

# ANNUAL REPORT

May 17, 2009



FIRST UNITARIAN CHURCH  
101 East North Shore Drive  
South Bend, Indiana 46617



**May 17, 2009**

**Annual congregational Meeting**

**Agenda**

- I. Call to Order**
- II. Determination of a Quorum**
- III. Invocation**
- IV. Approval of Minutes**
  - Annual Meeting June 1, 2008**
  - Special Meeting January 11, 2009 (Building)**
  - Special Meeting May 3, 2009 (Calling Settled Minister)**
- V. Minister's Report**
- VI. President's Report**
- VII. Treasurer's Report**
- VIII. Approval of 2009-2010 church budget**
- IX. Election of Officers and Trustees for 2009-2010**
- X. Approval of 2009 Nominating Committee**
- XI. Endowment Committee Report and proposal**
- XII. Building Feasibility/Strategic Planning Committees Report**
- XIII. Recognition of Board and Search Committee**
- XIV. Volunteer of the Year Award**
- XV. Other Business**
- XVI. Adjournment**

**First Unitarian Church  
Annual Meeting Minutes  
June 1, 2008**

**Members Present:** A total of 44 members were present at the meeting. See the attached sheet.  
**Others Present:** Lynn McDonald, Bethy Williams.

**Call to Order:** Kay Azar, Acting President, called the meeting to order at 12:15.

**Determination of Quorum:** Kay Azar asked if we had a quorum for the meeting. Anne Mannix, Secretary, reported that a quorum was present.

**Invocation:** Rev. Denise Tracy offered a prayer to begin the meeting.

**Approval of Minutes:** The minutes for the May 20, 2007 and the December 9, 2007 minutes were in the Annual Report. Kathy Wells made a motion to approve the minutes. Cindy Benedict made a second to the motion and all present voted in favor of the motion.

**Minister's Report:** Rev. Denise Tracy said thank you for the honor and pleasure of being our minister and wished us well. Her written report is contained in the Annual Report.

**President's Report:** Kay thanked Denise for all the blessings and love shared over the year. She referred members to her written report which is in the Annual Report.

**Treasurer's Report/Approval of the 2008-2009 Church Budget:** Gary Metzler, Treasurer, presented the 2008-2009 budget. The budget for the 2008-2009 and the previous year's budget are on separate sheets. An important point is the balance sheet. The balance sheet does not show our current church building, which was recently appraised at \$220,000, as an asset. Don Wheeler asked about the proposed deficit for this year. Gary said that he expects us to be in the red at the end of this year and that the exact amount is impossible to determine at this point. Elizabeth Scarborough said that the church has spent about \$1,100 in search activities. Rev. Denise Tracy stated that church giving has increased 33%. Nationally churches are having problems with stewardship because of the recession. A question was asked of why we have a deficit budget if donations have increased. Gary Metzler said that there have been increases in the areas of ministerial search expenses, minister's salary and expenses, religious education, and building maintenance. The church has made an effort to improve our salary in relation to the relevant UUA standards. Elizabeth Scarborough said that Rev. Lisa Doege was paid a total of \$68,653 including salary and benefits and that the new Interim Minister will be paid a total of \$67,306 in salary and benefits. Cindy Benedict made a motion to approve the budget. Bob Cope made a second to the motion. All present voted in favor and the motion was approved.

Elizabeth Scarborough made a motion that the church approve funds up to \$4,500 to pay the relocation expenses of the Interim Minister. The payments will be made on an expense reimbursement basis. Tom Platt made a second to the motion. The funds will come from the unrestricted savings of the church. A question was asked on why this expense item was not included in the budget or reviewed by the Board of Trustees. Elizabeth stated that this was an oversight and that the need for this became apparent after the hiring of the Interim Minister. Don Wheeler made a motion to approve the \$4,500 expense reimbursement and to take the funds from unrestricted savings. Anne Mannix made a second to the motion. All present voted in

favor. Lynn McDonald suggested that we have a special fundraising campaign to cover this expense.

**Nominating Committee Report:** Kay Azar stated that there were not any names proposed for the Nominating Committee and asked for volunteers: Don Wheeler, Dale Gibson, Anne Mannix and Bob Cope volunteered for the Nominating Committee. Marilyn Shaul made a motion that Don Wheeler, Dale Gibson and Anne Mannix be appointed to the Nominating Committee and that Bob Cope be appointed as an alternate. All present voted in favor and the motion was approved.

**Endowment Committee:** Melanie Smith-Guillaume gave the report for the Endowment Committee. She made a motion that the Endowment Committee provide funding for the travel insurance for the YES trip to Mexico in the amount of \$450. Don Wheeler made a second to the motion and all present voted in favor.

**Volunteer Recognition:** Kay Azar thanked Board of Trustee members for their service to the church including Don Marti, Rich Wallace, Mary Hagen, Cindy Benedict, Gary Metzler, Anne Mannix and Bob Asplund.

Kay then presented a Lifetime Achievement Award to Glen Saha for his long standing work with the Church. The Volunteer of the Year award was presented to Zae Munn, and Charlotte and Emily Munn-Wood for their special music at services.

**Other Business:** Zae Munn proposed that the church work towards following the Home Environmental Checklist which was presented at an earlier Church Forum. Zae made a motion that the church worked towards meeting the UUA criteria for a Green Church. Maureen Wijnen made a second to the motion and all present voted in favor of the motion.

Barbara Williams made a presentation about a potential long term church project involving elderly housing called a Green House Project. This is an alternate way to deal with long term care for the elderly. Barbara and Mary Hagen are planning a trip to Detroit to see a project there. The next step would be to prepare a feasibility study and look for financing. Barbara made a motion that the church explore this idea as a possible church project for the next several years. Marilyn Shaul made a second to the motion and all present voted in favor.

Elizabeth Scarborough made a motion to adjourn at 1:04 and Bill Skidmore made a second to the motion. Kay Azar declared that the meeting was adjourned at 1:04 P.M.

Submitted by

Anne Mannix  
Secretary

## Minutes of January 11, 2009 Congregational Meeting

A quorum was established with 52 voting members signed in as present.

Meeting was called to order after lunch was served. Rev. Jennie gave general guidelines for how she hoped we would all conduct the discussion. She reminded us to be civil and to use lots of “I” statements.

President Kay Azar gave opening words and introduced the Building Feasibility Task Force. The committee members are Chuck Leone, Kathy Platt, Allyson Kricheff, Ann Mannix, Bob Shuman.

Chuck Leone gave a brief history of the committee and explained the committee’s process in their work. He referenced the 2005 Strategic Plan Report that was used as a basis for their work. (Plan is attached)

Kathy Platt detailed the work the committee had completed including polling the congregation, holding many small group meetings, doing research on zoning and possible locations, reading the book “When Not to Build”, consulting with Don Wheeler, Brendan Crumlish, and others regarding possibility of expanding current building, met with neighbors, visited other churches for sale, rejected 9 churches that would not meet our needs, spoke with members of the congregation, and met with potential groups to share a building with.

The committee then gave a report on what they felt were the pro’s and con’s of each of the five options they think are available to the congregation.

1. Status Quo
- 2A. Convention New Construction
- 2B. Modular New Construction
3. Rehab Our Existing Church
4. Purchase an Existing Church
5. Share a Building

Cost projections for each option were provided and discussed, as well as possible sources for funding. See attached written report.

Discussion by members of the congregation followed.

Comments made by members included concerns about aesthetics of building, parking, accessibility of building, membership fluctuation, the economy and timing of capital campaign, how building effects search for minister, not wanting anything to “churchy”, experience of seeing building sharing work in other cities, issues of growth, outreach to wider community, and meeting our mission. Most members spoke in favor of option 4 or 5. However a minority opinion was expressed by a few members who were strongly in favor of option 3.

The Discussion was ended and Kay Azar thanked everyone for the wonderful discussion and ended the meeting with a quote from her husband Deeb. She called for members to indicate their preferences by placing their “ballot” on the sheet that was posted on the wall the was the option that they favored. Half votes were allowed.

Members placed their ballots.

It was moved by Ellen Triebold and seconded by Kathy Vetter that the meeting be adjourned.

## January 11, 2009 Meeting Results

### Options for the Church Building

	Partial Votes	Full Votes	Total	Weighted Votes
<b>1) Status Quo</b>		1	1	1
<b>2) Conventional New Construction</b>	3		3	1.5
<b>3) Modular New Construction</b>	1		1	.5
<b>4) Expand Existing Church</b>	15	3	18	10.5
<b>5) Buy an Existing Church</b>	3	23	26	24.5
<b>6) Share a Building</b>	13	27	40	33.5

Weighted votes = partial votes (counted as .5 each) + full votes.

**Special Congregational Meeting**  
**May 3, 2009**

77 members signed in, constituting a quorum.

Search committee moved that we accept Harold Beu as our new settled minister.

Discussion was held. A few people expressed concerns about observations they had of Harold. Several others expressed their support of Harold. The Search Committee was thanked for their work.

The question was called. vote was held by secret ballot. 77 members present. The vote tally was 70 in favor, 2 opposed, 3 abstained.

Meeting was adjourned.





*Annual Report of the Minister  
The Rev. Jennie Barrington, Interim Minister,  
First Unitarian Church, South Bend, Indiana  
May 17, 2009*

*Serving as your Interim Minister this year has been such a rewarding and enjoyable experience! You have inspired me with your kindness, hard work, and creativity. Thank you so much!*

*An Interim Minister provides all the basic ministerial services of a parish minister, and is also like a consultant hired by the board to work with the congregation on specific goals. Those goals, established by the UUA for all congregations in search, include coming to terms with our church's history, strengthening its leadership, clarifying the roles of staff and clergy, engaging consultants when needed, and preparing to move into the future with zest. Specifically, four areas emerged as being of concern to members: church finances; limitations of our building and parking situation; managing conflict and promoting healthy communication; and the question: Is our church doing enough social justice work? So those areas have been my priorities.*

*So many things have gone successfully this year! These include:*

- a stewardship drive that came in far higher than last year's pledges;*
- a balanced budget with more respectful compensation for staff. This occurred because we started so much earlier, and we made listening to one another a bigger part of the budgeting process;*
- many congregational-wide discussions where differing viewpoints were expressed and heard respectfully. These included the new "response to the service," and meetings about our building and parking. You now have guidelines to keep discussions respectful, whether they be large or small;*
- the successful candidating week and vote to call the Rev. Beu as settled minister.*

*You should be proud of these successes– I congratulate you on them!*

*Some areas of significant progress, yet with more progress still needed, include:*

- integrating the children and youth and their programs into the life of the whole congregation; educating the whole congregation about the many components of UU RE, the work of our DRE, the need for child care during meetings and functions, and the need for more volunteers supporting RE;*
- the need to create and follow policies re: the scheduling, use, clean-up, and closing of our building;*
- continued exploration of the question: "Are we doing enough social justice work?" Some members are doing worthy social justice work that other members aren't aware of or are not defining as such;*
- Great strides have been made re: committees communicating with each other more clearly, and working together more collaboratively. These efforts should continue, to keep moving forward;*
- Great progress has been made toward our need for an improved building and parking situation. You have named for yourselves many ways the building has out-lived its usefulness. And you have named your desire for a building that could bring the message of UUism to many more potential members. You have taken the first steps toward beginning a capital campaign. You'll need to continue these efforts, in collaboration with the consultant who helped us this year, David Rickard.*
- In past years, members have had negative feelings around church finances. They have felt their contributions to the church were treated in a judgmental way, and the leadership has neglected to thank people for their contributions. This year the church's culture around finances has become noticeably*

*more positive. People have been thanked for their monetary contributions. And the budgeting process this year was more open and less stressful. In the coming years, communication about church finances will need to continue to be intentionally transparent and positive, and people must be thanked for their contributions, especially if the capital campaign is to be successful.*

- The leadership of the church has done an outstanding job all year long. Even so, confusion still arises as to where old documents and other policies are located, what former decisions or projects were begun, and whether needs expressed by members and staff were ever followed-up on. So more attention should be given to “succession planning,” i.e., for the leadership to convey their knowledge, accomplishments, and unfinished business to new leadership, so balls are not dropped and wheels aren’t reinvented after transitions.*

*Over the course of this church year, there’s been a real sense of positive momentum and general good will. So I trust that you all will continue to move the church forward in the above ways.*

*There are some things currently missing in the church that members have a desire for. These include:*

- A Worship Committee that would work with the minister in planning worship services [including Christmas Eve], then help evaluate afterward whether they were fitting or could be improved;*
- A choir, whether of adults, children, or both;*
- A music director;*
- An Adult Religious Education committee. There is desire for a great deal more in this regard, including more Building Your Own Theology classes, writing your “ethical will,” spiritual journaling, discussions of specific theologies, book discussions, and OWL for Adults;*
- There is also the desire for a minister to implement Small Group Ministry, or Covenant Groups, which is more time consuming to start up than would have been appropriate in an interim year;*
- At this time no one is paid to care for the grounds, nor to shovel snow, nor to secure the building after it is used by a large group of people;*
- If we think of this church as a person, it has some issues of low self-esteem. There is a long-standing pattern of comparing this church to the UU fellowship in Elkhart, and assessing whether the Elkhart fellowship is better off or ahead of us. It isn’t unhealthy to do that. But it would be better for this church to clarify and state its own identity, strengths, and mission, distinctive of how it measures up to other religious institutions [including Notre Dame].*

*At the beginning of the church year, I had some concern as to how cohesive the congregation is. There are people who meet with one small group or another, but do not attend regularly on Sunday mornings. And there are groups that meet and don’t let others know that they are meeting. But over the course of the year, I have seen you come together many times, both for the business of the church and, most importantly, to care for members and friends compassionately in hard times, most memorably during our loss of Rae Lee Lester, Kathy Curtis, and John Shaul. I am moved and impressed and proud of you. That is, ultimately, the most important thing we are on this earth to do.*

*With love and gratitude for such a satisfying year,*

*Rev. Jennie*

**President's Report**  
**Annual Meeting**  
**May 17, 2009**

The Board started the church year with a highly successful retreat. It seemed to set the tone for the rest of the year. We looked at what needed to be done this year to be successful and how to achieve the goals set. The goals weren't lofty or grandiose; they were down to earth, "how do we get there" goals. The overarching goal, however, was getting there safely, calmly and orderly. We set out to make our operations as transparent as possible, giving the congregation lots of information. We tried to be kind to each other and to model that as leaders.

This was another year of transition. While transition can be hard on folks, it allows us to change our frame of reference – again – with care and planning. It is not often you get to plan change. Like last year, it is often thrust upon us and leaves us to deal with the aftermath. This year we managed change rather than it upending our plans. Change is not our enemy but allows us to move from past to present, honoring the past and capturing the present.

We had a very successful discussion about our building and how best to proceed. The Building Feasibility Committee has not been still since that meeting but have been actively looking at the next step. There has been a lot of discussion around having a new minister facilitated by the Search Committee. We know they have been very active and this has allowed us to call a new minister, Rev. Beu. The Stewardship Committee spent nearly the whole year preparing for this most recent campaign. We surpassed last year's stewardship drive which has allowed the Finance Committee to bring you a balanced budget. No one is sitting back on their laurels waiting. All are embracing the present and looking forward to the future.

We embark now on another new journey. We begin our ministry with Rev. Beu with a sense of accomplishment and confidence that we can dance this dance with him as the band director and each of our committees as strong sections of the band, each playing together to make a harmonious whole. I invite you to join in the dance with them, be part of it. Don't sit on the sidelines, it's much more fun out here on the dance floor, and "nobody cares if you can't dance well, Just get up and dance." (Dave Barry). I plan to; please join me. Thank you for the privilege of allowing me to be a part of the dance.

In harmony,

Kay Azar  
President

**BALANCE SHEET  
as of April 30, 2009**

*May 11, 2009*

**BANKING AND INVESTMENT ACCOUNT BALANCES**

Cash Accounts	<b>\$ 78,482</b>
Money Market	68,160
Checking	10,322
Investment & Savings Accounts	<b>\$ 11,993</b>
Endowment (UUA GIF)	3
CD Building Fund ***359	11,352
CD Sabbatical Fund ***312 (renewal 2/12/10)	638
Appraised Value of Building and Land	<b>220,000</b>
<b>TOTAL CASH, INVESTMENTS AND REAL ESTATE</b>	<b>\$ 310,475</b>

Operating Budget Totals		
	<b>April</b>	<b>Y.T.D.</b>
Income	??	??
Expenses	??	??
Net	??	??

There may appear to be minor arithmetic discrepancies in the above box due to rounding.

Item	4/1/09 - 4/30/09			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
<b>INFLOWS</b>							
109 - Next Year Pledges	3,250	83	3,167	3,250	833	2,417	1,000
110 - Pledges	6,177	8,542	-2,364	82,298	85,417	-3,119	102,500
111 - New Pledges	0	83	-83	575	833	-258	1,000
115 - Prior Year Pledges	0	167	-167	2,784	1,667	1,117	2,000
120 - Loose Offering	439	417	23	3,255	4,167	-912	5,000
125 - Coffee Collection	0	8	-8	2	83	-81	100
130 - Building Use Fees	100	17	83	158	167	-9	200
143 - Service Auction	369	0	369	9,405	10,000	-595	10,000
145 - Other Fund Raisers	32	333	-301	2,483	3,333	-851	4,000
170 - Newsletter	0	33	-33	120	333	-213	400
196 - Special Collections	106	0	106	2,340	0	2,340	0
199 - Miscellaneous	0	0	0	209	0	209	0
<b>TOTAL INFLOWS</b>	10,474	9,683	791	106,878	106,833	45	126,200
<b>OUTFLOWS</b>							
201 - Special Collections	1,217	0	1,217	2,340	0	2,340	0
210 - Insurance	0	0	0	2,178	2,200	-22	2,200
220 - Cleaning Services	246	192	54	2,667	1,917	750	2,300
230 - Bldg Supplies	83	33	49	713	333	379	400
240 - Bldg Maint. Committee	0	83	-83	43	833	-790	1,000
241 - Pest Control	57	55	2	566	550	16	660
245 - Grounds Committee	0	38	-38	0	375	-375	450
310 - Gas	391	367	24	3,889	3,667	222	4,400
320 - Electric	122	125	-3	1,143	1,250	-107	1,500
330 - Telephone	88	67	21	799	667	132	800
340 - Water & Trash	90	79	10	784	792	-8	950
410 - Admin & Office	40	200	-160	1,731	2,000	-269	2,400
415 - Copier Lease	565	400	165	3,515	4,000	-485	4,800
420 - Postage	0	100	-100	577	1,000	-423	1,200
430 - Payroll Taxes	99	107	-8	1,183	1,070	113	1,284
510 - Sunday Service	0	42	-42	350	417	-67	500
511 - Sunday Service Supplies	0	17	-17	141	167	-26	200
710 - Membership Committee	220	50	170	471	500	-29	600
720 - Social Committee	10	8	1	85	83	2	100
725 - Coffee & Tea	0	8	-8	113	83	29	100
740 - Care Committee	0	29	-29	20	292	-272	350

Item	4/1/09 - 4/30/09			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
745 - Peace & Justice	0	63	-63	146	625	-479	750
750 - Denom. Dues & URC	0	0	0	7,188	7,169	19	9,559
760 - Finance Committee	0	29	-29	0	292	-292	350
761 - Canvass	30	17	13	94	167	-73	200
766 - Fundraiser - Svc Auction	0	0	0	253	500	-247	500
769 - Fundraiser - Other	0	167	-167	1,317	1,667	-350	2,000
809 - DRE honorarium	0	0	0	1,350	1,350	0	1,800
810 - RE	0	183	-183	1,547	1,833	-286	2,200
811 - Adult RE	0	8	-8	46	83	-38	100
812 - Background Checks	0	17	-17	0	167	-167	200
815 - Child Care	55	100	-45	701	1,000	-299	1,200
910 - Minister's S & H	4,083	4,083	0	39,915	40,833	-918	49,000
915 - in lieu of FICA	312	312	0	3,054	3,123	-70	3,748
930 - Minister's Expense	601	408	193	2,471	4,083	-1,612	4,900
940 - Minister's Pension	380	408	-29	4,026	4,083	-57	4,900
945 - Minister's Insurance	403	504	-101	2,737	5,043	-2,306	6,052
950 - Discretionary Fund	0	17	-17	102	167	-65	200
960 - Administrator	997	1,017	-20	10,862	10,167	695	12,200
965 - Administrator's Pension	100	102	-2	1,101	1,017	85	1,220
976 - Marketing	0	4	-4	0	42	-42	50
980 - Music	0	13	-13	0	125	-125	150
990 - Search Committee	38	583	-546	3,333	5,833	-2,500	7,000
999 - Miscellaneous	0	0	0	1,334	0	1,334	0
<b>TOTAL OUTFLOWS</b>	10,226	10,035	192	104,886	111,564	-6,678	134,473
<b>BALANCE</b>	248			1,992			-8,273

## Notes

Line 145 Other Fund Raisers – Amazon.com associate earnings

Line 196/201 Special Collections – Teens' Homeless Fundraiser (Box City)

## Non-Operating Funds – KeyBank Money Market Account

Account	Prev Bal 04/01/09	Inflow Month	Outflow Month	Bal Fwd 07/01/08	Inflow YTD	Outflow YTD	End Bal 04/30/09
Building Fund	6,235	25	0	5,100	2,160	1,000	6,260
Capital Campaign	3,726	0	0	3,726	0	0	3,726
Endowment Set-aside	0	0	0	0	0	0	0
Major Expenditure Fundraisers	-58	0	0	-58	190	190	-58
Memorials	310	0	0	0	310	0	310
Minister's Discretionary Fund	845	0	0	795	350	300	845
Minister's Expense (rollover)	0	0	0	0	0	0	0
Children's RE Cap. Exp. Fund	1,904	0	0	1,904	0	0	1,904
Targeted Projects	40	0	0	40	0	0	40
Teen Service Project	2,477	46	738	6,682	4,315	9,212	1,785
Women's Group Fund	746	0	0	665	81	0	746
<b>Total Special Funds</b>	<b>16,225</b>	<b>71</b>	<b>738</b>	<b>18,854</b>	<b>7,406</b>	<b>10,702</b>	<b>15,558</b>
Unrestricted Savings	-242	14	0	8,444	666	9,338	-228
"Tudor" Account	52,830	0	0	53,379	957	1,506	52,830
<b>Total Money Market Funds</b>	<b>68,813</b>	<b>85</b>	<b>738</b>	<b>80,677</b>	<b>9,029</b>	<b>21,546</b>	<b>68,160</b>

### Endowment

1st Quarter 09	Net Value 1/1/09	Addition	Net Change	Disburse	Net Value 3/1/09
	122,503	0	-5,477	0	117,026

Fiscal YTD	Net Value 7/1/08	Addition	Net Change	Disburse	Net Value 3/1/09
	157,063	0	-39,587	450	117,026

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### Building Fund Total

Money Market	6,260
CD	<u>11,352</u>
Total	17,612

### Notes:



**Proposed Budget for 2009-10 (with 2008-09 budget and YTD [4/30/09] actual for comparison)**

Item	2008-09 YTD	2008-09 Budget	2009-10 Budget
<b>INFLOWS</b>			
109 - Next Yr Pledge	3,250	1,000	(delete)
110 - Pledge	82,298	102,500	115,000
111 - New Pledge	575	1,000	(delete)
115 - Prior Yr Pledge	2,784	2,000	(delete)
120 - Loose Offering	3,255	5,000	4,000
125 - Coffee Coll'n	2	100	(delete)
130 - Bldg Use Fees	158	200	100
143 - Service Auction	9,405	10,000	9,000
145 - Fund Raisers	2,483	4,000	2,500
170 - Newsletter	120	400	200
196 - Special Coll'n	2,340	0	0
199 - Miscellaneous	209	0	0
<b>TOTAL INFLOWS</b>	<b>106,878</b>	<b>126,200</b>	<b>130,800</b>
<b>OUTFLOWS</b>			
201 - Special Coll'n	2,340	0	0
210 - Insurance	2,178	2,200	2,200
220 - Cleaning Svcs	2,667	2,300	3,120
230 - Bldg Supplies	713	400	430
240 - Bldg Maint Com	43	1,000	1,000
241 - Pest Control	566	660	720
245 - Grounds Com	0	450	300
310 - Gas	3,889	4,400	4,000
320 - Electric	1,143	1,500	1,500
330 - Telephone	799	800	825
340 - Water & Trash	784	950	950
410 - Admin & Office	1,731	2,400	2,400
415 - Copier Lease	3,515	4,800	4,800
420 - Postage	577	1,200	1,000
430 - Payroll Taxes	1,183	1,284	1,539
510 - Sun Svc Com	350	500	500
511 - Sun Svc Supp	141	200	200

Item (Outflows)	2008-09 YTD	2008-09 Budget	2009-10 Budget
710 - Membership Cm	471	600	400
715 - Retreat	0	0	(delete)
720 - Social Com	85	100	100
725 - Coffee & Tea	113	100	85
740 - Care Com	20	350	200
745 - Peace & Justice	146	750	500
750 - Denom. Dues	7,188	9,559	9,559
760 - Finance Com	0	350	300
761 - Stewardship Cm	94	200	200
766 - Svc Auction	253	500	500
769 - Fundraiser	1,317	2,000	1,500
809 - DRE Hon.	1,350	1,800	1,900
810 - RE	1,547	2,200	2,400
811 - Adult RE	46	100	100
812 - Background Cks	0	200	200
815 - Child Care	701	1,200	1,200
910 - Minister's S & H	39,915	49,000	49,000
915 - in lieu of FICA	3,054	3,748	3,748
930 - Minister's Exp	2,471	4,900	4,900
940 - Minister's Pens	4,026	4,900	4,900
945 - Minister's Ins	2,737	6,052	2,724
950 - Discretionary	102	200	200
960 - Administrator	10,862	12,200	14,000
965 - Admin's Pens	1,101	1,220	1,400
976 - Marketing	0	50	1,800
980 - Music	0	150	1,900
990 - Minister Start-up	3,333	7,000	1,000
991 - Deficit Reduction	-	-	600
999 - Miscellaneous	1,334	0	0
<b>TOTAL OUTFLOWS</b>	<b>104,886</b>	<b>134,473</b>	<b>130,800</b>
<b>BALANCE (deficit)</b>	<b>1,992</b>	<b>(8,273)</b>	<b>0</b>

## Proposed Slate of Officers for 2009-10

Vice President ..... Don Wheeler  
Treasurer ..... Gary Metzler  
Secretary (completing Marcia Shuman's term) ..... Allyson Kricheff  
Trustee (2-year term) ..... Elizabeth Scarborough  
Trustee (2-year term) ..... Elena Wake  
Endowment Committee (completing Elizabeth's term) ..... Dale Gibson  
Endowment Committee (3-year term) ..... Melanie Smith-Guillaume

Nominating Committee:

### Continuing

President . . . . . Rich Wallace (Vice President becomes President in second year of term)  
Trustee . . . . . Roger Birdsell  
Trustee . . . . . Eric Morgan  
Endowment . . . . . Chuck Leone

Thanks to the 2008-09 Nominating Committee:

Don Wheeler  
Dale Gibson  
Anne Mannix

# Committee Reports

## **Care Committee Annual Report**

### **May17, 2009**

#### **Purpose of the Care Committee**

The Care Committee provides support for members and friends of the church who are going through transitions. The members of the Care Committee are not necessarily the individuals who meet those needs but facilitate a link between those who have needs and those who can provide for others in the congregation.

In addition to the traditional ways we have supported one another a few new initiatives are underway.

#### **Food labels**

If individuals want to place food in the freezer for others they can identify it with labels found on the refrigerator. Using these adhesive labels clearly identifies the contents and can be delivered by someone else to the appropriate individual.

#### **Pre-Death Planning**

The committee has discussed ways to ease the grief of those left after a death. This topic will be introduced by an evening presentation by Scott Henderson from Welsheimer's Funeral Home and Rev. Jenny Barrington. A "Pre-death planning" document will be available to members and friends of this church. Members would have the option of filing a copy of this document in the church office.

#### **Medical Equipment**

The Care Committee is compiling a list of individuals who have medical equipment, e.g. walker, bath bench, etc. that would be available for loan to individuals in the congregation.

Kathy Curtis was the very capable Chair of the Care Committee until her tragic death on April 30th. We thank her and recognize her for her sensitivity, caring, and many acts of kindness for members of this congregation.

Mary Hagen

Care Committee Chair

## **Membership Committee Annual Report May 2009 by Cindy Benedict, Chair 2008-2009**

The description of this committee covers a variety of aspects and responsibilities as you will see by the numerous subheadings below. Generally, the purpose is to assist prospective and current members in creating a community in which they feel welcome and part of our intentional community. Please contact Dave Wistreich or Cindy Benedict, 2009-2010 Co-Chairs, if you'd like to join the committee and/or have membership questions.

### **Greeters and the Importance of Being Welcoming:**

1. Greeters. In light of the fact that many newcomers visit for the first time during the summer, we feel that it is important to have a dedicated greeter to provide information and be welcoming. An official schedule of greeters was created, I believe for the first time in many years, for each Sunday during the summer of 2008. September through mid-June we schedule 2 greeters for every Sunday Service. My sincere gratitude goes to the following for their assistance this past church year as official greeters: Tom & Kathy Platt, Joe Gress, Ron Robinson, Dave & Elyse Wistreich, Kathy Wells, Greg Lantz, Cathy Duncan, Melanie Deschamphelaere, Lynn McDonald, Michael Coppedge, and Pam Bachman (plus me).
2. Follow-up With Visitors: People have indicated that it can make a difference to a new comer to have someone reach out to them personally. In that light, as part of the committee's procedure for the last year and half, my gratitude is extended to Allyson Kricheff for calling our visitors each month and Rev. Jennie Barrington for sending personal handwritten notes to visitors who sign the book.
3. First/Second/Third Impressions: We'd like to take this opportunity to remind all members and friends how extremely important it is for everyone to reach out to visitors and other relatively new people they don't know in order to perpetuate our culture of being a welcoming congregation. When visitors arrive, they are using searching for something. Please try to make them feel comfortable so that they will want to return.

### **Outreach:**

1. UU Orientation, New Comer's Coffee: On a Sunday afternoon this past winter following service, an informational meeting was held in the library to answer questions about the UU denomination, First Unitarian Church and its programs. The library overflowed with curious individuals who also watched the UUA created dvd on our faith traditions and congregations.
2. New Church Banner & Booths at Festivals: In March we purchased a banner with our name, city and two flaming chalices on it. We first used the banner at the Church's booth at the Earth Day event which was held at Howard Park in April. The banner can also be used in parades and other events. We hope to have a booth in an upcoming Gay Rights/Pride festival in the fall. We believe that being physically present provides a personal opportunity to reach out to others. Please let the Membership and/or Marketing Committee's know your outreach ideas and about possible participation in other events.

Thanks to Jim Curlee for assisting with the banner installation and component parts for future use. Thanks to Birgit Sommer, Rich Wallace and Elena Wake for staffing our booth at the Earth Day event (prior to the rain) which contained Bike Safety Information, First Unitarian Church and other UUA pamphlets, and “Tolerance” and “Coexist” bumper stickers to sell at the fairs/festivals and as a way to display some of our Church’s ideals.

3. WVPE 88.1 (NPR affiliate). I am very pleased to report that for our 4th year in a row, we continue to financially contribute to the WVPE sponsorship and the last 3 of these years we have ‘spread the UU message’ along with the Elkhart and Berrien Springs Fellowships. The Elkhart Fellowship generously continues to spend time maintaining the joint website “michianauu.org” in connection with the WVPE messages. First Unitarian’s share (\$1505) for the 2008-2009 sponsorships was paid out of the funds designated at the December 2007 Congregational Meeting to work on the ‘invisible church’ at the direction of the Board of Trustees. Prior years were funded by direct solicitations to, and ultimately generously supported by, our members and friends.

### **Small Groups:**

Early summer 2008 the committee solicited ideas for creating additional small groups based on a theme or interest (environmental issues, book group, movie group, etc.). The sign up sheets were left open for several months. The committee circulated information to each individual who had indicated an interest in the small group so they would know who else was interested and they could initiate formal establishment of a new group. The environmental issues group began working together as of early June and continues today having initiated several projects in and around our Church. The Parent’s Morning Out Group established the prior church fiscal year also continues.

### **Communication and Participation:**

**1. Church calendar of events.** As an introductory tool for incoming interim Minister Rev. Jennie Barrington, with the feedback from other committees, a document was created which chronically listed certain Church year specific rituals, specific committee dates, annual RE activities dates, and anticipated special events.

### **2. Committee & Other Volunteer Opportunity Lists:**

One of the never ending struggles for this committee is, not obtaining new members but, developing fully participating members, those members who devote their time and talents to our church as well as making a financial commitment. Working together on committees, special projects and yard/building maintenance strengthen our bonds and commitment to our intentional community. During this last Church year, there has been discussion by the board and various committees that it would be very helpful if we could find an individual who would be willing to be a volunteer coordinator. The Committee pleads with each one of you to seriously consider the numerous ways you can support our Church by volunteering your time and talents throughout the year. If you have any questions or want to volunteer for a committee, or just a special event for a committee, we suggest you contact the current committee chair directly or a board member.

(a) Committee Lists: As an introductory tool for incoming interim Minister Rev. Jennie Barrington, and in preparation for distribution at the August 2008 Board/Committee Chair retreat, a list of all committee chairs, board liaison and committee members was created.

(b) Volunteer Opportunity Lists: This spring the Stewardship Committee created two documents summarizing the short term and long term volunteer opportunities and tasks that need to be fulfilled in order to maintain healthy programs and committees, as well as sustain an appropriate and adequate building/grounds for our spiritual development and social needs. In addition, the spring 2009 Stewardship meeting feedback form included a specific question “in addition to your financial contribution, how would you be willing to serve our congregation in the near future?” Follow-up is anticipated. The abbreviated chart of volunteer opportunities can be found in the rack by the front door. For a more detailed list, contact Cindy Benedict.

(c) Activity Fair. During the potluck part of the first October Sunday Service an “activity fair” was held. This event was coordinated by the Board, Kathy Platt (Social Chair), and the various committee chairs. Each committee had its’ own table with various potluck dishes. Individuals were encouraged to go to numerous tables, get to know people on the various committees, ask questions and perhaps sign up to volunteer. It was reported that several committees obtained new members as a result.

(d) Strategic Plan Updating: In April the Committee submitted a detailed report which responds to various questions, posed by the special task force, about our Church’s progress towards the extensive and detailed objectives and goals outlined in the Church’s 2005 Strategic Plan Goal IV (to increase Church membership and community presence). There were eleven objectives for that one goal! It is our recommendation that certain objectives for Goal 4 be revisited and perhaps revised. Success for any of the Strategic Plan goals can only be accomplished by successfully, and somewhat simultaneously achieving other interconnected goals, such as: Goal 3 (high quality/diverse programs); Goal 5 (a new settled minister); Goal 6 (adequate funding); and Goal 8 (physical space to meet these goals). Thank you to Ellen Triebold (Board liaison), Kathy Platt and Rev. Jennie Barrington for their detailed feedback on this report. It is my hope that 2009-2010 Board, Membership Committee, Rev. Harold Beu and other church members will consider the issues raised in the report and implement goals for the membership committee to strive towards.

### **Membership Administrative Matters:**

1. We currently have 116 members. Our official membership number is submitted to the UUA in January of each year, but as can be expected, changes during the year for voting purposes. Each year the Church pays almost \$100 for each member in dues to the UUA at a ‘fair share’ level, dues to the UUA district and dues as a member church in the local united religious community (URC).

2. In anticipation of the vote to call a permanent minister three individuals became members in March. We will be having an Ingathering on May 31<sup>st</sup> to recognize these members along with others who are interested.

3. In the fall, and again in the early spring, the committee worked with the stewardship committee in reaching out via phone calls, emails and/or letters to certain members who had not made a financial contribution to the Church since the fiscal year began, or did not pledge for the current year, and/or were not attending Church on a regular basis. This outreach resulted in a few members changing their status to friend. The Committee also sent out reminders to those individuals who became mentors last year to reach out on a regular basis to our newer members.

**My sincerest thank you to:** Kathy Platt for her insightful guidance and consistent participation; Lynn McDonald for her continued coordination of the Inter-Generational Round Robins; and Kevin Barry for his role in creating our name badges. Our Church has not had an active marketing or communications committee for several years. I'd like to especially thank Laurie Jedlowski and Birgit Sommer for the publication of Church events in the local newspaper and/or website listings, for having us listed weekly in the Niles newspaper for free, for developing some model 'ads' and for their other creative marketing ideas in order to get the word out about First Unitarian Church of South Bend!



## **Ministerial Search Committee Report**

### **May 17, 2009**

On the heels of a whirlwind interim search, Barb Carmichael, Elizabeth Scarborough and Elena Wake were joined by returning member Florence Klečka and newcomers Pam Bachman and Dave Wistreich on June 14 for the initial meeting in the second year of settled minister search. Many thanks go out to Dale Gibson for his efforts during the first year, and to Don Wheeler for serving on the interim task force as well as the negotiating team, the latter with Roger Birdsell.

Two main tasks comprised our work last summer and early fall— obtaining input from new members and friends, and revising our Congregational Record for unveiling by the UUA Transitions office on Oct. 31 to all ministers in search. We also updated the packet of information that we exchanged with applicants and revised our compensation package and draft agreement.

By November, several individuals had expressed an interest in us. After thoroughly reading their online Ministerial Records, we engaged several of them in packet exchanges— poring over sample sermons, orders of service, rites of passage, statements of faith and personal journeys. We extended our knowledge of each applicant through group phone interviews and follow-up conversations with numerous references. At this point in the process, we eliminated one applicant and selected four others to visit our community and preach in neutral pulpits within our region. The first of these pre-candidating weekends was held on January 30-February 1 and the last on March 6-8.

At the conclusion of our last scheduled weekend, we eliminated one pre-candidate from further consideration and assessed the relative strengths of each remaining pre-candidate. By the middle of March, Rev. Harold Beu accepted our candidacy offer. Preparations for candidating week from April 26 through May 3 were soon underway. These nine busy days were filled with opportunities to meet and interact with the candidate. They were also marked by the sudden and tragic loss of cherished member Kathy Curtis. The scheduled meeting for Thursday evening was cancelled and replaced by an impromptu meeting of people at the church, where Rev. Beu led an informal service of remembrance.

Rev. Harold Beu was called to be our settled minister at a Special Congregational Meeting on May 3 by a decidedly affirmative vote— 93%. This vote was indeed a positive outcome for a congregation ready for the stability and guidance of a settled minister, a minister eager to meet the challenges of a new church in a new community, and a search team committed to supporting open and constructive dialogue in its new role as the Committee on Ministry.

Respectfully,

Barb Carmichael  
Chair, Ministerial Search Committee

## **Committee for Peace and Justice Annual Report - 2008-09**

This committee had a small but dedicated membership working throughout the church year. Special thanks go to Joy Pletcher and Phil Badger, who have been especially loyal to the work of the committee.

In the fall of 2008 our biggest project was organizing the “soup supper” for the peace marchers who were making their way from downtown South Bend to Notre Dame. Thanks to all who contributed the large pots of soup. We had a large number of hungry marchers, well over 100, many of whom became familiar with our church for the first time.

In January the committee coordinated the Sunday morning service with the Iraqi Student Project. These college students from Iraq (who are studying at Holy Cross and S Mary’s) spoke and answered questions about their homeland. February saw a talk by Val Maxwell, who spoke about his experience growing up in South Bend as an African American.

This spring has involved more programs open to all. We have viewed and discussed three videos, “The Singing Revolution” (dealing with Estonia gaining freedom from the USSR without firing a shot), “Stealing America – Vote by Vote” (about the 2004 election), and “Divided We Fall” (dealing with the treatment of middle eastern men following 9/11). The turnout for these programs has been small, but all agreed that they were well done and addressed important issues.

It should also be noted that the committee has initiated the collection of food for the needy this year. Thanks to all who have contributed to this cause. Joy Pletcher takes the food monthly to the Northern Indiana Food Bank.

Finally, the committee would like to recognize and thank the Youth Group and the adults who took part in the overnight demonstration for the homeless in the front yard of the church. Not only did they raise a considerable amount of money for the homeless center, but they also helped to show the community the values that our church stands for.

Submitted by Darlene Catello and Dale Gibson, co-chairs  
Committee for Peace and Justice

## Annual Report of Religious Education Committee 2008-2009

The Religious Education Committee members are: Mary Beth Dickey (D.R.E.); Maureen Wijnen (Chair); Tama Crisovan; and Reverend Jennie Barrington.

### Fall 2008 – Spring 2009 R.E. Program

Class	Curriculum	Teachers	Average Attendance
Preschool & Kindergarten	<i>Story Time</i>	Heather Eschbach, Tama Crisovan	2-6
Primary 1 <sup>st</sup> - 3 <sup>rd</sup> Grade	<i>Walking the Rainbow Path</i>	Diane Teeter, Laurie Jedlowski	1-11
Intermediate 4 <sup>th</sup> - 6 <sup>th</sup> Grade	<i>Time Traveling &amp; Games for UU &amp; Me</i>	Duncan Krostue, Michael Coppedge & Lynn McDonald	4-10
7 <sup>th</sup> & 8 <sup>th</sup> Grade	<i>Compass Points</i>	Michelle Richards, Gail deSomer	0-3
Teens 7 <sup>th</sup> - 12 <sup>th</sup> Grade	<i>Yerba Mate Circle</i>	Brook Hardy, John Horton (assisted by Mary Alice Hardy and Corinne Blakemore)	4-7
Our Whole Lives (OWL), 10 <sup>th</sup> – 12 <sup>th</sup> grade		Lynn McDonald, Rich Wallace	6
Nursery Caregiver		Jennifer Krostue	1-7

### Accomplishments and Events

- Classrooms cleaned, organized and restocked
- Painted all classroom doors
- Purchased new rugs for the classrooms
- Recruited R.E. teachers and organized curriculum
- Added new middle school class
- Conducted teacher orientation
- Updated R.E. brochure
- Monthly newsletter articles
- Supervised nursery caregiver
- Continued support for “Parents Morning Out”
- O.W.L (Our Whole Lives) program began
- Four Kid’s Connection chapel services:
  - October- “Day of the Dead” celebration and memory quilt project
  - December- Christmas charity project-filled 30 stockings with toys for the C.A.S.I.E. Center (Child Abuse Services, Investigation and Education)

- February- “Valentine for the Animals” project (Sold hand-made animal crafts to raise money to adopt five endangered animals.)
- April- Earth Day Celebration
- Teen led worship service (reporting on the summer service trip to Mexico)
- Participation and planning for Intergenerational/Family services
- Halloween Party-collected two baskets of food and \$150 for the Northeast Neighborhood Food Pantry
- Trick or Treat for UNICEF (collected \$120)
- Free clothing exchange ( eight bags of clothes donated to the Center for the Homeless)
- U.U. Pen Pals program
- Teacher Appreciation Dinner
- Teen “Box City” project camp out (raised over \$1100 for Center for the Homeless)
- Easter celebration and Egg Hunt
- Second teen-led worship service
- R.E. Rummage Sale (raised over \$1200 for R.E. capital fund) All leftovers donated to Goodwill.
- R.E. Service - acknowledging our teachers and honoring our graduates

### **Continuing Plans**

- R.E. Olympics party
- Recruit R.E. teachers and committee members for next year
- Providing childcare for infants and toddlers during summer services
- Order more pagers for our nursery
- Plan social get-togethers for middle schoolers moving into the teen class this fall.

Every month of our R.E. year is busy with a variety of activities, and every Sunday downstairs brings unique challenges. The R.E. Committee was proud to offer the O.W.L. program this year which would not have happened if not for the dedication of Lynn McDonald and Rich Wallace. We appreciate all the parents who enrolled their teens in this valuable and important class. We also thank: Michelle Richards and Gail deSomer for creating a new class for our middle school aged girls; all our dedicated R.E. teachers; Rob Easley and Carlton Higginbotham for secretarial support; our beloved nursery caregiver Jennie Krostue; and all of you who volunteered throughout the year to help us believe in, care for and love the children in this community. We would like to give a special THANK YOU to Rev. Jennie Barrington for her loving support throughout the year. Jennie’s patience, kindness, knowledge and generous spirit were a tremendous help to all of us. (We will miss you, Jennie.)

We all teach as well as learn from the children. They are the future ambassadors of our ethical, loving and liberal community. Please consider teaching or assisting in an R.E. class or becoming a member of our committee.

Respectfully submitted,

Mary Beth Dickey, Director of Religious Education  
May 2009

## **Social Committee Annual Report, 2009**

Members: Alice Bentley, Melanie Deschamphelaere, Birgit Sommer, Diane Teeter, Kathy Vetter, Kathy Wells, Kathy Platt, chair

### Responsibilities:

Coffee on Sunday mornings

- Luncheons for the Annual meeting and other congregation meetings
- Potluck set- up and clean-up
- Help with Auction dinner

### Other functions:

*Round Robin* – monthly potluck dinners in different homes, open to all members and friends

*Inter-generational Round Robin* – monthly gatherings for all ages. Coordinated by Lynn McDonald.

*Wed. Night Feasters* – monthly dinners in area restaurants. Coordinated by Cathy Duncan.

*Brunch Bunch* – anyone can attend brunch after the third Sunday service at an area restaurant

*Canoe trip* – one was held in July 2008 at St. Patrick's Park

ALL CHURCH RETREAT – for the whole family at Camp Lutherwald in Howe, IN this June 20–21

## **Stewardship Report**

### **Annual Congregational Meeting**

### **May 11, 2009**

As the Vice President of the Board of Trustees and therefore the “chair” of the Stewardship Committee, it is my pleasure to report that we had a successful Stewardship drive this year. I would like to thank all of the members and friends of this healthy and invigorated congregation who made commitments for financial and in-kind contributions for the upcoming year before they even knew who our ministerial was going to be or even whether we would have a settled minister. This speaks to the commitment to our shared belief in each other and the place our church body has in the broader community.

That commitment is evident when looking at the results of the Stewardship campaign. Of the 75 financial commitment cards we received as of the first week of May, 50 have increased their monetary contributions over last years amount! That is 66% of respondents! As a result, we have \$112,406 in financial commitments for the upcoming fiscal year and we this is without receiving all of the statements back yet.

Although the amount pledged thus far is shy of the 30% increase we were aiming for to meet the “inspirational budget” goal we had, it does allow us to cover the very realistic budget the financial committee worked hard to present to the congregation before the stewardship drive. This means that we will be able to pass a balanced budget for the first time in years and thereby meet one of the benchmarks the consultant, Dave Rickard, set for us before we could even consider a capital campaign.

It is not clear how much the fair share giving guide was used by people as only five respondents indicated that they used it. Although we are grateful to those who are Fair Share Donators, we will not be publishing names of those who did contribute a fair share despite some people’s permission to do so because a greater number of people voiced displeasure in the idea.

In addition to the thanks to all of you who sent back your cards already (and to those of you still getting around to it) I have to give special thanks to all of those that volunteered their time to act as visiting stewards this year: Kay Azar, Cindy Benedict, Alice Bentley, Mary Bethe, Roger Birdsell, Bob Cope, Jim Curlee, Kathy Curtis, Dale Gibson, Joe Gress, Mary Hagen, Mary Alice Hardy, Laurie Jedlowski, Chuck Leone, Anne Mannix, Gary Metzler, Eric Morgan, Kathy Platt, Melanie Smith-Guillaume, Rich Wallace, and Don Wheeler.

Volunteering as a visiting steward is rewarding but also represents a significant time commitment so the people listed above deserve a pat on the back because the stewardship drive would definitely not have been successful without them.

Of course getting everything ready for the stewardship drive and following up afterwards is the responsibility of the Stewardship Committee. The team we had this year were all-stars and worked hard to make this year so successful in matters related to stewardship. I think everyone on the committee would agree that Cindy Benedict is our dynamo that powers the committee. As anyone who has worked with her on any committee knows she is an incredible force to reckon with and throws herself whole-heartedly into all she does. Kay Azar provided wisdom, creativity

and dedication that we would have been hard pressed to do without. Laurie Jedlowski did us a great service by reminding us throughout the year of stewardship matters with her monthly articles in the Newsletter. She also provided enthusiasm, fresh ideas and sometimes a stick to keep the rest of us on task during the meetings. I imagine I could merely mention Jim Curlee and most of us would know what kind of contribution he provides as he has been providing it in so many ways for so long. Jim is a great example of a goal oriented person. He assesses the task at hand and he does it. It was a privilege to work with him especially on the Stewardship Drive this past year. Although not officially part of the committee, Rev. Jennie Barrington attended nearly all of the meetings and provided excellent input and guidance the entire year. Once again, thank you all very much.

In closing I would like to remind everyone that stewardship is a year round endeavor. If you have not yet sent in your stewardship commitment card please do so at your earliest convenience. The Stewardship committee asked people about volunteering opportunities they were interested in during the drive and we will be getting back to those who voiced interest.

Sincerely,  
Rich Wallace  
Stewardship Committee Chair