

Unitarian Universalist Fellowship of Waynesboro

Annual Meeting

June 10, 2018 11:15 a.m. Fellowship Hall

1. Chalice Lighting & Call to Order Rev. Paul Oakley

2. Minutes of the Previous Meeting Cynthia Thompson

3. Board Reports
 - a. Personnel Report Sharon Van Name
 - b. Stewardship Report Ben Pumphrey
 - c. Treasurer's Report Jeff Pickering
 - d. Board Highlights

4. Ministry Teams: Year-End Report Rev. Paul Oakley

5. New Business
 - a. Governance Report/ Nominations Laura Riggan
 - i. UUFW Board of Directors
 - ii. UUFW Trustee
 - iii. UUFW Delegate to General Assembly
 - b. Proposed Budget FY 2018-2019 Jeff Pickering
 - c. Other New Business

6. Acknowledgments Susan Schmidt

7. Adjourn

Childcare will be available at the Water Party at Chalice House

UNITARIAN UNIVERSALIST FELLOWSHIP OF WAYNESBORO

Annual Meeting

June 11, 2017

Meeting Minutes

1. Chalice Lighting and Call to Order

Reverend Paul Oakley lit the Chalice and read a blessing.

President Debora Hoard called the meeting to order at 12:30 p.m.

Former President Marsha Fuller informed the president that a quorum was met with an attendance of 61.

2. Minutes of the Previous Meeting

Cynthia Thompson read the 2016 UUFW Annual Meeting minutes.

Debora asked for corrections. There were no corrections.

The minutes were approved as read.

3. Board Reports

a. Stewardship Report by Ben Pumphrey

The UUFW Stewardship Committee is pleased to report the success of several initiatives over the 2016-2017 financial year. We successfully completed two major fundraisers, using a new Task Force model: our Service Auction raised over \$10,000 and our Pledge Drive raised over \$134,000. One of our early organizing themes for the year has been a focus on sustainability. To this end, we began considering the long-term financial health of our Fellowship. We recognized the need to develop emergency cash reserves and formally created a Cash Reserve account for this purpose. Similarly, we recognized the need for an account, separate from our usual checking account, to serve as a long-term repository for any funds intended for non-recurring non-budgeted improvements to our facilities. We created a Special Projects fund for this purpose. Finally, we began reviewing our investments and considered ways to bring our spending in-line with our Vision and Mission. We held a Congregational Conversation mid-year to update the congregation about our activities.

Committee Members: Ben Pumphrey, Florence Ferguson, Marsha Fuller, Margo Kiely

Debora called for questions on the report. There were no questions.

b. Treasurer Report by Florence Ferguson

Florence announced that we will provide a year-end budget report in July and that report will be available online.

Significant Financial Events, FY 2016-2017

- Received bequest of \$10,728 from the estate of Will Page (September)
- Cashed out Vanguard money market account for \$11,029 (October)
- Opened First Bank money market reserve account with \$30,000 (December)
- Obtained approval for an unsecured loan of up to \$15,000 from First Bank, to be used only in case of an emergency (March)

Assets on May 30

- Main checking account balance (First Bank): \$ 50,766
- RE checking account balance (First Bank): \$ 597
- Money market reserve account balance (First Bank): \$ 30,011
- Index fund investment account value (Vanguard): \$ 31,247
- Food cards on hand: \$ 2,200

Debts on May 30

- Mortgage principal balance (City Bank): \$ 26,151 FY 2017 Fundraising Initiatives through May
- Service auction: \$ 11,182
- Profit from food card and coffee sales: \$ 5,345
- Collection plate: \$ 3,922
- Special collections: \$ 6,472
- Pledge income from 85 pledge units \$108,664

2017-2018 Pledge Drive

- \$134,645 pledged from 88 pledge units

Debora called for questions on the report.

Jim Goss stated that the worth of the Vanguard account may be affected by the current political environment. He asked if there was a plan to cash-out that fund. Florence responded that there is not current plan in this budget but there may be one in the next budget.

Otis Huston asked for clarification about the Contracted Services line item.

Debora requested we address that question when we talk about the Proposed Budget for 2017-18.

c. Board Highlights by Monte Hackney

I am sure many of you spent your second Wednesdays of the month wondering what your Board was up to.

The Board of UUFW has worked hard to keep focused on the big picture issues related to the Fellowship, leaving the work of ministry, to Paul and the Ministry teams. Much of our work has focused on administration and policy, but also about how to keep our Fellowship vibrant.

As you might expect, we spent much of our time talking about money: how to raise it, how to be good stewards of it according to our values, and how to manage it sustainably beyond our year-to-year budgets. This included talking about our mortgage, bank accounts and sustainable investments, reserve funds and lines of credit, handling memorial gifts and special funds, and constantly reviewing our budget expenditures. We spent long hours talking about our budget for next as well- which we will cover very soon.

In addition to money, we also had a number of other notable highlights during the year:

We planned the annual calendar and defined Board roles.

Talked strategy about how to make our Fellowship welcoming to a wider variety of people, including discussions about our audio and visual systems, adding an ADA compliant bathroom in the Chalice House, using inclusive language, signage, and other changes in our services.

We created a comprehensive UUFW Policy Book. This is a tremendous accomplishment of Florence and others contributors- and is actually a surprisingly interesting read. A copy is in the Chalice House and online for anyone interested.

Completed a Minister's evaluation, including reporting to UUA for a successful renewal of Rev. Paul's Fellowship.

Deep discussions about our Mission and Vision statements.

Discussed how to provide fair employment practices and pay for our Minister and staff.

We also discussed changes in our bylaws, which we will share with you in a few moments.

Personally, it has been a tremendous honor to be on the Board and rub shoulders with some very insightful and principled people. As I complete my 2 year term, I would like to thank all of you for voting and allowing me this privilege. Thank you.

4. Ministry Teams: Year-end Report by Reverend Paul Oakley

Paul stated that the individual Ministry Team Reports and the full Minister's Report have been available in the advance material provided for this annual meeting and will remain available online.

Remembrance

In this church year, we have been saddened to have to say goodbye in memorial services for four members. Before we get into the detail and distraction of the other aspects of what has been happening this year in the ministry of the Fellowship, let us pause and remember those we have lost:

Tommy Mays

Will Reed

Elizabeth LaGrua

Jody Grogan

We miss them and hold their loved ones in our hearts.

Paul stated that there have been challenges in both our national politics as well as our denominational politics. He acknowledged that this impacts us as a congregation as well as how we do ministry. He said, "You all have risen to the challenge and I appreciate you very much."

Paul asked for questions. There were no questions.

Paul concluded his report by stating he is happy and pleased to be here and to be our minister.

5. New Business

Governance Annual Report Summary by Susan Schmidt

During the 2016-17 year, the Governance Committee created a slate of nominations for open Board positions, and, after consultation with the Board, ranked the list and recruited individuals for the positions. We also hosted a Congregational Conversation in March, where Susan Schmidt gave a short PowerPoint presentation about our leadership structure before opening the floor to discussion. Our final tasks were to oversee the Board self-evaluation and put together the information packet that Board members will receive at the Transition Meeting in June.

Committee Members: Susan Schmidt, Marsha Fuller, Cynthia Thompson, Florence Ferguson

a. Nominations

Susan put forward the following slate for the UUFW Board of Directors:

Vice-President: Laura Riggan

At-Large (2-year term): Sharon Van Name

At-Large (2-year term): Jeff Pickering

Debora asked for a motion to accept the nominations as read. Glen Patterson made the motion and Bill Harouff seconded the motion. There was no discussion. The motion passed unanimously.

Susan put forward the following slate for the Delegates to the UUA General Assembly 2017:

Adult Delegate: Sharon Van Name

Youth Delegates: Andreas and Miguel-Rivera Young

Susan asked for a motion to accept the nomination as read. Wayne Nolde made the motion and Diane Ganiere seconded the motion. There was no discussion. The motion passed unanimously.

b. Bylaws Revision: Article IX Section 2

Ben read the proposed revision to the Bylaws. Debora asked for a motion to accept the revisions as read. Roberta Patterson made the motion and Ruth Parcells seconded the motion.

The following discussion ensued:

Doug Woodworth expressed that he is not sure he understands the revision. Ben clarified that as the wording stands now, the Board could spend up to 9% of the approved budget over and over without coming to the congregation for approval. Doug responded that we have not solved the problem with the ambiguity of the new wording.

Roberta Patterson stated that the original concept of the line-by-line could be increased by 10%. That would give the Board permission to spend an emergency annual cap. 10% may be too much.

Otis Huston spoke in support of these concerns.

Discussion then centered on the issue of the Board having too much financial freedom or too little. Board Members reinforced the idea that we are currently shifting line-by-line budgeting to Mission and Vision driven budgeting. And that it would take some time for old habits to be re-made.

Debora stated that the new wording constrains the Board. Ben pointed out that the previous bylaw wording makes no mention of a line item by line item, simply not over 10% of the annual budget.

Allison Zaro asked if we could add a line about "in unforeseen circumstances or in an emergency." Wayne Nolde also suggested a change in wording.

Debora pointed out that this was not a time for wordsmithing, but instead for clarification. The membership is welcome to vote down the bylaw change and send it back to the Board for further work.

Roberta asked if this revision meant that teams have to get permission to go over their line item budgets.

Debora explained this revision is not about individual line items. Further, if a team needs to go over their budget, the team leader talks to Paul and Paul talks to the Board.

Susan Schmidt brought up that the Bylaws do not address the aforementioned process.

Florence Ferguson echoed that clarification by saying it is about the total (cumulative) expenditures. If the expenditure goes over 10% the Board must get permission to do so.

Doug said that he doesn't have an objection to the revision but he doesn't think it changes anything in terms of granting of authority. It is useful to have this conversation. We either accept the revision or we put it on the back-burner and talk about the policy and come up with language that clarifies the intent.

Glen called the question to move ahead with the motion. Debora called for the vote. The motion passed with 2 no votes.

c. Proposed UUFW Mission Statement

UUFW Mission Statement Report by Margo Kiely

Today we present the UUFW Mission Statement to the congregation for your vote on its acceptance. There is a copy of the Mission Statement in your materials. The Mission Statement Task Force consisted of Board President Debora Hoard, Task Force Chair Margo Kiely, Kim Newton, Rae Kasden, and Sallie Smithwick. As you recall, the UUFW Vision was adopted by this congregation at the June 2016 Annual Meeting. Using that as a framework, the Task Force engaged in developing a document which would represent the course of action that this congregation would commit to in order to achieve the vision. We reviewed the guidance from UUA having to do with developing a mission statement. We collected and reviewed mission statements from all UU congregations in Virginia and supplemented those with other mission statements felt to be useful. Following that, we developed a questionnaire for the congregation about the mission of the UUFW. We pretested this by asking the members of the Board to respond to the questions and give additional feedback on the questionnaire itself. We held a congregational conversation about the mission and the questions. We posted the questionnaire on the UUFW webpage to encourage input to the process. We then developed a rough draft of UUFW mission statement and used the input received to revise the draft. We held a second community conversation. Using all input received, we revised the statement and published the draft statement in the newsletter. Copies were distributed to the congregation. We held one final conversation.

The draft was presented to the Board. The Board authorized the presentation for approval at the Annual Meeting.

Debora asked for a motion to accept the Mission Statement as read.

Diane made the motion and Anne Armentrout seconded the motion.

Discussion ensued.

Allison raised concern about the phrase “our faith” in that there are many faiths practiced by our members.

Joe Good asked if we could have an up or down vote on this motion.

Debora mentioned the difficulty of wordsmithing at this point in the process. Margo noted that the word “faith” helped differentiate us and define our purpose as an organization. The congregation was given many opportunities to weigh in on the Mission Statement.

Urbie Nash called the question.

Deborah called for a vote on the motion. The motion passed with 1 no vote.

d. Proposed Budget FY 2017-2018

Florence said that the Board took a different philosophy and worked hard to make a realistic budget that is not “padded.” She went on to explain some aspects of the budget including the following:

In the Programs area of the budget, we budgeted what was actually spent.

In terms of the Newsletter, we cut the whole printing budget.

We cut the RE youth and parents group because of the small size and the fact that our DRE Sarah Skaar will be on maternity leave in the Fall.

We increased the DRE budget for two hours so that Sarah can be involved in youth leadership to a greater degree.

Our music expenses are down from last year. We created a new line making musicians employees instead of contractors.

We decreased our UUA dues from 7% to 5%. This was done so that more money could be placed in programs as well as to protect the budget line for a cleaning service. The Board hopes to make this up in unused money at the end of the fiscal year.

Debora called for a motion to accept the budget as presented. Urbie made the motion and Doug seconded the motion.

The following discussion ensued:

Bill Harouff asked why there was no money budgeted in the Minister’s Discretionary Fund. Paul explained that there is a \$1400 carry over that can be used this year. In addition, the Minister’s

Discretionary fund is slightly different from other line items in that we can take up a collection for this particular line.

Rae Kasdan asked if we would feel any consequences from lowering our contribution to the UAA.

Debora said we would feel no direct consequences as a member congregation; except in knowing that we are not able to support our parent organization in the same way that we have for the last 50 years.

Sharon Van Name asked what the monetary difference comes to between this year and last year in regards to the UUA dues. Last year the amount was \$10,680 and this year it will be \$7,800.

Paul explained that the amount is determined by a percentage of our operating expenses as defined by the UUA (some items are left out).

Florence reiterated that there is every expectation we will meet the 7% by the end of the fiscal year.

Otis asked for clarification on the Contracted Services line item. It was \$9800 last year and this year it is budgeted at \$8700. This line item includes payment of the janitor, the bookkeeper, and speakers. In the past, musicians have been under this line item. They are now under Employees.

Money for snow removal has come out of the 2017-18 budget in an effort to balance the budget.

Kathleen de los Reyes asked how memorial gifts are used.

Debora said that Board talked about this issue but did not have time to come up with a plan this year. It will be taken up in the next year.

Ben explained that the Board has talked about creating a Special Projects Fund as a separate money market account which would separate memorial gifts from the checking account. That way, memorial gifts would be better accounted for.

Merrie Jo Perkuchin stated that if a memorial gift is given for something specific, it is restricted.

Lorain Harouff reminded us that we need to honor restricted memorial gifts.

Ruth Parcels said she finds it discouraging that the RE Parent's Group is cut out of this budget.

Debora begged families not to feel discouraged. Much of the money in the previous budget went for meals and babysitters. However, in keeping with our Mission Statement, we will be taking a long hard look at how we are supporting RE and RE related programming.

Debora called for a vote of the motion. The motion passed with 1 no vote.

e. Other New Business

There was no new business.

6. Acknowledgements

Deborah thanked the Board for their hard work.

Susan presented Debora with a gift in appreciation of her outstanding leadership.

7. Adjourn

Debora adjourned the meeting at 1:19 p.m.

Respectfully Submitted By:

Cynthia Thompson, Secretary

2016-17 Board Members: Debora Hoard (President), Susan Schmidt (Vice President), Cynthia Thompson, Margo Kiely, Monte Hackney, Ben Pumphrey, Florence Ferguson, Marsha Fuller (Immediate Past President)

Annual Meeting Board Reports 2017-18

President's Report Susan Schmidt

The Board had a successful 3rd year using our governance model, where the Board focuses on long-term sustainability and not micro-management of the teams who carry out ministry. We tried to keep our new Vision and Mission statements front and center this year, using different phrases of the Mission Statement for opening discussions. We also decided to focus on one portion of the Mission Statement as we set our goals for the year:

The UUFW Board of Directors will embrace the goals listed below as we focus on our mission to: Build our fellowship into an essential resource for liberal religion in the Valley by providing for the spiritual development of adults and children. Our goals reflect the fact that change and progress begins with us. The Board will:

- 1) Promote engagement of congregational members in our beloved community as participants, volunteers, and as leaders
- 2) Sponsor two speakers/activities, in collaboration with the teams, which are open to the public
- 3) Maximize fundraising from within our current efforts to ensure we have the funding to support our staff, our building needs including accessibility and welcome to the broadest community
- 4) Work with the Building and Grounds team leadership to reimagine the team and its responsibilities as we define and move forward with the Board's role in capital improvements and development

With these four goals, we intend to take giant steps toward developing the enthusiasm, connections, financial resources and improved facilities that are critical to becoming an essential resource.

As always, with any group, we had our successes and our "we're not there yet" moments. Goal 1: the focus of Laura Riggan and Governance, as you'll read below. Goal 2: we were not able to get speakers to sponsor, but we opened our doors to other groups and their speakers throughout the year – see Rev. Paul Oakley's Ministry Report for details. Goal 3: Ben Pumphrey and Stewardship kept the money flowing, as well as continuing to work on long-range financial restructuring, started last year and discussed below. Goal 4: it quickly became obvious that this would be a multi-year project, not easily solved. Our disruptive visitor in the fall reminded us that we had never looked at security issues, but we created a Security Task Force (Maggie Duncan, Chair, Renee Herrell, and Bob Crouch) who came back to us in March with a variety of excellent possibilities. We realized we lack the money for capital improvements, but we have now created a Special Funds Account where we will be able to accumulate money from a Capital Campaign.

And of final note, most of our budget contains fixed costs – utilities, salaries and other bills that must be paid first. But continuing our efforts to keep Vision and Mission front and center, we did some restructuring with the flexible part of our 2018-19 proposed budget, trying to make clear the relationship between the money we spend and the Mission envisioned by the congregation.

Stewardship Ben Pumphrey

The Stewardship Committee had a busy year. We oversaw two major fund-raising task forces. Kay Yost, Abbie Edwards, and Nancy Lay held a successful service auction in the fall. Florence Ferguson, Merrie Jo Perkuchin, and Wayne Nolde held a productive Pledge Drive this winter. We continue to develop our Special Projects Fund and spent many meetings brainstorming ways to launch a possible Capital Campaign to raise money for much-needed repairs and upgrades. Our Stewardship Committee also ran an online auction this spring, primarily to test new ways of fundraising and begin use of a new charge-capture technology that we might use for various financial transactions throughout our Fellowship. Finally, our Legacy Giving Group provided information about financial planning and a new way to increase planned giving through resources available to us through a fund operated by Shelter Rock. Committee Members: Ben Pumphrey, Jeff Pickering, Sharon Van Name, Debora Hoard

Governance Laura Riggan

During the 2017-18 year, the Governance Committee created worked to promote increased participation in the life of the Fellowship and the work of our Ministry Teams by holding an “Engagement Party” service in October, with a follow-up in February. The committee also produced a slate of nominations for open Board positions for 2018-19. Finally, the committee oversaw the Board self-evaluation and put together the information packet that Board members will receive at the Transition Meeting on June 13. Committee Members: Laura Riggan, Cynthia Thompson, Debora Hoard

Personnel Sharon Van Name

As an improvement to our compensation package, UUFW established a Section 125 Cafeteria Benefit Plan for our eligible employees. The benefits of this plan are:

- it is voluntary for employees. On an annual basis, they are free to pay health insurance premiums with either pre- or post-tax dollars, whichever best suits their individual circumstances
- paying with pre-tax dollars reduces the employees taxable income which will result in lower income, Social Security and Medicare taxes
- UUFW also saves on the employer portion of Social Security and Medicare taxes

The plan was created from a template provided by the UUA to ensure that it covers all legal requirements. The plan will be updated annually and may be expanded to include other optional benefits.

Treasurer's Report Jeff Pickering

Significant Financial Events, FY 2017-2018

- An external review of the UUFW finances and controls was completed by Bookkeeping & Management Systems, Inc. of Waynesboro; no material mis-postings of transactions or payee discrepancies were identified, nor was any material malfeasance found (November)

- Renewed pre-approval for an unsecured loan of up to \$15,000 from First Bank of Staunton, to be used only in case of an emergency. The pre-approval will expire in March 2019, at which time the Board will need to reauthorize the treasurer to resubmit paperwork for another pre-approval for an unsecured loan (April)

- Opened First Bank Special Projects checking account to save for future capital improvement projects for the UUFW (May)

Assets on May 23

- Main checking account balance (First Bank): \$9,117

- RE checking account balance (First Bank): \$860

- Money market reserve account balance (First Bank): \$30,016

- Index fund investment account value (Vanguard): \$27,666

- Food cards on hand: \$2,500

Debts on May 23

- Mortgage principal balance (City Bank): \$ 23,106

FY 2018 Fundraising Initiatives through Apr

- Service auction: \$10,134

- Collection plate: \$ 4,964

- Special collections: \$7,102

- Pledge income from 88 pledge units \$110,097

2018-2019 Pledge Drive

- \$135,060 pledged from 79 pledge units

Unitarian Universalist Fellowship of Waynesboro
General Fund Summary Budget Activity Report
7/1/2017 - 5/31/2018, with year 92% completed

	FY 2018 Approved Budget	FY2018 Actual YTD at 5/31/2018	Actual as % of Budget
Revenues			
Pledge Income	134,645	112,762	84%
Non-pledge contributions	9,500	10,249	108%
Fundraising	11,000	10,551	96%
Rental Income	2,600	3,776	145%
Other Revenue	400	261	65%
Net Sales	5,000	2,955	59%
Total Revenues	163,145	140,555	86%
Expenditures			
Occupancy			
Utilities	5,470	4,034	74%
Upkeep and Supplies	1,200	1,479	123%
Mortgage and Capital Expenditures	16,600	22,641	136%
Occupancy	23,270	28,154	121%
Lifelong Learning	3,200	3,291	103%
Programs			
Community Service Projects	500	191	38%
Social Justice	-	-	
LGBTQ Concerns	100	-	0%
Worship and Music	400	-	0%
Fellowship and Hospitality	675	500	74%
Outreach	-	-	
Membership	300	80	27%
Caring Network	500	305	61%
Lay Leadership Training	730	-	0%
Attendance at Denominational Events, like GA	-	-	
General Programs	-	-	
Programs	3,205	1,076	34%
General Costs			
Office Technology	3,620	3,217	89%
Office Supplies, Postage/Shipping	650	345	53%
General Services	400	408	102%
Furnishings/Equipment	-	225	
Risk Management	2,840	2,198	77%
Fundraising	300	-	0%
Bank Charges	-	96	
General Costs	7,810	6,489	83%

Unitarian Universalist Fellowship of Waynesboro
General Fund Summary Budget Activity Report
7/1/2017 - 5/31/2018, with year 92% completed

	FY 2018 Approved Budget	FY2018 Actual YTD at 5/31/2018	Actual as % of Budget
Employees and Contracted Services			
Minister			
Salary and Housing	54,860	50,288	92%
Benefits	13,600	12,156	89%
Professional Expenses and Development	5,490	3,676	67%
Minister	73,950	66,120	89%
DRE			
Salary	21,900	20,075	92%
Benefits	4,990	4,701	94%
Professional Expenses and Development	2,190	1,719	78%
DRE	29,080	26,495	91%
Other Employees Wages			
Administrative Assistant	5,350	4,150	78%
Musicians	4,900	4,100	84%
Child Care	1,360	515	38%
Other Employees Wages	11,610	8,765	75%
Other Employee Costs	7,470	6,491	87%
TOTAL EMPLOYEE COSTS	122,110	107,870	88%
Contracted Services	8,750	8,244	94%
Employees and Contracted Services	130,860	116,114	89%
UUA/Southern Region Membership	7,800	7,800	100%
Total Expenditures	176,145	162,925	92%
Summary			
Total Revenues	163,145	140,555	86%
Total Expenditures	176,145	162,925	92%
Net Gain or (Deficit)	(13,000)	(22,370)	
Employee costs as a percentage of non-capital expenditures	75%	75%	

NOTE: Special collections are reported separately in the Ministry Report for the Annual Meeting as they are unbudgeted and not operating revenues and expenditures.

MINISTRY REPORT FOR THE ANNUAL MEETING, JUNE 10, 2018

Note: If you would like to read additional detail, that information is contained in the Ministry Reports in the consent agenda of the monthly Board meetings, available for all members to read, in Chalice House in the binder of Board minutes.

REMEMBRANCE

In May we were saddened by the death of Roland Micklem. We also had the opportunity to celebrate his life through a party organized by Roland's family at Gypsy Hill Place in Staunton. We will miss Roland's irrepressible spirit, love of fun, and deep commitment to the earth and to future generations.

WELCOME

In March it was our joy to formally welcome Hazel Newton into the Fellowship with a baby dedication ceremony and a shower. Technology gave the opportunity for Geoff's parents to attend virtually from London, as Kim's parents and brother were physically present. We look forward to watching Hazel grow and learn and to being part of her life.

WORSHIP

Of the 54 services of this year:

- 8 were on the principles of the Unitarian Universalist Association;
- 5 were on inclusion and pluralism;
- 3 were on the contributions of Unitarian Universalist ministers and theologians;
- 1 was a presentation of ideas and issues from the UUA's General Assembly;
- 3 were services centered on Unitarian Universalist rituals (water, bread, flowers);
- 3 were on the challenge of America's changing religious landscape;
- 9 were on aspects drawn from holidays of World Religions (Samhain, Halloween, Thanksgiving, Chanukah, Winter Solstice, Christmas Eve, Christmas, Sukkot, Easter);
- 14 were on theological concepts and personal spiritual growth;
- 9 were on social justice and equity;
- 3 were on stewardship, membership, and participation;
- 1 was for Religious Education/ Coming of Age/ Bridging/ Teacher Recognition;
- 11 were lay-led, including the joint picnic service with Harrisonburg UU;
- 8 were led by Unitarian Universalist guest ministers;
- 2 were interfaith pulpit exchanges;
- 2 were musical services;
- 4 included a new member welcome ceremony.

ADULT EDUCATION AND ENGAGEMENT

Rev. Paul planned to lead two adult classes in this fiscal year: a Bible class, which was offered specifically on the request of a member but which did not elicit enough interest in the congregation to continue; and a monthly class on racial equity, which has been well attended and which has elicited a lot of energy.

Rev. Ed Piper, our minister emeritus, offered a successful and engaging adult class titled “This Is Your Life,” providing a framework for recollecting and reflecting on your life experiences.

In response to expressions of dissatisfaction of a few members around sermons relating to issues of pluralism within Unitarian Universalism, which UU congregations agree to as a value within our movement through section 2.1 of the bylaws of the Unitarian Universalist Association, Rev. Paul offered two “Conversations on Pluralism,” at which members were encouraged to hear each other. Then, as a follow up to these discussions and the sermons around them preached by Rev. Paul, Rev. David Owen-O’Quill and Walter Clark, M.Div., Rev. Paul and Rev. Ed offered an after-the-service collegial discussion on pluralism between the two of them, with time for congregational reflection at the end.

SPECIAL COLLECTIONS

We took up – and in one case will take up – the following special collections this year on behalf of outside organizations engaged in charitable work:

- Hurricane Harvey Relief\$ 1,456.28
- Hurricane Irma Relief1,105.22
- CROP Walk936.50
- A Guest at Your Table (UUSC).....1,072.18
- Black Lives of Unitarian Universalism (2 collections).....1,792.44
- Unitarian Universalist Service Committee (Justice Sunday).....739.00
- RISE.....1,500.00
- Equality Virginia..... (collection on June 24)
- TOTAL before final special collection.....\$ 8,601.62

SOCIAL ACTION/ SOCIAL JUSTICE

This fiscal year has not seen an active Social Action Team, in large part because no one was in a position to accept the mantel of team leader. In the absence of an active team, the minister made decisions about which organizations to take special collections for. A separate role was established for UUSC Liaison.

The Community Service Projects of the Unitarian Universalist Fellowship of Waynesboro promote action aimed at supporting local people facing difficulties and projects to benefit the local community. In the absence of a Social Action Team to select and prioritize such service

projects and to more broadly lead the congregation in participating in the community service projects that put the congregation visibly out there for the community to see, the leader of each activity should coordinate separately with the Minister concerning aims and budget and informs the Minister of the schedule and parameters of the activity. Specific projects currently are:

- Adopt-A-Highway2× per year in fall and spring
- CROP Walk1× per year in fall
- Disciples Kitchen4× per year
- First Presbyterian Food Pantry.....1× per month distribution, continuous collection
- Free Clinic Dinner.....1× per year in December
- Meals-on-Wheels in Staunton.....1× per week
- Red Cross Blood Drive1× per year in fall
- Riverfest Volunteer Recruiting1× per year in spring
- Verona Food Pantry4 or 5× per year on the fifth Tuesday of the month

And, in recognition that some people feel called to participate in community service but do not feel called to be activists for structural change in the larger society, future social justice activism will not be under the same Social Action Team with the community service projects.

On Justice Sunday, Staunton Vice Mayor Ophie Kier, key organizer of Building Bridges for the Greater Good conversations on race, spoke to the congregation on the invitation of Tom Engle, our UUSC Liaison and organizer of the Justice Sunday service.

In this fiscal year, a series of conversations and programs on race in Waynesboro titled “Bridging the Gap” began. Coming out of that series, an effort began to form an Augusta County Branch of the NAACP. When that plan was not approved by the national office of the NAACP, the effort transformed into an effort to forge community action group for racial equity known as RISE. From the beginning of the “Bridging the Gap” series, through the organizational meetings, leadership meetings, and committee meetings of RISE, Rev. Paul and other members of the Fellowship have been involved in this community effort. “Bridging the Gap” and RISE have frequently used the Fellowship Hall for their meetings because of the convergence of values between these activities and the Fellowship.

TEAM FOR LESBIAN, GAY, BISEXUAL, AND TRANSGENDER CONCERNS

– Mary Cunningham, Team Leader FY2018

The team focused this year on increasing awareness on LGBTQ+ issues, especially around days that have found a place on the calendar of LGBTQ+ activist organizations, such as Transgender Visibility Day and LGBTQ+ Pride. The team prepared informative segments to present to the congregation both in writing and to be spoken in a service; they investigate what kinds of literature/ pamphlets, and so forth would best communicate our Welcoming Congregation commitments. And they explored how to respond when a person on the LGBTQ+ spectrum

expressed that they felt unwelcome. In this particular case, the team handled the concerns by direct outreach to this person.

The team met with the faculty sponsor of the Gay Straight Alliance (GSA) at Waynesboro High School to explore ways the team and the Fellowship could provide support to this group. That exploration is ongoing.

The annual LGBTQ+ Pride service will be on June 24 this year, with a speaker from Equality Virginia planned.

Mary Cunningham will step back from the team leader role on June 30. A new team leader has not yet been named.

RELIGIOUS EDUCATION – Sarah Skaar, DRE; Ruth Parcells, Team Leader FY2018

July 2017:

- Began summer RE-- “Harry Potter and the UU Principles”
- Teacher recruitment for next RE year
- Brought 4 youth to General Assembly in New Orleans

August 2017:

- New nursery worker Stephanie Taylor started on 08/09/2017
- Continued teacher recruitment and background checks for new RE year

September 2017:

Teacher training was held

- Background checks for new teachers
- Parents welcoming spaghetti dinner
- New RE classes began---Coming of Age for youth, A World of New Friends for Kinders through 5th grade & Popcorn theology for Middle School

October 2017:

- DRE started maternity leave
- Ruth Parcells took over as DRE during this absence
- RE events include--pumpkin decorating party,

November 2017:

- DRE returned from maternity leave on November 6th
- DRE completed a Renaissance Module on administration

December 2017:

- Facilitated the mitten tree with donations going to the Valley Mission in Staunton (brought there by Sylvia Woodworth)
- Youth outing to dinner and a movie
- Caroling party for families

January 2018:

- RE started a monthly free childcare offering/parents night out
- Teacher and family breakfast was held
- Family game night was hosted by RE
- Youth lock-in with Charlottesville's TJMC was held but all UUFW youth declined to attend
- Began scheduling of youth trip to "The Mountain" in March with 4 confirmed youth attending at this point and two confirmed female adult chaperones. We are still searching for 1 adult male chaperone. Youth families have agreed to contribute \$100 dollars each towards the trip.
- Youth have been meeting with their mentors during Coming of Age and are working on their faith statements.

February 2018:

- RE had to cancel two events this month due to sickness among children and volunteers. Events canceled were our monthly free childcare offering and our interview with the minister
- We confirmed our two adult chaperones for the trip to the Mountain in March--Ruth Parcells and Wayne Nolde
- DRE attended and completed two levels of OWL certification (grades 7-9 and grades 10-12) and began the course that leads to a certificate for credentialing "Sexual Health for Religious Educators".
- RE held a "Clean Up Chalice House" day and was able to clean up some of the classroom spaces

March 2018

- DRE completed the course "Sexual Health for Religious Educators"
- RE team and minister signed up for "Death of Sunday School Webinar Series" which starts in April
- Youth trip to the Mountain got cancelled due to lack of participants
- RE held an outing to "Willies" in Waynesboro for ice cream

April 2018

- RE team and minister began five-session "Death of Sunday School" webinar
- Coming of Age youth began working on their faith statements
- RE held an Easter egg hunt and craft for Easter Sunday

May 2018

- RE team and minister began five-session “Future of Faith Formation” webinar.
- RE team and youth created and led the service for RE Sunday, when youth presented Coming of Age statements of faith and bridged to adulthood, as well as recognition of RE teachers.

Ruth Parcells will step back from the team leader role on June 30. Debora Hoard will serve as team leader in the next fiscal year.

WORSHIP AND MUSIC TEAM – Anne Armentrout, Team Leader FY 2018

Music – In this fiscal year, our pianists have moved from being classed as independent contractors to, more appropriately, being classed as employees. At the end of the previous fiscal year, we hired Wendy Parham, who has played two to three Sundays a month since. Charlotte Shnaider has played two services a month in most months. We continue to seek a qualified pianist to accompany the choir. Charlotte continues to direct the choir, and Diane Ganiere serves as choir secretary/ organizer. The team continues to develop a cadre of members who can step up to provide special music or lead the music from time to time.

Visual Arts – Maribeth Nolde has developed a series of shows of art on the Fellowship walls and organized a service in which members shared art from their walls and how it nurtured their spirituality.

The team continues to develop the Lay Service Leader script. Karen Reed continues to organize flowers for the sanctuary with a strong preference for seasonal, locally grown flowers and greenery. Kay Yost continues to organize a schedule of lay service leaders.

CARING NETWORK – Hinda Richards, Team Leader FY 2018

We trained two new Networkers. We were hoping for three volunteers, but only got two, so each Networker had 8-9 households, instead of the usual 7-8. The Network does the following caring activity for the good of the congregation:

- Accompany members to ER
- Transport member back and forth hospital for surgery
- Make/coordinate nursing home or hospital visits
- Make/coordinate home visits
- Coordinate/deliver meals
- Coordinate transportation to appointments/events
- Send cards, emails, or notes
- Coordinate weekly rides to/from UUFW for members
- When a member dies, the Network puts together the memorial reception.
- And when immediate family of a member dies, the Network sends a potted plant or makes an appropriate memorial gift on behalf of the Fellowship.

Hinda Richards has stepped down from the team leader role as of June 3. Sylvia Woodworth will serve as team leader in the next fiscal year.

FELLOWSHIP AND HOSPITALITY TEAM – Laura Hiatt, Team Leader FY2018

Coffee/ Fellowship Hour after the Sunday service continues to be a challenge to arrange but continues to be an important time for members and visitors to meet each other and a time for members to deepen connections. Monthly potlucks have been well attended and the food has been outstanding.

Activities this year have included the joint picnic service with Harrisonburg Unitarian Universalists at Grand Caverns in Grottoes, the Fall Fun Festival at Pat Donovan and Dave Magnone's, TrUUvel events, the December Holiday Party at Debora Hoard's home, a Saturday Christmas potluck with caroling, hot cider and snacks after the Christmas Eve service, New Year's Day hike, followed by hoppin john and butternut squash soup with rolls and champagne, a baby celebration/ shower, welcoming Hazel Newton, fresh-from-the-oven hot-cross buns were served on Easter Sunday. The Let's Do Subtitles (LDS) movie series came to the end of its run this year because of declining attendance and issues around licensing. It is not expected to resume.

With the research and planning of the team, the Fellowship purchased five lightweight banquet tables to replace the old heavy ones that had become a challenge to use. The old tables were made available to people and groups who needed them, making room for the tables that better serve our needs.

Laura Hiatt is leaving the team leader role on June 30. No team leader has yet been named for next fiscal year.

MEMBERSHIP TEAM – Sylvia Woodworth, Team Leader FY2018

We have welcomed 14 new members as of May 15th. Three of these are previous members of UUFW, returning after several years absence. Two have been active in other UU congregations. There have been three meals and classes with Rev. Oakley for potential members, two on Saturdays and one on a weekday evening. We have held three new member welcoming ceremonies and hosted three new member breakfasts. We have started inviting new members' Caring Networkers to the breakfasts.

In collaboration with the Hospitality and Fellowship Team we facilitated three evenings of Circle Dinners. Each had three or four dinners being hosted.

Our team has scheduled Welcoming Greeters for each service using Sign-up Genius which works well. Twenty-nine different people have served as greeters. About 48 people who seemed

to be looking for a spiritual/religious community or were curious about Unitarian Universalism filled out a visitor's form. In addition to the 14 who have joined, eight others are still "visiting."

We appreciate Russell Armentrout calligraphing nametags for us!

We are pleased that most new members have become quickly involved in the life of the fellowship in some way such as being a lay leader, greeting and welcoming, doing the coffee hour, serving as UUSC liaison, or working on building and grounds projects. A few others are looking for their niche.

Team members are limited in the number of visitors and new members they can communicate with before the services and during Coffee Hour. We greatly appreciate it when members introduce themselves to newcomers, answer their questions, and make them feel at home. We also appreciate it when team leaders get new members involved. We each have a role to play in the growth of our Fellowship.

Sylvia Woodworth is leaving the team leader role on June 30. Merrie Jo Perkuchin will be the team leader for the next fiscal year.

COMMITTEE ON MINISTRY – Sylvia Woodworth, Coordinator FY2018

The Committee on Ministry completed an evaluation of the ministry of Rev. Paul to accompany the evaluation written by the Board and Rev. Paul's self-evaluation and professional development plan for the use of the Ministerial Fellowship Committee of the Unitarian Universalist Association.

This committee also focused on two other projects, a self-assessment tool to help members identify how they can best plug into the life of the Fellowship and a congregational survey on the many aspects of the ministry of the congregation. The survey is completed, and its summary will be made available to the congregation soon. The self-assessment tool is not yet completed.

BUILDINGS AND GROUNDS – Joe Good, Team Leader FY2018

Accomplishments:

- The Morning Glories have continued to keep our gardens in good shape.
- The Adopt-A-Task volunteers continue to support our maintenance efforts.
- Volunteer help has provided for our lawn service and snow removal needs.
- We got through a very cold winter without any freeze-ups.
- Cornerstone Cleaning continues to keep our buildings nice and clean.
- Routine electrical, plumbing and general repairs have been taken care of by our volunteers.
- Fellowship Hall carpet cleaning was done by volunteers.
- Some major tree removal was completed by a contractor.

- A new heating and air conditioning system was installed in Chalice House.
- Installation of a new electrical service entrance was completed in Chalice House.
- All asbestos was removed from Chalice House basement.
- An electrical upgrade for the 2d floor of Chalice House was completed.
- Both buildings passed the city of Waynesboro fire inspection.
- A significant portion of needed exterior painting on both buildings has been completed with volunteer help.

Special Recognition is due to Jerry Reese for major efforts in coordinating Chalice House upgrades.

Several capital projects remain under consideration, subject to the direction of the Board:

- An ADA compliant bathroom in Chalice House;
- Replacement windows for Chalice House;
- Air conditioning for Fellowship Hall.
- The feasibility of solar power generation for Fellowship Hall is being explored.
- A repointing of the bricks in the Chalice House foundation should be done within in the next few years.
- We should have an outward-swinging exit door at the rear of Chalice House.

DESCRIPTION OF MINISTRY TEAMS AND FUNCTIONS

Since the Fellowship voted in June 2015 to adopt our current governance structure, we have waited for things to settle out before fully describing the Ministry Teams that replace the previous Committee functions. Some things are very much like they were in the Committee structure. Others have shifted. There are new teams and disbanded teams. The Committee on Ministry is no longer named or defined in the Bylaws – because its former functions are either outdated or now a Board responsibility, and its newly emerging functions are ministry functions rather than governance functions. And certain functions that take place outside the team structure need to be recognized as the ministry functions that they are. With 2 ½ years of experience of this structure, it was time to have updated descriptions to guide the activities of our Ministry Teams and associated functions. Feedback was solicited from all team leaders and the Committee on Ministry before finalizing the document. It is a living, evolving document and may be accessed via this online location:

<https://www.dropbox.com/s/rofxkd6clnphnea/Ministry%20Team%20Descriptions.pdf?dl=0>

CONTACT EMAIL FOR UUFW MINISTRY TEAMS AND FUNCTIONS

ADVISORS

Committee on Ministryministry@uufw.org
Immediate Past Presidentipp@uufw.org

MINISTRY TEAMS

Buildings and Grounds Teamgrounds@uufw.org
Caring Networkcaringnetwork@uufw.org
Fellowship and Hospitality Teamhospitality@uufw.org
Team for LGBTQ Concernslgbtq@uufw.org
Membership Teammembership@uufw.org
Religious Education Teamre@uufw.org
Social Action Teamsocialaction@uufw.org
Social Justice Teamjustice@uufw.org
Worship and Music Teamworship@uufw.org

COMMUNITY SERVICE PROJECTS

Adopt-A-Highwayhighway@uufw.org
CROP Walkcropwalk@uufw.org
Disciples Kitchendiscipleskitchen@uufw.org
First Presbyterian Food Pantryfirstpres-pantry@uufw.org
Free Clinic Dinnerclinic@uufw.org
Meals-on-Wheels – Stauntonmealswheels@uufw.org
Red Cross Blood Driveblooddrive@uufw.org
Riverfest Volunteer Recruitingriverfest@uufw.org
Verona Food Pantryverona-pantry@uufw.org

LIAISON, COORDINATOR, AND SCHEDULING FUNCTIONS

Memorial Coordinatormemorial@uufw.org
Special Collections Coordinatorspecial-collections@uufw.org
UUSC Liaisonuusc-liaison@uufw.org
Greeter Schedulinggreeters@uufw.org
Lay Service Leader Schedulingservice-leaders@uufw.org

COMMUNICATIONS FUNCTIONS

Facebook Administratorfacebook@uufw.org
Library Administratorlibrary@uufw.org
Newsletternewsletter@uufw.org
Webmasterwebmaster@uufw.org

EMPLOYEES AND ADMINISTRATIVE FUNCTIONS

Administrative Assistantadministrator@uufw.org
Director of Religious Educationdre@uufw.org
Food Card Managementfoodcards@uufw.org

PERSONS FILLING MINISTRY TEAM ROLES IN THE 2018-2019 FISCAL YEAR

ADVISORS

Immediate Past President.....Susan Schmidt
Coordinator, Committee on Ministry.....Sylvia Woodworth

TEAM LEADERS

Buildings and Grounds TeamJoe Good (2nd year)
Caring Network.....Sylvia Woodworth (1st year)
Fellowship and Hospitality Team*Position Vacant*
Team for Lesbian, Gay, Bisexual, and Transgender Concerns*Position Vacant*
Membership TeamMerrie Jo Perkuchin (1st year)
Religious Education Team.....Debora Hoard (1st year)
Social Action Team.....*Position Vacant*
Social Justice Team.....*Team Not Yet Created*
Worship and Music Team.....Anne Armentrout (3rd year)

COMMUNITY SERVICE PROJECT LEADERS

Adopt-A-HighwayDoug and Sylvia Woodworth
CROP WalkMonte Hackney
Disciples KitchenLatane Long and Laura Hiatt
First Presbyterian Food Pantry.....Joe and Diane Good
Free Clinic Dinner.....Roberta Patterson
Meals-on-Wheels – Staunton.....Pat Grabowski
Red Cross Blood DriveSharon Van Name
Riverfest Volunteer RecruitingUrbie Nash and Roberta Patterson
Verona Food PantryAngie Hankinson

LIAISON AND COORDINATOR FUNCTIONS

Memorial CoordinatorHinda Richards
Special Collections Coordinator*Position Vacant*
UUSC Liaison.....Tom Engle

COMMUNICATIONS FUNCTIONS

WebmasterKim Newton
Newsletter EditorFlorence Ferguson
Facebook Administrator*Position Vacant*
Library Administrator.....*Position Vacant*
Administrative Assistant (employee).....*Marilyn Nash*

FINANCIAL AND ADMINISTRATIVE FUNCTIONS

Attendance CounterFlorence Ferguson
Food Card Management – Purchasing.....Sharon Van Name
Food Card Management – SalesJohn Sherwood
Offering Counters*No lead person; counters are responsible to the Treasurer.*
Preparing Deposits/ Updating Collections Data.....*Marilyn Nash, Administrative Assistant*
Preparing and Authorizing Payments and Payroll.....*Minister, with Treasurer co-signing*

Nominations June 2018

UUFW BOARD OF DIRECTORS

Vice-President: Sharon Van Name

At-Large (2-year term): Wayne Nolde

At-Large (2-year term): Abby Edwards

At-Large (1-year term): TBD

UUFW TRUSTEES

6-year term: Blake Clark

DELEGATES TO UUA GENERAL ASSEMBLY 2017

Adult Delegate: Barbro Hansson

Unitarian Universalist Fellowship of Waynesboro
General Fund Proposed Summary Budget, approved at 2018-05-09 Board Meeting
For the Fiscal Year 7/1/2018 - 6/30/2019

	FY 2018 Approved Budget	FY2019 Proposed Budget
Revenues		
Pledge Income	134,645	135,050
Non-pledge contributions	9,500	12,400
Fundraising	11,000	11,420
Rental Income	2,600	3,000
Other Revenue	400	280
Net Food Card Sales	5,000	2,520
Total Revenues	163,145	164,670
Expenditures		
Occupancy		
Utilities	5,470	5,100
Upkeep and Supplies	1,200	1,400
Mortgage and Capital Expenditures	16,600	3,660
Occupancy	23,270	10,160
Lifelong Learning	3,200	3,200
Programs		
Community Service Projects	500	250
Social Justice	-	-
LGBTQ Concerns	100	-
Worship and Music	400	300
Fellowship and Hospitality	675	450
Outreach	-	40
Membership	300	300
Caring Network	500	300
Lay Leadership Training	730	-
Attendance at Denominational Events, like GA	-	600
General Programs	-	1,000
Programs	3,205	3,240
General Costs		
Office Technology	3,620	4,000
Office Supplies, Postage/Shipping	650	650
General Services	400	420
Risk Management	2,840	3,480
Fundraising	300	300
General Costs	7,810	8,850

Unitarian Universalist Fellowship of Waynesboro
General Fund Proposed Summary Budget, approved at 2018-05-09 Board Meeting
For the Fiscal Year 7/1/2018 - 6/30/2019

	FY 2018 Approved Budget	FY2019 Proposed Budget
Employees and Contracted Services		
Minister		
Salary and Housing	54,860	56,835
Benefits	13,600	13,640
Professional Expenses and Development	5,490	5,690
Minister	<u>73,950</u>	<u>76,165</u>
DRE		
Salary	21,900	22,688
Benefits	4,990	4,969
Professional Expenses and Development	2,190	2,270
DRE	<u>29,080</u>	<u>29,927</u>
Other Employees Wages		
Administrative Assistant	5,350	5,543
Musicians	4,900	4,900
Child Care	1,360	780
Other Employees Wages	<u>11,610</u>	<u>11,223</u>
Other Employee Costs	7,470	7,460
TOTAL EMPLOYEE COSTS	<u>122,110</u>	<u>124,775</u>
Contracted Services	8,750	9,772
Employees and Contracted Services	<u>130,860</u>	<u>134,547</u>
UUA/Southern Region Membership	7,800	8,000
Contribution to UU and Other Charitable Organizations	-	1,460
Total Expenditures	<u>176,145</u>	<u>169,457</u>
Summary		
Total Revenues	163,145	164,670
Total Expenditures	176,145	169,457
Net Gain or (Deficit)	<u>(13,000)</u>	<u>(4,787)</u>
Employee costs as a percentage of non-capital expenditures	75%	74%