



UNITY CHURCH-UNITARIAN

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*The mission of Unity Church  
is to foster transformation  
through a free and inclusive  
religious community  
that encourages lives  
of integrity, service, and joy.*

## ANNUAL MEETING INFORMATION PACKET

**Unity Church–Unitarian  
153rd Annual Meeting of the Congregation  
Saturday, December 7, 2024 | 10:00 a.m.  
Pancake breakfast in Parish Hall at 8:30 a.m.**

### 2023-2024 ANNUAL REPORT

Access the annual report online at <https://bit.ly/ucu2324report>  
Please email [unity@unityunitarian.org](mailto:unity@unityunitarian.org) to request a printed copy of the annual report.



**Meeting Agenda**  
**153rd Annual Meeting of the Congregation**  
**Saturday, December 7, 2024 | 10:00 a.m.**

Convening of Meeting

Chalice Lighting

Hymn: I've Got Peace Like a River #100

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

Meeting Procedures

Election of Parliamentarian

Approval of Meeting Minutes for:

- November 18, 2023, Annual Meeting
- April 21, 2024, Special Meeting of the Congregation
- October 27, 2024, Special Meeting of the Congregation

In Memoriam

Congregational Updates (additional detail in annual report)

- Ministries
- 2023-2023 Board Activities

Congregational Business

- Vote to affirm board resolution to bestow the honorary title Executive Director Emerita of Unity Church-Unitarian on Barbara Hubbard
- Approval of Bylaws (See grid)
  - o Art. 1, Sec. 2. Voting Members
  - o Art. 1, Sec. 4. Register of Members
  - o Art. 5, Sec. 2. Selection or Removal of Called Minister(s)
- Election of New Board Members (Term 2025-2027)
  - o Molly Flattum, Richard Lau, and Jane Prince
- Announcement of 2024-2025 Board Officers
- Acknowledgment of Outgoing Board Members: Kevin Ely, Debbie Cushman, John Steiner-Manning (partial term), and Clover Earl (five year term)
- Presentation and Vote on the 2025 Operating and Capital Budgets

Words of Thanks from the Board of Trustees to the Executive Team and Staff

Closing

# Roberts Rules of Order — Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. If there is a second, then the motion will be discussed. Any action relating to the motion on the floor (amending, substituting, calling, tabling, referring to committee, or postponing) must be made as a motion. Except when there is a motion to substitute the original motion, each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a two thirds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a two thirds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after one item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a two thirds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

“Call for orders of the day.”

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a two thirds vote is required.

### Unanimous Consent

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - o to get information about business –point of information to get information about rules – parliamentary inquiry
  - o if you can't hear, safety reasons, comfort, etc. – question of privilege
  - o if you see a breach of the rules - point of order
  - o if you disagree with the president of the board's ruling – appeal
  - o if you disagree with a call for Unanimous Consent –object

### Quick Reference

	Must Be Seconded	Open for Discussion	Can Be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3	√
Close Discussion	√			2/3	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone indefinitely	√	√	√	Majority	√

**Draft Minutes**  
**152nd Annual Meeting of the Congregation**  
**Unity Church-Unitarian**  
**Saturday, November 18, 2023 | 10:00 a.m.**

**Convening of Meeting** – Quorum Count: 202

**Hymn**

**Invocation and Bond of Fellowship**

**Adoption of Robert’s Rules of Order**

Motion to approve the adoption of Robert’s Rules of order for the Annual Meeting: Patt Kelly, Second: Dick Buggs.  
Motion carried by voice vote.

**Election of Parliamentarian**

Motion to approve the selection of Sally Scoggin as Parliamentarian: Beverly Heydinger, Second: Peggy Lin. Motion carried by voice vote.

**Approval of the Minutes of the November 19, 2023, Annual Meeting**

Motion to approve the minutes of the November 19, 2022, Annual Meeting: Jon Sherman, second: George Anastos.  
Motion carried by voice vote.

**Congregational Updates**

- Ministries
- 2022-2023 Board Activities
- Ministerial Search Team Message

**Congregational Business**

• **Approval of Bylaws**

1. Eligibility to Vote, Board Motion. Second: Patt Kelly
  - o Art. I, sec. 2 Voting Members
  - o Art. I, sec. 3 Eligibility to VoteMotion carried on a voice vote with 2 ‘no’ votes
2. Procedural Rules, Board Motion. Second: Patt Kelly
  - o Art. II, sec. 7 Procedural Rules for MeetingsDiscussion: Jon Sherman added a friendly amendment to the language to change the work “President” to “Chair” in Roberts Rules of Order Simplified.
  - o Art. III, sec. 4 Nominating CommitteeMotion carried on a voice vote with 1 ‘no’ vote
3. Percentage of Vote Required to Call Minister, Board Motion. Second: Rebecca Flood
  - o Art. V, sec. 2 Selection or Removal of Called Minister(s)Discussion: Friendly amendment amended the language in paragraph 2 and 3, strike ‘allowed,’ insert ‘provided’.  
Motion carried on a voice vote
4. Limited Absentee Voting, Board Motion. Second: Mark Foster
  - o Art. V, sec. 3 Limited Absentee Voting PermittedDiscussion: Friendly amendment modifying the enumerated list to alpha listing; and modifying paragraph 2, verification ‘procedures’ to verification ‘requirements’ and ‘insure’ to ‘ensure’. Board Motion, Second: Dale Howey, motion on friendly amendment passed.  
Motion carried on a voice vote

• **Election of New Trustees**

Motion to approve the selection of the slate of new trustees to the Board of Trustees: Patt Kelly, second: Jackie Smith Motion carried on a voice vote

• **Announcement of 2023-2024 Board Officers**

- **Acknowledgment of Outgoing Trustees**

- **Presentation and vote on the 2024 Operating and Capital Budgets**

Motion to approve the 2024 Operating and Capital Budgets

Operating Budget: Jon Sherman, second: Steve Lewis. Motion carried on a voice vote

Capital Budget: Patt Kelly, second: Carolyn Caswell. Motion carried on a voice vote

**Words of Thanks from the Board of Trustees to the Executive Team and Staff**

Louise Livesay-Al on behalf of the Board of Trustees, expressed gratitude to the entire Executive Team and Staff of Unity Church-Unitarian for their work over the past year.

**Closing**

Motion to adjourn the meeting: Mark Foster, second: Dick Buggs. Motion carried on a voice vote.

**Draft Minutes**  
**Special Meeting of the Congregation**  
**Unity Church-Unitarian**  
**Sunday, April 21, 2024 | 12:30 p.m.**

**Convening of Meeting (1:50 pm):** Quorum: 504

**Hymn (347)** Gather the Spirit

**Invocation, Chalice Lighting, and Bond of Fellowship**

**Recite Draft Congregational Covenant**

**Preamble:**

**Leaders:** To covenant with one another is to engage in the spiritual practice of building a more supportive, inclusive, loving community. Although this document expresses our written promise to one another, our true covenant lives and breathes in our actions. This will inspire us to be better together, and we will use it to guide us.

**Covenant:**

**Leader:** We individually commit to developing and practicing a spiritual discipline that centers love in its many forms and expressions so that:

**Congregation:** We meet each person with respect, refraining from preconceptions or stereotypes, even with those we think we know,

**Leader:** We are alert to our own assumptions and can de-center our cultural bias by using ‘I’ statements and speaking for ourselves alone, **Congregation:** We listen with curiosity to learn from perspectives that differ from our own,

**Leader:** We remain courageous when conflicts arise, continuing to show up even when it is hard, speaking and acting with kindness, trust, and vulnerability,

**Congregation:** We forgive ourselves and others with generosity when mistakes are made, working to rebuild relationships when they have been fractured allowing us to bring a presence of peace, justice, and compassion to our work beyond this community.

**Unison:** Thus, do we covenant together.

**Small Group Question:** What’s the story about Unity Church that most needs telling today, and has the power to call us into our future? (7 minutes)

**Election of Parliamentarian:** Motion to elect Sally Scoggin as Parliamentarian for the Special Congregational Meeting. Motion: Peggy Lin Second: Dick Buggs Motion carries by unanimous vote

**Motion to limit discussion regarding motion to call to 30 minutes,** with the allowance of 30 additional minutes of discussion at the culmination of the first 30, by majority vote. Speaking to the motion will be by members only for a maximum of 2 minutes each. Motion: Patt Kelly Second: Clover Earl Motion carries by unanimous vote.

**Motion to call the Reverend Dr. Oscar Sinclair as the next Senior Minister of Unity Church-Unitarian**

Motion: Mark Foster Second: Roxanne Kibben

Discussion: No discussion.

Call to close discussion on the motion to call Reverend Dr. Oscar Sinclair as the next Senior Minister of Unity Church-Unitarian. Motion: Barry Bridges Second: Bryan Smith Motion carries by unanimous vote.

**Ballot Vote**

The Motion to call Rev. Dr. Oscar Sinclair carries by paper ballot and online voting:

Yes – 503

No – 0

Abstain – 1

**Music**

**Announcement:** In front of the gathered congregants, Rev. Dr. Oscar Sinclair answers and accepts the call to Unity Church-Unitarian as its next Senior Minister.

**Closing:** Meeting adjourned at approximately 3:00

**Draft Minutes**  
**Special Meeting of the Congregation**  
**Unity Church-Unitarian**  
**Sunday, October 27, 2024 | 12:30 p.m.**

**Convening of Meeting and Establishing a Quorum** 12:55 pm-1:02 pm  
Count - 127

**Chalice Lighting**

**Adoption of Robert's Rules of Order Simplified**

Motion: Already in the Bylaws, no motion, second, or vote required

**Election of Parliamentarian (Alan Maclin)**

Motion to approve Alan Maclin as Parliamentarian: Harry Bridges

Second: Terry McNeil

Motion carries by voice vote

**Motion to amend Unity's By-Laws Art. II, Sec. 1 as follows:**

Motion: Jon Sherman

Second: Kat Sherman

The annual meeting of the Corporation shall be held at the building where the usual religious services are held, or elsewhere in St. Paul at such place as may be designated by the Board of Trustees, at such time ~~in November~~ before the end of the fiscal year, each year, as the Board of Trustees shall determine. The annual budget will be presented for approval by the voting members of the Corporation at the annual meeting.

Discussion: Does changing the BI create undo restraint and pressure on ET and Board to have the budget put together?

Vote: Carries by voice

**Closing**

## **Resolution Naming Barbara Hubbard Executive Director Emerita**

Whereas Barbara Hubbard served Unity Church with grace, dedication, and distinction as Executive Director for over 25 years, from 1998 to 2024;

Whereas under Barbara's leadership, Unity Church became a space used continuously by groups and individuals working to build the Beloved Community;

Whereas under Barbara's leadership, Unity Church grew in financial strength and depth, promoting the Heritage Society, growing the pledge base, and establishing capital pledges to address the monthly debt service and other capital needs;

Whereas under Barbara's leadership, Unity's Church completed a comprehensive building remodel - from securing pledges and design schematics to upgrading multiple systems and addressing deferred maintenance - creating sacred space that radiates beauty and broad welcome;

Whereas Barbara's leadership was never just about the numbers but the larger, deeper story behind the numbers;

Whereas the long tenure of Barbara's work was never just about the administration of the church but an "unrestricted gift" of sacred ministry to hundreds if not thousands of individuals nurtured by her stewardship of integrity, service, and joy; and

Whereas Barbara has embraced Unity Church as her spiritual home;

Be it resolved that the Executive Team and the Board of Trustees of Unity Church-Unitarian confer on Barbara Hubbard the honorary title of Executive Director Emerita of Unity Church.

Adopted by Unity Church's Board of Trustees November 9, 2024

# Proposed Bylaws Amendments

## EXHIBIT A

### Article I Members

#### 1. Eligibility for Membership

Any person of the age of 15 or older who subscribes to the mission and values of Unity Church (the “Church” or the “Corporation”) and who desires to become a member of the Church may do so by signing the book kept by the Church for such purpose. The name will be added to the Register of Members.

*Revised 11-17-18*

#### 2. Voting Members

A member shall become a voting member of the Corporation upon making a pledge to the current or upcoming operating fund or upon receiving a pledge waiver regarding such pledge from a Called Minister or the Executive Director of the Church, in accordance with policies developed. The pledge waiver will be based on a policy developed by the Executive leadership consistent with the governance limitations established by the Board of Trustees.

*Revised \_\_\_\_\_*

#### 3. Eligibility to Vote at a Congregational Meeting

A voting member is eligible to vote at a congregational meeting only if they have been a voting member for 60 days prior to the meeting, and they have made a contribution on their pledge or received a pledge waiver.

*Revised 11/18/23*

#### 4. Register of Members

There shall be a register of the names of all members and voting members. Membership shall be reviewed at least annually by Executive Leadership of the Church. The names of members who have submitted a resignation shall be removed from the register immediately. Members who do not respond to membership status inquiries mailed to their most recent postal or email address

listed with the Church, may be removed from membership if the Church has received no response within ~~one year~~ **six months** from the date of such mailing.

*Revised \_\_\_\_\_*

## 5. Resignation of Membership

Any member may resign at any time by giving a written notice to a member of the Executive Leadership of the Church.

*Revised 11-17-18*

## **Article II Meetings of the Corporation**

### 1. Annual Meeting

The annual meeting of the Corporation shall be held at the building where the usual religious services are held, or elsewhere in St. Paul at such place as may be designated by the Board of Trustees, at such time before the end of the fiscal year, each year, as the Board of Trustees shall determine. The annual budget will be presented for approval by the voting members of the Corporation at the annual meeting.

*Revised 10-27-24*

### 2. Meeting Quorums

Ten (10) percent of the voting members of the Corporation shall be required to form a quorum at all meetings of the Corporation.

### 3. Special Meetings

Special meetings of the Corporation may be called by the Board of Trustees. If a written request to the Board of Trustees by 50 voting members or 10% of the voting members of the Corporation (whichever is less) for a special meeting is denied by the Board of Trustees, said meeting may be called by such 50 voting members or 10% of the voting members.

*Revised 11-17-18*

#### 4. Meeting Notices

Notice of any meeting of the Corporation shall be signed by or in the name of the Chair or the Secretary of the Board of Trustees, or in case of absence or disability of either of them, by or in the name of any two (2) Trustees, or if called by the voting members of the Corporation, said notice shall be signed by no fewer than 50 voting members or 10% of the voting members of the Corporation, whichever is less. Said notice shall specify the time and place for the meeting and shall be disseminated via the Church's comprehensive communication strategies, at least seven (7) days prior to the date of the meeting.

*Revised 11-17-18*

Notice of the meeting shall include:

- a) An agenda of the principal matters of business to be considered at the meeting.
- b) Copies of all resolutions, budgets, and financial statements to be presented at the meeting by the Board of Trustees, committees of the Church, or voting members.

#### 5. Meeting Agendas

Any voting member desiring to have any matter considered at the meeting shall request the Board of Trustees to place it on the agenda, and if it is in the form of a resolution, shall furnish the Board with a copy of such resolution. Such request shall be presented to the Board of Trustees in writing at least fourteen (14) days prior to the meeting, or such later date as the Board of Trustees may designate. The Board of Trustees may place such requested item on the agenda and must do so if the request is supported in writing by at least 15 voting members of the Corporation. If the request is approved for inclusion on the agenda and includes a resolution, such resolution shall be reproduced by the Board of Trustees and distributed to the voting members as a part of the notice of the meeting.

Matters not placed on the agenda may nevertheless be considered at the meeting, but may not be put to final vote unless three-fourths (3/4ths) of the voting members present at such meeting shall first vote to so consider it. If the meeting is a special meeting, business transacted at the meeting that is not included in the purposes described in the notice of the meeting may be voidable, as described in Minn. Stat. 317A.433.

*Revised 11-17-18*

6. No Voting by Proxy; Remote Presence.

There shall be no voting by proxy by members. However, the Board of Trustees may, but is not required to, authorize a means by which one or more voting members may participate in an annual or special meeting of the Corporation by way of remote communication. The Board of Trustees shall have the authority to establish policies regarding such remote participation, including the means of communication and procedures for communication and voting. Participation in a meeting by remote communication in a manner so authorized constitutes presence at the meeting.

*Revised 11/18/23*

7. Procedural Rules for Meetings

Roberts Rules of Order Simplified (link), as appended and incorporated into these bylaws, will govern the procedures of all annual and special congregational meetings of the Corporation (Meeting), unless waived or otherwise agreed upon by a majority of the voting members present at the Meeting. If Roberts Rules of Order Simplified are insufficient to address a procedural question at a Meeting, Roberts Rules of Order will govern the procedure.

*Revised 11/18/23*

**Article III Board of Trustees**

1. Board Membership

The Board of Trustees shall consist of nine (9) members, except as provided in the paragraph below. Each Trustee shall be a voting member of the Corporation and shall be elected for a term of three (3) years. At every annual meeting, voting members shall elect three (3) Trustees and vote on any vacancies that have been filled by the Board of Trustees since the last annual meeting. A Trustee may be nominated and elected to serve a second consecutive term, but after serving such

second consecutive term, may not be nominated or elected to serve any additional term until the Trustee has been off the Board of Trustees for at least three years.

A Trustee shall take office upon the election of that Trustee and shall continue until the term expires, the Trustee resigns or dies, or the Trustee is removed. In the event of a vacancy on the Board of Trustees for any reason, the Board may at its sole discretion elect a successor to fill the vacancy for the remainder of the unexpired term. Such election shall be subject to approval by the voting members of the Corporation at the next annual meeting.

Any Trustee may resign by giving notice in writing to all Trustees. A Trustee may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees or by vote of a majority of the voting members of the Corporation present at an annual meeting of the Corporation or at a special meeting called pursuant to Article II, Section 3 of these Bylaws. If three (3) or more vacancies exist at any one time, a congregational meeting for the purpose of filling these vacancies shall be held within thirty (30) days.

Trustees shall serve without compensation, but may be reimbursed for travel and reasonable expenses incurred in fulfilling their duties.

*Revised 11-17-18*

## 2. Board Powers

The business, property, and affairs of the Corporation, including the approval of the annual budget in the circumstance detailed in the paragraph below, shall be governed by the Board of Trustees, which shall promulgate policies for the conduct of the affairs of the Corporation consistent with the laws of the State of Minnesota, the Articles of Incorporation, and these Bylaws.

At the annual meeting, the budget for the next year is presented to the congregation for its approval. If there is not a quorum present to approve the budget (pursuant to Article II, Section 2 of these Bylaws), the Board of Trustees is empowered to approve the budget.

*Revised 11-17-18*

## 3. Board Meetings

Regular meetings of the Board of Trustees shall be held at a location and on dates and times determined by the Board of Trustees.

Special meetings of the Trustees may be called by the Chair or by the Secretary of the Board of Trustees or on the written request of any two (2) Trustees. Written notice of special meetings shall be sent to each Trustee before the date of the meeting. Such notice may be provided in person or by electronic communication to those who have consented to electronic communication at least four (4) calendar days before the meeting or by notice mailed to the Trustee at least seven (7) calendar days before the meeting. Such notice may be waived with the consent of each Trustee in situations where a more urgent need is present, as determined by the Chair of the Board of Trustees, or by any three Trustees.

A majority of the Trustees shall constitute a quorum. If a quorum is present when a duly called meeting is convened, the Trustees present may continue to transact business until adjournment, even though the withdrawal of one or more Trustees leaves less than the number otherwise required for a quorum.

Any action by the Board of Trustees may be decided upon by a majority of the votes cast by those present at the meeting unless otherwise specifically increased in Board of Trustees policies or as required by applicable law.

A Trustee may not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Trustees.

A meeting of the Trustees may be held by such means of remote communication (including telephone conference call) as is authorized by the Board of Trustees, and individual Trustees may participate in a meeting by remote communication where others are physically present. In either case, all Trustees participating in the meeting, whether physically present or participating remotely, must be able to communicate and participate with each other during the meeting. Participation in a meeting by remote communication constitutes presence at the meeting.

Any action that could be taken at a meeting of the Trustees may be taken instead by written action signed, or consented to by authenticated electronic communication by all of the Trustees. A Trustee may consent to an action by affixing their signature on a document setting forth the action, or by electronic communication as defined in Minnesota Statutes, Section 317A.011, Sub. 7a, as amended from time to time.

*Revised 11-17-18*

#### 4. Nominating Committee

The Board of Trustees shall appoint the Nominating Committee for new members of the Board of Trustees. The Committee shall submit its slate to the Board of Trustees. Upon approval, the Board of Trustees shall submit its recommendations to the annual meeting of the Corporation.

Additional nominations may be submitted from the floor of the annual meeting by voting members.

*Revised 11/18/23*

#### 5. Other Committees

The Board of Trustees may appoint such other committees as it deems appropriate to assist the Board in doing its work. The Board of Trustees will determine the scope of the work of any such committee in a manner that preserves Board wholeness and is consistent with these Bylaws and such policies as are established by the Board from time to time.

*Revised 11-17-18*

### **Article IV**

#### **Officers of the Corporation and the Board of Trustees**

##### 1. Election and Term of Officers

Each year at its regular September meeting the Board of Trustees shall elect a Chair of the Board of Trustees who shall also serve as President of the Corporation, a Treasurer, and a Secretary who shall be the only officers of the Corporation. The Chair and Secretary shall be elected from among the members of the Board of Trustees. The Treasurer is expected to be an employee of the church qualified to perform this role, but, in the absence of such a qualified employee, may be elected from among the members of the Church. Each officer shall be elected to serve for a term of one (1) year. The Chair and Secretary may be re-elected to successive terms so long as they continue to serve on the Board of Trustees. If the Treasurer is an employee of the Church, they may be re-elected to serve unlimited successive terms. If the Treasurer is elected from among the members of the Church, they may serve up to two consecutive terms. The Board of Trustees may determine by policy the duties of each officer of the Corporation.

*Revised 11-17-18*

## 2. Officer Election Process

The Trustees shall (1) solicit and accept from all Trustees nominations for officers, such nominees for Chair and Secretary to be Trustees whose Board terms will be continuing; (2) confirm that nominees will serve if elected; and (3) prepare a slate of nominees for the officer positions.

The vote and election of officers shall take place at the regular September meeting of the Board of Trustees, and the elected officers shall begin their terms of office following the annual November congregational meeting. Their terms shall continue until new officers' terms begin or until their earlier death, resignation or removal.

*Revised 11-17-18*

## 3. Early End of Officer Term

An officer may resign by giving notice in writing to all Trustees and may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees. Any such resignation or removal shall be effective when a notice of resignation is received or a resolution to remove has been adopted, unless a later effective date is specified in such resignation notice or resolution. The term of any officer who is a member of the Board of Trustees will cease automatically when such officer ceases to be a member of the Board and the term of a Treasurer who is an employee of the Church will cease automatically when the Treasurer ceases to be an employee. Officer vacancies shall be filled for the remainder of the unexpired term as soon as practicable by nomination and election, as described in the first paragraph of Article IV, Section 2 above.

*Revised 11-17-18*

## 4. Authority and Duties

The authority and duties of the officers shall be as prescribed in writing by the Board of Trustees and as required by applicable law.

*Revised 11-17-18*

## **Article V Ministers and Staff**

## 1. Executive Leadership of the Church

The Board of Trustees shall establish the executive leadership structure for staff of the Church (“Executive Leadership” or “Executive Leaders”). Executive Leader(s) who report directly to the Board of Trustees shall include an interim minister where applicable, and in all other cases, at least one Called Minister (defined as a minister who is called and elected by the voting members of the Corporation as described in Section 2 below). The Executive Leadership structure established by the Board of Trustees may include such other key positions as determined by the Board of Trustees and will identify whether or not additional Executive Leaders will report directly to the Board of Trustees. The Executive Leadership structure established by the Board of Trustees may, but need not, include provision for an Executive Leadership team, whose members report to the Board of Trustees in a manner determined by the Board of Trustees. . Executive Leaders shall have responsibility for working collaboratively to advance the Church’s mission, ends, values, and vision within limits and policies as established by the Board of Trustees.

The Board of Trustees is responsible for ensuring that Executive Leadership position(s) that report to the Board of Trustees are filled in a timely manner.

*Revised 11-17-18*

## 2. Selection or Removal of Called Minister(s)

The Board of Trustees shall determine the number and overall responsibilities of the Called Minister(s). To fill a Called Minister position, the Board of Trustees shall appoint a Search Team from among the voting members of the Corporation and shall designate a member of such Search Team as convener for the Search Team. Once convened, the Search Team shall select a Chair from among its members. The Search Team will conduct the search and present a candidate to the congregation for approval. The Board of Trustees will oversee any negotiations regarding the compensation and other terms and conditions of employment offered to a candidate and will approve the same in advance of presentation of the candidate to the congregation for approval. The Board of Trustees shall establish such other processes as may be appropriate to facilitate the selection process, including a process for selection of the Search Team that includes substantial input from the voting members of the Corporation.

The selection of the Called Minister(s) shall require consent of 85 percent of the voting members of the Corporation in attendance at a meeting of the Corporation

called for that purpose. Absentee ballots delivered in accordance in these bylaws shall be included in the vote totals, except as allowed in Article V.3. Limited Absentee Voting Permitted.

The selection of the Called Minister(s) shall require a consent vote of from 85 % of the all votes cast by voting members~~:-~~. Voting members' votes are the sum of votes cast by:

a. those who are present at the meeting of the Corporation in attendance at a meeting of the Corporation called for that purpose, including by remote presence in accordance with Article II, section 6 of these bylaws; and

b. those who vote by absentee vote in accordance with Article V, Section 3 of these bylaws. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as provided in Article V.3., Limited Absentee Voting Permitted.

The involuntary removal of the Called Minister(s) shall require a consent vote of from three-fourths (3/4ths) of the all votes cast by voting members~~:-~~. Voting members' votes are the sum of votes cast by:

a. those who are present at the meeting of the Corporation in attendance at a meeting of the Corporation called for that purpose, including by remote presence in accordance with Article II, section 6 of these bylaws; and

b. those who vote by absentee vote in accordance with Article V, Section 3 of these bylaws. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as provided in Article V.3., Limited Absentee Voting Permitted.

### 3. Limited Absentee Voting Permitted.

At a meeting to call a minister, or to remove a called minister, votes may be cast by absentee ballot by members of the Corporation eligible to vote, under the following limited circumstances:

1. By a voting member who participates in the meeting in person but has ended such participation before the time the vote is taken;
2. By a voting member unable to participate in the meeting due to illness, disability, and lack of access or ability to participate by remote participation.

The absentee ballot will be limited to a vote of “yes” or “no” on whether to call or remove a called minister. Each absentee ballot shall be cast in accordance with procedural and verification procedures prescribed by the Corporation, which shall insure the integrity of the ballot and protect the anonymity of the voter. Absentee ballots will not be counted to meet quorum requirements.

If a quorum is present when a meeting is convened, the Members present may continue to transact business until adjournment, even though the withdrawal of one or more members leaves less than the number otherwise required for a quorum. If members adjourn the meeting prior to the time the vote is taken, all absentee ballots are revoked. If members continue to transact business and take a vote on whether to call or remove a minister, then all absentee ballots will be included in the vote totals.

*Revised 11/18/23*

*Renumber following:*

### 3. Staff other than Called Minister(s)

The Board of Trustees approves the hiring and removal of other Executive Leader(s) (if any) who report to the Board of Trustees, including any interim minister. The Board of Trustees may, but need not, appoint a Search Team from among staff, trustees, and voting members of the Corporation to assist it in sourcing and recommending candidates for such positions.

Executive Leaders hire and remove professional and other staff who do not report directly to the Board of Trustees, subject to policies and budgets established by the Board of Trustees; provided, however, that an interim minister may hire and remove professional and other staff only with the approval of the Board of Trustees.

*Revised 11-17-18*

### 4. Employment Agreements

The Board of Trustees shall establish the compensation and other terms of employment of the Called Minister(s) and other Executive Leaders who report to the Board of Trustees and shall specify such terms in a written agreement, which may be modified from time to time.

Any other employment agreements must be in writing and approved in advance by an Executive Leader or other staff member authorized by the Board of Trustees to sign such agreements.

*Revised 11-17-18*

## **Article VI Other Provisions**

### **1. Fiscal Year**

The fiscal year of the Corporation shall begin on each January 1 and end on the following December 31.

*Revised 11/21/09*

### **2. Contracts and Grant Agreements**

All contracts representing a singular or cumulative expenditure of over \$20,000 where such amount has not previously been approved or authorized in the current annual operating and/or capital budget, and all deeds, conveyances, and mortgages of the Corporation shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee. Grant agreements, whereby the Corporation agrees to receive a grant from another entity subject to specified conditions, shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee.

*Revised 11-17-18*

### **3. Real Estate**

The main meeting place of the Church and any real property intended to become the main meeting place of the church shall not be constructed, substantially reconstructed (as determined by the Board of Trustees), purchased, sold, conveyed, or encumbered, or made subject to any lien unless such activity or transaction shall be first authorized by a vote of two-thirds (2/3rds) of the Board of Trustees, and three-fourths (3/4ths) of the voting members in attendance at a meeting of the

Corporation; each body acting separately, at an annual meeting of either, or at a special meeting of either duly called for that purpose, which purpose shall be plainly stated in the notice.

Any other real estate purchased, sold, conveyed, encumbered, or made subject to any lien must be authorized by a majority vote of the Board of Trustees.

*Revised 11-17-18*

#### 4. Indemnification

The Corporation shall indemnify Trustees and other persons acting in an “official capacity” as provided in and limited by Minnesota Statutes Chapter 317A.

*Revised 11-17-18*

### **Article VII Amendment of Bylaws**

These Bylaws may be amended at any annual or special meeting of the Corporation by a vote of three-fourths (3/4ths) of the voting members present at the meeting. Notice of the meeting, stating the purpose and including the proposed amendment, shall be given as provided in Article II hereof.

*Revised 11-17-18*

**2024 UNITY CHURCH PROPOSED BYLAWS CHANGES GRID**

Change	Article, Section #	Goal of language and change:	Reason
Eligibility to vote	Art. 1, sec. 2	<p>Clarify that ET has authority to develop pledge waiver policy:</p> <p>A member shall become a voting member of the Corporation upon making a pledge to the current or upcoming operating fund or upon receiving a <u>pledge waiver regarding such pledge</u> from a Called Minister or the Executive Director of the Church, <u>in accordance with policies developed. The pledge waiver will be based on a policy developed by the Executive leadership consistent with the governance limitations established by the Board of Trustees.</u></p>	<p><b>Reason for Amendment:</b> ET concerned that original language was ambiguous as to whether ET had authority to develop the waiver policy, or the policy had to be developed by the BOT. After discussion, BOT determined that it would be inconsistent with Policy Governance generally for BOT to develop policy at that level unless there is a particular reason. So, the amendment is to clarify that ET has authority to make policy re pledge waiver.</p>
Time to Respond to Inquiry regarding membership	Art. 1, sec. 4	<p>Change time to respond to inquiry regarding membership from 1 year to 6 months:</p> <p>There shall be a register of the names of all members and voting members. Membership shall be reviewed at least annually by Executive Leadership of the Church. Members who do not respond to membership status inquiries mailed</p>	<p><b>Reason for Amendment:</b> Requested by Executive Team (ET). This process is dragged out considerably by allowing one year, and six months seems plenty adequate to allow people to respond. People are contacted in various ways, including email and US mail. This is not a pledge issue. It is just to find out whether a person wants to remain a member. If someone returns at a later time and wants to be returned to membership, they can re-sign the book.</p>

**2024 UNITY CHURCH PROPOSED BYLAWS CHANGES GRID**

	<p>to their most recent postal or email address listed with the Church, may be removed from membership if the Church has received no response within <u>one year-six months</u> from the date of such mailing.</p>		
<p><b>Reason for Amendment:</b> To clarify that required 85% of votes to call a minister includes absentee ballots, even though they are not included in quorum. This amendment is drafted at the suggestion of a congregant who pointed out that the language as originally passed was unclear as to whether an absentee ballot could be counted among the “yes” votes. This amendment also clarifies that remote votes are also included and that persons who are present – in person or remotely – but who submit a blank ballot or no ballot –are not counted in any vote totals, either yes or no.</p> <p>For example, a blank absentee ballot that is submitted will not be counted as part of the vote total. Nor will a blank ballot submitted by a person who is present at the meeting.</p> <p>A person participating remotely who does not vote will not count towards the vote total.</p> <p>Identical language (except percentage) regarding Involuntary Removal of Called Minister added.</p>	<p>Clarify that votes required to call minister includes absentee ballots, even though not included in quorum, that remote votes are included also, and that persons who do not vote are not counted as votes for or against.</p> <p>The selection of the Called Minister(s) shall require <u>a consent vote of from 85 % of the all votes cast by voting members- Voting members’ votes are the sum of votes cast by:</u></p> <p>a. <u>those who are present at the meeting of the Corporation in attendance at a meeting of the Corporation, including by remote presence in accordance with Article II, section 6 of these bylaws; and</u></p>	<p>Art. 5, sec. 2</p>	<p>Voting to Call a Minister</p>

2024 UNITY CHURCH PROPOSED BYLAWS CHANGES GRID

	<p>b. those who vote by absentee vote in accordance with Article V, Section 3 of these bylaws. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as provided in Article V.3.7, Limited Absentee Voting Permitted.</p>	
	<p>The involuntary removal of the Called Minister(s) shall require a consent <u>vote of from</u> three-fourths (3/4ths) of <u>the all</u> votes cast by <u>voting members. Voting members' votes are the sum of votes cast by:</u></p>	
	<p>a. <u>those who are present at the meeting of the Corporation in attendance at a meeting of the Corporation called for that purpose, including by remote presence in accordance with Article II, section 6 of these bylaws; and</u></p>	
	<p>b. those who vote by absentee vote in accordance with Article V, Section 3 of these bylaws. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as provided in Article V.3.7, Limited Absentee Voting Permitted.</p>	

## Board of Trustees Nominees



**Molly Flattum** started attending Unity Church in 2010 seeking a community focused on social justice. Since then she has been a part of the Welcome Team, Generosity Ministry Team, Teaching Associates and Religious Education Ministry Team, and she truly loves her role as a Spirit Play teacher. Molly is especially grateful that her children have a safe, supportive, loving space where they are encouraged to be their authentic selves. Outside of Unity Church, she works in healthcare supply chain supporting a large trauma hospital in Minneapolis. She lives in Falcon Heights with her husband, Jordan, three children (India, Beckham, and Raleigh) and their dog Huck. In her spare time, Molly enjoys reading, playing volleyball, and trying out new sushi restaurants with her family.



**Richard Lau** lives with his wife, Heather, and their two daughters in Woodbury, alongside two cats and two dogs, all of whom think they are in charge. Since 2002, Rich has been a member of Unity Church where he taught religious education, participated in the food ministry, served as a worship associate, was a mentor in the Coming of Age (COA) program, had many meaningful and fun conversations as part of the multicultural conversation partners program, and loved contributing to the Ministerial Search Team. From the moment he stepped inside its doors, Unity Church felt like his spiritual home and still does every Sunday. Professionally, Rich practices real estate law and mostly advises family-owned businesses. Outside of his professional life, he finds joy in cooking and eating, exploring the art of photography, reading mystery novels, and, not least of all, delighting in embarrassing his children.



Derived from two generations of New England Unitarian Universalists, **Jane Prince** grew up in Brockton, Massachusetts. She majored in English Lit and minored in Russian at the University of New Hampshire. On a whim, Jane moved to Minnesota in 1976 with a UU pal from UNH and worked in municipal government, at the Minneapolis Housing and Redevelopment Authority, the Saint Paul Department of Planning and Economic Development, and the Saint Paul City Council. With a zest for community and solving problems, Jane earned her JD in her mid-50s, leading her to seek two terms on the Saint Paul City Council ending in 2023. Jane is married to Dave Murphy and she and her son Sam have been part of Unity Church since 1984. They live on Saint Paul's East Side.



## Unity Church - Unitarian Budgeted Revenue & Expense for 2025

<u>Revenue</u>		Narrative Note:
Operating Pledge Income	\$1,546,770	1
Other Donations, Offerings, & Contributions	249,750	2
Fundrasier Revenue, net	35,000	3
Program & Event Fees	70,650	4
Building Rental & Services Fees	71,250	5
Investment Gains(Losses)	72,000	6
Other Miscellaenous Revenue	3,200	7
Reserve Fund Allocation	224,880	8
	<b>\$2,273,500</b>	
<u>Expenses</u>		
Payroll, Taxes, and Benefits	\$1,600,500	9
Contracted Services & Professional Fees	45,190	10
Insurance Expense	62,400	11
Building & Facilities Expense	153,500	12
Supplies, Furnishings & Minor Equipment	34,600	13
Printing, Postage, & Communication Expenses	27,090	14
Staff, Board, Donor, & Volunteer Expenses	65,320	15
Memberships, Dues, Subscriptions, & Fees	107,950	16
Programming & Ministries Expenses	176,950	17
	<b>\$2,273,500</b>	
 <b>Net Surplus(Deficit)</b>	 <b>\$0</b>	

## Unity Church—Unitarian Proposed 2025 Operating Budget Narrative

The 2025 budget builds on the strong financial fundamentals of Unity Church and incorporates enhancements to the church's finance and accounting practices. The 2025 budget:

- Uses 2024 year-to-date information and historical data, along with factoring assumptions for the coming year, to develop the budgeted amounts for 2025. The notes for each line item below provide more specifics.
- Includes funding for all church programs and ministries at the same relative level as in 2024, except that we have added a ministerial intern to begin in August 2025.
- Anticipates upcoming changes in the church's financial software, chart of accounts, and accounting processes. For this transition year, you won't see a detailed line-by-line comparison with 2024 budget numbers. You will, however, see more detail and line items in the expense budget than in years past.
- Uses \$224,880 from the newly established Board Designated Fund for Future Staff Compensation. Some notes about this fund:
  - o The board established this fund in October 2024 through a combination of multiple unrestricted funding sources, informed by the analysis our new Director of Finance completed of our budget, funds, and comprehensive accounting systems.
  - o This fund is part of a comprehensive financial plan to align staff pay with our value of equity and enables us to bring staff compensation in line with UUA guidelines.
  - o Initial projections show the fund able to support equitable staff pay a minimum of 5 years, with the possibility of lasting 10 or more years depending on several factors including the congregation's pledge levels.
  - o We will only use as much of this fund as we need to balance the budget, ensuring we stretch fund dollars as far as possible into the future.

While many pledges are still outstanding for 2025, we have seen a committed and generous response to our pledge drive this year and thank everyone who has joined us in achieving the very important goal of pay equity for our dedicated staff. We are so very thankful for each and every pledge and what this means for our staff.

For more financial information, including links to the 2023 financial statements as reviewed by Schechter, Dokken, Kanter accounting firm, and financials as of Q3 end, see the annual report.

### **TOTAL INCOME \$2,273,500**

#### **1 – Operating Pledge Income \$1,546,770**

This pledge income goal represents the requested change in pledge allocations from 85% Operating/15% Capital to 90% Operating/10% Capital (Sacred Spaces) which would shift approximately \$60,000 to Operating; along with a general 3.5% increase/inflation factor. We feel confident that we can make this goal with the current pledge status that indicates approximately \$119,000 is still needed with 140 pledges not yet made from those who pledged last year. If we can exceed our goal, then the reliance on the Board Designated Fund for Future Staff Compensation will be reduced which will allow us to stretch these dollars further into future years.

#### **2 – Other Donations, Offerings, & Contributions \$249,750**

This includes the revenue from Sunday offerings, special unrestricted gifts, unrestricted memorial gifts & bequests, transaction fee donations, flower donations, and restricted funds recognized and released to operating as funds are spent and restrictions are met. Some examples of the restricted funds recognized and released to operating include restricted funds available to cover the interest expense of the mortgage, ministerial intern expenses, Foote Sunday expenses, and Community Outreach Ministry Team (COMT) expenses.

#### **3 – Fundraiser Revenue (net) \$35,000**

This includes projected net revenue from two planned fundraisers – the fundraiser auction and summer garage sale.

#### **4 – Program & Event Fees \$70,650**

This line item includes the Wellspring Wednesday dinner income, income from pancake breakfasts, religious education program fees, and youth musical participation fees. We do not anticipate raising fees for any of these programs/events in 2025 and the amounts remain consistent with prior years.

**5 – Building Rental & Services Fees \$71,250**

This line item includes income from our building rental and income from memorial services and weddings.

**6 – Investment Gains(Losses) \$72,000**

This is the investment income earned on unrestricted investment funds and interest/dividends received from two trust funds held by others to which Unity is the beneficiary.

**7 – Other Miscellaneous Revenue \$3,200**

Represents a small amount of miscellaneous revenue from various sources - mainly Unity Consulting.

**8 – Reserve Fund Allocation \$224,880**

This line item represents the anticipated use of the Board Designated Fund for Staff Compensation. This is the new fund discussed more in the budget introductory narrative that funds staff compensation and allowed Unity to bring staff compensation in line with UUA Guidelines. This amount is determined by what is needed to balance the budget, and we will only use what is actually needed at year end to balance the budget.

**TOTAL EXPENSES \$2,273,500**

**9 – Payroll, Taxes, and Benefits \$1,600,500**

This represents Unity's current staffing levels along with a ministerial intern to begin in August 2025 and includes the salary adjustments made in November 2024 as approved by the Board to bring staff compensation in line with UUA guidelines. Employee benefit offerings remain the same with anticipated premium increases of 10% included in the budget.

**10 – Contracted Services & Professional Fees \$45,190**

Includes expenses for IT services, the annual financial audit review, legal expenses, sound techs, guest musicians/vocalists, guest ministers, and the consultant to facilitate and assist with the Board's Ends renewal process.

**11 – Insurance Expense \$62,400**

This represents the premiums for Property, Crime/Fidelity, Business Auto, Commercial Fine Arts, Equipment Breakdown, Umbrella Coverage, Liability, Director's & Officers, Cyber, and Worker's Compensation insurance.

**12 - Building & Facilities Expense \$153,500**

This includes the mortgage interest related to the debt service payments, utilities, trash/recycling, phone and internet, building repairs and maintenance related to HVAC, electrical, plumbing, etc., snow removal, grounds maintenance, & other general building repairs/maintenance.

**13 – Supplies, Furnishings, & Minor Equipment \$34,600**

This line item includes costs for general office supplies and minor equipment, kitchen and pantry supplies, cleaning supplies, worship supplies, sanctuary furnishings, and other miscellaneous supply and minor equipment needs.

**14 – Printing, Postage, & Communications Expense \$27,090**

This represents the costs for the copier lease, printed materials/forms/letterhead, postage and mailing costs, livestream/podcast expenses, teleconferencing expenses, and digital email/survey tools.

**15 – Staff, Board, Donor, & Volunteer Expenses \$65,320**

This line item includes staff/board meeting expenses, retreat expenses, staff/board/donor appreciation expenses including the Heritage Society Dinner and Top Donor Tea, expenses related to uncollectible pledge write-offs, the ministers' professional expenses, and background checks for staff and volunteers.

**16 – Memberships, Dues, Subscriptions, and Fees \$107,950**

This includes the Annual UUA dues, Shelby software fees, transaction fees, and payroll administration fees.

**17 – Programming & Ministries Expenses \$176,950**

This includes the religious education programming expenses, youth musical expenses, Wellspring Wednesday expenses, the Generosity Ministry Team gifts to Sunday offering recipients, and other Community Outreach Ministry Team expenses.

## Unity Church–Unitarian Proposed 2025 Capital Budget Narrative

The Sacred Space Pledge Fund (formerly Capital Pledge Fund) provides the funding for the annual debt service on the mortgage and for capital expenditures, building repairs, and technology upgrades. The 2025 Capital Budget includes the following:

- \$140,000 --Debt Service principal and interest payments
- \$40,000 -- Renew the St. Albans parking lot with resurfacing, landscaping, and signage (a project postponed from 2024)
- \$40,000 -- Install pavers under the tent in the green space, greatly improving the space for the Summer in the Garden program and other outdoor meetings
- \$15,000 -- Ship and install the Szekely gate given to us by our partner church in Homoródszentpéter. The Minnesota Hungarians have offered to help both logistically and financially with this project

A summary of the projected balance in the fund at the end of the 2025 budget year is as follows:

Capital Fund Balance estimate as of 12/31/24	\$285, 000
Plus: 2025 Sacred Spaces Pledges (estimated)	\$150,000
Less: 2025 Principal & Interest Pymts	(\$140,000)
Less: 2025 Budgeted Capital/Technology Expenditures	(\$95, 000)
Projected Capital Fund Balance at 12/31/25	\$200, 000

### History of Debt Service:

Unity has a seven-year note payable at 3.7% related to the 2012 Unity Tomorrow Capital Project. The Unity Tomorrow renovations tied together the church campus that had been built in five stages over more than 100 years. A new main entry was created, a restroom was added, and our infrastructure was updated with new high efficiency systems. The project cost approximately \$8 million and we raised \$6.8 million in commitments. After paying principal and interest on a short-term construction loan for 4.5 years, we converted the remaining \$1,950,000 of debt to a long-term note on January 1, 2017. This was a 5-year note on a 20-year amortization schedule with a fixed 4.0% interest rate. This debt was approved by the congregation with the caveat that the annual debt service could not exceed 10% of the annual operating budget.

On December 15, 2021, after five years of principal and interest payments on the note (including extra principal payments made possible through special additional gifts specifically for payment of loan principal) the terms of the note were renegotiated. The balance of \$860,772 was refinanced as a new 5-year note with a 7-year amortization and a fixed 3.7% interest rate. The new note has a maturity date of December 15, 2026 at which time a balloon payment would be due for the balance. The current balance on the loan is approximately \$417,000 and the balloon payment that would be due on December 15, 2026 would be approximately \$160,000.

The annual debt service payments are \$140,000 and in 2025, this amount represents 6.2% of the proposed operating budget expense, which is under the 10% mandated by the congregation.

### **BOARD OF TRUSTEES**

Mary Baremore, Secretary  
Claire Cooke  
Debbie Cushman  
Jackie Duffus Boyd  
Kevin Ely  
Marcia Hayes  
Louise Livesay-Al, Chair  
LauraSue Schlatter  
John Steiner-Manning

### **EXECUTIVE TEAM**

Rev. Dr. Oscar Sinclair, Senior Minister  
Rev. KP Hong, Minister of Faith Formation  
Laura Park, Executive Director

### **CHURCH STAFF**

Sherifatu Akibu, Facilities Specialist  
Philippa Anastos, Membership Coordinator and Program Assistant  
Ahmed Anzaldúa, Director of Music Ministries  
Heidi Birkholz, Events and Technology Coordinator  
Teresa Connor, Interim Facilities Manager  
Rev. Lara Cowtan, Minister of Congregational Care  
Drew Danielson, Coordinator of Youth and Campus Ministries  
Marcos Del Angel, Facilities Specialist  
Julie Fliflet, Director of Finance  
Nelson Moroukian, Coordinator of Children and Family Ministries  
Claire Newhouse, Facilities Specialist  
Katrina Nichols, Nursery Coordinator  
Sani Shaibu, Facilities Specialist  
Song Thao, Financial Assistant  
Martha Tilton, Director of Communications  
Mo Todd, Lead Facilities Specialist

### **STAFF EMERITA**

Ruth Palmer, Director of Music Ministries Emerita

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### **Unity Church—Unitarian**

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