



Unity Temple Unitarian Universalist Congregation Annual Meeting
Sunday, December 10, 2017 at Unity Temple at 12:30pm

All Congregation Meeting Agenda

- | | |
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| 1. Call to order | Rob Bellmar |
| 2. Receive minutes from December 16, 2016 | Rob Bellmar |
| 3. Report from Administrative Team | Rev. Alan Taylor |
| 4. Recognition of outgoing board members | Rev. Alan Taylor |

Action Items

- | | |
|---|--------------|
| 5. Elections
Board of Trustees
Nominating Committee | Kathy Clark |
| 7. Vote on 2018 operating budget | Lynne Hensel |
| 8. Vote on name for 1019 South | Rob Bellmar |
| 9. Sunday collection recipient ballot | Rob Bellmar |

New Business

- | | |
|------------------|-------------|
| 10. New business | Rob Bellmar |
| 11. Adjournment | Rob Bellmar |

All members are urged to attend as a quorum of 20% (116 people) of eligible voting members are required to conduct business. Only those members who have fulfilled the requirements of membership and have returned a financial commitment or an alternative gesture of commitment (as described in our Bylaws) will be able to vote at the annual meeting.



OUR VALUES

Connection + Transformation + Justice + Acceptance

OUR MISSION

Welcoming All

Inspiring Compassion

Nurturing Wonder

Serving Community

OUR ENDS STATEMENTS (Goals)

WELCOMING ALL

- We foster a culture of radical hospitality.
- We build relationships with people across boundaries of race, class, and other identities that divide us.

INSPIRING COMPASSION

- We cultivate caring communities for one another.
- We bear witness to love and pain in the world, and respond, individually and collectively, with acts of compassion.

NURTURING WONDER

- We nurture and celebrate a sense of wonder within everyone.
- We create opportunities for spiritual deepening, questioning, and growth.

SERVING COMMUNITY

- We act in partnership for justice.
- We live our faith in service.



Guidelines for Participating in the Annual Meeting

A list of members will be available immediately before the meeting, to validate voting status. Friends, and members who are ineligible to vote, are still given the courtesy of the floor. (The term “members” used hereafter refers to assembly members and is not intended to exclude friends from speaking.) The guidelines for the conduct of corporate meetings of Unity Temple Unitarian Universalist Congregation are based on *Robert’s Rules of Order, Revised*. The summary of rules below is intended to assist members in understanding how to participate in the meeting. It is not intended to be a definitive replication of Robert’s Rules. There are two ways to bring business to the assembly: 1.) The Chair specifies an action and announces that, if there is no objection, the action will be considered adopted. This is called general or unanimous consent. However, if a member says, “I object”, a motion to take action is necessary. 2.) By motion and vote (explained below).

Obtaining the Floor: To obtain the right to speak, a person must be the first one to stand up when no one else has the floor and address the Chair by title (Mr/Madam Chair). The Chair will recognize the person by name, giving that person the right to speak. Once that person has the floor, s/he cannot be interrupted by another member (with certain exceptions such as “Point of Order”).

Motions: A motion must be made before debate on any issue can occur. A member wishing to make a motion must first obtain the floor (see above). Another member then rises and, without waiting for recognition, says, “I second the motion.” (The name of the seconder is not announced and is not recorded in the minutes.) Once the motion is stated by the Chair, it is the property of the assembly, and the mover cannot withdraw or modify it without permission (see below).

Debate: A member must obtain the floor (see above) in order to speak. A member who makes a motion is first entitled to the floor. In the case of a report of a committee, preference is given to the person making the report. No member may speak to the same motion more than twice, and no longer than ten minutes at a time, unless permission to extend is granted by a two-thirds vote. No member may speak a second time to a motion until every member choosing to speak has spoken. If an amendment is offered, that presents a new right to debate.

In debate, a member must confine him/herself to the question before the assembly, and avoid personalities. Remarks are addressed to the Chair or to the assembly as a whole, NOT directly to another member. Speaking without first obtaining the floor, or speaking directly to another member, will be ruled out of order by the Chair.

Amending a Motion: The motion to amend requires a second, is debatable, and it may be amended itself (once only). The amendment must be germane to the original motion. Words can be added, inserted or struck; or an entire motion on the same subject can be substituted. An amendment is adopted by majority vote. Once an amendment is adopted, debate resumes on the motion.

Committing or Referring a Motion: This motion sends a pending motion to a committee or to the Board. A second is required, and the motion is debatable and amendable.

Dividing a Motion: A motion may be divided into two or more motions, but each motion must be capable of standing on its own. The motion to divide requires a second, is not debatable, and is amendable.

Tabling a Motion: To lay a motion on the table is remove it from consideration, until consideration resumes at an unspecified time. It requires a second, is not debatable, and requires a majority vote.

Later in the meeting a member may obtain the floor and move that the motion be removed from the table (requires a second, is not debatable, requires majority vote to pass). Since UTUUC does not meet quarterly, if the tabled motion is not taken from the table at this meeting, it expires when the meeting adjourns.

Postponing a Motion Definitely: A motion cannot be postponed from one Annual Meeting to another and so does not apply to our situation.

Postponing a Motion Indefinitely: This removes a motion from the assembly's consideration without a direct vote on it. It requires a second, is debatable but not amendable, and requires a majority vote. It can be reconsidered only if the vote was affirmative.

Withdrawing a Motion: A mover may withdraw a motion before it has been stated by the Chair. However, if a motion has already been stated by the Chair, the mover may obtain the floor and ask permission to withdraw the motion. The Chair can attempt to obtain consent, or will ask for a vote.

Point of Order: If a member feels a rule is being violated, they may rise at any time and, without waiting for recognition, say "point of order." The Chair will then ask them to state their point.

Closing Debate: This has traditionally been referred to at UTUUC as "calling the question". If a member wishes to close debate on a motion, s/he must obtain the floor (see above). If the motion is seconded, a vote is taken immediately (no debate) and the Chair will ask all those in favor to rise. A two-thirds majority is required to call the question, which means debate must cease and a vote on the motion being considered must be taken. Note: Simply shouting "call the question" from one's seat may be an informal expression of a desire to proceed to vote, but it does not constitute obtaining the floor and the member will not be recognized by the Chair.

Voting: Most motions require a simple majority to pass. A majority is more than half of the votes cast by legal voters. Votes may be taken by voice, by rising, by ballot or by roll call. For motions requiring a two-thirds vote, persons will be asked to rise.

Abstentions: Voting members have the right to abstain from voting; however, the chair does not call for abstentions nor do members have a right to announce that they have abstained. Abstentions have no effect on the calculation of the vote.

Adjournment: A member obtains the floor and moves to adjourn the meeting. It requires a second, is not debatable and, if passed by majority vote, the meeting is ended.



A list of members will be available immediately before the meeting, to validate voting status. Friends, and members who are ineligible to vote, are still given the courtesy of the floor. (The term “members” used hereafter refers to assembly members and is not intended to exclude friends from speaking.) Below is a full definition of “Membership” from our Bylaws.

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ARTICLE IV
Membership

A. Eligibility

Membership is available to any person, 18 years or older.

B. Requirements

Any person who has an understanding of and affirms the principles and covenant of the Unitarian Universalist Association (UUA) and the mission and vision of Unity Temple Unitarian Universalist Congregation may become a member by completing the Pathway to Membership class, making a pledge of financial commitment or an alternative pledge of commitment which supports the annual operating budget and by signing the membership book in the presence of a minister or president of the congregation, and the membership director. Members are asked to renew financial support annually. Financial waivers are available to those experiencing financial difficulty. Requests may be made annually on the financial commitment form. Such requests shall be reviewed and approved by a minister. Completing the class is optional for those transferring from Unitarian Universalists congregations.

C. Alternate Pledge of Commitment

In the event a financial commitment is not able to be made, a person may offer a donation of time, energy, talent and/or material that would otherwise offset a cost in the current operating budget. The request must be submitted in writing and include the area for which the service shall be rendered. The alternate gesture of commitment waiver shall be granted for a single year and is subject to review and approval upon renewal request by the minister, president of the board of trustees or director of administration.

D. Voting Eligibility

Any person who has satisfied the requirements for membership and is in good standing for at least thirty days prior to the time of voting shall have full voting privileges. The secretary of the board shall be responsible for certifying voting eligibility.

E. Good Standing

A member is deemed in good standing if he/she has met the financial commitment or has an active waiver with or without an alternate pledge of commitment for the current calendar year.

F. Lapsed Membership

If a member is not in good standing for voting eligibility for 18 months, and has not communicated a desire to terminate or continue membership, the member shall be deemed to have lapsed membership. Such members shall be notified by first-class mail, or other means, as determined by the membership director of their status.

G. Inactive Membership

If a member shall be deemed to have lapsed membership and does not respond by reinstating membership, the individual will be moved to inactive upon annual review.

H. Termination of Membership

A member may voluntarily terminate membership by submitting a letter of resignation to a minister, board of trustees, or membership director. A member may be removed from membership for actions that threaten the safety and well-being of the congregation, as determined by a joint recommendation from the Congregational Safety and Well Being Committee and a minister, and a 2/3 approval vote by the Board.

I. Reinstatement

Any person whose voting membership has lapsed or is inactive may become a voting member again upon stating their intentions in writing and satisfying the requirements for membership as described. This does not apply for those whose membership has been removed because of threats to the safety and well-being of the congregation; those former members must petition no less than one year after removal to the Congregational Safety and Well Being Committee and a minister, and they subsequently make a recommendation subject to a 2/3 approval vote by the Board.



Unity Temple Unitarian Universalist Congregation

2016 Annual Meeting Minutes

Sunday, December 18, 2016

Attendees: Quorum met: 162 members in attendance.

BOT Members: Rob Bellmar, Alec Brownlow, Kathy Clark, Dan Crimmins, Anne Devaud Larry Kameya, Michelle Mascaro, Alison Price and Amanda Sonneborn

A-Team members: Emily Gage, Elizabeth Plummer and Alan Taylor

Parliamentarian: Ed McDevitt.

1. Call to Order – Dan Crimmins: 12:39
 - a. Betty Jachim : Q: was proper 2 weeks prior to the meeting met? Clarification: the meeting notice was sent prior, the packet however was not sent within 2 weeks prior.
 - b. Betty motioned to move the motion to change the bylaws from the meeting as that the 2/3 members (though we have quorum) was not met.
 - c. Shirley Lundin brought up to that to change the bylaw state that 2/3 vote of all members – not just of quorum. Dan’s interpretation is that 2/3 of the people who are voting should have the bylaw pass.
 - d. Motion made to close debate. Vote made and passed.
 - e. Vote: to strike #2 to change bylaws as part of the annual meeting. Vote did not pass.
2. Receive minutes from September 16th, 2016 Special Meeting – Dan Crimmins. No Questions.
3. Report from Administrative Team – Alan Taylor
 - a. Recap of our year, another year out of the building, purchase new building, illnesses and changes. Thanks to the hosts United Lutheran, our staff and our volunteers.
4. Recognition of outgoing board members –Alison Price, Dan Crimmins and Larry Kameya.
5. Elections
 - a. Board of Trustees –Bill Crozier, Karen-Haskins Brewer and David Willard have been elected as 2017 to 2020 Board Members.
 - b. Nominating Committee – Juliana Engel Storms, Nina Gegenheimer and Allen Van Note have been elected as 2017 to 2018 Nominating Committee Members.
6. Vote on motion #1 – New mission, Vision and Goals. Motion made to vote and seconded. Motion Carries.
7. Vote on 2017 operating budget
 - a. Dan first presented the issues on our budget: Single later service, out of our building. Lower membership numbers and Religious Education numbers. No rental income from Unity Temple. Dip in pledge numbers but not in pledge donations totals. Add in 1019 budget increase, and additional building related expenses.
 - b. But looking after 2018: New visitors and members, new tours, new rentals, no 805 expenses.
 - c. Ask: fulfill your 2016 pledge commitments, follow through on Capital Campaign, return all 2017 pledge forms, and consider giving a special gift. And if we need to the staff will close remaining budget gap with spending reductions and limit deficit spending.

- d. Amanda Sonneborn: Current BOT and Treasurer of congregation – Called out that the 91 families have not yet turned 2017 pledges, and the money from those pledges missing that have not yet been turned in. Reminder that 97% of us voted to purchase 1019, so we have known that our budget would be increase.
- e. Amanda asked questions on the budget:
 - i. Asked about payment to our UL hosts – A: there are none, Alphawood pays it.
 - ii. Clarification on the UTP budget and expenses. A: As they have not yet been able to get started since work on the building, not able to project budget.
 - iii. Clarification on the funds not collected. Budget of 93,000 deficit does not also include the \$63,000 estimate that we have not collected for this year. A: plan is to NOT run on a deficit budget, either by collecting the money or by cost cutting measures of programs or staff hours.
 - iv. Question on the collection plate budget line items: A: Estimate is based on historical data.
 - v. Does the budget cover UTP? A: project was funded from the Capital Campaign and Alphawood. We agreed to contribute additional money to pay for non-project related expenses. No loan expenses will be held to us.
 - vi. Asked about our funds that we have available: A: Financials will be published on our website over the last few months or what is in savings and investments.
 - vii. Ask that we move forward with our plan for the future.
 - viii. 1019 budget question: Uncomfortable with the budget for the buildout. We do have funds available in legacy and improvement. Proposes that those funds be used for the 1019 and not have it for our budget, we can use some of that or build out 1019 for less. A: We do have a current mortgage though – and we do not have the ability to not have money that we need to spend on it.
 - ix. If current pledges come in will we have a small surplus, we are still expecting 80000 in 2016 pledges to come in.
 - x. Dan asked if there was further discussion. Motion Made to Vote and Seconded.
 - xi. 113 votes in favor. 10 votes opposed. Motion Carries.
- 8. Vote on motion #2
 - a. Motion to change by laws on Membership to clarify the statuses of membership and friend status. Text has changed from 2013.
 - b. Motion made and seconded to approve.
 - c. Clarification on section D and E. How do we know if someone is eligible to vote? A: if we have a pledge on record.
 - d. Question on what good standing, section E. change “met the” to “made a”. Motion made and seconded and voted.
 - e. Clarification on the Safety and Well Being Committee – Alan provided details with the new policy and committee.
 - f. Motion made that reinstatement (section B) should not just say senior minister but also to have membership be reviewed by minister and board of trustees. Brief discussion. Closed Debate. Motion does not pass.
 - g. Vote: 112 to pass bylaws change. 3 people No. Motion carries.
- 9. Sunday collection recipient ballot – Turned in forms, votes will be counted post meeting.
- 10. New Business – No new business.
- 11. Adjournment = 2:10

Minutes submitted by Alison Price



Nominations for UTUUC Board of Trustees 2018

The 2017 Nominating Committee consists of Sharon Storbeck (Chair), Juliana Engel Storms, Nina Gegenheimer, Allen Van Note, and Kathy Clark. Alison Price served as a consultant for continuity from last year's committee. In preparation for the All Congregation Annual Meeting on Sunday, December 10, the Nominating Committee is pleased to present the following candidates for three-year terms to the Unity Temple Board of Trustees:

Candidates (for terms 2018-2020)

Teresa Powell

Teresa (Terri) joined Unity Temple two and a half years ago; many of you know her as the Village Clerk of Oak Park, a post she held for eight years before her recent retirement. She has helped with the Women's Retreat and participated in Welcoming Conversations. Terri has served on and led many local boards, including West Cook YMCA, Coalition to End Homelessness, Illinois Women Political Caucus, and the Affordable Housing Task Force, which she chaired. She says Unity Temple is one of her top priorities for involvement and is particularly interested in welcoming new members and promoting social justice work. She believes her involvement in local government and the contacts she has made can provide important connections in the community.

Willa Shultz

Willa is a retired educator who brings administrative skills, work in coalition building, and experience in community education and development, especially on issues of race, ethnicity and gender. At Unity Temple she has participated in Soul Connections, Older Adult Sexuality, Conscious Aging, WISE, and Women's Connections. She is the Women's Retreat Planning Committee Leader and a Co-Facilitator for Beloved Conversations. Willa says her spiritual and intellectual life has been sustained, stimulated and challenged by engagement in the UT community. She welcomes the opportunity to actively participate with the Board in supporting congregational life and well-being. She resides in Brookfield and has been a member four years.

Erik Wise

Erik has been attending Unity Temple with his wife Jung Kim and two children since 2006 and has been a member since 2012. Professionally, he has experience with program and project management. At Unity Temple he has extensive involvement with Religious Education, having taught third grade and first grade Owl and served on the RE Committee. He has facilitated Pathways classes, attended Family Retreats, is a member of the Wright Fielders softball team, and may be most recognizable as the Easter Bunny. Erik advocates living our values and believes this will lead to increased racial, economic, and cultural diversity. Two of his priorities as a Board member would be to support our hard-

working staff and assist in raising pledges to plan for space needs and programming for the anticipated increase in membership.

Clara Lewis

After growing up at Unity Temple, Clara joined the congregation in 2010 and brings diversity of perspective to the Board. Clara has been very active in the congregation over the last few years first as a Co-Facilitator of the Beloved Conversations program in late 2016. Then later on as the Co-Chair of the Refugee Response Committee. In her professional life she has experience as non-profit fund raising as well in financial planning and analysis work at Clarity Partners. She says at Unity Temple she is interested in cultivating an inclusive and principle-reflective community that compels church attendees to remain part of the congregation and attracts & retains new members. She is also interested in the budgeting for the long-term maintenance of our buildings as well as insights into congregational governance.

2018 Nominating Committee Members Seeking nomination:

Kathy Clark, Sharon Storbeck, Larry Kameya

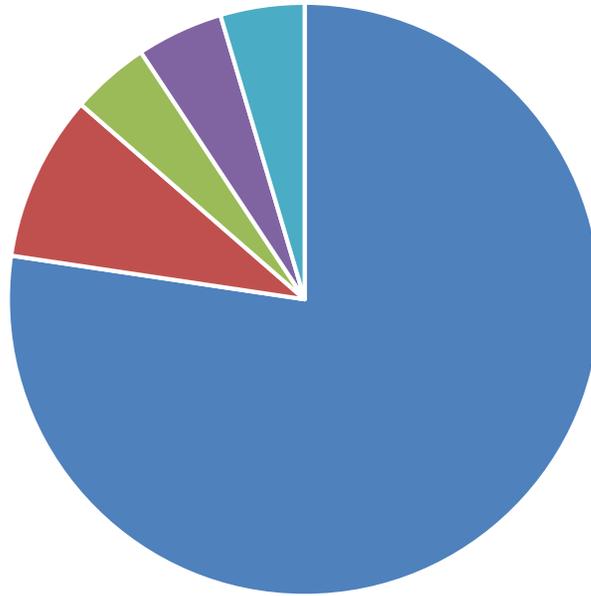
Unity Temple Unitarian Universalist Congregation
2018 Proposed Operating Budget
1/1/18-12/31/18

Categories	Budget 2018	Categories	Budget 2018
INCOME		Designated Expense	
Donations		Outreach	
Financial Commitments	867,407	Collection Plate Donations*	43,500
Identifiable Donations	4,000	Housing Forward*	3,000
Auction	28,000	UUSC*	3,000
Sarah Clark Operating	4,000	Faith in Action*	1,500
UUA/Mid America Dues Contributions	12,000	Community Assistance Fund*	1,500
Total Donations	915,407	Total Collection Plate	52,500
Earned Income		RE Social Mission Collections*	500
FLWT Tour Income	60,000	Total Outreach	53,000
Rental Income	41,505	Program	
Total Earned Income	101,505	Ex Libris	1,500
Program Income		Women's Connection	9,000
RE Registration	10,000	Men's Retreat	5,000
OWL Registration	1,500	Congregation Retreat	11,000
YRUU	1,500	Total Program	26,500
Music	7,000	Total Designated Expense	79,500
Flowers	1,100	Denomination	
Recreation: Softball	3,200	CAUUC (Chicago Area)	606
Total Program Income	24,300	Mid-America Region	8,670
Designated Income		UUA (National)	22,620
Outreach		Chicago Marketing Initiative (CAUUC)	1,212
Collection Plate Donations*	52,500	Total Denomination	33,108
RE Social Mission Fundraising*	500	Office	
Programs		Copier Costs	6,334
Ex Libris	1,500	Phone & Internet	8,736
Women's Connection	9,000	Paper & Supplies	4,500
Men's Retreat	5,000	Postage	2,200
Congregation Retreat	11,000	Technology Maintenance/Support	1,000
Total Designated Income	79,500	Printing	400
Other Income		Payroll Services	950
Miscellaneous	600	Database Support Fees	2,250
Total Other Income	600	Software Licenses	975
TOTAL INCOME	\$1,121,312	Web Hosting	1,400
EXPENSES		Computer Hardware	1,000
Senior Minister		Mortgage @1019	63,624
Salary & Housing	109,200	Total Office	93,369
FICA	8,354	Maintenance & Repair	
Pension	10,920	Carpet Cleaning	3,300
Health, Dental and Life Insurance	26,110	Gutter, Window & Drain Cleaning	5,000
Professional Expenses	10,920	Snow Removal	8,000
Total Senior Minister	165,504	Landscaping	3,100
Minister of Faith Development		Climate Control Maintenance Contract & Parts	16,983
Salary, Housing & Insurance	91,300	Gale House Maintenance	5,000
FICA	6,984	1019 Maintenance	1,500
Pension	9,130	Supplies-(Gale House, Unity Temple and 1019)	8,800
Insurance - Life & Disability, Medical	7,931	Total Maintenance & Repair	51,683
Professional Expenses	9,130	Utilities	
Total Minister of F.D.	124,475	GH Gas	2,200
Additional Staff		GH Electricity	1,200
Salaries & Benefits - Ministry/Membership	72,992	GH Water & Sewer	1,000
Salaries & Benefits - RE	31,084	UT Gas	16,250
Salaries & Benefits - Music	68,144	UT Electric	27,600
Salaries & Benefits - Social Action	13,206	UT Water & Sewer	6,000
Salaries & Benefits - Intern Ministers	9,000	1019 building (gas, electric, water and garbage)	13,410
Salaries & Benefits - Administrative & Support	234,132	Security Systems	3,706
Total Staff	428,548	Total Utilities	71,366
Worship & Music		Resource Development	
Choir & Music	8,900	Annual Fund Drive	500
Bell Choir	2,100	Auction Expense	500
Vocal Music Scholarship Program	4,000	Total Resource Development	1,000

Unity Temple Unitarian Universalist Congregation
 2018 Proposed Operating Budget
 1/1/18-12/31/18

Categories	Budget 2018	Categories	Budget 2018
Sarah Clark Music Program	3,000	Administration	
Worship Supplies & Expense	4,700	Loan Payments	9,300
Summer Services	4,300	Credit Card & Auto Pay Processing Fees	7,400
Piano Tuning/Organ Maintenance	520	Security Guard	5,880
Total Worship & Music	27,520	Insurance (UT, Gale House & Workers Comp)	36,196
Religious Education		Insurance-1019 building	4,106
Religious Ed - Curriculum	1,000	Board Meetings & Expense	1,000
Religious Ed - Supplies	2,500	Legal Fees	500
Religious Ed - Recognition	2,500	Advertising/Marketing	9,000
Religious Ed - Background Checks	1,000	Interfaith Membership Dues	600
Religious Ed - OWL Program	3,500	Nominating Committee	100
Religious Ed - Summer Assistants	1,800	Total Administration	74,082
YRUU	1,700		1,184,806
Adult RE	2,500	TOTAL EXPENSES	
Total Religious Education	16,500	Transfer to investment portfolio	8,674
Programs		Transfer from portfolio earnings towards mortgage	(3,900)
Membership Development	2,800	TOTAL OUTLAY	4,774
Committee Budgets	10,050		
Coffee Hour: Coffee & Supplies	1,800	BALANCE	\$(68,268)
Strategic Plan	2,000		
Lay Leadership Development	1,500	* Pass-through funds	
Total Programs	18,150		

2018 Projected Income: \$1,121,312



■ Annual Fund Drive Pledges ■ Rentals & Tours ■ Auction & Other Donations
■ Collection Plate ■ Program Income

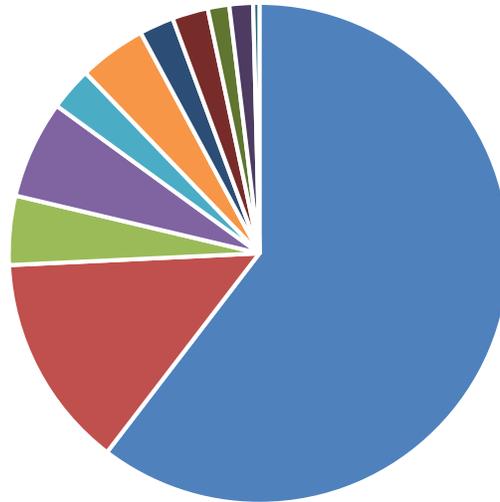
Income Fact Sheet

Rentals and Tours: UTUUC has a new agreement with the Frank Lloyd Wright Trust to conduct tours of Unity Temple. Thus far we have only concluded the fall quarter of the tour season therefore we are being conservative with our income estimates. We have not begun our marketing of Unity Temple as a wedding and event venue therefore we are estimating our rental income to match that of 2017.

Auction & Other Donations includes auction revenue, dues contributions, and financial gifts from non-members and members who do not make pledges.

Program Income and Collection Plate are earmarked for use when received. This includes the Sunday collection which is designated to the charitable recipient, RE and OWL registration, music, softball, as well as Ex Libris, Women's Retreat, the All Congregation Retreat, and the Men's Retreat.

2018 Projected Expenses: \$1,189,580



- Ministers and Staff
- Office and Utilities
- Collection Plate Donations
- Administration & Fundraising
- Denomination Support
- Building Maintenance & Repairs
- Designated Program Expenses
- Worship & Music
- Religious Education
- Congregational Life
- Transfer to/from endowment

Expense Fact Sheet

- Denominational Support is for CAUUC and the CAUUC marketing initiative, the UUA MidAmerica Region, and the UUA. The amount budgeted for our contributions to the UUA represents 65% and the MidAmerica Region represent 60% of the UUA's fair share recommendation.
- Building Maintenance & Repairs and Office & Utilities: These line items cover updated annual systems maintenance, increased gas and electric to run the geothermal system, increased insurance premiums, new irrigation system, supplies for all three buildings, snow removal, and paint and plaster repair. There are also new expenses to run 1019 South Blvd., which include a mortgage payment, utilities, and insurance.
- The transfer to the investment portfolio is in accordance with congregation policy to contribute 1% of annual pledge commitments to investments. The transfer from the investment portfolio is in accordance with the policy to use 3% of the earnings on the investments to make payments on the commercial loan (the budget reflects only the interest portion of these transfers).



Staff salaries include the following personnel**

Full time:

Senior Minister – Rev. Alan Taylor
Minister of Faith Development – Rev. Emily Gage
Director of Operations – Elizabeth Plummer
Membership Director – Tina Lewis

25 hours per week:

Music Director – Marty Swisher
Finance and Office Manager – Tracy Zurawski

20 hours per week:

Database and Finance Assistant – TBD
Custodian – TBD
Rental Manager - TBD

15 hours per week:

Faith in Action Coordinator – Rev. Colleen Vahey
Publications Coordinator – Susie O'Brien

Hourly - per week:

Accompanist (10 hrs/week – 10 months) – Peter Engel Storms
Youth Coordinator (10 hrs/week) – Heather Godbout
Preschool Coordinator (10 hrs/week – 9 months) – Sule Kivanc-Ancieta
Preschool Assistant (10 hrs/week – 9 months) – Megan Tideman
Nursery Coordinators (hourly – 12 months) – Kayla Parks
Nursery Assistants (Sunday morning only) – 7 paid and 1 volunteer
Sextons (as needed) – Nathan Cheatham, David Osorio, Ben Muciek, Quintin Williams

Summer Only:

Summer Minister (summer only) - TBD
Summer RE Coordinator (summer only) – Juliana Engel Storms

**A helpful excerpt from the article: Staffing the Large Congregation, by Rev. Stefan Jonasson

...As churches grow larger, their staffing needs grow larger and more complex....Even when church programs do rely heavily on volunteer staffing, such as in the case of religious education, the task of coordinating and training calls for a paid professional. There is a greater

need for specialization among staff, along with the training and skills that specialization demands.

In his book *Staff Your Church for Growth*, Gary McIntosh observes that churches follow one of three policies for staffing... staff for *decline*....to staff for *maintenance*...staff for *growth*.

... McIntosh offers a simple staffing formula. If a church is staffing for maintenance, it needs the equivalent of one full-time program professional (minister, religious educator, membership coordinator, and so on) for every 150 active participants (measured by average weekly attendance, including adults and children), assisted by one full-time support staff person for the first program professional and one half-time support staff person for each additional professional. (This staff complement does not include custodial staff, since the caretaking needs are largely determined by the size of the facility rather than the size of the congregation. Nor does this staff complement include those employees who are staffing a “subsidiary” of the congregation, such as a daycare center or social service agency.) If a church wishes to staff for growth, the basic program and support staff formula remains the same but the ratio shifts to one program professional for every 100 active participants.

... It is also important to strike a balance between *maintenance* positions, which serve the needs of current members, and *growth* positions, which expand the congregation’s ministry.

...Interestingly enough, churches that are well staffed usually find that their volunteer pool increases! We can speculate that this is because the quality of the volunteer experience improves when there is adequate staff to coordinate and support the work of volunteers.

However we may feel about the increased reliance on paid staff in our churches, there can be little doubt that the quality of congregational life is enhanced by an adequate, balanced, well-trained, fairly compensated and strongly motivated church staff.

If anyone has questions or concerns please contact Rob Bellmar, BOT President at president@unitytemple.org or Rev. Alan Taylor at minister@unitytemple.org.

DID YOU KNOW?

UTUUC has
52 active
committees

The administrative
office received more
than 4,000 phone
calls in 2017

Your office staff
received over
47,000 emails this
past year

In the past 12
months the
office cut 813
AP checks and
478 payroll
checks were
issued

The staff
attended an
average of
2,700 meetings
in 2017

Between May and July
there were 25 packing /
moving / unpacking days

In one month Rev. Taylor
exchanged 616 text
messages with members
and staff of UTUUC

In the past 12
months 180
email blasts
were created
and sent out

The staff scheduled
1,069 events on the
facilities scheduler
this past year

There are 284
total participants
in our music
program

2,760 minutes of
sermons were
prepared by our
ministerial staff

Our social justice
teams and staff
partner with 14
organizations
outside our walls

On average UTUUC collects and donates
\$53,000 for local charities and since this
programs 11 years ago has donated \$590,000