



UNITY CHURCH-UNITARIAN

*The mission of Unity Church
is to engage people
in a free and inclusive
religious community
that encourages lives of
integrity, service and joy.*

143rd Annual Meeting of the Congregation Saturday, November 15, 2014 • 10:00 a.m. Meeting Agenda

Convening of Meeting

Invocation and Bond of Fellowship (read in unison, please rise as you are able)

*As those who believe in religion,
As those who believe in freedom, fellowship, and character in religion
As those who believe that the religious life means the thankful,
trustful, loyal and helpful life, and
As those who believe that a church is a community of helpers,
wherein it is made easier to lead such a life;
We join ourselves together, name, hand, and heart
as members of Unity Church*

William Channing Gannett March 9, 1879, adapted

Adoption of Robert's Rules of Order

Election of Parliamentarian

Approval of the Minutes of November 16, 2013, Annual Meeting

In Memoriam

Congregational Business

- Ministries
- Generosity Ministry Team
- Anti-Racism Leadership Team (ARLT)
 - ARLT Report
 - Present New ARLT Members
 - Acknowledgment of Outgoing ARLT Members
- Trustees
 - Congregational Survey
 - Remarks on 2013-2014 Board Activities
 - Election of New Trustees
 - Acknowledgment of Outgoing Board Members
 - Announcement of Board Officers for 2015
- Budget 2015 Presentation
 - Approval of 2015 Budget

Words of Thanks from Board to Executive Team and Staff

Closing

**142nd Annual Meeting of the Congregation
Unity Church–Unitarian
Saturday, November 16, 2013 — 10:00 a.m.
DRAFT MINUTES**

ATTENDEES

BOARD MEMBERS: Marg Walker, Chair; Deborah Carter-McCoy; Rich Hamer; Steve Harper; Bob Peskin; Lia Rivamonte; and Terry Linskey

EXECUTIVE TEAM: Janne Eller-Isaacs, Rob Eller-Isaacs, Barbara Hubbard, and Lisa Friedman

PARLIAMENTARIAN: Pat Diamond

VOTING MEMBERS: There were 97 Voting Members present. Quorum was 88.

CONVENING OF THE MEETING

Marg Walker convened the meeting.

Singing of Hymn 318 – We Would Be One

Reading of Invocation and Bond of Fellowship – In Unison

ADOPTION OF ROBERT’S RULES OF ORDER

Motion to adopt Robert’s Rules of Order was made by Rebecca Flood. Terri McNeil seconded the Motion. There was no discussion and the Motion was unanimously approved.

ELECTION OF PARLIAMENTARIAN

Motion to approve Pat Diamond as Parliamentarian was made by Bill Gray. Rick Heydinger seconded the Motion. There was no discussion and the Motion was unanimously approved.

APPROVAL OF THE MINUTES OF 141ST ANNUAL MEETING

Motion to approve the Minutes from the 141st Annual Meeting of the Congregation was made by Laura Smidzik. Priscilla McDougall seconded the Motion. There was no discussion and the Motion was unanimously approved.

IN MEMORIUM

Janne Eller-Isaacs and Rob Eller-Isaacs read the names of those members who have died since the last Annual Meeting. Members who have passed away include Duncan Baird, John Blackstone, Lucille Heaton, and Phyllis Gene Jones.

CONGREGATIONAL BUSINESS

MINISTRIES - PRESENTATION OF THE ANNUAL REPORT

Rob Eller-Isaacs presented the Ministers Annual Report.

Rob invited Mary-Margaret Zinden to report on the activities of the ARLT.

Mary-Margaret provided an overview of the work done by the ARLT over the past year. She introduced new members of the ARLT. New members are Gabby Mead, Peter Heege, Kelley Nelson, and Jill Henrickson. She went on to acknowledge the work of Alana Howey and Mary Morris who are leaving the team this year.

TRUSTEES REPORT

2012 – 2013 Board Activities

Marg Walker opened her presentation by recognizing all who have had a leadership role within the congregation. Specifically, she recognized past board members, those who have served on past pledge teams, and those active in any part of the *Unity Tomorrow* project.

Marg went on to describe the work the board performed in the development of the new Ends Statements for 2014-2018, and the resolution for by-law change regarding the composition of the Executive Team.

Executive Team Composition Study

Marg introduced Steve Harper, Executive Team Composition Sub-Team leader, who reported on the review of the sub-team's process.

Motion to approve changes to Article V of the by-laws was made by Peter Heege. Ellen Green seconded the Motion. Following discussion and several questions, the Motion was unanimously approved.

Election of New Trustees

Motion to approve Ginny Allen, Hal Freshly, and Peggy Lin as new trustees was made by Mark Foster. Cathy Crosby-Schmidt seconded the Motion. There was no discussion and the Motion was approved.

2014 BUDGET PRESENTATION

Motion to approve the 2014 budget was made by Chris Crosby-Schmidt. Lorelee Wederstrom seconded the Motion.

Barbara Hubbard presented the 2014 budget to the voting members. In her presentation, Barbara:

- Recognized 50 year voting members and first year voting members
- Reviewed funds and endowments
- Reviewed cash flow situation
- Provided update on pledge goal
- Reviewed in great detail the 2014 operating budget narrative

Following lengthy discussion and questions, the Motion was unanimously approved.

PRESENTATION OF ENDS STATEMENTS FOR 2014-2018

Marg Walker invited Bob Peskin, New Ends Statements Sub-Team Leader, to review the process taken by the board in the development of the Ends Statements.

Following his report, Bob, along with Steve Harper, Lia Rivamonte, Marg Walker, and other trustees, led the congregation in an original song created by the board.

NOTE: You had to be there to truly appreciate it!

WORDS OF THANKS FROM BOARD TO EXECUTIVE TEAM | STAFF

Marg Walker recognized and thanked the Executive Team, and all church staff members, for their tireless work and support to our religious community.

ACKNOWLEDGEMENT OF OUTGOING BOARD MEMBERS

Marg Walker expressed the appreciation of the board and the congregation for the service of outgoing trustees Bob Peskin, Sarah Pradt, and Tim Thoreen.

ANNOUNCEMENT OF BOARD OFFICERS FOR 2014

Marg Walker announced that Steve Harper would assume the role as board chair, and Deborah Carter McCoy will serve as secretary for the 2013-2014 Board Term.

ADJOURN

The Meeting was adjourned at 11:45 AM.

Respectfully submitted,
Terry Linskey, Board Secretary

2013-2014 Report from the Board of Trustees

This year the board breathed a sigh of relief. The major projects of the last three years—*Unity Tomorrow* and the new Ends Statements were done and we could get back to the “normal” work of the board. What we may not have appreciated is that even this work takes considerable time and energy every month.

One of the new activities of the board this year was to invite the Anti-Racism Leadership Team (ARLT) to have a periodic hour-long conversation about anti-racism and how we can better understand our own racial attitudes. This resulted in two very informative sessions where we examined our own belief structures—both overt and covert—and talked about how they affect our behavior in the world.

These conversations also helped lay the groundwork for a new initiative launched this year—establishing ongoing leadership-to-leadership contact with organizations we consider moral owners of Unity Church such as Mano a Mano, Amicus, Circle of Peace and others. A sub-team of the board has developed a series of questions that we will be asking our moral owners when we meet with them beginning in January. I believe this will help us energize our relationship with these community leaders as we all seek to live into the vision of beloved community.

A second sub-team of the board spent time researching and talking about how we can prepare for the upcoming leadership transitions. Three of the members of our Executive Team (Rob, Janne, and Barbara) are all over 60 and will be planning to retire in the foreseeable future. The board felt it was prudent to begin the financial planning required to establish a Ministerial Search Reserve Fund that can be used to conduct a search process. This is now a standard line item in our budget and will be funded over the next few years.

A third sub-team was established to help redefine Lisa Friedman’s position and upgrade it from Director of Congregational Life to Minister of Congregational and Community Engagement. This involved considerable conversation about what that new role could be and creating a job description that encompassed her new responsibilities. We are thrilled that Lisa has stepped into that new role.

The final major task of the board was the annual congregational survey. This instrument is the chief means through which both the board and the Executive Team evaluate progress toward our Ends, and identify areas that need additional time and resources. This year the board agreed to combine our traditional survey with the spiritual growth and maturity pilot survey conducted last year.

This report would not be complete without an intense expression of gratitude for the energy, time, and dedication the ministers, church staff, and innumerable volunteers bring to our shared work of building the beloved community. In my year as board chair, I have been privileged to work with my fellow trustees, as well as members of the congregation as we strive to live into our vision of shared leadership and shared ministry. When we work together as a team, we can accomplish extraordinary things.

In faith,

Steve Harper
Chair, Board of Trustees
Unity Church-Unitarian
November 15, 2014

Board of Trustees Nominees



Stuart Alger and his wife Patricia Eaves joined Unity Church in 1991. Their sons, Ryan and Jack, both received religious education at Unity and completed the Coming of Age and Our Whole Lives programs. Patricia was part of the Parish Visitor program and was a Coming of Age facilitator for three years. Stuart has participated in church life in several ways, including as a mentor and co-leader in the Coming of Age program, as a member of a welcome team, as part of the new members team, as a member and chair of a ministerial internship team, as a Sunday School teacher for rambunctious five-year-olds, and as the tsar in “Tsar’s Volleyball” at the men’s retreat. He loves politics, theater, hockey, and is a lawyer at Stinson Leonard Street in Minneapolis.



Mark Foster joined Unity Church in 1980 and promptly started singing in the choir along with his wife, Sally. Earlier memories include his August wedding in a 90°+ Unity Church sanctuary (no A/C then!), and, as a member of the custodial staff, buffing floors while listening to the Watergate hearings. Mark and Sally raised their children, Sarah and Ben, in a house conveniently located one block from the church. Over the years he has co-led capital and operating campaigns and has been a member of intern and ministerial support teams. Mark has been a mentor and a guide for the Coming of Age Program, and he co-facilitated an Our Whole Lives program for adults. He has enjoyed traveling to Boston and Transylvania with other Unity pilgrims and learning more about our Unitarian roots. In 2015 Mark will retire after 37 years in the retirement plan business. He is enthusiastic about his next opportunity for involvement at Unity Church as a member of the Board of Trustees.



Angela Newhouse has been a member of Unity Church since 1991 and has explored many roles in church over the last 23 years. She has taught almost every age group in the religious education program, from the pre-spirit play three-year-old group, to serving as an Our Whole Lives facilitator for two years, as well as enjoying the role of Coming of Age mentor several times. Angela also has been part of the Anti-Racism Leadership Team, and sings soprano with the Unity Singers. She teaches second graders in the North St. Paul-Maplewood-Oakdale Schools, giving her daily opportunities to seek to live out her values of seeing the potential and good in every child and striving for equity in an inequitable world. Angela lives in Como Park with her husband Brian and teenage daughters, Claire and Ellie, all of whom lead active church lives here at Unity.

2015 Proposed Operating Budget

Unity Church - Unitarian

Proposed Operating Budget - Fiscal Year 2015

for the period 01/01/15 - 12/31/15

	FY 2014	FY 2015		
	Approved	Proposed	Budget	
	<u>Budget</u>	<u>Budget</u>	<u>Note #</u>	<u>FY 2015 Proposed Budget Notes</u>
	1/01/14-12/31/14	1/01/15-12/31/15		
<u>INCOME</u>				
Gross Pledges	1,206,151	1,242,311		765 pledges incl 102 new & 55 not renewed
Less Shrinkage	(60,308)	(49,692)		4.0% allowed for uncollectible
Net Pledges	<u>1,145,843</u>	<u>1,192,619</u>	1.	
Gifts, Offerings and Fundraisers	73,700	75,000	2.	Yr End Gifts, Sun Offerings, Fundraiser & Coffee Income
Program Income	68,786	68,390	3.	Weddings, Memorials, RE, Music, Food Ministry
Investments	28,000	27,000	4.	Investment Dividends from "Held by Others"
Church Facility Rental	34,707	28,285	5.	One Voice, Above Every Name, New Century Club, 12 Step Groups
Other Funds and Grants	45,000	56,994	6.	Hallman Gift, Unity Consulting, Sabbatical Reserve & Misc
TOTAL INCOME	<u><u>1,396,037</u></u>	<u><u>1,448,288</u></u>		
<u>EXPENSE</u>				
Governance	24,750	21,950	7.	Financial Review, Anti-Racism, UUA Dues, Ministerial Search Reserve
Program	776,911	803,387	8. & 9.	Ministerial & Program Staff Compensation, Program Expense
Development	12,545	10,100	10.	Annual Pledge Drive, Heritage Society & Fundraiser Exp
Administration / Operations	568,009	593,444	8. & 11.	Admin & Facilities Staff Compensation, Support Program Exp
SUBTOTAL EXPENSE	<u><u>1,382,215</u></u>	<u><u>1,428,880</u></u>		
Sabbatical Reserve	0	5,119	12.	Yr 1 of 6 for Min of Congregational & Comm Engagement
Reserve Fund	13,822	14,289	13.	1% of Budget
TOTAL EXPENSE	<u><u>1,396,037</u></u>	<u><u>1,448,288</u></u>		
<u>INCOME OVER/(UNDER) EXPENSE</u>	<u><u>(0)</u></u>	<u><u>(0)</u></u>		

Unity Church – Unitarian Proposed Operating Budget Narrative – Fiscal Year 2015

Attached you will find the proposed budget summary for Fiscal Year 2015 which runs from January 1 through December 31, 2015. This budget will go before the voting members of the congregation for approval at the Annual Meeting on November 15, 2014.

Assumptions and Proposals

1. **Pledge Income** for 2015 is projected at \$1,242,311, a 2.0% increase over our *current* 2014 financial pledge base, which is supported by 718 households. We are projecting that by the end of 2015, 765 households will have made Operating pledges, including 102 new pledges. We are also assuming that 4.0% of our 2015 pledges will be uncollectible.
2. **Gifts, Offerings and Fundraisers** includes unrestricted special gifts, Sunday offering income and income from Peace Coffee sales.

Sunday Offering income is projected at \$83,000 with 70% being given away to offering recipient organizations and 30% supporting our Community Outreach ministries in the Operating budget.

We are planning to do a special fundraising event in the spring of 2015 with \$20,000 of net income.
3. **Program Income** includes fees from weddings, non-Unity Church memorials, Children’s Musical ticket sales, Religious Education program fees, summer camps, retreat fees and food ministry income.
4. **Investment Income** is budgeted at \$27,000 in the 2015 Operating budget. This represents only cash dividends from Unity Church endowments that are “Held by Others” including the Mary Lou Diether Trust held at U.S. Bank and the Unity Church-Unitarian Fund held at The Saint Paul Foundation.

We are not drawing investment income from the endowments held by Unity Church, but instead allowing the reinvestments to strengthen the value of these funds.
5. **Church Facility Rental** income is received from groups for one time and ongoing activities such as twelve step groups and the New Century Club. We also rent office space to the One Voice Mixed Chorus and rent worship space to Above Every Name Ministries.
6. **Other Funds and Grants** represent an annual Hallman Internship gift, a small portion of Unity Consulting income, income from our new Electric Vehicle charging station and miscellaneous income.

In 2015, we are also drawing ~\$20,000 from the Sabbatical Replacement reserve fund that has been growing over the past 6 years. These funds will provide Rev. Lisa Friedman with additional compensation for the two months that our Co-Ministers are on sabbatical, and also pay for other related expense.
7. **Governance Expense** is comprised of Board and Executive Team expense, including non-salaried Sabbatical expense.

Included in the Board’s 2015 budget is the cost of an annual independent financial review of the 12/31/14 financial position and a budget for our efforts to combat racism and oppression. We are also including UUA dues in this category, which are budgeted without an increase from 2014. It is our goal to increase our level of giving to the UUA over the next 5 years to be at Fair Share, and we are looking at ways to accomplish that goal.

In anticipation of the leadership transition of our called Co-Ministers, the board has decided to create a Ministerial Search reserve fund. The goal is to build this fund over the next three years to a level adequate to a search process, and we have budgeted \$2,500 for this purpose in 2015.
8. **Staff Salaries, Taxes and Benefits** are found in both the Program and Administration/Operations line items. This budget includes adjustments for three staff positions to bring them to within market range as determined through a salary survey conducted by the National Association of Church Business Administrators (NACBA).

There is a 2% Cost of Living (COLA) adjustment in this budget for all non-Executive Team staff.

There are no changes to the benefits offered to staff in 2015. Our health insurance group is through the UUA and premiums are increasing by 9.5% in 2015. The church pays for 90% of an employee's premium and the employee pays the remaining 10%. Retirement benefits remain at 10% for all eligible employees.

9. **Program Expense** includes both staff and non-staff costs for the following programs: Worship, Pastoral Care, Music Ministries, Lifespan Religious Education, Wellspring Wednesday, Community Outreach and Membership.
10. **Development Expense** includes the cost of the Annual Pledge drive, the Heritage Society dinner, fundraiser and Peace Coffee expense.
11. **Administration / Operations Expense** includes both staff and non-staff costs of administrative support and facilities. This includes communications costs, office and facilities supplies, bookkeeping, office equipment, computers, telephones, postage, utilities, property and equipment maintenance, purchased services and insurance.
12. **The Sabbatical Reserve** being accrued in 2015 is to build a reserve for the Rev. Lisa Friedman to take a Sabbatical in Fiscal Year 2020.
13. **The Board of Trustees** requires the Executive Team to add "not less than 1% of the annual operating budget" to the budget for **Reserves** each year. The standard goal in non-profits is to have three to six months of operating expense in reserve to allow for unexpected needs. The proposed FY15 budget has a 1% reserve line item.

Additional budget detail is available by contacting Barbara Hubbard in the church office at 651-228-1456, x116. **The 2015 Budget will be presented to the congregation for approval at our 143rd Annual Congregational Meeting on November 15, 2014.**

UNITY CHURCH-UNITARIAN

SANCTUARY ADDRESS: 733 PORTLAND AVENUE • SAINT PAUL, MINNESOTA 55104

BUSINESS ADDRESS: 732 HOLLY AVENUE • SAINT PAUL, MINNESOTA 55104

651-228-1456 • FAX: 651-228-0927 • WWW.UNITYUNITARIAN.ORG • UNITY@UNITYUNITARIAN.ORG

STEVE HARPER, CHAIR, BOARD OF TRUSTEES

JANNE ELLER-ISAACS, CO-MINISTER • ROB ELLER-ISAACS, CO-MINISTER

BARBARA HUBBARD, EXECUTIVE DIRECTOR • LISA FRIEDMAN, MINISTER OF CONGREGATIONAL AND COMMUNITY ENGAGEMENT

ANNUAL MEETING INFORMATION PACKET

Unity Church-Unitarian 143rd Annual Meeting of the Congregation

Saturday, November 15, 2014 • 10:00 a.m.

Pancake breakfast begins at 8:30 a.m.!

Everyone is invited to attend; only voting members — those who have signed the church's membership book and have made an identifiable pledge in the current year and a contribution toward that pledge — are eligible to vote. If you would like more information about your voting status, please contact Barbara Hubbard at the Church Office by email at barbarah@unityunitarian.org or by phone at 651-228-1456 x116.

Child care is available during the Annual Meeting and no RSVP is required.

The following information is included in this Annual Meeting packet:

Annual Meeting Agenda	page 1
Draft Minutes from 2013 Annual Meeting.....	pages 2-3
2013-2014 Board of Trustees Annual Report.....	pages 4
Board of Trustees Nominees.....	page 5
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