

ANNUAL REPORT

May 19, 2013

FIRST UNITARIAN CHURCH



1101 East Jefferson Boulevard
South Bend, Indiana 46617

May 19, 2013
Annual congregational Meeting
Agenda

I.	Call to Order	
II.	Determination of a Quorum	
III.	Opening	
IV.	Volunteer of the Year Award	
V.	Approval of Congregational Meeting Minutes	
	A.Annual Meeting May 20, 2012	page
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	B.Special Meeting March 17, 2013	page
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	C. Special Meeting April 23, 2013	page
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IX.Approval of 2013-2014 church budget	page
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X. Approval of Amendment to By-Laws	page
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	A. Officers and Trustees for 2013-2014	
	B. Endowment Committee Member	

C. 2011-12 Nominating Committee

XII. Distribution from the Endowment Fund

XIII. Committee Reports page
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XIV. Recognition of 2012-13 Board

XV. Other Business

XVI. Adjournment

**First Unitarian Church
Annual Congregational Meeting
May 20, 2012**

- XVII. Meeting is called to order at 12:00 p.m. by our president Dave Wisteich.
- XVIII. It is determined that there is a quorum (see list of members present attached).
- XIX. Invocation is provided by Rev. Wiltshire to begin the meeting.
- XX. Approval of Minutes of Congregational Meetings
- A. Minutes from Annual Meeting May 22, 2011 were presented. Tom Platt moves to approve the 2011 annual meeting minutes. Bette Asplund seconded the motion. The vote goes unopposed and the motion carries.
- B. Minutes from Special Meeting February 5, 2012 were presented. Tom Platt moves to approve the February 5, 2012 special meeting minutes. Roger Birdsell seconds the motion. The vote goes unopposed and the motion carries.
- XXI. The minister's report is presented by Rev. Sian Wiltshire. Written report is presented in the annual report.
- XXII. The President's Report is presented by Dave Wisteich, President of the Board of Trustees. Thanks to all the board members and Rev. Wiltshire for all their hard work this past year. A written report is presented in the annual report.
- XXIII. The Treasurer's report is presented by Alice Bentley, Treasurer. The status of the current budget is reviewed and it is determined that as of April 30th, 2010 we are \$10,816.00 in the black for the current fiscal year. Alice reports that as of April 30th we still have 16% of our pledges that have not been received and we have two months to go from this point. The month of February and March both ran a monthly deficit. The full report is presented in the written annual report. Gary Metzler notes that we have made the final arrangements for the Kathy Curtis Memorial fund money. Shortly after the collection of the funds, ½ of the balance collected was given to Step Wise. At this time the other ½ of the balance in the fund will be given to Step Wise and this item will be permanently removed from the back page of the monthly fiscal report.
- XXIV. The 2012-2013 budget is presented. Fern Hamlin asks how many pledges have come in to date and what dollar amount we have as of date. Bob Asplund reports that this information was given to the board two weeks ago at the Board of Trustees meeting but he does not have the numbers today. Dale Gibson explains that he does not feel comfortable passing a budget without knowing how much pledge money we have in for our next fiscal year so far. Melanie Smith Guillaume would like the board or finance committee to give the congregation statistics and numbers so that everyone can compare our stewardship campaigns from year to year.
- Dave Wistreich mentions at this time that GSMS gave First Unitarian Church an option for a third year lease. This is only a 1 year option. The rent has increased by \$429.00 per month which is reflected in the proposed budget. Barbara Williams asks if we have looked into others options such as sharing with other spiritual institutions. Anne Mannix answers that the Site

Selection Task Force looked into a room at the Century Center and a Hilton Garden Inn. Both were in the range of \$15,000.00 per year, which is substantially less that we are spending now. Both facilities seemed quite interested in renting to the church. Dave clarifies a point by explaining that GSMS could come to the table next year and not offer us a lease option at all.

Elena Wake asks why we have so much money in line item #990. She explains that the last settled ministry search committee did not spend this much money. Sian explains that the UUA recommends that this amount be budgeted for a settled minister search.

Anne Mannix moves to approve the annual budget as presented. Bill Stevens seconds the motion. The vote passes with one opposition.

XXV. The slate of officers is presented. Fern Hamlin feels we are in violation of Article 7 of our Bylaws by not having a printed slate of officers for the meeting today. Roger Birdsell explains that if we nominate people from the floor today we are not in violation of any bylaw. Roger Birdsell nominates David Mayfield for the office of vice President of the Board of Trustees. David accepts the nomination. Roger Birdsell nominates Gail deSomer for the office of Trustee on the Board of Trustees. Gail accepts the nomination. Roger Birdsell nominates Elizabeth Scarborough for the office of Endowment Committee. Elizabeth accepts the nomination. Bob Asplund nominates Joe Gress for the office of Trustee on the Board of Trustees. Joe accepts the nomination. Elizabeth Scarborough nominates Fern Hamlin for the office of Secretary on the Board of Trustees. Fern accepts the nomination.

Our Slate of Officers for the 2012-2013 fiscal year are as follows:

President : Robert Asplund (Vice President to President)

Vice President: David Mayfield

Treasurer: Alice Bentley (continuing)

Secretary: Fern Hamlin

Trustee: Mary Alice Hardy (continuing)

Trustee: Rich Wallace (continuing)

Trustee: Gail DeSomer

Trustee: Joe Gress

Endowment Committee: Dale Gibson (continuing)

Endowment Committee: Chuck Leone (continuing)

Endowment Committee: Elizabeth Scarborough

XXVI. Selection of Nominating Committee

Roger Birdsell nominates Dave Wisteich as the chair of the nominating committee. Dave accepts the nomination. Bob Asplund nominates Lynn McDonald for a position on the nominating committee. Lynn accepts the nomination. Dave Wistreich nominates Marilyn Shaul for a position on the nominating committee. Marilyn accepts the nomination. Dave Wistreich nominates Mary Bethe for the position as alternate on the nominating committee. Mary accepts the nomination.

Dave Wistreich moves we accept the nominations for all offices and the nominating committee. Bill Stevens seconds the motion. The vote carries with one opposition.

Our Nominating Committee for the 2012-2013 fiscal year is as follows:

Dave Wistreich (chair)
Lynn McDonald
Marilyn Shaul
Mary Bethe (alternate)

XXVII. Approval of Amendment to the By-Laws

After congregational review, Dave Barry suggested a friendly amendment to the written proposed amendment to article V of the by-Laws. Under # 4 Dave would like it to read, “notice to be delivered physically or digitally” instead of “emailed”. Dave feels like the word email puts too much constraint on the delivery method. Gary Metzler moves to withdraw this item from the agenda until further info is gathered. Darlene Catello seconds the motion. The vote goes unopposed.

XXVIII. Committee Reports: see printed reports in Annual Report

XXIX. The Board of Trustees were recognized for all the work they have done over the past year(s).

XXX. Other Business

A. Melanie Smith Guillaume moves that beginning with the annual report of may 2013, a report be included annually that shows the dollar amount of pledges received in the stewardship campaign by April 30, the percentage of pledge payments received that is already in the operating budget, the percentage of pledge payments received as of the previous fiscal year, the percentage of pledges not paid, the dollar amount of pledges not paid, and all this same information for the previous 4 years. Fern Hamlin seconds the motion. Bob Asplund mentions that he has real concerns about pledge units that take longer to commit. He is not comfortable pressuring people into making a decision quickly if they feel they need more time to decide. Lynn feels we are asking them to decide so that we have clarity and so the congregation knows where we are with our campaign before the annual meeting. Gary Metzler has concerns that this is not the proper place to be voting on this motion. He would like to know who is going to enforce this policy if we vote on it at the annual meeting. He would like to know who would be in charge of making this happen and overseeing how it happens. The vote is taken. 25 in favor, 10 oppose. The vote passes.

B. Dale Gibson is interested in what the Site Selection Task Force is doing at this time. Anne Mannix listed off the members of the committee as follows:

Anne Mannix (chair)
Chuck Leone
Rich Wallace
Kathy Platt

Anne explains that the group is continuing to look at vacant land that is privately owned and land that is owned by the city as well as standing structures. The board has authorized the Site Selection committee to consider properties and land up to a 5 mile radius from the city center. The committee will research and disseminate pertinent information to the congregation in a timely manner. Anne will circulate a list of criteria to the congregation

so that people who find properties know if it will qualify for further exploration.

XXXI. The meeting was adjourned at 1:40 p.m.

Minutes were recorded and transcribed by Allyson Kricheff

**First Unitarian Church of South Bend
Special Congregational Meeting
March 17, 2013**

Call to Order

Meeting was called to order at 11:48 a.m. by our president Bob Asplund. It was determined there was a quorum by member signatures (see a list of members present attached).

Presentation of the Motion

Bob Asplund read aloud the motion. Roger Birdsell moves that A negotiating committee made up of members of the Board of Trustees and the Site Selection Committee be authorized to engage in negotiations with the seller of 801 East Washington for the purpose of purchase of said building and that (a) the congregation approves this motion with at least an 80% majority and (b) that the seller either provide evidence of completed professional mold remediation or reduce the price so that this congregation can contract with professionals for this purpose. Bob Cope seconds the motion.

Discussion

Bob Asplund would like to offer an amendment to the motion to state after 80%, “of those in attendance or with proxys.” A vote was conducted and the amendment carries unanimously. Pat Taplick mentions that with only around 60 people present to vote, there are quite a few members that may not support this motion. Lynn McDonald proposes an amendment so that the motion will contain a contingency that First Unitarian Church will be able to secure use of the TCU parking lot. A vote was taken with 1 vote in support of the amendment. The amendment does not carry.

Vote: Bob Asplund called the question. Roger Birdsell seconded.

64 votes to pass the motion. 1 no vote.

The vote carries.

The meeting was adjourned at 12:22 p.m.

Submitted by Allyson Kricheff

First Unitarian Church of South Bend
Special congregational meeting
April 23, 2013

Meeting was called to order at 7:00 p.m. with President Bob Asplund presiding.

Members present: Bette Asplund, Robert Asplund, Kay Azar, Alice Bentley, Roger Birdsell, Janet Bogar, Backbara Boyd, Debbie Carew, Darlene Catello, Tama Crisovan, Jim Curlee, Gail deSomer, Jayne Gall, Jim Gall, Dale Gibson, Mary Hagen, Dan Holm, Chuck Leone, Anne Mannix, Donald Marti, David Mayfield, Lynn McDonald, Kathy Platt, Tom Platt, Elizabeth Scarborough, Marilyn Shaul, Melanie Smith-Guillaume, Alexandria Trusov, Kathy Vetter, Richard Wallace, and Janice Wilen. Proxies were held for 12 members. Total of 43 votes to be cast.

President Bob Asplund explained that the meeting was being held in response to a petition signed by 10 members for the purpose of discussing the following business:

1. To approve the change in process for the Ministerial Search Committee to choose a minister through the “Contract Minister” (aka “Consulting Minister” or “Hire to Call”) process
2. To authorize the Search Committee to determine or negotiate a salary for the minister in the new process.

After considerable discussion, including questions, answers, and comments, David Mayfield proposed the following motion:

“Recognizing the necessity of a change in process, I move that we authorize the Ministerial Search Committee to choose a Contract Minister and negotiate salary for final approval and hire by the Board of Trustees.”

Motion was seconded by Marilyn Shaul and approved by voice vote with no nays or abstentions.

Motion to adjourn was made by Kay Azar, seconded by Tama Crisovan, and passed by voice vote.

Meeting adjourned about 7:30.

Respectfully submitted by Elizabeth Scarborough, acting as secretary

**First Unitarian Church
Annual Report
Sian Wiltshire
Interim Minister
May 19, 2013**

Can you believe it? Almost two years have come and gone since I arrived as your Interim Minister and what a journey it has been. If you recall, the fall that I arrived, I attended a training in interim ministry and told that there were five tasks of interim ministry. Here is an evaluation of how I think we have done on these five tasks:

The first task is to claim and honor the congregation's past and engaging and acknowledging its griefs and conflicts. We accomplished much of this in the first year, with cottage conversations designed to air our grievances and sorrows with the move and the former minister. We then also celebrated the 60th anniversary of the congregation. Old conflicts sometimes arise, but I also sense that people are learning to be kinder to one another when conflict does arise, that listening is occurring and there is a desire to work through conflict, not to avoid it.

The second task is to recognize the congregation's unique identity and its strengths, needs, and challenges. We tackled this in a discussion at the board retreat this last summer and then also when the congregation looked at the needs of a new minister and a new home during some cottage conversations in the fall. When I arrived I noticed that there was a great deal of self-flagellation around mistakes made by leaders or congregants. South Bend has no more problems than any other small congregation and in fact has many strengths, including the dedication, resilience and creativity of it's congregants and leaders. I believe that the story the congregation tells about itself will determine it's future, so I encourage you to tell a more realistic and loving story!

The third task is to understand the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition. We've made some strong progress on this front with new covenants (board), policies (sexual harassment and disruptive person), staff and board job descriptions, and guidelines for financial documentation. These documents serve as strong foundations upon which to build a stable and healthy church. As the church grows, this congregation will need to look at bylaws and policies to help make clear lines of authority while also respecting our democratic polity.

The fourth task is to make appropriate use of District, UUA, and other outside resources. I think First Unitarian is well on its way and there is a shift toward utilizing the resources of the greater association. I think there is still some distrust of some processes and procedures, but I think that there is a greater sense that the UUA is not perfect, but can be quite helpful. For example, I am delighted that when difficulties or new tasks have arisen, that the UUA and the district resources are often thought of in Board Meetings. In addition, for the first time in many years, there are both adults (and delegates!) and youth attending GA this year. This is exciting for everyone and the youth have agreed to share their learning in worship this summer. I have made it a priority to pass along UUA and District training resources and have encouraged the staff to take advantage of them, to the extent that our Director of Religious Education went to District Assembly this year. I believe that there is a greater use of these resources than there were and I encourage the church to continue its outreach. We UUs tend to have a "reinvent the wheel" mentality, but there are so many wonderful inventors out there who had already done the hard work. Why not utilize their brilliance and add our own?

The fifth task is to renew its vision, strengthening its stewardship, preparing for new growth

and new professional leadership, ready to embrace the future with anticipation and zest. When I asked the board at the retreat in August if they felt they were "ready to embrace the future with anticipation and zest" the response I received was "cautiously optimistic." That feels fairly true to the congregation. There is some excitement and some concern – and naturally so. Just remember that you have been through so much together and you will make it through the next few years. Personally, I am very optimistic for your future. There are currently a lot of uncertainties - the new home, the new minister, finances - and yet they all will, by putting your strengths of creativity and resilience to work, come to fruition.

So those are the five tasks that most interim ministers work on over their 1-2 years with the leadership. But there's a secret to accomplishing these five tasks: to never think you are done. I believe that any church's success is relative to how healthily reflective it can be about its strengths and weaknesses. I encourage the board, along with the new minister, and the congregation to continue it's reflection with the creation of a strategic plan and a new vision statement as you launch into your new ministry.

This has been a wonderful year for me with you all. I feel as if I've seen First Unitarian begin to stretch its wings as it prepares to take flight. I hope I've helped with some of that, with everything from teaching classes, like the class on "Filling the Gap" in the fall, to working with leaders and congregations to solve problems, to leading worship. As I spent some time in January and February away from you looking for my new home and visiting other congregations, I came back with a great deal of gratitude for who you are and where you are going. I feel as if here I have made great progress towards being the minister I want to be - I have been loved, accepted, and encouraged. And who could ask for more? Thank you for all that you have given me. I will miss you all so very much. You have accomplished so much in the last two years and I can't wait to see where you are headed in the years to come. You will always be in my thoughts and prayers.

With loving faith,
Rev. Sian

First Unitarian Church
President's Annual Report
Bob Asplund
May 19, 2013

We are in another transitional year. Hopefully we are much closer to completing some of this change. We have issued a contract to a new minister with whom we are anticipating many years of professional leadership. We have made an offer and a counter offer for a building which could give us our own church home. Just the stability of these two items when completed will give us a strong platform for growth in our ministry to ourselves and the community.

But throughout this change process, we have been working and worshipping together, making a difference among ourselves and others. People are still contributing in many ways, some of which you will read about in this annual report. As president this year, I have had the opportunity to work with many of you directly and many others indirectly in board and committee sessions. I want to thank you for giving me this opportunity to serve this fine congregation.

Although the president needs to be there at different times, it really isn't the elected leadership that makes this church what it is. It's all of us who do our parts in different committees and different activities and different relationships. We all set the tone and provide the support for each other. We all do the small and big things together and we all take the risks together. I thank all of you for making this happen. Together we make a difference.

I need to especially thank Rev. Sian for her leadership these past two years. Her wisdom and leadership has been valuable. I also need to thank Carlton who is always there to make things happen with his work and reminders. Thanks also to Heather who is providing leadership for our RE program. And I need to thank the other members of the board who were all willing to say "I'll do that" when different tasks came before us as a group. It has been great working with you.

**First Unitarian Church
Treasurer's Report
Alice T. Bentley
May 19, 2013**

We set an ambitious budget for Fiscal Year 2012 – 2013, including costs for a search for a new minister and for a piano accompanist and other music. These and other anticipated expenses, such as an increase in rent, gave us a budget of \$157,398. Our cash flow over the year has had a number of ups and downs with some months running in the red, and some in the black. Thanks to the Service Auction, the Holiday Bazaar, and a number of extra gifts, especially in December, and a very generous contribution in the spring, overall the year-to-date budget has been in the black. As of the end of April, our income for the year has been \$128,456 and expenses for the year were \$117,564, leaving us with a net of \$10,892.

So far this year we have done a good job keeping expenses within the budget. However, as usual, we are running behind in pledge income. As of the end of April, we are \$5,000 below the budgeted amount expected at this point in the year. The pledge amount we budgeted was overly optimistic and the actual amount pledged (including “stimulus” payments) was at least \$11,000 less than budgeted. However, if we all continue to pay our pledges for the next two months we might be able to end the year in the black.

At the time I write this, we are still engaged in negotiations on the East Washington building and the Capital Fund Drive has not kicked off. Several members have been making regular contributions towards the new building already. Funds that are actually “in hand” and relatively readily accessible include three separate CDs (total value = \$270,141), a building fund in our Money Market account (\$5,261) and a portion of the Tudor moneys (also in the Money Market account) that have been designated for use on a church building and are being transferred to the Building Fund (\$23,646). The total of these funds is \$299,048.

**FIRST UNITARIAN CHURCH, SOUTH BEND INDIANA
FINANCIAL REPORT
as of April 30, 2013**

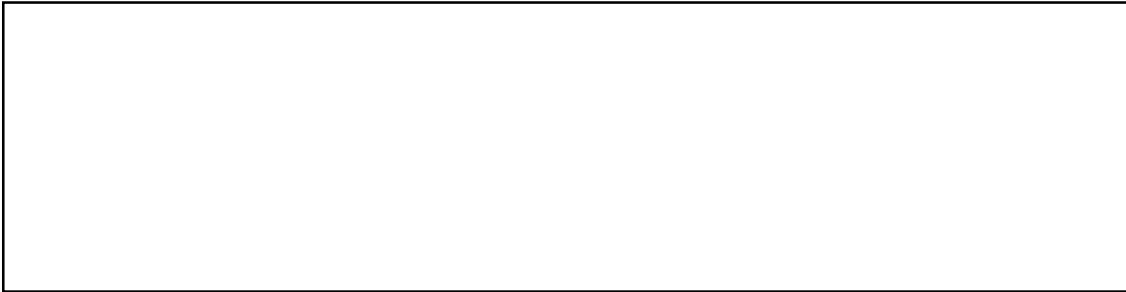
Banking and Investment Account Balances

Cash Accounts	\$79,762
Money Market	62,367
Checking	17,395
Investment & Savings Accounts	\$482,085
Endowment (UUCEF)	211,262

CD Building Fund/Capital Fund (2, mature 11/9/2013)	258,112
CD Building Fund (matures 6/24/2013)	12,029
CD Sabbatical Fund ***312 (matures 8/12/2014)	682

Note: Building Fund/Capital Fund CD values are updated quarterly.

Total Cash and Investments **\$561,847**



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

Operating Budget

Item	4/1/13 - 4/30/13			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
Inflows							
110 - Pledges	6,860	11,625	-4,765	111,192	116,250	-5,059	139,500
120 - Loose Offering	265	333	-68	3,252	3,333	-81	4,000
130 - Building Use Fees	0	0	0	0	0	0	0
143 - Service Auction	20	0	20	10,423	11,100	-677	11,100
145 - Other Fund Raisers	34	233	-199	1,643	2,332	-689	2,798
160 - Retreat Inflow	0	0	0	756	0	756	0
170 - Newsletter	0	0	0	0	0	0	0
196 - Special Collections	276	0	276	3,746	0	3,746	0
199 - Miscellaneous	0	0	0	4,900	0	4,900	0
Total Inflows	7,456	12,192	-4,736	135,911	133,015	2,896	157,398
Outflows							
201 - Special Collections	276	0	276	3,746	0	3,746	0
210 - Insurance	0	0	0	1,379	1,600	-221	1,600
220 - Cleaning Services	0	0	0	0	0	0	0
230 - Bldg Supplies	0	0	0	0	0	0	0
240 - Bldg Maint. Committee	0	0	0	0	0	0	0
241 - Pest Control	0	0	0	0	0	0	0
245 - Grounds Committee	0	0	0	0	0	0	0
310 - Gas	0	0	0	0	0	0	0
320 - Electric	0	0	0	0	0	0	0
330 - Telephone	54	75	-21	702	750	-48	900
340 - Water & Trash	0	0	0	0	0	0	0
350 - Rent	2,148	2,148	0	20,632	21,483	-852	25,780
410 - Admin & Office	40	167	-127	990	1,667	-677	2,000
415 - Copier Lease	302	250	52	2,668	2,500	168	3,000
420 - Postage	92	50	42	342	500	-159	600

Item	4/1/13 - 4/30/13			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
430 - Payroll Taxes	138	167	-29	1,519	1,667	-147	2,000
510 - Sunday Service	0	42	-42	325	417	-92	500
511 - Sunday Service Supplies	0	13	-13	0	125	-125	150
710 - Membership Committee	0	17	-17	298	167	132	200
715 - Retreat Expense	0	0	0	564	0	564	0
720 - Social Committee	0	8	-8	0	83	-83	100
725 - Coffee & Tea	0	17	-17	215	167	48	200
				740 -			
745 - Peace & Justice	0	21	-21	22	208	-187	250
750 - Denom. Dues & URC	0	0	0	6,221	7,009	-788	9,345
760 - Finance Committee	4	4	-1	29	42	-13	50
761 - Stewardship Campaign	0	0	0	0	400	-400	400
766 - Fundraiser - Svc Auction	0	0	0	139	400	-261	400
769 - Fundraiser - Other	53	21	32	88	208	-121	250
808 - DRE Professional Exp.	385	42	343	385	417	-32	500
809 - DRE Salary	601	601	0	6,008	6,008	0	7,210
810 - RE	101	150	-49	1,390	1,500	-110	1,800
811 - Adult RE	0	8	-8	0	83	-83	100
812 - Background Checks	0	0	0	32	100	-68	100
815 - Child Care	178	83	94	639	833	-194	1,000
910 - Minister's Salary/Housing	4,192	4,192	0	41,917	41,917	0	50,300
915 - Minister's in lieu of	321	321	0	3,207	3,207	0	3,848
930 - Minister's Expense	25	419	-394	1,984	4,192	-2,207	5,030
940 - Minister's Pension	419	419	0	4,192	4,192	0	5,030
945 - Minister's Insurance	1,014	467	547	4,301	4,667	-366	5,600
947 - Minister's Relocation	0	0	0	0	0	0	0
960 - Administrator	1,121	1,262	-141	12,790	12,618	173	15,141
965 - Administrator's Pension	112	126	-14	1,279	1,262	17	1,514
976 - Marketing	214	83	131	2,251	833	1,417	1,000

Item	4/1/13 - 4/30/13			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
980 - Music	300	367	-67	3,282	3,667	-385	4,400
990 - Settled Minister Search	0	583	-583	5,834	5,833	0	7,000
999 - Miscellaneous	0	0	0	239	0	239	0
Total Outflows	12,087	12,129	-42	129,651	130,803	-1,152	157,298
Balance	-4,632			6,260			100

Notes

Line 145 – Amazon.com associate earnings
Line 196 – Mishawaka Rock & Garden Club
Line 201 – Mishawaka Rock & Garden Club
Line 976 – WVPE

Non-Operating Funds – KeyBank Money Market Account

Account	Month			Fiscal Year			End Bal 4/30/13
	Prev Bal 4/1/13	Inflow Month	Outflow Month	Bal Fwd 07/1/12	Inflow YTD	Outflow YTD	
Building Fund	5,261	50	0	51,011	7,550	53,250	5,311
Capital Campaign	0	0	0	0	0	0	0
Endowment Set-aside	260	0	260	0	260	260	0
Endowment Disbursements	0	0	0	0	0	0	0
Memorials	0	0	0	0	0	0	0
Minister’s Discretionary Fund	803	0	400	115	688	400	403
Minister’s Expense (rollover)	0	0	0	0	0	0	0
Children’s RE Cap. Exp. Fund	1,891	0	0	1,945	94	148	1,891
Teen Service Project	3,547	515	923	3,051	1,011	923	3,139
Women’s Group Fund	262	0	0	262	0	0	262
Total Special Funds	12,024	565	1,583	56,384	9,603	54,981	11,006
Unrestricted Savings	8,359	9	0	8,271	104	8	8,368
“Tudor” Account	42,993	0	0	42,993	0	0	42,993
Total Money Market Funds	63,376	574	1,583	107,648	9,707	54,989	62,367

Endowment (updated quarterly)

Net Value 4/1/13	Addition	Net Change	Disburse	Net Value 4/30/13
211,002	260	0	0	211,262

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Building Fund Total

Money Market	5,311
CD (CW - A & C)	258,112
CD (CW - B)	12,029
Total	275,452

Notes:

Teen Project outlays: FlowerPower expense 182; Coffee/chocolate 741

Teen GA registrations charged to credit card, but not yet paid from Teen fund = 1435; hotel fees have not yet been charged
 Teen income – income from fund raisers; check from Flower Power and UUA grant (\$500) not yet received/deposited

Unrestricted savings: account earns about \$8 every month.

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**First Unitarian Church
Proposed Budget 2013-14**

Item	2012-13 Budget	2012-13 YTD 4/30	2013-14 Proposed
INFLOWS			
110 - Pledges	139,500	111,192	124,000
120 - Loose Offering	4,000	3,252	4,000
130 - Building Use Fees	0	0	0
143 - Service Auction	11,100	10,423	10,000
145 - Other Fund Raisers	2,798	1,643	1,500
160 - Retreat Inflow	0	756	0
170 - Newsletter	0	0	0
196 - Special Collections	0	3,746	0
199 - Miscellaneous	0	4,900	0
TOTAL INFLOWS	157,398	128,456	139,500
 OUTFLOWS			
201 - Special Collections	0	3,746	0
210 - Insurance	1,600	1,379	1,500
220 - Cleaning Services	0	0	0
230 - Bldg Supplies	0	0	0
240 - Bldg Maint. Committee	0	0	0
241 - Pest Control	0	0	0
245 - Grounds Committee	0	0	0
310 - Gas	0	0	0
320 - Electric	0	0	0
330 - Telephone	900	702	900
340 - Water & Trash	0	0	0
350 - Rent	25,780	20,632	27,500
410 - Admin & Office	2,000	990	2,000
415 - Copier Lease	3,000	2,668	3,200

Item	2012-13 Budget	2012-13 YTD 4/30	2013-14 Proposed
420 - Postage	600	342	400
430 - Payroll Taxes	2,000	1,519	1,900
510 - Sunday Service	500	325	500
511 - Sunday Serv. Supplies	150	0	150
710 - Membership	200	298	200
715 - Retreat	0	564	0
720 - Social Committee	100	0	100
725 - Coffee & Tea	200	215	200
740 - Care Committee	100	43	100
745 - Peace & Justice	250	22	200
750 - Denom. Dues & URC	9,345	6,221	9,348
760 - Finance Committee	50	29	500
761 - Stewardship	400	0	400
766 - Fundraiser - Svc Auct.	400	139	300
769 - Fundraiser - Other	250	88	250
808 - Prof. Exp. DRE	500	385	500
809 - DRE Salary	7,210	6,008	7,210
810 - RE	1,800	1,390	2,000
811 - Adult RE	100	0	100
812 - Background Checks	100	32	100
815 - Child Care	1,000	639	1,000
910 - Minister's S & H	50,300	41,917	44,170
915 - in lieu of FICA	3,848	3,207	3,379
930 - Minister's Expense	5,030	1,984	4,417
940 - Minister's Pension	5,030	4,192	4,417
945 - Minister's Insurance	5,600	4,301	7,590
947-Moving Expenses	0	0	5,300
950 - Discretionary Fund	0	0	0
960 - Administrator	15,141	12,790	15,141
965 - Administrator's	1,514	1,279	1,514

Item	2012-13 Budget	2012-13 YTD 4/30	2013-14 Proposed
976 - Marketing	1,000	2,251	500
980 - Music	4,400	3,282	3,750
990 - Minister Search	7,000	5,834	0
991 - Deficit Reduction		0	0
999 - Miscellaneous	0	239	0
TOTAL OUTFLOWS	\$157,398	129,651	150,736
(Deficit)			(11,236)

**Proposed Amendment to the By-Laws
First Unitarian Church of South Bend
May 19, 2013**

Key: *italics* indicates addition; ~~strikeout~~ indicates deletion

**ARTICLE V
*Meeting***

1. There shall be at least one (1) regular church *congregation* meeting during each fiscal year. *The agenda shall include election of officers and trustees, members of the Nominating Committee and members of the Endowment Committee as specified by the By-Laws; budget review and approval; committee reports; and such other business as may be brought before the meeting by a member.* The specific date, time and place of such meeting shall be fixed by the Board of Trustees.
2. Special meetings of the church *congregation* may be called by the Board of Trustees. A special meeting shall be called by the President, or in the President's absence, the Vice-President, upon written petition of ten (10) voting members stating the business to be discussed at the meeting. Such petition shall be read into the minutes of such special meetings.
- ~~3. Notice of the annual meeting shall be given by public announcements from the church pulpit at least ten (10) days prior to such annual meeting; and by one publication in a newspaper published in St. Joseph County, Indiana, or by posting in two public places in the vicinity of the church, which publication or posting shall not be less than ten (10) days prior to such annual meeting.~~
- ~~4. Notice of such regular and special meetings other than the annual meeting shall be given by causing a written notice to be mailed to every voting member of the church at least ten (10) days prior to such meeting, and public announcement of such meeting from the church pulpit at least ten (10) days prior to such meeting. A notice contained in a church newsletter mailed to every member at least ten (10) days prior to such meeting shall be a sufficient notice.~~
3. *Notice of any church congregation meeting shall be given by public announcements from the church pulpit at least ten (10) days prior to such meeting and by notice to each voting member at least ten (10) days prior to such meeting either through electronic transmission or through*

US Postal Service. Additional notice may also be given through writing in the church newsletter.

- ~~5.~~ 4. The important business items to be transacted at any meeting of the church *congregation* shall be specified in the notice of the meeting.
- ~~6.~~ 5. 15% of the voting members, or 25 voting members, whichever is smaller, shall constitute a quorum.
- ~~7.~~ 6. Voting members present at each church *congregation* meeting shall be required to sign a quorum list, which shall be checked by the Secretary against the list of voting members. The records of voting members shall be maintained by the Secretary and brought up to date immediately prior to each church meeting. No action shall be taken at any church meeting until the presiding officer determines that a quorum is present on the basis of such quorum list. Such quorum list shall be made part of the minutes of each church meeting.
7. *A church member can vote by proxy at any church congregation meeting by giving such proxy to any other church member attending such meeting. Permission to cast such proxy vote shall be granted in writing and signed by both the absent church member and the specified attending church member. Proxies shall be given to the Secretary prior to any action.*
8. The vote on any matter shall be by secret ballot upon the request of any voting member. The exact vote on any matter upon the request of any voting member shall be recorded in the minutes of the church *congregation* meeting.

**First Unitarian Church
Proposed Slate of Officers for 2013-14**

..... Vice President Bette Asplund
..... Treasurer (2-year term) Karen Dickson
..... Trustee (2-year term) John Hardy
..... Trustee (2-year term) Dan Holm
..... Endowment Committee (3-year term) John Wegener

Nominating Committee:

Bob Asplund
Mark Kricheff
Wendy Lohman
Josh Wells, alternate

Continuing

President.....David Mayfield (Vice President becomes President in second year of term)
Secretary Fern Hamlin
Trustee Gail deSomer

Trustee Joseph Gress
Endowment Chuck Leone (year 3 of 3)
Endowment Elizabeth Scarborough (year 2 of 3)

Thanks to the 2012-13 Nominating Committee:

Dave Wistreich

Mary Bethe

Marilyn Shaul

Committee Reports

**First Unitarian Church
Nominating Committee
Annual Report
May 19, 2013**

The Nominating Committee is responsible for proposing to the Board of Trustees members of the Congregation to serve two-year terms on the Board. The roles that needed to be filled for the upcoming church cycle include:

- Vice President
- Treasurer
- Two Trustees

Additionally, the committee proposes one person for Endowment Committee to serve a three year term, replacing the member whose term is expiring.

Finally, the committee proposes members to serve one-year terms the 2014 Nominating Committee. In general, the Chair of the Nominating Committee is filled by the past President. This is generally regarded as the unofficial responsibility of “past president”. The committee then nominates two more candidates for the successor committee plus an “alternate” for total of four.

These positions are elected during the church’s Annual Meeting after being recruited by the Nominating Committee and vetted by the Board.

Many thanks to Mary Bethe and Marilyn Shaul for their work on this year’s committee. They made it easy to get the work done.

Also, thanks are given to the many folks that we talked to while confirming the list of candidates for their responsiveness and engagement in the process.

The Nominating Committee has contacted and confirmed a willingness to serve from the members listed on the Proposed Slate of Officers page.

Thank you for your willingness to serve our church.

**First Unitarian Church
Children's Religious Education Committee
Annual Report
May 19, 2013**

Committee Members: Heather Eschbach (Director of Religious Education), Julie Wells (Committee Chair), Allyson Kricheff, and Gail deSomer (Board Liaison)

Classes: September 2012-May 2013

Class	Curriculum	Teachers
Preschool-Kindergarten	<i>UU Alphabet</i>	Lauren Coil-Sherck and Gail deSomer
1st- 5th grades	<i>Moral Tales</i>	Mary Alice Hardy
Youth Group	varied	Ellen Triebold and Greg Young
Nursery		Nicole McCormick and Anne Mayer

Average Attendance for Sunday mornings: 15 children (range of 7-27)

Average Attendance for evening Youth Group: 8 children (range of 5-13)

- Evening Youth Group attendance is always greatest at the South Bend meetings.
- Many kids of Youth Group age are attending the RE elementary class on Sunday mornings.

How our kids experienced fellowship:

- Church Retreat at the RES
- South Bend and Elkhart (UUFEE) youth groups meet together twice per month. They alternate meeting sites between South Bend and Elkhart.
- Intergenerational services: Water Ceremony, Guest at Your Table/Bread Ceremony, Children's Holiday Pageant, Christmas Eve, Bridging Ceremony, and Flower Ceremony
- Halloween Party (hosted by Youth Group)
- Participated in UUFEE's Trunk or Treat & Pancake Dinner
- Made Peace Bowls for Service Auction items
- RE Holiday Potluck
- Game Night and Chili Cook-off
- Teacher/Volunteer Appreciation Ice Cream Social
- Bridging Ceremony for our graduating high school students

How our kids experienced social justice:

- Pumpkin Decorating Contest to raise money for UNICEF.
- *Guest at Your Table* and Bread Ceremony intergenerational service & collection.

- CASIE Center Stocking Project: collected donations, stuffed 50 stockings & learned about helping children in need from Carolyn Hahn (hosted by Mary Beth Dickey).
- MLK Day Service project for Ronald McDonald House Charities: made fleece blankets for children in hospital, then toured the facility. On-going pop tab collection.
- Standing on the Side of Love: made “Me” paper dolls to celebrate diversity and “welcome necklaces” for visitors to encourage empathy and inclusion.
- Easter Canned Food Collection and Hunt (Youth Group helped).
- Earth Day: Learned about the why’s and how’s of Earth Day. Made upcycled wildflower paper earths to plant in places that need the beauty of flowers (empty lots, open fields, own backyard).

Youth Group activities:

- Provided childcare during Church Retreat.
- Planned and hosted Halloween Party.
- Parent’s Night Out childcare for Service Auction item.
- Planned and implemented fundraisers to attend General Assembly (coffee, chocolate, and flower bulb sales; no-talent show and bake sale).
- Flower Power Fundraiser: We earned \$404 (\$40.40 General Church Fund and \$363.60 Teen Service Project Fund).
- Applied for and received UUA youth group and delegates/chaperons grants for General Assembly to help cover registration fees.

Committee challenges and concerns:

- Recruiting teachers has been very difficult for the last two years. This makes it difficult for the DRE to schedule teachers, impacts the spiritual home for the children and the continuity of the curriculum, and takes away planning time for the DRE and RE committee for special projects.
- Potential reasons discussed: People do not want to miss services; we have a smaller pool of people because of ministerial search committee and building committee obligations; we have fewer families attending (fewer parent volunteers); people feel uncomfortable teaching because they do not know the kids.
- Potential solutions discussed: Changing RE to occur before/after the service; making teaching mandatory for parents of RE students; finding creative solutions for "one-time" teachers thereby eliminating the missing service conflict; familiarizing the congregation with the kids by planned interactions.
- We are concerned about having a dedicated nursery space and on-site storage in the coming year with the changes in the lease agreement.

Committee activities and accomplishments:

- Hired two nursery care providers, Nicole McCormick (Sept.-Oct.) and Anne Mayer (Nov. - pres.).
- Parent Orientation Breakfast.

- Papa Murphy's Pizza Fundraiser for General Assembly expenses: (RE \$88.42 and General Church Fund \$9.83).
- Completed itemization of expenditures for more accurate budgeting and spending for the new fiscal year.
- Special thanks to our committed Youth Group Leaders and RE teachers: Ellen Triebold, Greg Young, Lauren Coil-Sherck, and Board of Trustees members, Mary Alice Hardy and Gail deSomer.
- Many thanks to all of our volunteers who made RE and Youth Group successful!

Goals for the next year:

- Continue to find ways to build lasting faith development in students through developing intergenerational relationships.
- Increase our online presence via webpage and Facebook.
- Increase DRE's visible presence in larger church community.
- Streamline the RE check-in & attendance procedures.
- Continue to enhance DRE's skills by attending workshops/seminars relating to Religious Education.

Submitted by Julie Wells, Chair

**First Unitarian Church
Marketing Committee
Annual Report
May 19, 2013**

Hope you caught one of our on-air mentions at WVPE. Our campaign with them was fall 2012 until early spring 2013. We also placed fall 2012 ads in *The Observer* (the Notre Dame/Saint Mary's newspaper) and placed ads in the *Preface* (IUSB's newspaper) in February 2013 – all were 1/4 page size. We have three ads in total, an examples of which we've published in our newsletter a time or two. Additionally, we did a volunteer night with WNIT answering phones.

If you are on Facebook, we “like” to be “liked” - and it's a great place for a bit of discussion.

Alexandria Trusov

First Unitarian Church Membership Committee Annual Report May, 2013

The Membership Committee provides member services and a pathway to membership in the congregation. This year, we're trying to expand our efforts in terms of member services.

The following broad categories require management and coordination from the Membership Chair of the 1st Unitarian Church of South Bend:

1. The Greeters
2. The Visitor Log Follow Up
3. The Member Services table in the narthax
4. New Member Orientations
5. New Member Coffees
6. Members Educational Seminars
7. Ingatherings
8. Liaison to Social Committee

These activities are spearheaded by folks that are very involved with the church in general and seem to be functioning reasonably well. Here are the details.

1. Greeters are being directed by Joe Gress/Ron Robinson. They recruited, trained and posted instructions on what to do. The greeters schedule was set for the year and Joe and Ron are the 5th Sunday greeters and are backups if the regulars need coverage. Greeters by week are:
 - Tom and Kathy Platt
 - Terry and Carol Zeller
 - Dan and Lois Holm
 - John and Alice Bentley
 - Joe Gress and Ron Robinson
2. The Visitor Log signers are told they'll get a call or e-mail from the 'stalker'. Carlton, the Church Administrator sends the info to Mark Kricheff weekly and Mark send's the e-mails regularly to the visitors. This is going well. Folks that sign the visitor log are told they can get couple of copies of the Newsletter and some All Church e-mails by signing up on the website (opting-in) and are invited to return for future services.
3. The Member Services table in the narthax was a new endeavor for the Committee this year. We are using it to:
 - a. Share literature in a "Lending Library" for both visitors and members,
 - b. Give away information to visitors,
 - c. Sell t-shirts, and
 - d. Be a resource center for info on events and activities of the church

This is staffed whenever David Wistreich attends church and needs additional volunteers to ensure it is consistently staffed and can grow

4. New Member Orientations – The New U. class was taught successfully twice this year. The class is a starter deal, has a curriculum, needs coordination and is fun. It is held in one or two sessions and covers many key topics, has values exercises and is designed to allow new folks to connect with one another and voice their religious interests and ideas as well as their learning passions. This class continues to be refined and many thanks are owed to Dale Gibson and the Minister, Sian Wiltshire, for their continued support of the class. The wine and cheese helps too! A follow up offerings for this class includes the UU History video series of 4 classes for a deeper dive into church history and philosophy. A second offshoot class is a values sharing exercise that could be planned for the fall of 2013.
5. New Member Coffees – Kathy Platt is the church’s best friend for this!! Many thanks for those who have hosted these and I look forward to mixing these with a ‘Coffee with the Minister’ event in the future.
6. Ingatherings are formulaic. The Membership Chair should invite people into membership after the New U and here’s the list of the 11 folks that joined in Fall 2012.
 - a. Dan Holm
 - b. Lois Holm
 - c. Dan French
 - d. Karen French
 - e. Olga French
 - f. Amy Budka
 - g. Melaina Gant
 - h. Steve Gant
 - i. Wendy Lohman
 - j. Julie Wetlaufer
 - k. Eileen Murphy

In the Spring of 2013, 6 people attended the New UU Orientation but none of them joined the church during the Spring opportunity to do so this year.

In terms of process, the Membership Chair:

- Develops a list of folks that are interested;
- Asks them if they’d like to join; Directs them to meet with the minister; and
- Gets them a gift, certificate, pin, and set of By-laws and Stewardship packet.

The Membership Chairman schedules and participates in the Ingathering ceremony. Carlton buys stuff, pulls everything together and is generally a behind the scenes hero for this activity. Thank you Carlton!!

7. New Members need some direction to social activities and Committee opportunities. Kathy Platt and the Social Committee have been the lynchpin for this and are so helpful in getting new folks going that it’s crazy. Thank you Kathy – let’s plan a New Member Lunch sometime this Fall!

**First Unitarian Church
Peace & Justice Committee Report
Annual Report
May 19, 2013**

Peace & Justice Committee members and attendees have been actively involved with the local Gun Violence issues this year, showing up at local rallies to support efforts for Gun Background Checks. Dale Gibson has taken the lead on this issue and has been visible to the community on local news interviews. Members also have been interacting with the Center For Peace & Nonviolence, a local inter-denominational organization. Together, we lobbied Mayor Buttegeig to join the " Mayors Against Gun Violence", which he recently joined. P&J will continue to be involved with the Center For Peace & Nonviolence and participate in their agenda.

Our latest effort is to bring "Books To Inmates". We have gathered and distributed paperback books to the St. Joseph County Jail. Dan and Louis Holm have been key to this cause. In April they delivered our first box of books to the jail. Our focus is on getting "secular" material into the hands of inmates, rather than the typical religious reading material. The Inmate Services Director was very pleased to see this category of books, rather than the traditional Christian items. Our longer term plan is to increase donations of books and expand to the Indiana State Prison population.

Last year we had some activity with GLBT agenda, and we ordered and placed a "Welcoming Congregation" Poster in the Lobby of the Church. We have had guests and films at special meetings to cover GLBT agenda, and members as well as outside guests have attended. Hopefully we can expand our efforts with this cause in the future.

We continue to support the local Northeast Neighborhood Food Pantry with food donations from our Church. These donations have increased with time, especially as Sian had announced this program weekly from the pulpit. Hopefully, this announcement will be continued as a routine part of weekly Services!

Finally, I am honored to be selected as a delegate for this years General Assembly meeting in Louisville! I plan to ask for ideas and support from the Congregation in the coming weeks. I have also been active in Youth Group, assisting Ellen Treibold in bi-monthly meetings. My plan was to get Peace & Justice topics into the meetings, but the youth are so active with other projects that we have discussed "bullying" as an issue, not the greater subjects of social discord that I would have liked to talk about. But the YG are a great bunch of kids, and I am happy to be part of their club!

PROUDLY YOURS
Greg Young, Chair of P&J Committee