


UNITARIAN UNIVERSALIST CHURCH OF MEADVILLE 2018 ANNUAL REPORT



"I accept the universe."- Margaret Fuller

UNISON AFFIRMATION OF COVENANT AND MISSION

Our **COVENANT** is to be a loving, joyful community that nurtures spiritual growth, promotes compassion, social responsibility, and service in an atmosphere of mutual respect.

Our **MISSION** is to be a faith community devoted to love and respect, reason and justice.

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Call to Meeting and Agenda

Call to Annual Meeting

The Annual Meeting of the Unitarian Universalist Church of Meadville will be held on Sunday, December 9, 2018 11:30 in the Sanctuary immediately following the service. At that time members of the congregation will elect Board positions for Stewardship Chair, Coordinator of Mission Teams and Coordinator of Outreach Teams.

The congregation will also vote on the 2019 budget.

Agenda Annual Meeting of Unitarian Universalist Church of Meadville

December 9, 2018

Approval of Minutes 2017 Annual Meeting

Ministers Report Reverend Robin Zucker

President's report David Anderson

Vice President report Bob Ackerman

Mission Report

Outreach Report Carlin Almes

Stewardship Report Peggy Bell

Treasurers Report John Stewart

Election of Officers:

Stewardship Chair – Amelia Carr

Coordinator of Mission Teams –Pending- One-year term

Coordinator of Outreach Teams – Peggy Mogush

The **Coordinator of the Mission Team** serves as liaison to the Board in areas of the church that put forward the church's mission including but not limited to: Worship, Religious Education, and Social Action Teams.

The **Coordinator of Outreach Teams** serves as liaison to the Board in the areas of that put forward the church's outreach to the community including but not limited to: Membership, Fellowship, Community Connections and Caring Teams.

The **Stewardship Chair** serves as liaison to the Board for the functions of the Church that grow, nurture, promote, and build the gifts and resources of the Church: Annual Budget Drive, Fund-Raising, and Planned Giving.

Election of Trustee – Tom Ritchey

| <u>Trustee</u> | <u>Ends</u> | <u>Trustee</u> | <u>Ends</u> |
|----------------|-------------|-------------------|-------------|
| Cynthia Burton | 12/31/18 | Jane Anderson | 12/31/19 |
| Gladys Corpuz | 12/31/20 | Josh Searle-White | 12/31/21 |
| Sue Mallick | 12/31/22 | | |

2017 Annual Meeting Minutes

UUCM Annual Meeting Minutes December 3, 2017

President Deb Lehman called the meeting to order after the service at 11:40 am.

President Lehman asked for approval of the minutes of the 2016 annual meeting. Joyce Milberg spoke and requested that the last names of people mentioned in that report be added; there was also a comment that “Trustees” as reported in those minutes are not in charge of buildings and that the definition of “trustee” be added. Joyce Milberg then made a motion to approve the 2016 minutes as corrected. Marty Thaeler seconded her motion and it passed unanimously.

President Deb Lehman then asked for a motion from the floor for the approval of the other reports, including reports from Minister, President, Vice President, Mission, Outreach, and Stewardship. Motion by Amelia Carr and seconded by Bill Fuller. Passed unanimously.

President Deb Lehman then requested for a congregational vote on the proposed by-laws change

Current by-law section 7 reads: Coordinator of mission and outreach serves as liaison to the Board for those areas of the church that put faith into action: Membership, Religious Education, Worship, Fellowship and Social Action.

Stewardship Chair (no change proposed)

Member –at-Large: The member-at-Large carries out tasks as assigned by the Board.

Proposed change:

(As written in meeting agenda) –

Reminder by Amelia Carr—no motion needed: - Verbal vote taken- by-laws change passed unanimously.

Election of Officers: President- Dave Anderson, Vice President- Bob Ackerman, Mission Chair- Dan Hunter. Motion made by Bill Fuller to accept and vote on the proposed slate and seconded by Rob Brugnoli – Prior to vote, Karen Schreiber Mason spoke about being thankful and grateful for the service of the Board. (Board members in mid-term include- John Stewart, treasurer, Carlin Almes, outreach, and Peggy Bell, stewardship. Verbal vote passed unanimously.

Election of Trustee: Discussion ensued about who the current trustees are and when their terms expire (trustees serve for a 5 year term) According to by-laws- the church shall have 5 trustees serving staggered 5 year terms:

Current Trustees are: Cynthia Burton – term expires 2019, Jane Anderson—term expires 2020, Gladys Corpuz – term expires 2021. Emmy Boughton was to serve until 2022. After open discussion, the congregation asked if Sue Mallick will serve another 5 year term (2018- 2023) and Josh Searle-White volunteered to fill the remainder of Emmy Boughton’s term (2018-2022). President Deb Lehman asked for a congregational vote and it passed unanimously.

Michael Thomson asked who is on the nominating committee. Dave Anderson answered that, as v-p, he was nomination committee. Michael Thomson realized that his question was about the leadership development committee (team). Corinne Chafey nominated Michele Baker to be on the leadership development team and their nominations were seconded by Stu Rothman. Verbal vote – passed unanimously.

Election of Investment Team—7 people were nominated to be our Investment Team: Karen Schreiber- Mason, Corinne Chafey, Rick Holmgren, Stu Rothman, Tom Ritchey, Bill Smith and Mike Thomson. Peggy Bell questioned the number of people on this team; people involved disagreed. Not sure who made motion, but passed by verbal congregational vote; with one dissenting vote.

Stu Rothman spoke about the by-laws and noticed that wording needs to be corrected to reflect the new by-laws change. He noticed that page 20, section E makes a reference to “member-at-large”. Discussion at large ensued and we had to table this work for a future time after someone reviews the by-laws for any other necessary changes.

President Deb Lehman requested approval of 2018 Budget:

Joyce Milberg made a motion to itemize in the annual treasurer’s report the amounts that were given to each of the monthly “share the plate” recipients. Peggy Bell seconded the motion and with a verbal vote, it passed unanimously.

John Stewart as treasurer spoke to the 2018 proposed budget and announced that the up-to-minute pledges for 2018 is \$74,196. Motion by Dave Anderson and seconded by Bill Fuller. Passed unanimously.

With budget approved, Dave Anderson approached the podium to charge the members to just attend church on Sundays, and to offer a round of applause for two term outgoing president, who has seen us thorough so much transition with such integrity.

Motion to adjourn made by John Stewart and seconded by Dave Anderson.

Respectfully submitted,

Peggy Bell

2018 Minister's Annual Report

Earlier this year, I stopped into one of the local auto repair shops to get some assistance in opening my hood! For some unknown reason, it was stuck and I needed to replace the windshield wiper fluid and see to an oil change. After freeing my hood, I asked what I owed him and he replied, "Nothing. I love what you folks are doing over there at the Unitarian church."

For anyone here at UUCM who doubts that we are visible and have a positive impact, this incident should reassure you. It reassured me. When I began my Interim time with you and pushed for more visibility (literally and figuratively) for our congregation, someone remarked that "everyone who is going to be interested in us, already knows about us." We pushed through that misconception and have attracted new faces and new energy over the past few years, even as we have lost some members to disinterest, death, moves, and life changes.

As we are poised on the brink of a New Year and with it, some changes in leadership and a new contract minister in September 2019, I believe you are more healthy and remain hopeful in some key areas of church life.

First, I want to lift up the diligent and excellent work of staff, lay leadership teams and the Board. Let me express my deep admiration and gratitude to those leaders and congregants who have not just identified problems or levied complaints, but have stuck around and dug in for shape and implement solutions and new strategies for vitality and growth. The Board has worked overtime to address financial concerns, issues with the building, and burgeoning relationships with Creating Landscapes and the Teen Lounge. If you have not thanked them recently, please do.

Our face and our ethos are more visible in the community thanks to folks like Dan Hunter, Shayna Morrison and Michele Baker, among many others. We've been hosting dances, partnering with community events like Winterfest, tabling at Second Saturdays and showing up for civil actions and community conversations. Keep doing this! Fling wide open the doors.

Our administrator, Jodi Sipos, is a gem. She offers a welcoming and stable presence as folks enter our building. She goes above and beyond on a daily basis and executes her work with professionalism and good humor (and she makes some very cool mini terrarium necklaces, too!)

Our RE Coordinator Kristina Brink is a ray of sunshine. She and others, especially the ebullient Sharon Kaplan, have brought energy and creativity to our RE program, first in the "Lessons from Dr. Suess" curriculum and now in the engaging "Creation Myths" one. Our hope is that we can attract more families that will be consistently attending so that the program can grow and thrive. Our Adult Ed programs were mostly successful this past year, especially the writing group I facilitated and the Long Strange Trip program, led by CLM Caron Carnahan.

The Music and Worship programs go from strength to strength. Have you heard our choir lately?? Gratitude and respect to the choir, Aimee Reash and Mary Lynne Peters (and all of our guest musicians) for the contributions that enhance our Sunday morning worship. And to the worship team, who has put together an engaging schedule of guest preachers and programs these past few years, and to Jodi, who has streamlined and simplified the scheduling process for Sunday morning pulpit assistants, ushers, and coffee hour hosts. Through some pulpit assistant trainings, we have also smoothed the delivery of our Sunday services.

Our custodian, Chuck, is what is often called a "keeper." We are fortunate to have him on board.

Back in January, we hosted a community screening of a film called “Within Reach” about co-housing and intentional communities and eco-villages around the US. It got me to thinking about what UUCM would look like as a “collective.” We are there in certain ways as we are the “free church,” owning and maintaining our own building, paying our bills, deciding on our programs, and hiring/calling our staff and minister. That said, there are areas of church life that need more attention and collective effort.

If you have any bright ideas about any area of church life, please share them with me, a Board member or leader of one of our teams. I am thrilled that Peggy Bell has agreed to chair a revitalized Membership Team. We need a coordinated effort to attract, welcome, integrate and sustain visitors, newcomers, and new members. I look forward to collaborating with her and those who join this effort. Interested? As an aside – for fear of sounding like a broken record – wear your nametag and approach those who you do not know at social hour.

Fran Smith is completing her time as leader of the Pastoral care team. Thank you Fran for your open and warm heart and attentiveness. If you would like to join this team, please be in touch. UUCM is great at peer-to-peer pastoral care, but an established team is necessary, too.

The Board has approved an excellent Search Committee who is building on the very fine and careful work of the Transition and Partner teams to attract and hire a new half-time Contract Minister for the congregation. I can honestly say that my input to that individual will be balanced, and filled with optimism and affection.

During the past year, some trust issues have reared their ugly head, reminding us that past experiences with ministers and others can reappear like a gremlin. It is my hope that we can schedule a retreat for myself, the Board and Search Committee with our new UUA Congregational Lead, Rev. Sunshine Wolfe, to explore these issues and also establish a strong foundation for welcoming your new minister in September of 2019.

Thank you all so very much for inviting me to be among you, grow with you, laugh and cry with you, strategize, stumble and succeed with you. Let’s make the remaining 9 months of this Interim time connected, authentic, and fruitful.

In faith,

Rev. Robin

2018 Board President's Annual Report

2018 has been a busy year for us. Building on our commitment to reach out and help others in the community, we have opened our underutilized space to other groups.

Alcoholics Anonymous – Has been meeting 5 days a week for several years. Having a stable easily accessible meeting location in downtown Meadville has enable them to thrive. An offshoot of the regular meeting is a Women's AA group which meets one day a week.

The Creating Landscapes for Families after school program continues to assist children. If you want to experience the energy in this group, you can volunteer to help the children with homework or attend one of their spaghetti dinner fundraisers. They share half of the donations raised by the dinners with us.

We also hosted events such as Winterfest at which we presented a craft based on UU principles.

New members of our family are the Creating Landscapes Early Learning Center and the Teen Lounge.

The Creating Landscapes Early Learning Center is a high quality, arts infused, 4 Star rated preK program located on the second floor. The Center has a State Pre K Count grant which enables them to provide subsidence Pre K education in our community.

The Teen Lounge was started in partnership with Meadville Neighborhood Center. The basement has been renovated to host a much-needed safe meeting space for teens. Many thanks to Barb Newcamp and George Stabile for facilitating the project to fruition. Another opportunity to help other is become a volunteer chaperon for the Teen Lounge. See Barb for more information.

Building Improvements - In an ongoing effort to upgrade and renovate our historic buildings a new roof was installed on the flat roofs in the parish house. A problem with the heating system in the Sanctuary was recent repaired.

Facing the future: The Partnership Team completed its work, with half the congregation participating in an in-depth survey in preparation for a search for a part time contract minister.

A Search Team has been impaneled and is working through the UUA search process with the goal of hiring a contract minister to begin in September 2019.

Thanks to Rev Robin for extending her ministry another year to continuing guiding us through the search.

With all the activity at UUCM, Jodi Sipos' dedication is greatly appreciated.

Many of my most rewarding and memorable experiences with the UUCM have been from time sent serving on the board. This year's board continued the trend. Thanks for all your support.

We have some challenging decisions to make in the coming year as our volunteer Board continues to serve as well as we can with careers and family. Yet, as we approach the threshold of 200 years, we remain needed and viable. We are the home to seekers of all faiths who find comfort in the 7 UU principles and we all continue our work to side with love.

Respectfully submitted,

Dave Anderson, Board President

2018 Vice President's Annual Report

Thank you everyone for cleaning up the outside space. We've had a busy year and I have many people to thank for keeping the buildings and grounds looking good and functioning well.

This year, the flat roof on the Parish House was replaced under budget. We no longer have leaks in the kitchen.

We have created a welcoming space for the youth of Meadville by offering the basement of the Parish House to the Meadville Neighborhood Center for a Teen Lounge. The Lounge is open Wednesday 7-9 PM, Friday 6-11 PM, and Sunday 2-6 PM; 2 chaperones with appropriate clearances are present at all times.

The Early Learning Center started their second year in August.

There will upcoming repairs to the cold-air return duct work.

Respectfully submitted,

Bob Ackerman, Vice-President

2018 Mission and Outreach's Annual Report

The following activities were included under the guidance and/or participation of the Mission and Outreach section of the Board of Directors:

January through June's coffee hour hosting schedule was completed and distributed to the congregation.

January 21 and January 28—Lunch was provided for the UU orientation class

February 17—Winterfest activities were held

March 17—Blarney Breakfast was prepared and served

April 1—Easter potluck was coordinated and served

May 20—Flower communion was held and a light lunch was provided

August 19—The Annual church picnic was held at the Ackerman farm

September 9—A potluck lunch was held following the water communion service

September 22—A reception was held following the memorial service for Jan Day

October 7 and 14—Lunch was provided for the UU orientation class

October 21—Stewardship lunch was held following the morning service

November 18—A Thanksgiving potluck lunch was held

December 8— Hanging of the greens event

December 24—Reception following the Christmas Eve service

2018 Stewardship Chair's Annual Report

There is no way around it; it has been a challenging time for fundraising here at UUCM and we are still trying to improve the bottom line as you must be aware.

The pledge kickoff was well attended and creative ideas shared to shepherd the church into 2019. We have decided to remove the existing narrow flowerbed along the sidewalk of Chestnut Street and have grass planted instead. It will look a lot neater than the currently untended flower patch that it has been.

Ongoing fundraising will continue and I will publish rules for submitting items for sale to streamline the process for everyone. The garage sale did not bring in as much this year, but with the Blarney Breakfast, Ooh La La commissions and the actual sales, our fundraising total for 2018 is \$1681 under our \$6,000 goal. Some years, if we have a lot of people moving, we have more valuable items to sell; in years that we don't have people moving or downsizing, we don't have as many higher priced items to sell. Michelle Baker is a very astute marketer for our on-going sale and she does a great job with whatever we send here photos of to turn into money.

I have worked with Amelia Carr and Cynthia Burton to clean up the database and we three are committed to seeing it through into 2019; Amelia as our new Steward and I, as membership chairperson will work closely to provide a clean member/ friend list and of course to welcome new members and friends into our church community in every way.

Thank you for always being so willing to step in and help when I have called. I appreciate the opportunity that has been given to me to serve on the Board as Stewardship Chair for these past 2 ½ years. The entire Board, Rev Robin and Jodi have all been wonderful to work with. Although my service capacity will be shifting to membership, you will still see me helping out with properties, stewardship and generally joining in. I'm so grateful to be in community with you.

With gratitude,

Peggy Bell
Stewardship Chair

2018 Treasurer's Annual Report

Pledges

As I write this on November 30th there are still pledges coming in for 2019 and some members have responded to the request for additional contributions. At this time we do not have totals of the additional contributions or pledges that have been promised and not yet entered into the system. The goal is to have the \$5,689.49 covered by the annual meeting. See attached budget.

Checking Account Balance

The current checking account balance is \$19,967 but December expenses will be higher than normal. There will be a payment due to Church Mutual for approximately \$2,400 and a payment of \$2,675 to the UUA annual fund (UUA/OMD dues) in addition to the expected increases in utilities and snow removal. Assuming contributions of \$5000 to \$9,000 I project the Checking Account Balance on December 31st will be between \$8,000 and \$12000. This amount is within the range previous year end balances.

Endowment

The Endowment Balance on November 30th was \$326,728.86 and the rate of return is currently 9.1%. \$18,000 was withdrawn to cover operating expenses. A withdrawal of up to 32,000 was approved by the congregation for roof repairs and \$23,145.10 was withdrawn leaving a balance of \$8,854.90. There is additional work to be done on the slate portion of the roof which may cost up to \$5000.00.

Share the Plate

As of November, a total of \$1,940.73 was collected by giving ½ of the Sunday collection to local charities.

| | | |
|-----------|-----------------------|---------|
| January | Early Learning Center | 240.13 |
| Feb | Soup Kitchen | 174.95 |
| Mar | Free Clinic | 214.70 |
| Apr | Tamarack | 276.88 |
| May | Chaps | 146.14 |
| June | SURJ | 164.51 |
| July | French creek | 124.84 |
| August | French creek | 64.04 |
| September | UUPLAN | 175.80 |
| October | Women's Services | 207.43 |
| November | Housing Coalition | 151.31 |
| December | | |
| Total | | 1940.73 |

Respectively Submitted

John Stewart, Treasurer

Budget

| | 2018 Budget | 10/30/2018 | Remaining | Projected 2018 | 2019 Budget |
|--------------------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Income | | | | | |
| Pledges 2018 | 77,632.00 | 59,665.00 | 17,967.00 | 70,000.00 | 67,082.00 |
| Non Pledge Receipts | 8,000.00 | 4,045.05 | 3,954.95 | 4,500.00 | 4,500.00 |
| Rent | 10,000.00 | 8,126.00 | 1,874.00 | 9,751.20 | 11,292.00 |
| Fundraising | 6,000.00 | 4,318.62 | 1,681.38 | 4,500.00 | 5,000.00 |
| Endowment withdrawal-Operating | 18,000.00 | 8,519.50 | 9,480.50 | 18,000.00 | 17,000.00 |
| Other Income | | 334.48 | | 350.00 | |
| TOTAL INCOME | 119,632.00 | 85,008.65 | 34,957.83 | 107,101.20 | 104,874.00 |

| | | Amount needed to balance budget | | | 5,689.49 |
|------------------------------|-------------|---------------------------------|-----------|-------------|-------------|
| | | | | | 110,563.49 |
| Expense: | | | - | | |
| Minister Gross | 31,550.27 | 24,969.23 | 6,581.04 | 31,550.27 | 31,550.27 |
| Minister Benefits | 1,161.60 | 282.50 | 879.10 | 399.00 | 399.00 |
| | | | - | | |
| Minister Pension | 2,881.50 | 2,165.88 | 715.62 | 2,881.50 | 2,881.50 |
| Minister Prof Expense | 2,881.50 | 2,732.29 | 149.21 | 2,881.20 | 2,881.50 |
| Total Minister | 38,474.87 | 30,149.90 | 8,324.97 | 37,711.97 | 37,712.27 |
| | | | - | | |
| Keyboardist | 4,015.42 | 2,048.00 | 1,967.42 | 2,750.00 | 3,060.00 |
| Music Director | 5,704.65 | 4,874.55 | 830.10 | \$ 6,052.03 | 5,298.66 |
| Music Director Prof. Expense | 310.00 | - | 310.00 | | - |
| Music Special | 600.00 | 200.00 | 400.00 | 400.00 | 600.00 |
| Music Total | 10,630.07 | 7,122.55 | 3,507.52 | 9,202.03 | 8,958.66 |
| | - | | - | | |
| RE Director | 8,227.32 | 6,368.80 | 1,858.52 | 7,642.56 | 7,642.56 |
| RE Prof. Expense | - | - | - | - | |
| DRE Total | 8,227.32 | 6,368.80 | 1,858.52 | 7,642.56 | 7,642.56 |
| | | | | | |
| | 2018 Budget | 10/31/18 YTD | Remaining | Projected | 2019 Budget |
| Office Admin | 17,085.67 | 15,403.50 | 1,682.17 | 18,470.00 | 18,500.00 |
| Office Admin Pensions | 1,581.00 | 1,540.35 | 40.65 | 1,847.00 | 1,850.00 |
| Total Office Admin | 18,666.67 | 16,943.85 | 1,722.82 | 20,317.00 | 20,350.00 |
| | | | - | | |
| Custodian | 3,220.73 | - | 3,220.73 | - | - |
| Child Care | 600.00 | 152.50 | 447.50 | 200.00 | 600.00 |
| | | | - | | |
| Total Employee Expense | 79,819.66 | 60,737.60 | 19,082.06 | 75,073.56 | 75,263.49 |
| | | | - | | |

| | 2018 Budget | 10/31/18 YTD | Remaining | Projected | 2019 Budget |
|--------------------------------------|----------------|--------------|------------|-------------|----------------|
| Programming Total | 6,050.00 | 2,569.62 | 3,480.38 | 2,700.00 | 4,900.00 |
| Annual Program Fund (UUA dues) | 3,500.00 | 825.00 | 2,675.00 | 3,500.00 | - |
| Utilities | 10,000.00 | 8,792.37 | 1,207.63 | 10,550.84 | 12,000.00 |
| Properties Expense | 6,000.00 | 3,186.15 | 2,813.85 | 3,500.00 | 3,500.00 |
| Insurance | 7,200.00 | 3,469.03 | 3,730.97 | 6,130.97 | 6,500.00 |
| Office Expense | 3,000.00 | 2,246.27 | 753.73 | 2,695.52 | 3,000.00 |
| Other Expense | 1,200.00 | 134.00 | 1,066.00 | 200.00 | 200.00 |
| Property Taxes | | 1,423.87 | (1,423.87) | 1,423.87 | 1,500.00 |
| Search Committee | 750.00 | 148.00 | 602.00 | 148.00 | 1,000.00 |
| Payroll Expense church share of FICA | | 2,433.71 | (2,433.71) | \$ 2,719.25 | 2,700.00 |
| Unclassified | | 871.90 | (871.90) | 871.90 | |
| | | | | | |
| Total Non-Employee Expense | 37,700.00 | 26,099.92 | 11,600.09 | 34,440.36 | 35,300.00 |
| | | | | | |
| Total Expense | 117,519.66 | 86,837.52 | 30,682.15 | 109,513.92 | 110,563.49 |
| | | | - | | |
| Net Margin | 2,112.34 | (1,828.87) | | (2,412.72) | (5,689.49) |
| | | | | | |
| | | | | | |
| Off Budget | | | | | |
| | | | | | |
| Share the Plate YTD through 11/30/18 | 1,940.73 | | - | - | |
| | | | | | |
| | Bal 12/31/18 | Withdrawals | Remaining | | |
| Ministers Discretionary Fund | 1,726.24 | 524.25 | 1,201.99 | | |
| | | | | | |
| Endowment withdrawal-Roof repairs | 32,000.00 | 23,145.10 | 8,854.90 | | - |
| | | | | | |
| Restricted Gift's 2018 | 1,500.00 | 500.00 | 1,000.00 | | |

Programming Budget

| | | 2018 Budget | YTD 10/31/2018 | Remaining | 2019 Budget |
|------|------------------------|----------------|-------------------|-----------|----------------|
| 5510 | Religious Education | 750.00 | 16.00 | 734.00 | 500.00 |
| 5520 | Community Connections | 300.00 | 0.00 | 300.00 | 300.00 |
| 5530 | Board Expense | 0.00 | 0.00 | 0.00 | |
| 5540 | Fellowship | 350.00 | 227.61 | 122.39 | 300.00 |
| 5550 | Leadership Development | 300.00 | 0.00 | 300.00 | 200.00 |
| 5560 | Fundraising | 0.00 | 128.82 | -128.82 | 200.00 |
| 5570 | Membership | 300.00 | 76.63 | 223.37 | 200.00 |
| 5580 | Stewardship | 500.00 | | 500.00 | 500.00 |
| 5590 | Publicity | 200.00 | 536.48 | -336.48 | 200.00 |
| 5610 | Worship | 2,500.00 | 1,189.08 | 1,310.92 | 2,500.00 |
| 5620 | Denominational Affairs | 500.00 | 395.00 | 105.00 | 500.00 |
| 5630 | Finance Team | 0.00 | | 0.00 | 0.00 |
| 5640 | Pastoral Care | 100.00 | | 100.00 | 50.00 |
| 5650 | Social Justice | 250.00 | | 250.00 | 250.00 |
| | Total | 6,050.00 | 2,569.62 | 3,480.38 | 4,900.00 |

2018 Religious Education Coordinator's Annual Report

So far this year, our UU RE group of students has ranged from one child to ten children and averages about three each week. We have been reading myths from various cultural, religious, and regional groups on how they believe the world was created. We have been maintaining the structure of two weeks per myth which entails reading a myth/legend together and having a group discussion on week one, and then reviewing and doing a craft, game, or activity that relates to the myth on week two. We try to stick to this structure as best we can, as certain holidays/celebrations tend to come more into focus and excitedly interrupt our regularly scheduled curriculum. We have so far covered many different Native American myths, Christianity's Seven Days of Creation, Egyptian, and African myths and legends. You can find some of our crafts from these lessons on display on or bulletin board in the Parish House.

We also would like to take note of our new additional supports in the RE program: Sharon Kaplan who has volunteered to assist RE for the first two Sundays each month, and Christine Cooper who will be officially joining us in January for our third and fourth Sundays of each month. This added support in the classroom will be quite beneficial for meeting the safety and needs of the children.

We would also like to put out an announcement that we are looking for some people (maybe 2-3 people) who enjoy spending time with infants/toddlers and wouldn't mind covering the toddler room during our services as the opportunity arises. We have not had coverage for the infant/toddler room yet this year and we would love to be able to offer this to guests who have children that are not yet old enough to be engaged in the RE classes. If anyone in attendance at any of our church services notices that there are infants/toddlers present we would like to be able to call upon one of these selected people who are willing to spend a Sunday playing with adorable babies. Having someone to watch the children helps the parents to be able to enjoy the service without worry or concern. Unless any one person wants to or knows someone who can take on the role as being supervisor of the Toddler room, we would appreciate 2-3 people who regularly attend to step up and work amongst themselves to decide who will cover the toddler room that day, if there are infants/toddlers present in the church service.

2018 Worship Team's Annual Report

This year the Worship Committee has continued to fill the pulpit on the Sundays when Rev. Robin is not here and has also begun to look to the future for ways to continue offering a variety of services as needed.

The long-term view appears that our church will continue with a part-time minister, which means that we need service leadership for least 24 Sundays during the Sanctuary Season from the end of Aug. through mid-June and 8 Summer Season Sundays.

To that end, we are working to develop additional multimedia resources to supplement existing services and offer new service possibilities as well. We are also working to develop an active Speakers List of people who can lead services from among our members, the Meadville and Allegheny College communities and other UU sources.

As always, we are grateful for the many people who help provide the many aspects of our worship services and who volunteer weekly to be Pulpit Assistants, usher, record the services for our web page, work with Rev. Robin and other speakers to coordinate hymns, musical and choir offerings and who work with Rev. Robin and speakers to develop the weekly Order of Services. With ongoing generous offerings of time and talent from staff, UU members and others, we can continue to offer a diversity of services, speakers and topics.

Respectfully submitted,
Karen Schreiber Mason
Worship Chair

WORSHIP BUDGET – 2019

| | |
|---------------------------------|----------------|
| 1. Sanctuary Services Honoraria | 1,300 |
| 2. Summer Services Honoraria | 400 |
| 3. Design Studio Membership | 250 |
| 4. Candles | 300 |
| 5. Hymnals | 250 |
| TOTAL | \$2,500 |

ITEMS 1, 2, 3: With the church looking for a part-time minister, honoraria and Design Studio are essential. A part-time minister fills the pulpit 2 Sundays/month, leaving approximately 24 Sundays to fill the pulpit from the end of August through mid-May. Honoraria allow us on some occasions to recruit pulpit speakers who are not UU members or who are not willing to speak for free. Preparing a Sunday sermon and working out the details of the rest of the service takes a minimum of 10-15 hours, not including the many additional hours speakers develop ideas and research sources. In addition we have 8 Summer Services which need leadership each Sunday as well. Design Studio Membership allows us to begin to use multimedia audio visuals to our services, to provide new design ideas and approaches for services, and hopefully to attract younger members who are more comfortable with multimedia presentations.

Item 4: includes the large candles for the table in front of the pulpit, the Joys and Concerns and the Christmas Eve candles. We also reuse the Christmas Eve candles for Joys and Concerns, but currently we have used all of the candles from last year.

Item 5: It has come to our attention that we don't have enough hymnals for sanctuary. Adding several each year will help to fill the pews.

Bylaws of the Unitarian Universalist Church of Meadville

Article 1. Name and Affiliation:

The name of this congregation is the Unitarian Universalist Church of Meadville, Pennsylvania. In the deed to the church, its name is the Independent Congregational Church.

This congregation (church) is independent in polity and organization; it is affiliated with the Unitarian Universalist Association (UUA), its Ohio Meadville District (OMD), and other organizations as the membership shall decide, in order to provide services that this congregation cannot provide for itself and to strengthen and grow.

Article 2. Purpose:

This is a congregation which celebrates diversity and welcomes all. We share values that allow this congregation to come together as a nurturing, caring community committed to a democratic and liberal outlook, spiritual and educational growth, fellowship and community outreach.

The purpose of these Bylaws is to establish the over-arching rules of governance for the church. All documents in the church must abide by and be in compliance with these Bylaws.

Article 3. Membership:

Any person 16 years of age or older who is in sympathy with the spirit and purpose of this church, and can demonstrate an understanding of the responsibilities of membership, may become a voting member of this congregation by signing the membership book in the presence of the Minister or a member of the Parish Board. An annual financial contribution of record is a requirement of membership in the church. A person under the age of 16 may become a member upon obtaining the recommendation of the membership chair and consent of the Parish Board. No subscription to creed or ceremonial participation is required for membership. Any person who so desires may be listed as a friend of the congregation in the church records.

Members may hold office and vote on church business. To vote as a member for any purpose, a person must be a member for 30 days preceding the date of the ballot or signature. All members shall have the right to reasonable expression of their respective views, including the right to request and receive hearing at meetings of the church organization. Any interested person who is not a member may serve on committees or participate in the activities of the church other than holding office and voting on church business.

Withdrawal of membership may be made by written request to the Minister or the Secretary of the congregation. Such a notice will be transmitted to the Board and noted in the Membership Book (the official record of membership) and other records of the church. At least annually, the board, on the recommendation of the Membership Committee, will delete from membership those individuals who have died within the year. Reasonable attempts will be made to contact those individuals who have ceased contact with the church or who have not made an annual financial contribution of record. They will be asked to positively reaffirm their interest in remaining members of the congregation. The board, with input from the Minister, may remove from membership those who do not respond.

Article 4. Fiscal Year:

The church's fiscal and administrative year runs from January 1 to December 31.

Article 5. Congregational Meetings:

The Annual Meeting of the congregation will be held during the first week of December at a time determined by the Parish Board. The purpose of the Annual Meeting is to elect officers, the Leadership Development Committee, the Investment Committee, and Trustees for the upcoming fiscal year, to receive reports of the current year's activities from the Board, Minister, Director of Religious Education, and committee chairs, to adopt a budget for the upcoming year, and to discuss such other business as may come before it.

The President of the Parish Board will prepare and submit an agenda to the Parish Board far enough in advance so that the agenda can be discussed, approved and published in the newsletter at least two weeks before the meeting. Any five members may request that an item be placed on the agenda for the Annual Meeting by requesting it in writing of the President in sufficient time to meet the above congregation notification schedule.

Special congregational meetings may be called by the President, by the Parish Board, or by written request to the president signed by 10 lay members of the congregation. Only such business as indicated in the call for the meeting may be transacted at any special congregational meeting. At least seven days' notice of all special congregational meetings must be given to the membership by mail, e-mail, or other electronic notice; and all meetings will be announced at regular worship services, on the website, and in the *Oracle*, whenever possible, prior to the meeting.

A quorum for congregational meetings described above is constituted by 25% of the membership. When a quorum is present, the congregation at its meeting may conduct business by majority vote. Members must be present to vote. **34 | Page**

Article 6. Parish Board

The Parish Board manages the affairs of the church between Annual Meetings. The Parish Board shall meet monthly whenever possible, with no fewer than six meetings per year. These meetings shall be open to any member who wishes to attend. It is expected that the Parish Board shall delegate many day-to-day activities to committees as defined in Article 8. Other duties that the Parish Board is expected to accomplish include, but are not limited to, the following:

1. Develop and present an annual budget to the congregation for a vote at the Annual Meeting.
2. Oversee the finances of the church to ensure appropriate fiduciary responsibilities.
3. Appoint committee chairs
4. Establish and implement policies and practices that support the programs of the church.

5. Develop a long-range plan for the church.

The UU Parish Board will consist of seven officers of the Church: President, Vice-President, Secretary, Treasurer, Coordinator of Mission Teams, Coordinator of Outreach Teams, and Stewardship Chair. Each of these must be bonded for at least \$5,000. The Board requires a quorum of four officers to do business, and affirmative votes by a majority of those present are required to carry a motion in the Board.

The Minister will also serve as a non-voting ex officio member of the Board. Officers will be elected by the Congregation at its Annual Meeting for two-year terms, beginning January 1st. The terms of the Church officers should attempt to ensure both continuity and new blood among Board members. No two Church officers may be members of the same household. An individual may serve no more than four years of any six consecutive years as a member of the Board.

Article 7. Officers

President

The **President** conducts all business meetings of the congregation and Parish Board. The President schedules all meetings of the congregation and the Parish Board. The President is a member ex officio of all committees of the church. The President implements and administers the policies of the Parish Board. No person may be nominated to serve as President without having served at least one year on the Parish Board, preferably the year immediately previous. The President's term of office is for 2 years and begins on January 1st. The President serves as liaison to the Personnel Committee, the UUA and Ohio-Meadville District, and to any Search Committees. The President is authorized to sign checks in the absence of the Treasurer.

Vice President

The **Vice-President** serves as liaison to the Board for the administrative functions of the Church, including Properties, Public Relations, Information Technology, and Leadership Development. The Vice-President assumes the duties of the President in the President's absence. The Vice-President oversees the conduct of the annual audit of the church's books.

Secretary

The **Secretary** is responsible for keeping a record of all church and Parish Board meetings and ensuring that topics discussed at board meetings are communicated to the congregation. The Secretary maintains the permanent records and documents of the Church as well as being the primary correspondent on behalf of the Congregation and the Parish Board. The Secretary will also maintain the list of all committees, their membership, and a description of their functions and normal procedures; The Secretary is responsible for keeping the Bylaws up to date and serves as liaison to the Bylaws Committee.

Treasurer

The **Treasurer** oversees the funds of the church to ensure that the annual cash flow is sufficient to meet the operating needs of the church. The Treasurer prepares accurate financial reports, advises on expenditures and

financial policy that assist the Parish Board and congregation in decision-making, and signs the checks for the day-to-day operations of the church including payroll and tax obligations. The Treasurer may supervise the activities of a church bookkeeper and accountant. The Treasurer will serve as liaison to the Investment Committee.

The Treasurer will serve as a non-voting ex officio member of any committee relating to the stewardship of the church, as needed.

Coordinator of Mission TEAMS

The **Coordinator of Mission Teams** serves as liaison to the Board for those areas of the Church that put forward the church's mission including but not limited to: into action: Worship, Religious Education, and Social Action Teams.

COORDINATOR OF OUTREACH TEAMS

The **Coordinator of Outreach Teams** serves as liaison to the Board in the areas that put forward the church's outreach to the community including but not limited to: Membership, Fellowship, Community Connections and Caring Teams.

Stewardship Chair

The **Stewardship Chair** serves as liaison to the Board for the functions of the Church that grow, nurture, promote, and build the gifts and resources of the Church: Annual Budget Drive, Fund-Raising, and Planned Giving.

Article 8. Committees

Many Church functions are carried out by committees whose chairs are appointed by the Board, usually at the first meeting of the year, and whose activities are monitored by the Board. A list of all committees, their membership, and a description of their functions and normal procedures, will be maintained by the Secretary, made available in the Church Office, and published in the Oracle. Each chair is responsible for recruiting individuals from the congregation to serve on the committee, except for the Investment Committee and the Leadership Development Committee, the members of which are elected by the congregation. A committee is responsible for managing its resources, requesting annually a budgeted amount from the Parish Board, and reporting regularly to its Board Liaison on the activities and concerns of that committee. Additionally, each committee will submit a report on its year's activities at the Annual Meeting. Committee chairs are required to meet as a group with their Board Liaisons at least twice a year for purposes of coordination and long-range planning.

The President is an ex-officio non-voting member of all committees of the Parish Board. Board members are ex-officio non-voting members of all committees for which they serve as liaison. An individual may serve no more than five of any seven consecutive years as chair of the same committee.

The following committees are an integral part of the Church and should be considered standing committees:

-
1. Religious Education
 2. Worship
 3. Membership
 4. Fellowship
 5. Social Action/Public Relations
 6. Short-term financial issues (annual fund drive, fund-raising). This incorporates the current role of Stewardship.
 7. Long-term financial issues (planned giving, investments)
 8. Properties (focus is the monitoring everyday needs of property management---financial planning re: properties would be the responsibility of the short-term and long-term function/chairperson)
 9. Personnel. This committee will meet as need to review salaries and job descriptions.

In addition:

-
- A. The audit will be conducted once a year, and is the responsibility of the Vice President of the Board. The individual actually doing the audit will be other than the Treasurer, to avoid any potential conflict of interest.
 - B. Chairpersons of each of the above nine functions will assist the Treasurer in preparing the following year's budget, through budget requests.
 - C. "Information technology" is not needed to be stated as a separate function.
 - D. There is a "Caring Committee" which is functioning, but does not need to be named in the bylaws. The distinctive aspect of this committee is the confidential nature of its work.
 - E. There is not a need for a "Bylaws Committee." The revision of the bylaws, every five years at the most, is a function of the Member-at-Large, who can gather others to review and recommend and present to the Board and Membership.
 - F. It is proposed that the bylaws remove the phrase "a mix of growth and income funds", while retaining the phrase "moderate amount of risk", in order to provide the investment chair with greater flexibility.

"Leadership Development" is an ongoing Board responsibility, and the Board can appoint someone to head the search for developing new leadership capacities within the membership. The phrase "Leadership Development" would be eliminated from the bylaws. Leaders are to be selected from members who are currently active,(but not from among first year members.

With the proposed structure above, temporary chairs/coordinators would be appointed by the Board.

There are two areas with a priority need for detail in the Procedure Manual. These are: procedures to train new members for leadership roles; Properties - there is a need for a list of routine tasks to be done and when they need to be done.

Article 9. The Leadership Development Committee:

The Leadership Development Committee is comprised of the Vice President of the Parish Board and two other members of the church. Each year at the Annual Meeting, one member of the congregation shall be elected to serve on the Leadership Development Committee for a two-year term. The Leadership Development Committee will meet as soon as is reasonably possible after a new committee is formed to select a chair from among its members. It shall make nominations at the Annual Meeting to fill elected positions according to these Bylaws (appropriate officers, trustees, members of the Investment Committee, and a member of the Leadership Development Committee). Except for the Vice President, Leadership Development Committee members may not succeed themselves.

The Leadership Development Committee shall solicit recommendations from each current officer and committee chair for persons to fill each position. In addition, the committee shall seek recommendations from the congregation at large through the newsletter and at Sunday services well before it makes a final decision.

The Leadership Development Committee must publicize its selection of candidates one month preceding the Annual Meeting. The committee may present to the congregation more than one candidate for any of the above described positions. The names of anyone else wishing to stand for an elected position are to be announced at the same time as the Leadership Development Committee selections. The committee will make every effort to assure that each of its nominees is clearly aware of the duties of the position for which nominated. Nominations may be made from the floor at the Annual Meeting with a second. In all cases, those nominated must consent to stand for election, and written consent must be provided if those nominated from the floor are not present.

Article 10. Vacancies:

If an elected position becomes vacant, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint a member of the church to serve in the position until the next Annual Meeting.

Article 11. Auditors:

The Vice President will select an Audit Committee to examine the financial records of the church as soon after the close of the yearly books as practicable and submit a report to the congregation. The Audit Committee should consist of three members of the congregation, if practical, or an outside accounting firm

Article 12. Trustees:

Five members of the congregation serve as trustees who are entrusted with the responsibility of signing all documents relating to the sale, transfer and alienation of all church real estate. The trustees are elected at the Annual Meeting for staggered five-year terms. A trustee may be re-nominated at the end of his/her term. If a vacancy occurs, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint an interim trustee to fill the vacancy until the next Annual Meeting, at which time a trustee is elected to complete the term.

Article 13. The Minister:

The Minister shall be responsible for the conduct of worship within the congregation and the congregation's spiritual interests and affairs. The Minister keeps records of namings, weddings and deaths. The Minister provides spiritual guidance and practical counsel to those in distress. Our Minister will maintain and exemplify the church's faith in the free and respectful sharing of ideas. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinion outside the pulpit.

The Minister shall be an ex-officio member of the Parish Board and of all committees except the Leadership Development Committee. The Minister is also chief of staff of the church. As such, the Minister—acting within the framework of the budget, and with the advice and consent of the Personnel Committee—manages the administrative affairs of the church; may hire, train, evaluate and terminate staff; and recommend salary actions and recommend policy changes.

The Minister will report matters of church life and operations to the board on a regular basis and to the congregation at the Annual Meeting.

The Minister represents this church in the community at large.

In the event of a ministerial vacancy, the Parish Board and the Worship Committee will provide for temporary ministerial services. At the direction of the congregation, a Ministerial Search Committee may be created, consisting of four members selected by the congregation and three members selected by the Parish Board. As far as possible, the search committee is to follow UUA search and selection guidelines.

A Minister shall be called to serve upon recommendation of the Ministerial Search Committee by an 80% majority of qualified members of the congregation present at any congregational meeting legally called for the purpose. A quorum for such a meeting is to be constituted by 40% of the voting membership, rather than the 25% of the voting members, as called for in Article 5, Congregational Meetings.

The Minister may be dismissed by a majority vote of the qualified members of the church present at any congregational meeting legally called for the purpose, the quorum for such a meeting to be constituted by 40% of the voting members rather than 25% of the voting members as called for in Article 5, Congregational Meetings.

Article 14. Financial Matters

The Parish Board shall administer and manage the business of the Unitarian Universalist Church of Meadville.

At each annual business meeting, the Parish Board shall submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income. A budget is adopted by a simple majority vote of the voting members present at the meeting. Once a budget is approved, the Board may authorize and expend the funds as budgeted. Committee chairs and Staff are empowered to spend amounts as budgeted annually. Although each committee normally administers the funds budgeted to it, the Board may set an amount above which a committee may not spend without prior approval of the Parish Board. The Board may reallocate budgeted funds, as long as the reallocation does not exceed five percent (5%) of the approved budget. No committee of the church or the Parish Board may enter into a contract involving an expenditure of more than \$5,000 except for approved budget items. The membership must approve any expenditure or obligation for indebtedness that exceeds \$5,000.00. The membership must also approve the purchase, sale, or mortgage of real property.

The right or authority to make contracts or binding promises for monetary outlay on behalf of the Church, whether oral or written, rests with the Parish Board, or its designated representatives. Checks and other orders on the funds or credit of the church, and all contracts and instruments in writing by the church, shall be valid and binding upon the church only when executed by such officers or other representatives as shall be designated and authorized by the Board.

Article 15. Endowment and Investment Funds

Oversight and management of endowment funds is vested with the Investment Committee of the church. At least five church members will act as investment managers for endowment funds: the Investment Committee Chair and at least four other members elected by the congregation who are knowledgeable of finance and investments. All decisions and recommendations of this committee require the approval of at least a majority of the entire committee.

The endowment is invested in a mix of growth and income fund(s) which carry a moderate amount of risk; these terms being generally accepted definitions in the banking business. The details of management shall rest with the Investment Committee, which acts in consultation with and with advice from professionals of the investment company. The yearly withdrawal from the endowment may not exceed 5% of the amount at the end of the previous year.

The endowment also should provide a financial cushion which enables the church to pay for unexpected emergency capital expenditures prior to mounting a specific fundraising campaign. If an emergency arises where time is of the essence to protect the health of the congregation and/or the value of the church's real property; at least four members of the Parish Board, on the recommendation of the properties chair, may approve spending an amount up to 5% of endowment principle. This action must be immediately announced and explained to the congregation and plans put in action to repay the endowment over a reasonable time frame.

Article 16. Bylaws Review and Amendment:

These bylaws, so far as allowed by law, may be amended or replaced at any Congregational Meeting (as described in article 5) by a two-thirds vote of those present and voting. In years divisible by 5, and more often if needed, the President will appoint a special committee to review these bylaws and recommend changes to be approved and presented by the Parish Board to the congregation.

Once the Board has approved the proposed changes, the members of the church should be given an opportunity to review them and present additional suggestions for the Board's consideration. A full copy of all proposed changes shall be contained in the call to meeting. Only amendments as proposed in the call to meeting may be adopted at any given Congregational Meeting. No changes (other than corrections of grammar or spelling that do not affect the meaning of the document) may be made to the proposed amendments prior to a vote.

Article 17. Dissolution:

In the case of dissolution of the congregation, all of its property, real and personal, after paying all just claim upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the trustees of the congregation shall perform all action necessary to effectuate such conveyance.

Other unexpected expenditures must be brought before a special meeting of the congregation as defined in Article 5, Congregational Meetings, and approved by a vote of two-thirds of the members present. These funds generally should be no more than 20% of the principle amount of the endowment and treated as though they, too, are loans from the endowment to the congregation. An amortization plan also must be presented and approved at the special meeting.

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