

# FY2016 ANNUAL REPORT UNITARIAN UNIVERSALIST CHURCH OF KENT

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INFORMATION AND DISCUSSION: MAY 31, 2016 7:00 PM  
VOTING: JUNE 5, 2016 12:45 PM



Unitarian Universalist Church of Kent  
228 Gougler Avenue • Kent, Ohio 44240  
[www.kentuu.org](http://www.kentuu.org)



Cover Art: "Raising the Bar" FY2016 stewardship logo designed by Saul Flanner.

## Annual Report for Fiscal Year 2016

Information and Discussion Meeting: May 31, 2016 7:00 pm

Voting Meeting: June 5, 2016, 12:45 pm

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### Table of Contents

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#### **Pages 5 - 10**

Agenda

Nominating Slate for Fiscal Year 2016 (7/1/2015 - 6/30/2016)

Minutes from the June 7, 2015 Voting Meeting

Annual Budget Proposal, Fiscal Year 2017

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#### **Proposed Revisions**

**Pages 11 - 30**

Proposed Mission Statement

Bylaw Revisions

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#### **Reports from Staff**

**Pages 31 - 40**

Minister: the Rev. Melissa Carvill Ziemer

Interim Director of Religious Education: Karen LoBracco

Director of Music: Hal Walker

Congregational Administrator: MaryBeth Hannan

Religious Education Assistant: Colleen Thoele

Intern Minister: Dave Clements

Commissioned Lay Leader: Christie Anderson

Commissioned Lay Leader: Lori McGee

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#### **Report from the Board**

**Pages 41 - 43**

Moderator: Kathie Slater

**Income Generation**

- Treasurer, Sandy Eaglen
- Capital Campaign Treasurer, Kay Eckman
- Capital Campaign Team
- Finance Committee
- Endowment Committee
- Grocery Card Fundraising Team

**Worship And Music**

- Music Committee

**Lifespan Learning & Spiritual Development**

- Religious Education Committee
- Kent Hogwarts

**Community Within**

- Program Coordinators
- 150<sup>th</sup> Anniversary Committee
- Membership Team
- Art in the Sanctuary
- Church Library Committee
- Master Plan Committee
- Lay Leadership Development

**Social Justice & Community Outreach**

- Social Justice Task Groups



**INSPIRE**



**SERVE**



**GROW**

## Information and Discussion: May 31, 2016

### Voting Meeting: June 5, 2016

#### Agenda

- I. Chalice Lighting and Welcome: Kathie Slater, Moderator
- II. Approval – Annual Meeting Minutes June 7, 2015
- III. Capital Campaign Update
- IV. Stewardship Presentation
- V. Presentation and Congregational Vote: Fiscal Year 2017 Program Budget, pages 9-10
- VI. Election of New Officers: Max Grubb, Chairperson Leadership Development Team, page 6
- VII. Presentation of the Proposed Mission Statement, page 11
- VIII. Presentation of Revised By-laws, pages 11 - 30
- IX. Building Expansion Update
- X. Appreciation of Outgoing Board Members: Kathie Slater
- XI. Closing: Kathie Slater



**The Leadership Development Committee presents the following  
Election Slate for Fiscal Year 2017**

**Board of Trustees**

<u>Name</u>	<u>Term</u>
Dani Beale	3 years, through June 30, 2019
	3 years, through June 30, 2019
	3 years, through June 30, 2019

**Financial Secretaries**

<u>Name</u>	<u>Term</u>
Eric van Baars	1 year, through June 30, 2017
Bonnie Harper	3 years, through June 30, 2019
Angela Barzizza-Young (Alternate)	1 year, through June 30, 2017

**Endowment Committee**

<u>Name</u>	<u>Term</u>
Sevim McCutcheon	3 years, through June 30, 2019

**Leadership Development Committee**

<u>Name</u>	<u>Term</u>
	<u>To extend term for one additional year.</u>
	3 years, through June 30, 2019
	3 years, through June 30, 2019

**The following individuals will be continuing in their elected terms**

**Board of Trustees**

Fred Pierre	1 year, through June 30, 2017
Ann VerWiebe	1 year, through June 30, 2017
Kathie Slater	1 year, through June 30, 2017
Jeff Marsh	2 years, through June 30, 2018
Mary Lou Holly	2 years, through June 30, 2018
Andrew Rome	2 years, through June 30, 2018

**Financial Secretaries**

Saunis Parsons	2 years, through June 30, 2018
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**Endowment Committee**

Shirley Kiernan	through June 30, 2017
Cheryl Casper	2 years, through June 30, 2018

**Leadership Development Committee**

<u>Name</u>	<u>Term</u>
Bonnie Harper	1 year, through June 30, 2017
Claudia Miller	1 year, through June 30, 2017
Outgoing Board Trustee (TBA_)	1 year, through June 30, 2017



*DRAFT*

UUCK ANNUAL MEETING FOR JUNE 7, 2015

MEETING CALLED BY: Max V. Grubb, Moderator

ATTENDEES: Quorum was met with 59 members

- Max welcomed the congregation with a slide show review of the past year.
  - It's been a busy year for the church and the community
  - We demo'd the Mills property and moved forward with expansion plans
  - We commend the committees that have made this work possible, including the extensive work put in by the by-laws committee
  - Max praised the staff, committee leaders and congregation members that have made all of this work possible
- APPROVAL OF ANNUAL MEETINGS FROM 2014
  - A movement was made, seconded and approved to approve the annual meeting minutes from June 2014
- BUDGET UPDATE
  - While giving was up, we were not able to give a staff COL increase or hire a paid accompanist for Hal (the goal had been a 13% increase year over year)
  - Because the Music Fund has its own ability to fundraise, short funding it is not a concern
  - 72% of the total budget is for personnel, nationally, that number is around 80%
  - The church is in good shape financially
  - The line-item program budget is available for review on request from the office
  - We pay dues to the OMD and UUA annually for each official church member – this year it's \$84 per person
  - A motion was made, seconded and passed to approve the annual program budget as presented
- KAREN LAPIDUS PRESENTATION
  - Mary Leeson made a motion, which was seconded, to bestow the title of Director of Religious Education Emerita to Karen Lapidus
  - The motion passed and a certificate was presented to Karen
- OFFICER SLATE
  - Elaine presented the proposed slate of officers
  - Based on the new by-laws, there is built in turn-over for the slate of officers

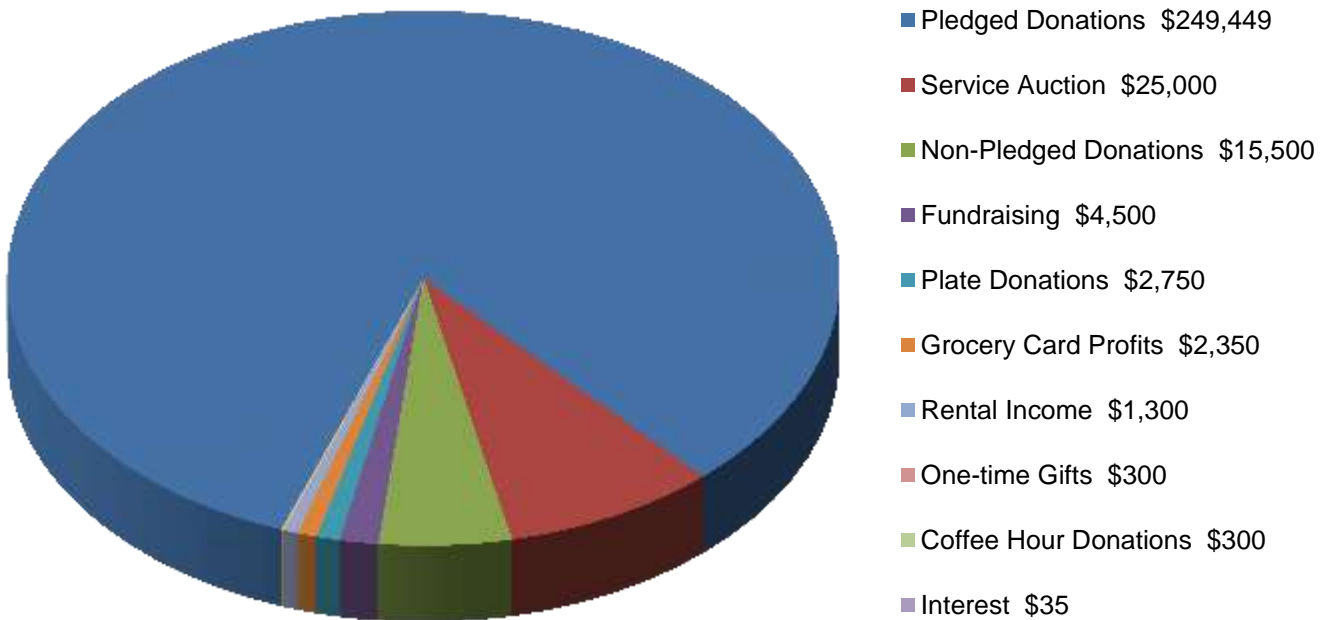
- A motion was made and seconded to accept the slate as presented
- All Board positions are all now at large
- Claudia thanked all of the people that accepted the call to be elected congregational meetings
- Max asked for nominations from the floor and none were made
- Swanee asked a question about who the congregation should approach with specific questions – Kathy Slater explained the new positions of “coordinators”
- Once the coordinators are appointed, the information will be posted and distributed to the congregation
- The Board will approve the new coordinators
- The Leadership Development Committee worked to develop the slate for elected and appointed leaders – as we go forward, the committee will be examining adding a voting process
- The new structure was voted on with the approval of the new by-laws
  
- **APPRECIATION OF OUTGOING BOARD MEMBERS**
- Max recognized Jack and Maryann, Dan Flippo and Leah
- Vivian presented Max with an outgoing gift
  
- **RESOLUTION MADE TO SUPPORT MOVE TO AMEND**
- Cheryl Kasper made a statement that the whereas comments in the resolution don’t support the resolution and that she is uncomfortable voting on an issue tied only to the City of Kent
- Although many people don’t live in the Kent, the Church is in Kent
- Even though it is Kent-based, the movement is intended to push this type of resolution to in turn pressure the state with a list of cities that have approved Move to Amend initiatives
- Dan Flippo objects to the Church telling Kent voters how to vote on a specific issue
- Sally says it’s not voting on a candidate but an issue, which could have a negative effect on the Church – this movement aims to restore Democracy
- Bonnie Esparza says that it is awkward putting this on the Kent ballot because it’s out of the approved timeline – and Kristy says voting on the resolution could actually cost the city money
- Vivian called the question and seconded and it carries
  
- **APPROVAL FOR BLACK LIVES MATTER RESOLUTION**
- Vivian, standing in for Lee, made a motion, which was seconded, to substitute a new resolution
- An active discussion on substituting ensued
- Vivian offered an explanation about the substitute resolution - including a less confrontational approach to law enforcement
- A motion to table was made and seconded – the motion passed
- Joel and Carol both encouraged the congregation to research Black Lives Matter movement before voting
- Cheryl Spoer asked that people with cars help those with transportation needs for special meetings and votes
- Sandy reminds everyone that there is a special meeting following the annual meeting to discuss the Board’s resolution on diversity and supporting minority communities
  
- **CALL FOR ADJOURNMENT**
- Motion was made, seconded and accepted to adjourn
  
- **CALL FOR SPECIAL MEETING**
- Max called for convening of a special meeting to vote on the Board’s resolution
- There was no quorum and the meeting did not take place



# Fiscal Year 2017 Program Budget Proposal

## Revenues

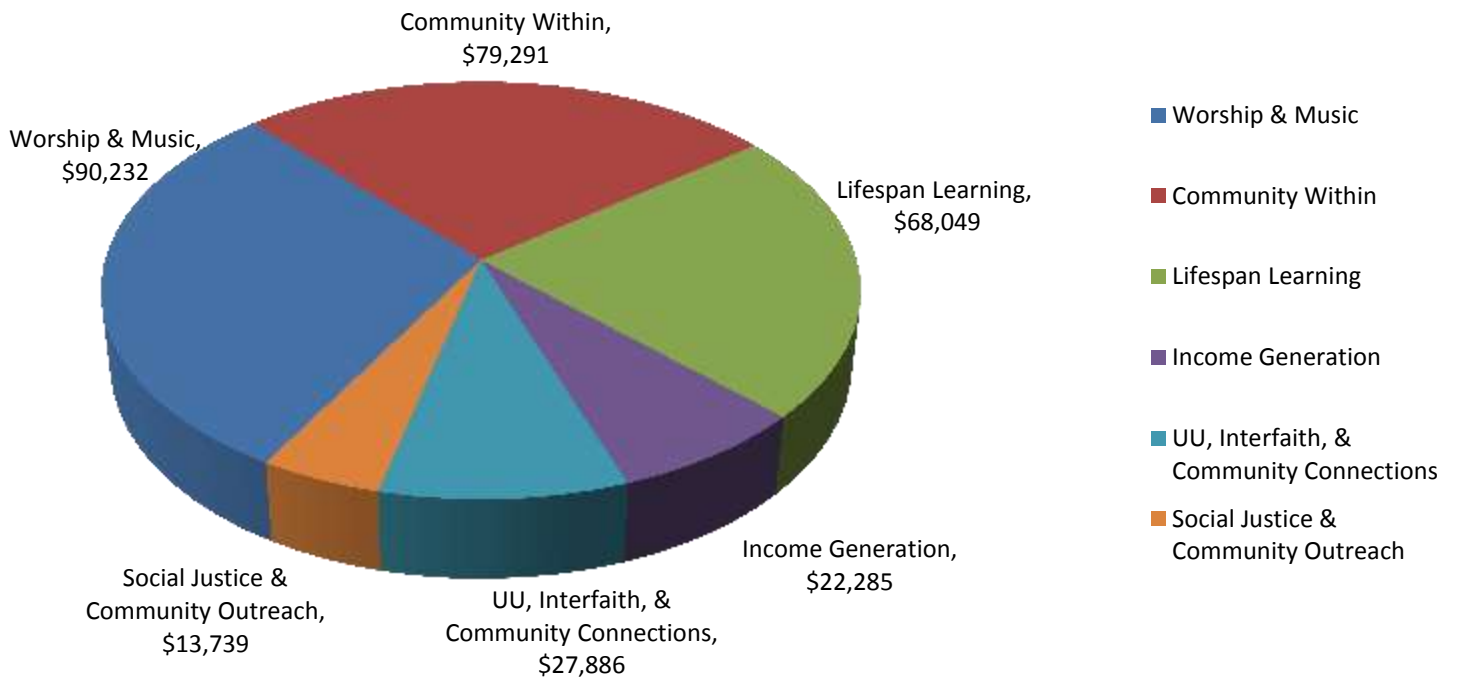
Pledged Donations	\$249,449.00
Service Auction	\$25,000.00
Non-Pledged Donations	\$15,500.00
Fundraising	\$4,500.00
Plate Donations	\$2,750.00
Grocery Card Profits	\$2,350.00
Rental Income	\$1,300.00
One-time Gifts	\$300.00
Coffee Hour Donations	\$300.00
Interest	\$35.00
<b>Total</b>	<b>\$301,484.00</b>



# Fiscal Year 2017 Program Budget Proposal Continued

## Program Expenses

Worship & Music	\$90,232
Community Within	\$79,291
Lifespan Learning	\$68,049
UU, Interfaith & Community Connections	\$22,285
Income Generation	\$27,887
Social Justice	\$13,739
<b>Total</b>	<b>\$301,484</b>



\*Reflects only Social Justice programming supported by the operating budget; this figure does not include monies donated for special collections.

Note: Facility operations and staff compensation expenses have been allocated to the UU Church of Kent Program Areas based on a percentage of staff time spent supporting our programs, ministries, committees, and events.

# **UNITARIAN UNIVERSALIST CHURCH OF KENT** **PROPOSED MISSION STATEMENT**

**To inspire love, to seek justice, and to grow in community.**

## **UNITARIAN UNIVERSALIST CHURCH OF KENT BYLAWS REVISIONS**

### **Unitarian Universalist Church of Kent**

# **BYLAWS**

**by Congregational Vote: April 26, 2015**

#### **ARTICLE I. IDENTITY AND PURPOSE**

##### **A. IDENTITY AND LEGAL STATUS**

1. The legal name of this church is The First Universalist Church of Kent, Ohio (Ohio Charter #307959, Federal Tax ID #34-1465789) doing business as the Unitarian Universalist Church of Kent (Ohio Charter #2183602) and is hereinafter referred to as the "Church." The Church is registered and recognized under the Internal Revenue Code 170 as a 501(c)3 public charity (DLN 17053121337013).
2. This Church is in fellowship with the Unitarian Universalist Association of Congregations (UUA), 24 Farnsworth Street, Boston, MA 02210-1409, and the Ohio-Meadville District (OMD), PO Box 157, St. Clairsville, OH 43950.
3. This congregation affirms and promotes the full participation of persons in our activities and endeavors without regard to ethnicity, national origin, color, economic or social status, age, gender, gender expression, gender identity, affectional/sexual orientation, physical or mental ability, religion or religious beliefs or creed.
4. The Church Fiscal Year is July 1 – June 30.

##### **B. PURPOSE**

1. Our purpose is to join together in a cooperative quest for religious and ethical values and to apply those values to the fulfillment of our objectives, which are:
  - The development of character
  - The enrichment of the individual
  - Service to all humanity
  - The promotion of universal fellowship
  - Harmony with nature

**Vision:** Our vitality and passion call us to restore and expand our space to equal the energy of our dreams. As we do, we are better equipped to carry on our historic legacy and embrace our potential for connection, service, programming, and outreach. (Adopted May 11, 2008)

**Mission:** ~~Through spirited worship and open-minded religious exploration, our mission is to inspire people to live caring lives of meaning and purpose. We seek to encourage curiosity, strive to create peace and justice, and care for the living Earth with reverence and gratitude. (Adopted May 11, 2008)~~

**To inspire love, to seek justice, and to grow in community.**

**Covenant:** We affirm that each life has brilliance and, when joined with others in joyful community, has the power to transform. We pledge ourselves and our resources to this journey.

This covenant inspires and challenges us to dwell together in right relationship. We promise to extend hospitality, nurture community for all ages, encourage spiritual growth, honor diversity, and practice kindness. (Adopted May 11, 2008)

2. The seven Principles of the Unitarian Universalist Association grew out of the grassroots of our communities, were affirmed democratically, and are part of who we are. We covenant to affirm and promote:
  - The inherent worth and dignity of every person
  - Justice, equity, and compassion in human relations
  - Acceptance of one another and encouragement to spiritual growth in our congregations
  - A free and responsible search for truth and meaning
  - The right of conscience and the use of the democratic process within our congregations and in society at large
  - The goal of world community with peace, liberty, and justice for all
  - Respect for the interdependent web of all existence of which we are a part
  
3. We also share a “living tradition” of wisdom and spirituality, drawn from many sources:
  - Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life
  - Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
  - Wisdom from the world's religions which inspires us in our ethical and spiritual lives
  - Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
  - Humanist teachings which counsel us to heed the guidance of reason and the results of science and warn us against idolatries of the mind and spirit
  - Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature

## **ARTICLE II. MEMBERSHIP AND MEETINGS**

This Church is a welcoming and inclusive community. Membership is open to all who are in sympathy with the Principles and Purposes of the Unitarian Universalist Association and the Church Mission and Vision and who live in alignment with the Church Covenant.

### **A. ACTIVE MEMBERSHIP**

1. An Active Member is a person who:
  - Is at least fourteen years of age
  - Has signed the Membership Book in the presence of the Minister, a member of the Board, or a member of the Membership Committee

- Has made an identifiable financial contribution in support of the most recently completed fiscal year.
    - **New Members must have made an identifiable financial contribution in the current fiscal year.**
  - Is actively involved in the Church
  - May withdraw membership by notifying the Minister or Membership Committee
2. Rights of Active Members include:
- Voting on Church matters four weeks after becoming an Active Member
  - Holding an elected position one year after becoming an Active Member
  - Holding an appointed position one year after becoming an Active Member
  - Serving on committees
    - Chairing committees/action teams one year after becoming an Active Member
3. **Active Members may not:**
- **Individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).**

## **B. INACTIVE MEMBERSHIP**

1. An Inactive Member is a formerly Active Member who:
- Has not contributed financially in support of the most recently completed fiscal year
  - Has not been actively involved in the Church for the past twelve months but has expressed a desire to retain a membership identity with the Church
2. Inactive Members may not:
- Vote on Church matters
  - Hold an elected position
  - Hold an appointed position
  - Chair a committee
  - **Speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).**
3. Inactive Members may resume Active Membership by doing the following:
- Making an identifiable financial contribution in support of the ~~most recently completed~~ current fiscal year
  - Becoming actively involved in the Church
  - Notifying the Membership Committee of their wish to resume Active Membership

## **C. EMERITUS MEMBERSHIP**

1. An Emeritus Member is a formerly Active Member who:
- Is now unable to maintain regular attendance but wishes to continue a relationship with the Church
  - Is nominated by the Membership Committee Chair and Minister for Board approval
    - Once approved, Emeritus status is valid throughout the individual's life unless revoked by the Board
  - Is not required to make a financial contribution
2. Emeritus Members may not:
- Vote on Church matters
  - Hold an elected position
  - Hold an appointed position

- Serve on Committees
- Speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

## D. FRIENDS OF THE CHURCH

1. A Friend of the Church is a person who:
  - Has pledged or made an identifiable financial contribution of record in support of the most recently completed fiscal year
  - Has requested Friend status or has been designated as a Friend by the Membership Committee
2. Friends may serve on certain committees.
3. Friends may not:
  - Vote on Church matters
  - Serve as a Committee Chair
  - Serve in Congregation-elected positions or on Congregation-elected committees
  - Serve in appointed positions
  - Speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

## E. REVIEW OF THE MEMBERSHIP LIST

The Membership Committee will:

- Each December, review the Membership List to:
  - Determine the status of Members
  - Report the membership tally to the Church Office and Board for the purpose of UUA certification
- Ten days prior to any voting meeting, make available the list of eligible voters

## F. TERMINATION OF MEMBERSHIP

1. A Member may resign from membership by written notice to the Minister or Membership Chair.
2. Membership may be terminated by a two-thirds vote of the Board, following consultation with the Minister and the appropriate Committee Chair (e.g. Membership Committee, Ministry Executive Team, Committee on Ministry, Religious Education) , if:
  - The Member has not fulfilled Active Membership requirements
  - The Member's actions may be harmful and/or threatening to the Church and/or the Congregation
3. In the event of a change in circumstance or disagreement by the individual whose membership was terminated, the individual may appeal to the Board for reconsideration.

## G. REINSTATEMENT OF MEMBERSHIP

Membership may be reinstated for individuals whose membership has been terminated for:

1. Failing to fulfill Active Membership requirements
  - May be reinstated upon the approval of the Membership Committee Chair
2. Threatening and/or harmful behavior
  - May be reinstated with an affirmative two-thirds vote of the Board in consultation with the Minister and appropriate Church leadership.

## **H. MEETINGS OF THE MEMBERSHIP**

### **1. ANNUAL MEETING**

- The Church will hold an Annual Meeting of its Membership in May or June to:
  - Elect Leadership, on a staggered basis, to three-year terms for the upcoming fiscal year:
    - Board Trustees
    - Financial Secretaries and Alternate(s)
    - Leadership Development Committee
    - Endowment Committee
  - Approve an Operating Budget for the coming fiscal year
  - Approve Board-endorsed changes to the Bylaws
  - Transact other business which may properly come to the Annual Meeting
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels.
  - Thirty days prior to the meeting date

### **2. SPECIAL MEETINGS**

- Either the Board or ten percent of the Active Members (based upon the most recent UUA membership certification) who have signed a petition may request a Special Meeting of the Active Membership for various purposes, including:
  - To discuss and/or vote on ~~major~~ issue(s) of significant gravity
  - To approve Board-endorsed changes to the Bylaws
- Petition must be submitted to the Moderator for certification prior to the meeting notice.
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Fourteen days prior to the meeting date

### **3. EMERGENCY MEETINGS**

The Board may call an Emergency Meeting of the Active Members.

- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Seven days prior to the meeting date.

### **4. TOWN MEETINGS**

The Board may call a Town Meeting to explore “open-ended questions”<sup>1</sup> and/or other topics of importance.

- Not for the purpose of voting
  - Eligible voter list requirement does not apply
- No quorum needed
- Open to All
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Fourteen days prior to the meeting date

### **5. SPECIAL MEETING FOR THE DISMISSAL OF A MINISTER**

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<sup>1</sup> In *Governance and Ministry*, by Dan Hotchkiss, an “open-ended question” is defined as “unanswered questions about church mission meant to be reflected upon.” (e.g. What is our brand? How do we wish to be known by the community?)

- Either the Board or ten percent of the Active Members (based upon the most recent UUA membership certification) who have signed a petition may request a meeting of the Active Membership for the Dismissal of a Minister.
  - Petition must be submitted to the Moderator for certification prior to the meeting
  - The Minister and Committee on Ministry must be informed of the intent to call a meeting for a dismissal.
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Thirty days prior to the meeting date
  - Held only September through June.
  - Not be conducted more than twice in any fiscal year.

## 6. MEETING NOTIFICATIONS

Meeting Notices must:

- Include date, time, and location
- Include an agenda and relevant informational materials
- Be publicized through the Church Office through regular communication channels:
  - Thirty days prior to an Annual Meeting
  - Fourteen days prior to a Special Meeting or Town Meeting
  - Seven days prior to an Emergency Meeting
  - Thirty days prior to a Special Meeting to Dismiss a Minister
- The Moderator will contact the Membership Committee to obtain a list of eligible voters.

## 7. QUORUM

The Quorum for ~~any~~ most meetings of the membership is twenty-five percent of the Active Members, based on the most recent UUA certification.

- The quorum for a meeting to dismiss a minister is fifty percent of the Active Members.

## 8. VOTING OF THE ACTIVE MEMBERSHIP

Only eligible Active Members may vote by attendance at a meeting or by submitting Absentee Ballots.

- A list of eligible voters will be made available
  - Ten days prior to an Annual or Special Meeting
  - Five days prior to an Emergency Meeting
- A minority of forty percent is required for dismissal of a minister.
- A simple majority of fifty-one percent is required for:
  - Elections
    - Board Trustees
    - Financial Secretaries and Alternate(s)
    - Endowment Committee
    - Leadership Development Committee
    - Ministerial Search Committee (on an as-needed basis)
  - Approval of a Commissioned Lay Leader
  - Approval of the Operating Budget
  - Approval of Bylaws revisions
- A super-majority of seventy-five percent is required for:
  - Statement of Conscience<sup>2</sup>
  - Acquisition or disposal of real property
    - Dissolution of the Church
- A super-majority of eighty-five percent is required for:
  - Calling a Minister

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<sup>2</sup> A public statement that exemplifies our commitment to justice, equity, and compassion.



- Approving an Affiliated Community Minister
- Designating an Emeritus Minister
- Approval of Congregational Resolutions
  - Congregational Resolutions must follow Special Meeting procedures.
  - Those who cast ballots for the minority position may, at their discretion, submit a statement to be included in the meeting minutes.
- Proxy voting is prohibited.
- Absentee Ballot
  - Only Active Members may vote by Absentee Ballot.
  - Absentee Ballots must be obtained from the Church Office by request.
  - Absentee Ballots must be submitted to the Moderator twenty-four hours prior to the Meeting.
  - The Absentee Ballot vote tally shall be announced by the Moderator as part of the vote results.
    - In the event of significant amendment(s) to voting item(s), as determined by the Moderator, Absentee Ballots will not be counted.
  - Absentee Ballots are not counted in determining a quorum.

### **ARTICLE III. GOVERNANCE - MISSION ARTICULATION**

Governance is a collective, democratic process. The intended style of leadership will be consultative, collegial, and Inclusive as well as honest and forthright. All Church leaders are expected to practice transparent decision-making, healthy conflict management, and mutual support in their respective roles.

#### **A. CONGREGATIONAL AUTHORITY AND RESPONSIBILITIES**

1. The ultimate authority for all matters pertaining to the operation of the Church rests with the Congregation which:
  - Consists of the voting membership of the Church
  - Functions as a legally-constituted body at its Annual and Special Meetings
2. The Congregation elects:
  - The Board of Trustees
  - The Leadership Development Committee
  - The Endowment Committee
  - Financial Secretaries and Alternate(s)
3. The Congregation calls the Minister(s)

#### **B. BOARD OF TRUSTEES – COMPOSITION, AUTHORITY, AND RESPONSIBILITIES**

The Board shall devote the majority of its attention to discernment, strategy, and oversight.

##### **1. COMPOSITION OF THE BOARD**

- The Board shall be comprised of nine Active Members.
- The Minister is an ex-officio, non-voting member.
- The Governance Executive Team (GET) shall be comprised of:
  - The Moderator
  - The Assistant Moderator
  - The Secretary
  - The Executive Team Trustee
  - The Minister as an ex-officio, non-voting member

## 2. BOARD TRUSTEE ELECTIONS AND TERMS OF OFFICE

- The Board Trustees are elected to serve a three-year term.
  - Three new Trustees will be elected annually.
  - Trustees are limited to two consecutive Board terms (six years).
- **The June Board meeting will consist of two parts including participation of both outgoing and incoming Board Trustees:**
  - **Part I: The outgoing Board will conduct its final business.**
  - **Part II: Incoming Board Trustees assume duties:**
    - **Elect Governance Executive Team**
    - **Appoint a chair to the Leadership Development Committee**

~~Newly-elected Board Trustees will observe at the last Board meeting of the current fiscal year, then assume Trustee positions on July 1 (ensuring a transitional one-month overlap).~~
- ~~Outgoing Board Trustees' terms end on June 30.~~
- Vacant Board Seat
  - The Board shall immediately appoint a replacement from the Active Membership to serve as a Trustee until the next Annual Meeting election.
- The Governance Executive Team shall serve a one-year term.
  - Term is renewable providing the Trustee has remaining time on Board term.
  - Vacant Governance Executive Team seat:
    - The Board shall, as soon as possible, elect a replacement to serve from among the current Board members.
    - In the event of a Moderator vacancy, the Assistant Moderator shall serve as Moderator until the Board can elect a replacement.
    - In the event of an Assistant Moderator or Secretary vacancy, the Executive Team Trustee shall serve as Assistant Moderator or Secretary until the vacancy is filled.

## 3. BOARD AUTHORITY AND RESPONSIBILITY

The Board of Trustees, elected by the voting Active Members of the Congregation, acts on their behalf. The Board shall:

- Elect a Governance Executive Team from amongst itself :
  - ~~At the first meeting of the new fiscal year~~ **Part II of the June Board of Trustees' meeting.**
  - Newly-elected Trustees are only eligible for Moderator position if they have served on the Board within the past three years.
- In collaboration with the Leadership Development Committee, appoint Active Members to the following Positions and Committees:
  - **Leadership Development Committee Chair**
    - **At Part II of the June Board of Trustees meeting**
    - **Potential chairs may include immediate Past-Moderator, immediate Past-Assistant Moderator, or exiting Board Trustee**
      - **May not include a current Board member**
    - **To assume position at appointment**
  - Treasurer
    - To begin training with the current Treasurer on January 1
    - To assume position on July 1
    - For a three-year term, not to exceed two terms
  - A Past Moderator to the Ministry Executive Team
    - Will observe at the August Ministry Executive Team meeting (to ensure a one-month transitional overlap)
    - To assume position on September 1
    - For a one-year term, not to exceed three terms

- Ministries Coordinators
  - To include:
    - Buildings and Grounds Coordinator
    - Personnel Coordinator
    - Social Justice and Community Outreach Coordinator
    - UU, Interfaith, and Community Connections Coordinator
    - Volunteer Ministries Coordinator
  - To assume position on July 1
  - For a three-year term, not to exceed two terms
- Committee on Ministry (COM)
  - To assume responsibilities on September 1
  - For a three-year term, not to exceed two terms
  - In the case of a newly-settled Minister, appoint a member from the Ministerial Search Committee to the COM
- Master Plan Committee
  - To assume responsibilities on September 1
  - For a three-year term, not to exceed two terms
  - Chaired by the Assistant Moderator
- Safer Congregation Team
  - To assume responsibilities on September 1
  - For a three-year term, not to exceed two terms
- Interim-Minister Search Committee
  - On an as-needed basis
    - Three-year term does not apply
- Fill vacancies for any elected non-Board positions:
  - In consultation with the Leadership Development Committee
  - Appointees will serve until next Annual Meeting.
- Hire an Interim, Developmental, or Contract Minister.
- Enact changes in Membership status
  - Appoint Members to Emeritus status
  - Terminate Memberships
  - Reinstate Memberships
- Certify Active Membership count
- The Board shall discern, articulate, and monitor compliance with the Church's Mission, Vision, and Covenant:
  - Create and enact an Annual Vision of Ministry
    - Envision and set goals
    - Provide focus for the Master Plan
    - Make strategic choices
  - Review, update, and follow Annual Board Calendar (See Appendix A)
  - Respond to:
    - Requests for Church sponsorship of potentially controversial Social Justice events and/or Resolutions
    - Recommendations from the Committee on Ministry regarding inappropriate and/or disruptive behavior
    - Requests and /or recommendations from the MET and/or Coordinators
    - Requests for the formation of organizations within the Church
  - Generate "open-ended questions" (Hotchkiss)
    - To be presented and discussed at Town Meetings
- The Board shall assume fiduciary<sup>3</sup> responsibility for the Church to:

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<sup>3</sup> Fiduciary – "the duty of care of financial, human, and material resources through delegation, oversight, and evaluation" (Hotchkiss)

- Ensure that all policies and activities are faithful to the Church's Mission, Vision, and Covenant
- Determine fiscal-year priorities based on Mission
  - To drive budgeting process
  - To provide focus/direction for the Master Plan
- On behalf of the Congregation, comply with all Local, State, and Federal laws
- Ensure that the Church is fiscally sound
  - Review monthly financial reports
  - Submit a Board-approved budget for the Annual Meeting
  - Approve necessary non-budgeted expenses not to exceed an annual total of five percent of the current fiscal year budget
    - Unbudgeted expenses exceeding an annual total of five percent of the current fiscal year budget require approval of the membership.
  - Respond to any major financial appeal requests
    - Stewardship Campaign
    - Capital Campaign
    - Major fundraising activities
    - Special appeals
  - Respond to Endowment Committee recommendations
- Call meetings of the membership:
  - Annual Meeting
  - Special Meetings
  - Town Meetings
  - Emergency Meetings
- Conduct annual Congregational Assessment<sup>4</sup> (See Appendix B)
- The Board shall work closely with the Ministry Executive Team (MET) including:
  - Reviewing monthly MET reports
    - Hear and respond to employee disciplinary or dismissal appeals.
    - Hear and respond to recommendations to grant Emeritus status to retired professional staff.
- The Board shall assess and represent the will of the Congregation by:
  - Reviewing Board and Ministry reports
  - Creating, evaluating, and/or approving policies regarding all ministries and activities of the Church
- The Board shall, as deemed necessary, create, appoint, and empower Action Teams<sup>5</sup>.
- The Board shall monitor and evaluate the Congregation's Leadership:
  - The Minister
  - The Staff
  - Board-Appointed Positions and Committees
    - Treasurer
    - Building and Grounds Coordinator
    - Personnel Coordinator
    - Social Justice and Community Outreach Coordinator
    - UU, Interfaith, and Community Connections Coordinator
    - Volunteer Ministries Coordinator
    - Committee on Ministry
    - Interim-Minister Search Committee
    - Master Plan Committee

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<sup>4</sup> The instrument developed by the Committee on Ministry used to assess the health and effectiveness of the congregation in living into its Mission.

<sup>5</sup> A temporary team charged with completing a specific task.

- Leadership Development Committee
- Board-Appointed Action Teams
- Itself
- The Board shall operate as a unit
  - The Moderator and/or Minister have the authority to function as agents of the Church in special circumstances.
  - The Governance Executive Team has authority to respond quickly when immediate action is required.
    - Any emergency action taken by the Governance Executive Team is binding unless reversed by the Board as a whole.
  - Individual Board Members have no authority to make decisions or act unilaterally.
- The Board shall reserve the right to remove a Trustee by two-thirds vote of the Board for:
  - Failure to attend three Board meetings in one fiscal year
  - Failure to fulfill Board duties and obligations
  - Serious violation of the Board Covenant

#### 4. BOARD TRUSTEE RESPONSIBILITIES

##### ● DUTIES OF THE MODERATOR

The Moderator shall serve as Chief Governance Officer of the Congregation and shall bear overall responsibility with the Board for leading the governance of the Church.

The Moderator shall:

- Be elected by the Board from its current membership
    - ~~At the first meeting of the fiscal year~~
    - **During Part II of the June Board meeting**
    - Newly-elected Trustees are only eligible if they have served on the Board within the past three years.
  - Serve a one-year term on the Governance Executive Team
    - Eligible for additional term(s) as long he/she has remaining time on Board term
  - Call meetings, establish agendas, and preside at official meetings of the Congregation, Board, and Governance Executive Team
    - Ensure all meeting notifications and materials are publicized through the Church Office through regular communication channels within appropriate deadlines
    - Contact the Membership Committee to provide a list of eligible voters as appropriate
  - Prepare and submit an annual report to the Congregation
  - ~~Ensure the~~ **Develop and guide** the implementation of the Annual Board Calendar
  - In consultation with the Minister, act as an official Church representative to the community
  - As an agent of the Church, have the authority to obligate the Church contractually as approved by the Board or **the Active** Membership
  - Ensure faithful compliance with the Bylaws in all operations of the Congregation and Board
  - Participate in the regular review of the Minister
  - Following his/her Board-term:
    - ~~Immediately~~ **May** chair the Leadership Development Committee for a one-year term
    - Be eligible to serve on the Ministry Executive Team
- ##### ● DUTIES OF THE ASSISTANT MODERATOR

The Assistant Moderator shall:

- Be elected by the Board from its current membership
  - **At Part II of the June Board meeting**
  - ~~At the first meeting of the fiscal year~~

- Serve a one-year term on the Governance Executive Team
  - Eligible for additional term(s) as long he/she has remaining time on Board term
- Assist the Moderator in his/her duties
  - Act for the Moderator in case of absence or inability to preside
  - In case of a Moderator vacancy, act until a new Moderator is elected by the Board
- Chair the Master Plan Committee
  - Work in collaboration with Coordinators and Committee Chairs
  - Prepare and submit an annual report to the Congregation
  - ~~▪ Following his/her Board term, if immediate past Moderator is unavailable, chair the Leadership Development Committee for a one-year term.~~
- **Following his/her Board-term:**
  - **May chair the Leadership Development Committee for a one-year term**

- **DUTIES OF THE BOARD SECRETARY**

The Board Secretary shall:

- Be elected by the Board from its current membership
  - **At Part II of the June Board meeting**
  - ~~▪ At the first meeting of the fiscal year~~
- Serve a one-year term on the Governance Executive Team
  - Eligible for additional term(s) as long he/she has remaining time on Board term
- Take, disseminate, and maintain minutes for all official meetings of the Board and Congregation
- Provide notification of elections or appointments to Church leadership roles
- Handle Board correspondence
- **Following his/her Board-term:**
  - **May chair the Leadership Development Committee for a one-year term**

- **DUTIES OF THE GOVERNANCE EXECUTIVE TEAM TRUSTEE**

The Governance Executive Team Trustee shall:

- Be elected by the Board from its current membership
  - **At Part II of the June Board meeting**
  - ~~▪ At the first meeting of the fiscal year~~
- Serve a one-year term on the Governance Executive Team
  - Be an at-large member of the Governance Executive Team
  - Eligible for additional term(s) as long he/she has remaining time on Board term
- Act as the temporary Assistant Moderator or Secretary in case of vacancy:
  - Until elected Assistant Moderator or Secretary resumes duties
  - Or until new Assistant Moderator or Secretary is elected
- **Following his/her Board-term:**
  - **May chair the Leadership Development Committee for a one-year term**

- **DUTIES OF THE AT-LARGE BOARD TRUSTEES**

The At-Large Board Trustees shall bear responsibility with the Governance Executive Team for leading the governance of the Church. At-Large Trustees shall:

- Accept tasks as delineated in the Bylaws
- Carry out tasks as delegated by the Moderator
- **Following his/her Board-term:**
  - **May chair the Leadership Development Committee for a one-year term**

## ARTICLE IV. MINISTERS

### A. THE SETTLED MINISTER<sup>6</sup>

#### 1. THE SETTLED MINISTER, HEREINAFTER REFERRED TO AS “THE MINISTER,” IS CALLED BY THE CONGREGATION.

#### 2. CALL OF A NEW MINISTER

- At an Annual or Special Meeting, the Congregation shall elect a Ministerial Search Team from the Active Members of the Church.
  - From a slate of nominees approved by the Board in consultation with the Leadership Development Committee
  - By simple-majority vote of fifty-one percent of the Active Members in attendance and those who have submitted Absentee Ballots at an Annual or Special Meeting
- At a Special Meeting, the Ministerial Search Committee, in accord with UUA guidelines, will present a Ministerial Candidate
  - Who is in Final Fellowship<sup>7</sup> with, or in the process of obtaining Fellowship with the UUA
- The Ministerial Candidate must be approved by a super-majority vote of at least eighty-five percent of the Active Members in attendance and those who have submitted Absentee Ballots.

#### 3. ROLE AND AUTHORITY OF THE MINISTER

- Tenure and specific duties of the Minister shall be governed by agreement between the Minister and the Board on behalf of the Congregation.
- The Minister shall lead and direct the spiritual and programmatic work of the Church
  - Through shared ministry
  - Through Freedom of the Pulpit<sup>8</sup>
  - With fidelity to the Mission, Vision, and Covenant of the Church
- The Minister shall lead and direct the administrative and management processes of the Church including:
  - Serving as Chief Executive Officer
    - As an agent of the Church, has the authority to obligate the Church contractually as approved by the Board or Membership
  - Serving as the head of the Staff team
    - Ensuring that Staff efforts are directed towards fulfilling the Congregation’s Mission and Vision
    - Overseeing Staff compliance with all Church policies
  - Serving as an ex-officio, non-voting member of:
    - The Board
    - All Ministry, Program, and Standing Committees and Action Teams with the exception of the Interim-Minister Search Committee and Ministerial Search Committee
  - Chairing the Ministry Executive Team (MET)

### B. AFFILIATED COMMUNITY MINISTER

An Affiliated Community Minister serves a ministry in the community and is in good-standing with the UUA Fellowship Committee.

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<sup>6</sup> A minister called to a permanent position by a congregation.

<sup>7</sup> Final Fellowship is granted to a minister who previously was in Preliminary Fellowship for at least three years and who received three satisfactory renewals and has been deemed by the UUA Fellowship Committee to be an appropriate candidate for Final Fellowship. Preliminary Fellowship is granted to a candidate who has completely fulfilled all requirements for Fellowship to the satisfaction of the UUA Ministerial Fellowship Committee.

<sup>8</sup> The Minister speaks the truth as he/she understands it.

- At an Annual or Special Meeting, an Affiliated Community Minister Is approved by a super-majority eighty-five percent vote of the Active Members in attendance and by those who have submitted Absentee Ballots.
- The tenure and specific duties of the Affiliated Community Minister shall be governed by agreement between the Settled Minister and the Board on behalf of the Congregation.

**C. INTERIM, DEVELOPMENTAL, AND CONTRACT MINISTERS**

Transitional Ministers who serve a limited term (See UUA guidelines.)

- Hired by the Board

**D. INTERN MINISTER**

An Intern Minister is in aspirant<sup>9</sup> or candidate<sup>10</sup> status with the UUA Fellowship Committee

- Hired by the Board

**E. EMERITUS MINISTER**

A retired minister who is in good standing with the UUA

- Designated by eighty-five percent super-majority vote of the Active Members at a Special or Annual Meeting

**F. COMMISSIONED LAY LEADER(S)<sup>11</sup>**

- At an Annual or Special Meeting, a Commissioned Lay Leader (CLL) is approved by a simple majority of fifty-one percent of the Active Members in attendance and by those who have submitted Absentee Ballots.
- The tenure and specific duties of the Commissioned Lay Leader shall be governed by agreement between the Settled Minister and the Board on behalf of the Congregation.
- Dismissal of Commissioned Lay Leader(s)
  - In the event of performance concerns of Commissioned Lay Leader(s), they may be invited to engage in mediation. The Minister and Committee on Ministry must be informed of the intent to call a meeting for dismissal.
  - Dismissal requires a simple majority of fifty-one percent of the Active Membership in attendance at a Special or Annual Meeting and by those who submit Absentee Ballots.

**G. DISMISSAL OF A MINISTER(S)**

- Ministers hired by the Board can be dismissed by the Board.
- In the event of performance concerns, Ministers called by the Congregation may be invited to engage in mediation in consultation with the Unitarian Universalist Association and/or the Unitarian Universalist Ministers Association.
- The Minister and Committee on Ministry must be informed of the intent to call a meeting for dismissal.
- See Article II, H, 5 - 8 for meeting requirements for a Dismissal of a Minister.

**ARTICLE V. MINISTRY – MISSION IMPLEMENTATION**

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<sup>9</sup> An individual who has completed the initial steps to pursue Ministerial Fellowship with the Unitarian Universalist Association Fellowship Committee.

<sup>10</sup> An individual who is in the process of pursuing Ministerial Fellowship with the Unitarian Universalist Association Fellowship Committee.

<sup>11</sup> A Commissioned Lay Leader is an Active Member who has successfully completed the certification process through the Unitarian Universalist Association.



## A. MINISTRY EXECUTIVE TEAM – COMPOSITION, AUTHORITY, AND RESPONSIBILITIES

The Ministry Executive Team (MET) shall devote the majority of its attention to the day-to-day management and administration of the Church's ministries.

### 1. COMPOSITION OF THE MINISTRY EXECUTIVE TEAM (MET)

- The MET shall be comprised of:
  - The Minister
  - The Board-appointed Treasurer
  - The Board-appointed Past-Moderator
    - Having served as Moderator within the past five years
    - Serves a one-year term, not to exceed three terms
    - To assume position on September 1
  - The Congregational Administrator

### 2. MINISTRY EXECUTIVE TEAM (MET) AUTHORITY AND RESPONSIBILITIES

- The MET shall:
  - Support the Mission, Vision, and Covenant of the Church
  - Provide professional leadership to the Church
- The MET shall supervise the day-to-day business of the Church, including:
  - Monitor and evaluate program areas:
    - Community Within
    - Income Generation
    - Lifespan Learning and Spiritual Development
    - Social Justice and Community Outreach
    - UU, Interfaith, and Community Connections
    - Worship and Music
  - Monitor and evaluate all communication processes.
    - Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).
  - Work in collaboration with the Coordinators:
    - Building and Grounds Coordinator
    - Personnel Coordinator
    - Social Justice and Community Outreach Coordinator
    - UU, Interfaith, and Community Connections Coordinator
    - Volunteer Ministries Coordinator
  - In collaboration with the Personnel Coordinator, make staffing decisions including hiring and dismissal.
  - In collaboration with the Personnel Coordinator, make recommendations to the Board to grant Emeritus status for retired professional staff.
  - Review and respond to requests from Coordinators and/or a group of Active Members for the formation of Action Team(s)
- The MET shall operate within the policies approved by the Board
  - Shall defer to and/or involve the Board in discussion as it deems necessary
  - Report monthly to the Board
- The MET's fiscal responsibilities include:
  - In collaboration with the Finance Committee, creating a draft budget based on the Board's vision-based fiscal year priorities
    - Presenting draft budget to the Board for endorsement
  - Approving necessary unbudgeted expenses not to exceed an annual total of one percent of the current fiscal year budget
  - Ensuring an annual Stewardship Campaign for the operating budget occurs

## B. COMMITTEES AND TEAMS ELECTED BY THE CONGREGATION

Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

All Committees elected by the Congregation shall:

- Be comprised of three to five Active Members
  - To serve a three-year term, not to exceed two terms
  - To assume position on July 1
- Submit an annual report to the Congregation
- Set annual goals
- Support Mission, Vision, and Covenant

### 1. LEADERSHIP DEVELOPMENT COMMITTEE

The Leadership Development Committee shall:

- Be elected at the Annual Meeting
- Be chaired by the immediate Past- Moderator, immediate Past-Assistant Moderator, **or exiting Board Trustee**
  - **Board appointment at Part II of June Board of Trustees' meeting**
  - Serve a one-year term
  - ~~May still be seated on the Board~~
- Provide opportunities and/or information for Leadership Development to the-congregation
- Implement a process to identify, equip, and connect Active Members with congregational leadership roles.
- Provide a slate of Board-endorsed candidates for all Congregation-elected positions and committees
  - At the Annual Meeting
  - Including:
    - Board of Trustees
    - Leadership Development Committee
    - Endowment Committee
    - Financial Secretaries and Alternate(s)
    - Ministerial Search Team (as needed)
- Provide a slate of candidates to the Board for the following Board-appointed positions and committees:
  - Board-Appointed Coordinators
    - Prior to the June Board meeting
    - Including:
      - Building and Grounds Coordinator
      - Personnel Coordinator
      - Social Justice and Community Outreach Coordinator
      - UU, Interfaith, and Community Connections Coordinator
      - Volunteer Ministries Coordinator
      - Interim Minister Search Team (as needed)
  - Past-Moderator to the Ministry Executive Team
    - Prior to the July Board meeting
  - Board-Appointed Committees
    - Prior to the August Board meeting
    - Including:
      - Committee on Ministry
      - Master Plan Committee
      - **Safer Congregation Team**

- Treasurer
  - Prior to the December Board meeting

## 2. ENDOWMENT COMMITTEE

The Endowment Committee is charged with overseeing and managing Endowment Funds(s) intended for the long-term benefit of the Church. The Endowment Committee shall:

- Be elected at the Annual Meeting
- Select its own chair annually
- Meet at least twice annually
- Solicit and receive gifts in accordance with the Gift Acceptance Policy

## 3. FINANCIAL SECRETARIES AND ALTERNATE(S)

The Financial Secretaries and Alternate(s) shall:

- Be elected at the Annual Meeting
- Work in collaboration with the Treasurer and Bookkeeper
- Receive, process, and record all donations
- Make a weekly bank deposit

## 4. MINISTERIAL SEARCH TEAM

The Ministerial Search Team conducts the process that results in a recommendation to the Congregation of a candidate for the Settled Minister position. The Ministerial Search Team shall:

- Be comprised of seven to ten Active Members
- Be elected, as the need arises, by the Active Members
  - At a Special or Annual Meeting
- Elect its own Chair
  - Chair to serve on the Committee on Ministry following the election of a Settled Minister
- Conduct the search process in accordance with Unitarian Universalist Association guidelines

## C. BOARD-APPOINTED LEADERSHIP POSITIONS WITH CORRESPONDING RESPONSIBILITIES

Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

### 1. TREASURER

The Church Treasurer shall:

- Be appointed by the Board of Trustees to serve a three-year term
  - Begin training January 1 with current appointed Treasurer
    - Assume Treasurer position on July 1
  - Limited to two consecutive terms (six years)
- Have oversight responsibilities for the Church's finances
- Serve on the Finance Committee
- Have oversight responsibility for elected volunteer financial positions
  - Financial Secretaries and Alternate(s)
- Serve as a liaison between the Board and financial committees
  - Finance Committee
  - Fundraising Committee
  - Service Auction Committee
  - Stewardship Committee
  - Capital Campaign Committee
  - Special appeals
- Serve on the Ministry Executive Team
- Work in collaboration with the Bookkeeper

- Participate in the preparation of the annual budget
- Report monthly to the Board
- Report to the Congregation as needed including:
  - Preparing a fiscal year report for the Annual Meeting
  - Preparing pledge/donation statements

**D. BOARD-APPOINTED MINISTRY COORDINATORS WITH CORRESPONDING RESPONSIBILITIES**

Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

All Board-Appointed Coordinators shall:

- Be an Active Member of the Church
- Serve a three-year term
  - Assume position on July 1
  - Limited to two consecutive terms (six years)
  - Coordinator appointments should be staggered when possible.
- Set annual goals
- Support Mission, Vision, and Covenant
- Work in collaboration with the Ministry Executive Team (MET)
  - Report monthly to the MET
  - Create Action Teams, as needed, in collaboration with the MET
- Submit an annual report to the Congregation

**1. BUILDINGS AND GROUNDS COORDINATOR**

The Buildings and Grounds Coordinator shall:

- Coordinate processes related to the purchase, replacement, and/or disposition of physical assets
- Facilitate the maintenance and repair needs of:
  - Church structures
  - Equipment
  - Grounds
    - Including gardening and clean-up
- Oversee accessibility and safety of Church property
- In collaboration with the Finance Committee, review all Building and Grounds contracts annually

**2. PERSONNEL COORDINATOR**

The Personnel Coordinator shall:

- Be involved in maintaining and updating employment policies
- Monitor compliance with the Church’s commitment to maintaining UUA Fair Compensation Guidelines (Congregational Vote for Fair Compensation, Fall 2003)
- Serve on Search Committees for lay-staff positions
- In collaboration with the MET, make staffing recommendations to the Board, including hiring and dismissal.
- In collaboration with the Ministry Executive Team, make recommendations to the Board to grant Emeritus status for retired professional staff.
- Monitor and facilitate employee grievance processes and resolution(s)

**3. SOCIAL JUSTICE AND COMMUNITY OUTREACH COORDINATOR**

The Social Justice and Community Outreach Coordinator shall:

- Chair the Social Justice Council
  - Serve as a liaison to the Social Justice Task Groups
- Submit requests for support and/or endorsement of Social Justice proposed resolutions, events, and/or action(s) to the MET

- Participate in the decision-making process for any proposal
- Facilitate the process for any proposed Congregational Resolution
- Inform the Congregation of Social Justice participation opportunities through the UUA

#### **4. UU, INTERFAITH, AND COMMUNITY CONNECTIONS COORDINATOR**

The UU, Interfaith, and Community Connections Coordinator shall:

- Act as a liaison between the Church and the OMD, CERG, and the UUA
  - Inform the Congregation of local, regional, and national UU issues, meetings, events, workshops, institutes, and other opportunities
- Act as a liaison between the Church and other local interfaith groups
- Act as a liaison between the Church and local community organizations (e.g. Kent Area Chamber of Commerce, Kent State University, businesses)

#### **5. VOLUNTEER MINISTRIES COORDINATOR**

The Volunteer Ministries Coordinator shall:

- Serve as liaison with Committee and Ministry Chairs
- Facilitate and supervise Volunteer recruitment based on program and ministry needs
- Coordinate and supervise volunteer appreciation efforts

### **E. BOARD-APPOINTED COMMITTEES AND CORRESPONDING RESPONSIBILITIES**

Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote). Board-Appointed Committees shall:

- Be comprised of three to five Active Members
  - Serve a three-year term, not to exceed two terms
  - To assume position on September 1
- Report to the Board quarterly
- Submit an annual report to the Congregation

#### **1. MASTER PLAN COMMITTEE**

The Master Plan Committee shall:

- Be chaired by the Assistant Moderator
- Include the Minister as an ex-officio member
- Based on Congregational dialogue and consultation with Ministry Coordinators and Committee Chairs, facilitate the updating and/or revision of the Church's Vision Statement, Mission Statement, and Covenant
- Update and/or revise the Church's long-range Master Plan

#### **2. COMMITTEE ON MINISTRY**

The Committee on Ministry (COM) shall:

- Select its own Chair annually
  - COM Chair to participate in the regular review of the Minister
    - Annual review for a newly-settled Minister for the first three years or the duration of a Minister's status in Preliminary Fellowship, whichever is longer
    - Biennial review of an established Minister beginning in his/her fourth year or after receiving Final Fellowship
- Monitor and nurture the health of the Church's shared ministries
- Select an evaluation tool to be used by the Board to conduct an assessment of how the Congregation is living into its Mission
- Provide oversight to cultivate open and appropriate Church-wide communication
- Prepare and submit a slate of COM candidates to the Board to fill vacancies
- In the case of a newly-settled Minister, include a member of the Ministerial Search Team
  - Appointed by the Board to the COM

### **3. SAFER CONGREGATION TEAM**

The Safer Congregation Team shall:

- Select its own chair annually
- Consist of:
  - Minister
  - Director of Religious Education
  - Chair of the Religious Education Committee
  - Member of the Committee on Ministry
  - Two – Five additional Active Members appointed by the Board
- Meet at least twice annually

### **4. INTERIM MINISTERIAL SEARCH COMMITTEE**

The Interim Ministerial Search Committee shall:

- In consultation with the Unitarian Universalist Association, recruit, evaluate, and recommend a potential Interim Minister to the Board for approval
- Complete its service following its recommendation to the Board

### **F. STANDING COMMITTEES AND TEAMS**

Committees, ministries, action teams, groups, or individuals are not empowered to speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

Standing Committees shall collaborate with appropriate Coordinator(s), other Church Leadership, and/or Staff. (See Appendix C for a list of possible Standing Committees and Teams.)

## **ARTICLE VI. BYLAWS REVISIONS**

Bylaw revisions require approval at an Annual or Special Meeting.

## **ARTICLE VII. ACQUISITION OR DISPOSAL OF REAL PROPERTY**

- A. Any acquisition or disposal of real property<sup>12</sup> requires, at an Annual or Special Meeting, an affirmative super-majority vote of seventy-five percent of those in attendance and who have submitted Absentee Ballots.

## **ARTICLE VIII. DISSOLUTION OF THE CHURCH**

- A. Any action to dissolve the Church must be approved by a super-majority seventy-five percent vote of eligible Active Members present at a meeting specifically called for this action and by those who have submitted Absentee Ballots.
- B. Any dissolution of the Church will be in accordance with Ohio Non-profit Corporation law per Ohio Revised Code, Chapter 1702.
- C. All debts and liabilities will be paid.
- D. All net property, real or personal<sup>13</sup>, will be transferred to the Ohio-Meadville District or its successor for the benefit of any Unitarian Universalist Churches in Ohio.

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<sup>12</sup> A sublet of land that has been legally defined.

<sup>13</sup> Any moveable property or belongings.

## Reports from the Staff: The Rev. Melissa Carvill Ziemer

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Happy 150<sup>th</sup> Anniversary! We officially turn 150 years old on Friday, May 27 when we will be kicking off a year of celebration with a talk on our church history offered by history professor and church member Dr. Vivien Sandlund and our Affiliated Community Minister Rev. Renee Ruchotzke. Each month that follows, through April 2017, we will be marking our sesquicentennial with a series of events to educate, inspire, engage and serve.

**I am grateful to all the members of the 150<sup>th</sup> anniversary team for their vision and inspired planning.** In addition to celebrating the history of our congregation, we will spend the year ahead responding to the needs of today while also building for a rich and rewarding future.

Speaking of building, it is possible we may yet be able to dedicate our new Hobbs Fellowship Hall and Peaceable Kingdom Gardens at the end of our 150<sup>th</sup> anniversary year.

The members of our **Capital Campaign Team** successfully led us through a once in a generation campaign to equip the congregation with expanded and restored space. They were aided by a wonderful group of volunteers who planned the social and celebratory events as the campaign unfolded. Having raised enough money to embark on phase one of the expansion plans, our diligent and hardworking **Building Expansion Team** has been toiling over every last detail of the new building, with the help of several subcommittees working on particular features and requirements. And that is in addition to working with the architect and the builder and the city in meeting all obligations of zoning and planning. I hope that if you haven't already, you will take a moment to extend your thanks to all of these hardworking and faithful volunteers!

Another wonderful group of volunteers can be found in our **Board of Trustees**. The board has spent the year living with the bylaws we adopted last year and living more deeply into our experience of policy based governance. It has been a pleasure for me to see the way the board has been freed to really focus on policy development, assessment and its fiduciary role in overseeing the financial health of the congregation. In addition, the board has directed the reinvigoration of the **Master Plan Committee** after a few years' hiatus. At this annual meeting, we will adopt a new mission statement, thanks to the leadership of the Master Plan Committee members and the engagement of many in the congregation.

We are fortunate to have a great number of people who volunteer to serve our congregation in diverse and meaningful ways. You will find formal accounts from a number of groups in this annual report. I'd also like to lift up our small **racial justice task force** who led several sessions of Building the World We Dream About this fall, as well as a program on the Black Lives of UU efforts this spring. The new **worship associates** took part in a six hour training this year as preparation for joining that terrific team and the **dynamic group of Hogwarts volunteers** once again created two engaging and inspiring sessions of Kent Hogwarts. I'd also like to lift up the work of David Brown and his daughter Emily who have spent many hours sorting and organizing the contents of our archive for future preservation. These are just a very few of the many volunteers who bless this congregation with their gifts of service and leadership.

Another group of volunteers we couldn't do without are the members of the Care Team. **The Care Team** works with me to help offer a ministry of practical care and listening presence to other members and friends of the congregation. This year the Care Team worked to prepare and lead a very valuable program for the whole congregation on conversations about the end of life. They also stepped in, with many others, to help celebrate the lives and mourn the deaths of those members and friends of the congregation who died this year: Jacqueline Hapney (Max Grubb's sister), Richard DeLuca, Gingr Vaughan, Betty Kendrick and Doug McFarling. Each of them will be missed and remembered.





Our many generous volunteers are supported by a **wonderful group of paid and volunteer staff**. In addition to benefiting from the affiliation of Rev. Renee, we are fortunate to have not one but two talented Commissioned Lay Ministers serving our congregation. Rev. Christie Anderson has been serving in this capacity for many years and this spring we will formally be commissioning Lori McGee upon successful completion of her program, as well. To these riches we have the good fortune of hosting Dave Clement's ministerial internship for two years. Dave had brought many gifts to share with the congregation and he has been supported in turn by a terrific **Internship Committee** (Jane Krimmer, Brad Bolton, Kathy Kerns, David Brown and Diana Watt). Next year Dave will be responsible for leading a focused initiative that he is looking forward to sharing with the whole congregation.

Interim Director of Religious Education Karen LoBracco has offered us steady leadership this year coupled with the vision and insight of an interim professional. She has helped us to take note of what is working well in our ministry of religious education and invited us to imagine new ways of doing things that would benefit from a change. The **Religious Education Search Committee** has been working hard for several months and we hope to be able to introduce our new Director of Religious Education to you before long. I hope everyone realizes how fortunate we are to have such a **talented, committed and hard-working staff team** serving our congregation. Getting to work with great people on a regular basis is part of what makes my work for and with this congregation so rewarding.

In addition to my ongoing service on the **Kent Social Services Advisory Board** and my connections with the **NAACP**, my work in the community this year has expanded to include taking an active role with the **Kent Interfaith Alliance**. I was honored to help convene a working retreat of the alliance earlier this winter in which 14 different faith communities shared our understanding of our respective faith tradition's commitment to reconciliation. The presence and activity of this new group is an important addition to the landscape in Kent. And we can all be proud that Rev. Christie Anderson is serving as one of the group's co-conveners.

Another of the blessings of serving as your minister is the support you offer for **my ministry with the larger association**. This year I have taken my newly developed skill in supporting capital campaigns to my role as an ambassador for the UU Minister's Association Sustaining the Call Endowment Campaign. I also served on the UUMA's Leadership Development Task Force and as a representative to the UUA's summit on formation programs for aspirants and candidates to the ministry. Locally I am serving as the coordinator for our chapter of the newly emerging Ministerial Formation Network as well as a vocational advisor to a local aspirant. I'm serving as a mentor to a Commissioned Lay Minister Candidate from the Youngstown UU congregation and continue to serve as a peer coach in the UUMA's clergy coaching program. Having these diverse roles of advisor, mentor and coach all at once has helped me to clarify the differing skills needed in each relationship, which I think in turn enhances my skill in ministry. As I complete my 11<sup>th</sup> year of service with you, I remain grateful for your collaboration, support and trust. I look forward to another good year of shared ministry ahead.



*Melissa*





## Reports from the Staff: Karen LoBracco, Interim Director of Religious Education

Since August 2015 and continuing into the summer I am honored to serve as your Interim DRE. As I hope you already know, the UU Church of Kent is a congregation blessed with a great deal of positive energy! We are also blessed with 100 children and youth – from Nursery through High School age. For a congregation of 200 that is an extraordinary number! The quality of volunteers is exceptional, as is their commitment to high quality faith development programming. This is not a congregation content with “good enough”!

The charge of an interim is a tricky one – on one hand to perform the usual and customary functions of a DRE and “Hold Down the Fort”, while at the same time pursue “Interim Tasks” aimed at assessing and preparing your congregation to welcome a new settled religious educator. The first recognizes and conserves what is valuable from the past, while the latter promotes change for the sake of future health and viability. Some of the areas I have been paying attention to this year include:

- **Updating the Safer Congregation Policy**, which is aimed at protecting our young people and those that care for them. When approved by the Board of Trustees, this policy will strengthen procedures that minimize the potential for harm, but also set up mechanisms for timely and appropriate responses to concerns, accusations and difficult situations.
- **Moving from Paper to Electronic Forms**, so that information can be more readily collected and shared. Currently RE teachers can access class schedules and contact information for the children/youth they interact with – coming soon will be the option for online RE Registration!
- **Strengthening and Updating the RE Program structures and procedures** to make the transition to new leadership easier, both for your new DRE as well as incoming RE Committee members and volunteers. In order to welcome and integrate newcomers well, systems must be updated so that more time can be spent on cultivating relationships. Becoming less informal and more organized can feel strange at first, but it is easier for newcomers to become engaged when expectations are clear. Our focus needs to be on the future and realizing the potential for this fabulous congregation!
- **Decluttering and Making Space More Welcoming**. The challenges of living in a building for 148 years are very real – it was not built with 21<sup>st</sup> Century needs in mind, keeping it clean is hard, and without adequate built-in storage clutter creeps into our living areas. What seems normal for long-time members can feel to newcomers that no one cared enough to “Clean Up for Guests”. First impressions matter!
- **Chipping Away at the RE Silo**. Just as learning is not just for children, worship is not just for adults. Our Whole Lives may be under the auspices of the RE Committee, but it is just as much a social justice ministry. Caring for our community, our earth and our building can be open to all ages and stages. Indeed, we are all better together!

Looking into the future I see several areas that seem ripe for investment and exploration in the coming year:

- ❖ Enhanced lay led adult Faith Development.
- ❖ Expanded Our Whole Lives offerings, especially Adult but also consider High School and Kindergarten-1<sup>st</sup> grade levels.
- ❖ More opportunities for short-term engagement in RE and social justice projects.



Karen LoBracco  
Interim Director of Religious Education

## **Reports from the Staff: Hal Walker, Music Director**

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It's been another great year of music at the UU Church of Kent. We continue to have a vibrant musical community. Our list of active participants in the music ensembles of the church exceeds 50 people. I am so grateful to have the UUCK as a musical home away from home.

One of the highlights of the year was that we extended Music Sunday into 3 services. Our Saturday afternoon "Music Sunday" was well attended and will mostly become a new winter tradition.

When our season concludes in the middle of June, the UUCK Peace Choir will have performed for 21 services during the year. Our repertoire continues to grow with musical selections from Bach to Broadway to contemporary UU composers including our own Hal Walker. The consistency of the choir has been strong this year. Choir members keep showing up and we keep getting better. We've welcomed several new members this year. I am especially grateful to our accompanist, Vanessa Vesely, who brings so much to the choir and has opened up all kinds of new possibilities for our choir.

The Fallow Time Folk Orchestra has had a less active year with only seven Sunday performances. It's a great group of musicians with a wonderfully generous approach to sharing their musicality. It is very challenging to find music for this unique combination of musicians to play. In most cases, I need to arrange the music myself which is a very time consuming job. I really enjoy doing it but there just aren't enough hours in the day to do all the things that I enjoy. :) If you're interested in trying your hand at some music arranging, please let me (Hal Walker) know.

The Tone Chimers have firmly established the fact that our church has a tone chime choir and that we rehearse on Wednesdays at 5:30. There's no doubt about it. I would venture to say that we are one of the best Tone chime choirs in Ohio. (Though I've never heard another tone chime choir in Ohio) Not that we're in competition, but I just want to emphasize that the level of musicianship in this group is remarkable. Performing on 9 Sundays this year, the Tone Chimers are tackling challenging music and exploring new techniques.

Our newest ensemble is our recorder ensemble, the UUCK Peace Pipers. Another ensemble of superior musicians, I have enjoyed playing the tenor recorder in this group. Our sanctuary has ideal acoustics for this kind of ensemble.

Music at the church continues to thrive in areas besides our main ensembles. The Celtic Clan continues to play together. The Sacred Song Circle under the leadership of Saunis Parsons continues to establish Thursdays at 6:15 pm as a Kent institution for singing from the soul. And the Kent Community Sing-Along keeps on keepin' on. The Cuyahoga River Concert series had a bit of a slower season this year. We are in search of new energy and congregational participation to help keep these concerts going. The Evergreen Trio is a new group who graced our sanctuary with strings and piano music several times this year.

On a final note, I am so honored to have been asked to give the "Thursday Night Concert" at GA in Columbus this June. This event motivated me to produce the album of music that I have had in mind for many years — a compilation of some of the songs that have come out of my work here at the church. This Spring, I have been working very hard on this project and I look forward to releasing the CD in June at GA. I hope that this may motivate you to come down to Columbus for a day or 2 to take part in the GA festivities.

Hal Walker  
Music Director



## **Reports from the Staff: MaryBeth Hannan, Congregational Administrator**

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Fiscal Year 2016 began with us “catching a curve ball” thrown at us from the unexpected six-week early arrival of Owen Carvill Ziemer which necessitated an early family leave for Rev. Melissa. We scrambled for a minute but what an amazing faith community this is. That experience was a clear demonstration of the strong leadership we have here at UUCK as so many people stepped right up to help in many ways. Our services and programs kept moving right along and we even fulfilled Rev. Melissa’s dream of the “Freedom to Marry” event in celebration of the U.S. Supreme Court decision to uphold the right of same-sex marriage thanks to Rev. Christie Anderson and a handful of volunteers.

The Church Office continues to be a beehive of activity and seems to be steadily increasing in busyness these last few years. Just as a church-year runs in a cycle with busy months and quiet times, the busyness of the office usually follows. However, these last few years I have noticed those months that would normally be quiet or slow have me wishing for more hours in a day and days in the week. I can only conclude that I need to buy a new pair of running shoes to keep up with your increased activity and busy pace!

With this year’s General Assembly (GA) being held in Columbus, I will be attending the Association of UU Administrator’s Professional Days that will take place a few days before GA. This year’s focus will be “Creating a Welcoming and Safe Environment.” I am looking forward to this opportunity for ministry renewal and growth and to meet some of my peers that I have developed “email connections” with.

FY2016 was a year of staff transitions as we welcomed Intern Minister Dave Clements, Interim Director of Religious Education Karen LoBracco, and welcoming back Brian Mulloy as our Church Sexton. Transitions can create stress on a strong, well established structure however, our staff team remains strong with our new additions. I attribute this to our united commitment to uplift and serve this congregation, our commitment to collaborative leadership, and our covenant to work as a team and support each other while working towards our common goal which is to make this a “better church.” Looking ahead to fiscal year 2017 we will welcome a new Director of Religious Education to our staff team and say goodbye to Karen LoBracco. Thank you, Karen, for your insights, service, and leadership this last year.

The Church Office does not stand on its own. A large portion of my responsibilities are driven by the Church’s programs and ministries, some of which I have a deep involvement in. To that end, I would like to express my appreciation to:

The Ministry Executive Team members: Rev. Melissa, Treasurer Sandy Eaglen, Past-Moderator Elaine Bowen. As we continue to live into policy-based governance, we as a team continue to expand our understanding of joys and challenges of this congregation. It’s a pleasure to serve with you and I am grateful for your leadership skills, insights, and devotion to our ministry to the Church.

My fellow Finance Committee members: Chair Gene Wenninger, Treasurer Sandy Eagle, Capital Campaign Treasurer Kay Eckman, Grocery Card Co-Chairs Bob Erdman and Carol Gould. Many thanks to all of you for your commitment to both this committee and the ministries you lead. Your continued dedication to being good stewards of the Church’s financial resources and the constant striving towards more pro-active practices is more than appreciated.

The Financial Secretaries: Eric van Baars, Saunis Parsons, Angela Barzizza-Young, Bonnie Harper, and Aternate Financial Secretary Kathy Wilen, along with this past year’s helpers, Marion Yeagler, Kim Homsher, Larry Johnson, Lee Brooker, Paulette Thurman, and Patty Miller. Your quiet dedication is mostly “not seen” by the majority of the congregation yet is so important to our finance ministry and our practice of healthy separation of duties to be good stewards of our resources. Thank you.

The Stewardship Team: This year our Stewardship Team had a hard act to follow – our ongoing Capital Campaign. Yet, with much dedication and enthusiasm, Marion Yeagler, Jen Walton-Fisette, Theresa Walton-Fisette, and Claudia Miller, along with Treasurer Sandy Eaglen, have our Church “Springing Forward” into Fiscal Year 2017. Thank you ladies for your ideas, care, leadership, and follow through to ensure the Church has the necessary resources for next year’s operations.

Capital Campaign Team: Co-Chairs Kathy Kerns and Marion Yeagler, Kay Eckman, Randy Leeson, David Smeltzer, and Rev. Melissa Carvill-Ziemer. Your undertaking was enormous and....Wow...you did it! Many thanks go to you all for the countless hours you devoted to raising the funds necessary for this Church’s to expand our space.

Office Volunteers: The last handful of months we have welcomed into the Church Office “Friday Volunteers” who assist with a variety of tasks. Patty Miller, Bonnie Harper, and Marion Yeagler have made themselves available and I am grateful for their help. I very much appreciate the time they share helping to support the Office Ministry.

Brian Mulloy: Our Church Sexton cares for and cleans our facilities between his full-time job and his time with his young family. I am so grateful for his reliability and dedication. He is always just an email away and always so willing to step up to a task when asked. I find myself thanking Brian on a regular basis for all he does. I truly appreciate knowing we have someone who is both capable and reliable caring for the Church. Thank you, again!

Judy Brannan: Judy continues to share her talent of creativity producing the wonderful covers for our Sunday Orders of Service. Following her retirement from the Church Office in October of 2010, Judy offered to continue creating covers as her ministry to the Church. What a gift to both the Church and me! Each week I thank her however, those words just don't seem to express my appreciation for both her talent and generosity.

Saul Flanner: Saul has so generously shared his talent for graphic design through the Chalice Flame newsletter each month and each year through our Stewardship brochure. Besides being “good at playing Tetris” fitting all the articles together and finding sensational images to highlight each message, Saul always quietly tolerates our unfortunate behavior of past-the-deadline submissions. The demands on his time with school/work and family are great yet each month we receive an awesome publication sharing the Church's news. Saul will be retiring from the newsletter ministry this June and on behalf of the 400+ recipients of the Chalice Flame each month....THANK YOU, SAUL!

Listed below are a few highlights of some of the administrative responsibilities and activities that I have participated in over the past year. May 2015 – April 2016

- Office Administration
- Member of the Ministry Executive Team
- Member of the Finance Committee
- Bookkeeper and Payroll Administration
- Supervision of the Sexton position
- Supervision of our volunteer (Wade) from Family & Community Services
- Facility rentals oversight
- Human Resources support for UUCK Staff
- Regular staff meetings along with two staff retreats
- Administrative support for the Expansion and the Capital Campaign
- Collaboration with the UUCK Stewardship Committee
- Facilitated the CPA Review
- Continued participation in monthly Kent-area interfaith gatherings of church administrators and administrative assistants
- Building the World We Dream About Racial Justice Workshop
- Member of the Association of Unitarian Universalist Administrators (AUUA)



In peace and appreciation,

MaryBeth Hannan  
Congregational Administrator

## **Reports from the Staff: Colleen Thoele, Religious Education Assistant**

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2015-2016 marked my third year as the Religious Education Assistant for our congregation. It was a great pleasure to step into a larger role last summer as we awaited the new interim DRE.

What a great summer we had! The children enjoyed the theme Free to Be Me and GREEN! Some lessons were: creating prayer flags for the planet, recycling/upcycling and uses for newspaper, weaving, yoga, music with non-traditional items, making toys from everyday items, dances of universal peace, a lesson on honeybees and a lesson on butterflies. The kids of RE spent the summer recycling, upcycling, learning about pollinators and how to tread softly on Mother Earth. It was a wonderful experience and included the talents of over 25 people!

The Parents of Young Children's group is going strong in its third year with 22 participating families. The group meets monthly for a family style potluck and parent meeting. The group was also featured on the radio this year! The Allegheny Front broadcast a portion of our October meeting where we discussed talking to our kids about climate change.

<http://www.alleghenyfront.org/story/talking-kids-about-climate-change>

Below are some of the tasks and roles that I fulfilled this year as your RE assistant. It has been a pleasure to serve our vibrant and fantastic congregation.

- Administrative duties: track RE attendance, conduct yearly registration, maintain registration database, maintain supplies
- Provide support to our volunteer RE teachers in whatever way that they need.
- Recruit and schedule nursery volunteers
- Attend monthly REC Meetings as Ex-Officio member
- Assist the REC however needed.
- Assist the DRE however needed.
- Train, recruit and schedule babysitters for church events
- Welcome new families
- Ensure the smooth operation of the RE program a minimum of three Sunday per month
- And of course, other duties as assigned.

It has been a wonderful year and I have been honored to work alongside truly amazing people. It takes an astounding amount of hands to keep our religious education program running. Saying "Thank you" doesn't feel big enough but still, THANK YOU to all of our teachers and volunteers! Without the work of these dedicated and talented members of our congregation, none of this is possible.



In service and with gratitude,  
Colleen Thoele, Religious Education Assistant



## **Reports from the Staff: Dave Clements, Intern Minister**

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In the next few weeks I will be finishing the first part of my Internship experience with this congregation. I arrived here very green and with a desire to learn about ministry, a willingness to learn from my mistakes and a dedication to become a great minister.

Thanks to all of you I am well on my way to becoming a great minister. Many of you I have had the opportunity to work with and visit with on a one on one basis. I look forward in my next year of getting to know all of you better. I have come to love you and to love the work of ministry.

So many of you have been so willing to teach me and to help me in my educational process of learning how to become a minister. I thank you for your suggestions, for your kind words and most importantly for your time. I will be away for the summer but back with you again in September.

I look forward to continuing this journey together with you. I look forward to your support and suggestions as I move forward on my projects and workshops that I will be leading in the fall. You are truly a teaching congregation and I thank you for that. As we close out this church year may we all take a moment to reflect back upon the memories that we have. May we look to the next year with great anticipation as we celebrate our 150 year and finish the work on our new hall.



Sincerely,  
Dave Clements, Intern Minister



## Reports from the Staff: The Rev. Christie Anderson, Commissioned Lay Leader

July 2015 – April 2016

For the past 8 years, I have served our congregation as a Commissioned Lay Leader (CLL). A CLL is an unpaid volunteer who has completed an OMD-sponsored lay ministry program involving religious study and mentoring. As a CLL, my duties are negotiated with the UUCK Board, I am guided by Rev. Melissa and I am accountable to the Committee on Ministry as well as the OMD's CLL Panel. In this capacity, I serve as a referral source for Rev. Melissa for the performance of weddings and memorial services. I also serve as a back-up for pastoral care needs in the minister's absence and as a resource for congregants seeking information on local social services. In service to the UU denomination, I lead worship services at other area UU congregations.

I was busier than usual this year due to Rev. Melissa's four month maternity leave. I had the opportunity to work with many church leaders and members of the congregation who came together in response to Rev. Melissa's leave of absence, which occurred two months earlier than anticipated. This was a period of personal and professional growth for me, for which I am grateful. I also extend deep gratitude to all who have offered me support and worked to maintain the many diverse ministries of our beloved church. We missed Rev. Melissa's invaluable contributions to the life of our church, but we can take pride in knowing that our team performed beautifully while our inspirational coach was absent.

The highlight of my pastoral coverage was the day our church enthusiastically hosted wedding ceremonies and receptions for two same-sex couples. Many members contributed to the gala celebration. I was surprised by how deeply I was moved when I signed the marriage license following the first wedding ceremony. It was a tremendous honor to be part of such a momentous day.

Another meaningful experience was the role I had in organizing of an interfaith worship service to help the wider community find strength following the November terrorist bombings in France. Members of 10 different religious traditions came together at our church to pledge unity and pray for peace. The event was supported by allies of the Kent Interfaith Alliance on Justice and Reconciliation. I am one of about a dozen members of this congregation who are involved with this newly-formed interfaith alliance that is working to raise awareness and stand in solidarity against injustice. As a religious body, the UUCK is expanding its engagement with others beyond our walls. I feel proud and blessed to be a part of this vibrant and caring church community.

In faith,  
Christie



## **Reports from the Staff: Lori McGee, Commissioned Lay Leader**

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Over the last year, I have continued to serve on the Worship Arts Team. On that team, I was both Worship Associate and lay-led service coordinator. This task was something that Rev. Melissa had previously handled. I am happy to have lightened her work load by taking this on. As Worship Associate, I worked with Rev. Melissa and several other lay-leaders to plan Sunday services. Additionally, I led several Sunday services (in accordance with my letter of agreement with the Board). Lastly, as part of my service on this team, I helped coordinate emergency coverage for Sunday services in response to Rev. Melissa's early maternity leave.



Relatedly, I was asked to lead service at SouthWest Unitarian Universalist Church twice during the last year. I know that it was my work in the CLL program that allowed me this opportunity. Leading service at a congregation other than Kent is an excellent way to practice honing my worship skills. Each congregation has its own unique atmosphere and way of offering worship. Through this type of service, I learned to adapt and grow my usual ways of planning worship. On May 1<sup>st</sup>, 2016, I will be leading the service at the Unitarian Universalist Congregation of Cleveland. I hope to continue offering my services at other churches in our region.

In the spring of 2015, I attend a course offered by the Unitarian Universalist Leadership Institute called "Theological Plurality in Our Congregations." The course was taught online with videos and readings. There were three in-person sessions which were held at SouthWest Unitarian Universalist Church. Rev. Renee Ruchotzke asked me to serve as a Peer Host for those meeting. My duties were leading the group in a short worship, following the curriculum provided by the institute, and providing feedback to the Peer Host Committee. I enjoyed serving as a Peer Host. It provided me an opportunity to lead others outside of my congregation and to get to know people from all over the district.

In the summer of 2015, I led a seven-week course that I designed called "Spiritual Development through the Six Sources." I was surprised to learn that many people didn't even know about the Six Sources of Unitarian Universalism. (These can be found in our hymnal in the front pages near the Seven Principles.) I am thrilled to report that I had roughly 10 students finish the whole course! Each week we spent time with a different theological principle represented by each of the Six Sources. We had lively and reflective discussions about how we viewed each theology and how it was (or wasn't) present in our lives. At the end of the course, we talked about what it means to write your own theological statement and the importance of continually revising it to fit our current beliefs. I thoroughly enjoyed leading this class and I believe the participants appreciated our work during those seven weeks.

As I write this, I am a few days away from completing my CLL program. It's hard to believe that two years have gone by since I began. I have finished reading all the texts on the CLL reading list, as well as completing all of the services I promised to provide to the congregation when I began. Upon successful completion of the program (which will occur on April 30<sup>th</sup>, 2016), I will enter into a three-year contract with the Board of Trustees to provide certain services to the congregation. These services include: continuing to serve on the Worship Arts Team, offering at least two Sunday services per year, leading at least one Religious Education course in the three-year period, and working with Rev. Melissa to provide back-up pastoral care when needed. I am excited to begin my work as a CLL for our congregation. I look forward to continuing my spiritual journey with you!

In faith,

Lori McGee  
CLL Candidate



## **Report from the Board: Kathie Slater, Moderator**

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Our church year (2015-16) has been another time of change. We started one new journey by fully implanting our new policy-based governance. The new nine-member board focused more on policies rather than the day-to-day running of church business. After much research, reflection, and discussion, three policies were passed: social justice, and conflict of interest and commitment, and safer congregation. Another two policy was presented and is in the review process: landscaping.

Another major time commitment was leadership development. Board trustees attended two workshops to learn techniques of assessing problems and of creating solutions. Many thanks to our very able leaders: Rev. Renee Ruchotzke and Amy Edmunds. One tangible outcome of these experiences is our new and improved Social Hour.

Per our By-Laws, the Board of Trustees was given the responsibility to administrate an assessment of the congregation "to help plan for future growth and development in congregational life." Thus, we began a two to three year process of talking to church leaders and to members of the congregation about strengths and areas for growth in the following aspects of our church ministries: leadership, finance, communications, and membership and growth.

What follows are brief summaries of the assessments of these various church areas. Input was gathered at committee meetings, interviews with leaders, and written comments at the Board sponsored feedback sessions in April. Thank you to all who participated.

### **Leadership**

Our assessment of the leadership programs and activities found that the congregation is well served by those individual who are currently in leadership positions. "We have some great leadership---staff, commissioned lay leaders, and lay leaders. I think they get good support as there are good training opportunities." There were three leadership workshops this year, and two are being planned already for the next church year. This is an increase over the past few years and many members have also taken advantage of training opportunities offered through the Ohio Meadville District Summer Institute, CERG on-line courses, and cluster events. Suggestions were made by several members that focused on developing a clear and public path to various types of leadership positions. Currently, many groups are working on this organizational idea. Perhaps next year, a task force could be created to synthesize leadership paths and this work then published for the membership. Thus this aspect of our congregational life would be more transparent and welcoming.

Kathie Slater and Sandy Eaglen

### **Communications**

Most people expressed satisfaction with our church communication. People said they like our church website, that it is easy to use and looks professional. Most people expressed satisfaction with the E-nUUs and the newsletter.

People made several suggestions. Two people suggested that board minutes and other meeting notes be posted on our website so that people are aware of what church leaders are doing. Two people asked that a print church directory as well as other printed information be available for those who do not use online technology. One person suggested that we tell people during services how to donate electronically. One person said that the newsletter is unnecessary, that the E-nUUs should be shortened, and the name of a contact person should be included for each item listed. One person suggested that we stream church services online. Finally, one person suggested that we encourage people to read the various communication sources.

Vivan Sandlund and Fred Pierre

## Finance

Topics: budget, fundraising, stewardship, legacy

### Positives

- Looks good to me – recent improvements obvious
- Stewardship more really a truly naturalistic planting on back lot “Mills Garden” to be planned
- Good work managing and planning budget
- Finance folks do a thoughtful job
- So glad new social hall to be paid for and built
- See communication sheet regarding electronic donations during services
- Good having people give testimony to church value
- Care of people stewarding funds +++

### Growth Areas

- We need new fundraising chair
- Need to plan business/non-profit rental arrangement with new building
- Work toward not charging members for little things like coffee at social hour, pancakes, etc. Work on raising pledge levels so that pledges cover these expenses. Service auction OK – it is community building.
- Would like to see all phases of construction funded.
- Need more ongoing information about income and expenses
- Maybe a mid-year mini-appeal?

Finance Assessment team: Andrew Rome & Jeff Marsh

*Andrew's summary: church is happy with the current stewardship work, but anxious about not having enough money.*

## Membership/Growth

Our Membership Committee's activities have been central in developing our ability to foster, welcome, and support growth. The Committee's contributions include new membership classes, a membership board and informational posters, new information cards for the pews, Circle Suppers, a new member picnic, Second Sunday Meet and Greets, new member recognition during services, and other efforts to grow and strengthen our UUCK congregation. The Committee stresses the importance of congregation members engaging newcomers in conversation, and this effort has been enhanced by the recent development of the social hour teams which are making coffee hour a much more welcoming experience.

Areas identified by the Committee and others as needing additional attention are disability access, developing more congregational diversity, and finding new ways to help newcomers assimilate into the life of the Church community through its activities and volunteer opportunities. We become a truly welcoming congregation as we work on these goals together.

Sandy Eaglen and Ann VerWiebe

## Change

Another focus of the Board of Trustees was to study and reflect on leadership during a time of change. To guide our reflections, Board members read Leading Change in the Congregation by Gilbert R. Rendle. Although we only had time to read and discuss four chapters, several themes in the book resonated with current events at UUCK. One particular point was the idea of looking at various challenges through

either a “linear” or “chaos” lens to begin to analyze the problem. The Board dealt with examples of both types of challenges. Social Hour proved to be a linear challenge. During a leadership workshop, we identified problematic aspects (not enough volunteers, too noisy, hit or miss care given, no leader apparent, etc.) Next, we brainstormed solutions. Finally, we decided what parts of the problem we could deal with this year, and found some leaders to implement solutions.

The other type of challenge is more complex and emotional. Finding solutions for this type of change requires using a chaos lens and takes longer as it involves a much less clear path. Our example this year was the writing of a new Social Justice policy. Rendle suggests several stages to experience and work through to come to the needed change: a rewritten social justice policy. As a Board, we began in “pain”, an awareness that there is a discrepancy between what is and what could be. We needed to work through our own biases and assumptions. We needed to reflect, listen to each other, and think. This process took several meetings and many policy drafts. Then we began to see “the possibility” of a clearer and more comprehensive policy that would help to lead us in the direction we were called to travel by our Mission, “to strive to create peace and justice”.

Getting from “pain” to “possibility” meant experiencing time in “chaos”, a space where “answers are hidden and rules are unknown”. It can be a place of fear. Luckily, our Board was composed of individuals who were willing and able to listen to each other, to find humor, and who appreciated what each person brought to the table. In Rendle’s words, “the trick of leadership in a chaotic time is to pay attention and hold still long enough for significant change to occur.” We heeded this advice and wrestled with the policy for over six months before, finally, coming to an agreement.

In conclusion, it was a great year to be on the UUCK Board of Trustees. We were able to implement the new policy-based government by-laws. We joyfully oversaw the capital campaign and the building expansion process, We enjoyed the work of our interim Director of Religious Education, Karen Lobracco, and our ministerial intern, Dave Clements. As always, we appreciated being in ministry with the Rev. Melissa Carvill-Ziemer. It was my pleasure to serve as moderator.

Kathie Slater, Moderator  
Board of Trustees



## FY2016 Annual Program Area Reports: Income Generation

### **Report from the Treasurer: Sandy Eaglen**

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Following another successful stewardship campaign organized around our program-based budget, we are ending our 2016 fiscal year on stable financial grounds which will enable us to continue supporting our current programs and ministries. Our proposed FY17 budget will allow us to: cover the expenses of our operation, preserve our current level of staffing, meet our obligations to provide health care benefits for some staff members, and continue to pay our fair share contributions to the UUA and OMD.

The FY17 Stewardship Team of Marion Yeagler, Claudia Miller, Jen Fisette, Theresa Walton, and Sandy Eaglen spearheaded the FY17 campaign, "Springing Forward" with thanks to assistance from our Congregational Administrator, MaryBeth Hannan. As the FY17 Stewardship Campaign so closely followed the wide-spread canvass made for our recent Capital Campaign, the Campaign did not use Stewardship canvassers this year, but, rather, continued to do a wide mailing of the Campaign brochure and to make personal contact the last week of the Campaign only with those who had not yet pledged. The Campaign generated total pledge commitments of \$249,449 from 162 pledge units; this represents a 1.4% increase over FY16. Our UUA consultant, Bill Clontz, had advised us that most stewardship campaigns which follow a major capital campaign do not show a significant increase in pledge commitments so our modest 1.4% increase was not unexpected. So, despite the increase in pledges for FY17, increasing FY17 costs have required some modest cuts to certain program areas and do not enable us to meet the latest UUA fair compensation package minimums for all of our staff nor to give any COLA adjustments. Also, we have had to forego some of the new things we hoped to accomplish with our FY17 budget.

We do, however, have many achievements to applaud:

- Once again, our staff has been vigilant in watching expenses while continuing to provide excellent and consistent service.
- Many hard-working congregational members have been involved in fundraising efforts. Kim Homsher and Cara Constance have been supervising our monthly pancake breakfast (by the way, they're always looking for individuals and organizations willing to host the pancake breakfasts). And this year's highly successful Service Auction, our biggest fundraiser each year, was made possible through the valiant efforts of the Service Auction Committee which includes Jen May, Lois Weir, Sandy Bowers, Ann VerWiebe, and many other dedicated volunteers. Our former Committee Chair, the effervescent Meg Milko, has relocated with her partner Deb Biggens and will be sadly missed this year. Please consider becoming a part of this very important Committee or pursuing one (or more) of our other volunteer opportunities.
- The Grocery Card Committee, chaired by Bob Erdman and Carol Gould and with the assistance of other able volunteers, has worked faithfully every week to administer our successful grocery card program which includes both Giant Eagle and Acme cards.

Others, too, have been instrumental in our ability to effectively monitor and administer our fiscal needs:

- The Finance Committee, led by Gene Wenninger, has provided excellent oversight of our financial affairs including the preparation of our proposed FY17 budget. This year

the Committee continued conducting audits of the financial records of the Church's designated bank accounts; the Committee has now completed audits of the Hogwarts, Minister's Discretionary Fund, and Grocery Card accounts.

- This year we also engaged an outside CPA firm to review our General Fund monies; their report will be available shortly.
- The Endowment Committee, previously chaired by Bob Erdman and now by Kay Eckman, has ably monitored our steadily growing contribution program, Simple Gifts.
- Financial Secretaries Saunis Parsons, Eric Van Baars, Angela Barzizza-Young, and Bonnie Harper and alternate Kathy Wilen have labored tirelessly each week with several other volunteer helpers to manage our Sunday contribution processes.

In addition to all the people who have contributed to making this year run smoothly, we have continued to enjoy the procedural improvements which were initiated in the last few years:

- Our accounting software program, QuickBooks, continues to serve our needs.
- Our individual UUCK tax-exempt status has been useful. (Though we are under the UUA's exempt umbrella, individual status enhances our ability to support donors' access to contribution records for tax purposes; it also allows for greater ease of corporate donation matches.)
- The use of PayPal has allowed us to accept online electronic payments and contributions—consider making use of this very helpful program.

All in all, this has been a busy and productive fiscal year. In fall of 2012, our UUA consultant Bill Clontz had suggested that two successful stewardship campaigns in a row would put us in a good position to begin our capital campaign efforts; the stewardship campaigns of the last few years, the dedicated efforts of the Capital Campaign and Building Expansion Teams, and the positive feasibility study from Bill Clontz gave us the confidence to move forward in making our dreams of expansion a reality. And now we eagerly anticipate celebrating a ground-breaking ceremony for our new fellowship hall!

The impetus to embrace all our possibilities is accomplished through the wonderful generosity of our congregation who contribute so much of their time, talents, energy, and financial support to our beloved Church community. Working together, we can continue to make wonderful things happen.

Thank you!  
Sandy Eaglen



**FY2016 Revenue & Expense Report Year-to-Date**

**July 1, 2015 - April 30, 2016**

Account Name	Fiscal Year to Date 7/1/15 - 4/30/16	Annual Fiscal Budget 7/1/15 - 6/30/16
<b>Income - Budgeted Income</b>		
Offerings		
FY2016 Pledged Income	\$192,387.11	\$245,887.00
Non-Pledged Donations	\$12,589.00	\$12,500.00
Plate Offerings	\$2,661.75	\$2,500.00
One-Time Gifts	\$2,000.00	\$2,000.00
Social Hour Donations	\$386.53	\$0.00
Minister's Family Ins. Fund	\$3,500.00	\$3,500.00
Bank Interest	\$38.55	\$35.00
<b>Total Budgeted Offerings</b>	<b>\$213,562.94</b>	<b>\$266,422.00</b>
Misc Income		
Fundraising	\$3,604.14	\$4,750.00
Grocery Card Profits	\$1,650.00	\$2,200.00
Rentals	\$526.08	\$1,300.00
Service Auction	\$29,347.60	\$25,000.00
<b>Total Misc. Income</b>	<b>\$35,127.82</b>	<b>\$33,250.00</b>
FY15 Carryover Revenue		\$2,500.00
<b>Total Budgeted Income</b>	<b>\$248,690.76</b>	<b>\$302,172.00</b>
FY2017 Prepaid Pledges	\$5040.00	\$0.00

<b>Expenses</b>	<b>Year to Date</b>	<b>Annual Budget</b>
<b>Program Budget Operating Expenses</b>		
<b>Worship &amp; Music</b>		
Music Committee	\$1,611.94	\$1,500.00
Worship Arts Team	\$600.00	\$400.00
Worship Supplies	\$557.26	\$813.00
*Program Budget for Worship & Music	\$63,538.58	\$87,632.13
<b>Total Worship &amp; Music</b>	<b>\$66,307.78</b>	<b>\$90,345.13</b>
<b>Community Within</b>		
150 <sup>th</sup> Anniversary Celebration	\$61.16	\$250.00
Board of Trustees	\$205.75	\$200.00
Childcare for Meetings	\$-12.77	\$250.00
Committee on Ministry	\$0.00	\$100.00
Fellowship & Coffee Hour	\$265.46	\$500.00
Lay Leader Development	\$350.00	\$1,060.00
Library Committee	\$0.00	\$0.00
Membership & Directory	\$202.07	\$500.00
Personnel Committee	\$520.70	\$150.00
*Program Budget for Community Within	\$55,596.25	\$76,678.11
<b>Total Community Within</b>	<b>\$57,188.62</b>	<b>\$79,688.11</b>

Note: Program Budget amounts Under each category are a Percentage of the combined Budgets for Building & Grounds, Office, Personnel and Debt Service.

<b>Lifespan Learning</b>		
Adult RE	\$38.40	\$0.00
Children's RE Program		\$2,100.00
Coming of Age	\$0.00	
OWL	\$294.29	
Children's RE (and Other	\$1,081.80	
*Program Budget for Lifespan		
Leaning	\$47,653.93	\$65,724.10
<b>Total Lifespan Learning</b>	<b>\$49,068.42</b>	<b>\$67,824.10</b>
<b>UU &amp; Interfaith Connections</b>		
OMD Dues	\$3,447.50	\$4,728.00
UUA Dues	\$9,456.00	\$11,820.00
*Program Budget for UU &		
Interfaith	\$7,942.32	\$10,954.02
<b>Total UU &amp; Interfaith</b>		
<b>Connections</b>	<b>\$20,845.82</b>	<b>\$27,502.02</b>
<b>Income Generation</b>		
Fundraising Exp.	\$220.98	\$500.00
Legacy Committee	\$0.00	\$0.00
PayPal Processing Fee	\$201.61	\$0.00
Service Auction Exp.	\$2,462.47	\$2500.00
Stewardship Committee	\$151.73	\$300.00
*Program Budget for Income		
Generation	\$13,899.06	\$19,169.53
<b>Total Income Generation</b>	<b>\$16,935.85</b>	<b>\$22,469.53</b>
<b>Social Justice &amp; Outreach</b>		
Publicity	\$641.65	\$650.00
*Program Budget for Outreach	\$9,927.90	\$13,692.52
<b>Total Social Justice &amp; Outreach</b>	<b>\$13,646.50</b>	<b>\$16,192.54</b>
<b>Total Program Budget Operating</b>		
<b>Expenses</b>	<b>\$220,916.04</b>	<b>\$302,171.41</b>

## Account Balances as of April 30, 2016

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### Checking Account

General Fund	\$7,184.87
150 <sup>th</sup> Anniversary Fund	\$949.00
Coffee Hour Fund	\$506.96
Contingency Fund	\$0.00
Designated Monies	\$10,281.87
Library Fund	\$108.51
Major Improvements Fund	\$0.00
Memorial Fund	
Designated Memorials	\$0.00
Undesignated Memorials	\$235.23
Minister Family Insurance Fund	\$0.00
Music Fund	
Undesignated Music Monies	\$912.16
Designated - Accompanist	\$938.99
RE Program	
Children's RE	\$300.00
Coming of Age	\$212.74
OWL	\$119.80
Youth	\$223.20
Reserves for Operations	\$8.20
Social Justice Special Collections	\$1481.96
Social justice Fair Trade	\$1,550.47
Social Justice Undesignated	\$921.58
Stewardship Fund	\$0.00
FY2017 Prepaid pledges	\$5,040.00
<b>Total Checking</b>	<b>\$30,975.54</b>

### Savings Account

Aesthetics Fund	\$1,177.69
Contingency Fund	\$5,846.40
Endowment Fund	
Heritage Program	\$500.00
Simple Gifts	\$3,755.37
Reserve Savings -GF Operations	\$2,500.00
Green Sanctuary Fund	\$1,110.50
Library Fund	\$174.56
Reserve-Staff Health Care	\$3,500.00
Reserve Savings—GF Operations	\$2000.00
Interest Income	\$196.30
<b>Total Savings Account</b>	<b>\$18,261.82</b>



<b>Capital Campaign Accounts</b>	
HTB Capital Account	\$411,728.18
Stifel Nicholas	\$56,106.28
Vanguard	\$69,218.60
<b>Total Capital Campaign Funds</b>	<b>\$537,053.06</b>
<b>Grocery Card Checking Account</b>	
	\$1,751.96
<b>Hogwarts Checking Account</b>	
	\$2,292.07
<b>Minister's Discretionary Fund</b>	
	\$3,395.52
<b>Assets:</b>	
<b>Buildings and Land (Tax-Appraised Value)</b>	
228 Gougler	\$270,800.00
230 Gougler	\$96,900.00
221 North Mantua	\$36,900.00
<b>Grocery Cards on Hand</b>	
	\$3,570.00
<b>Major Liabilities:</b>	
Debt Service (mortgage)	\$47,742.18

### **Report from the Capital Campaign Treasurer: Kay Eckman**

Our capital campaign team continues to record incoming pledges and monitor account balances. The team would like to thank MaryBeth Hannan for her untiring and accurate support.

Starting Balance 1/1/2015	\$ 25,637.87
Donations, Interest Received	\$ 400,925.35
Less 2015 Expenses	\$ 27,057.94
Ending Balance	\$ 399,505.28

Expenses for 2015 included UUA Consulting fees, Architect fees, Administrative and Stationary Supplies, and costs related to the Kickoff Event. A line item income and expense report can be obtained by contacting Kay Eckman at [kayclatterbuck@gmail.com](mailto:kayclatterbuck@gmail.com).

## Report from the Capital Campaign Team

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We did it!

After many months of planning, and a small early campaign with a few lead donors, we launched the all church capital campaign in September 2015. The campaign, *Realizing the Vision: Not for Us Alone*, was to raise funds to allow us to expand our church facilities. We were very pleased with the outcomes of the campaign:

- we received 124 pledges that totaled over \$860,000!
- over \$500,000 of the pledged total has already been donated.
- the funds will allow us to pursue Phase I of the project, which is building a new, 5000+ square foot building on the property behind the church; the building will contain a social hall, kitchen, library, and 2 new religious education classrooms.
- 90 people donated their time to the campaign, including over 30 people who were involved in the canvass in the Fall.

We are very grateful for all the efforts that contributed to this successful campaign. A key ingredient was the hard work of the members of the Capital Campaign Team. Joining us on the team were Kay Eckman, Randy Leeson, David Smeltzer, and Rev. Melissa Carvill-Ziemer. The team met for over a year, planning and then carrying out the campaign, and they brought much enthusiasm and wisdom to the work. We appreciate their time, talent, and positive energy.

And a big thank you to YOU! Throughout the process, we appreciated the support and involvement we received from the congregation, including your feedback on pursuing the project, volunteer time to the capital campaign, and most important your monetary pledges that will allow us to move forward with our expansion plans.

We look forward to celebrating the ground breaking for the new building with you.

In faith and fellowship,

Marion Yeagler  
Capital Campaign Co-Chair

Kathy Kerns  
Capital Campaign Co-Chair



## **Report from the Finance Committee**

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A major focus of the Committee this fiscal year was on matching the programmatic and operational needs of the Church with the financial resources available or projected to be available as we begin our long-anticipated expansion program. As this was written (4-14-2016) the results of the current pledge drive were not complete. We hoped to recover some ground lost in our commitments to maintaining UUA fair compensation guidelines while continuing to honor our fair share dues contributions to our District and to UUA. We were living within the budget set for this fiscal year as of this date.

A general audit of the Church's financial records and practices was underway, conducted by an outside firm specializing in non-profits and churches. As far as we know, this was a first in the history of the Church, and was considered essential at this stage of our growth. An internal audit of the Grocery Card, KentHogwarts, and Ministry Discretionary accounts were also conducted with everything found to be in order.

The Committee supported the Capital Campaign in various ways. We endorsed a program to solicit loans from Church members to assist with construction costs, first in denominations of \$20,000 and later broadened to accept amounts of either \$10,000 or \$5000. We also endorsed the Church itself taking a construction loan from a local bank to assist covering expenses if pledge payments lag during the construction period. A program called Change for Change, whereby members could donate loose change to the campaign, was initiated but failed to take hold. Finally, with the help of the minister, two members volunteered to cover the first six months operating costs of the new fellowship hall.

The snow removal contract was the only one acted upon this year. We now have a three year contract at a fixed price thanks to our Congregational Administrator.

We anticipate the time before our expansion plans are fully complete and operational, and our ability to accommodate a larger congregation and religious education program is realized, to present financial challenges. But we remain confident in the congregation's ability to maintain the vitality and enthusiasm evident as this was written.

Submitted by Gene Wenninger, Chair, on behalf of the Committee:  
Sandy Eaglen, Kay Eckman, Bob Erdman, Carol Gould, MaryBeth Hannan, and Rev. Melissa Carvill-Ziemer, ex-officio.

## **Report from the Endowment Committee**

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An endowment fund is a type of savings account that is kept separately from the accounts that fund our day to day church operations, or building fund. Once the fund is large enough to generate income, the earnings from an endowment fund are used for extra projects to keep our church strong and ensure that the church is here for future generations to come.

The Endowment Committee is working toward building up such a fund. There are two ways to contribute towards our endowment fund. The Simple Gifts program, where you can show gratitude for events or occasions in your life or to recognize special people. No gift is too small or too large. You can donate to the Simple Gifts program using the blue donation envelopes found in our pews. The Heritage Fund accepts donations from those members who would like to remember the church in their will. You can contact Carol Gould for more information on arranging to remember the church in your will.

The three members of the endowment committee for this year were Cheryl Casper, Shirley Kiernan and Kay Eckman. As of April 15, 2016 The Simple Gifts Program had a balance of \$4,255.37 and the Heritage Fund had a balance of \$500.00. Thank you to all who generously donated throughout the year.

## Report from the Grocery Card Fundraising Team

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**Staffing:** In addition to Carol Gould and I, who lead this effort most every Sunday, we have 7 helper volunteers who work with us each Sunday. This is enough people that no one except Carol and I work on this more often than every 4-6 weeks. If both Carol and I are gone on a given weekend, we have two trained helpers who arrange to get the cards from the office for the weekend then return them early the following. This has been very effective and no one feels it is a big load on their time.

**Financial:** In the first 3 quarters of FY16 grocery card sales were slightly up: about 2%. Giant Eagle sales declined, and ACME sales increased. More people are using credit cards, and most are people who were not buying before we offered credit card payment, thus these are truly incremental sales. While charges are a significant portion of our revenues from sales through credit card sales, the net contribution is positive. So far in the first 3 quarters of FY16, the contribution from credit card sales has roughly equaled that of the entire year FY15.

**Promotion:** While those who buy regularly are quite aware of how the grocery cards work, and the 5% earnings on card value for the church, there are still people in the congregation that are unaware of the cards and how they work. While word-of mouth remains to be the best way to inform newcomers and others about the process [everyone can help in doing this], we are planning 4-6 newsletter announcements in the coming year.

Bob Erdman



## FY2016 Annual Program Area Reports: Worship and Music



### **Report from the Music Committee**

#### **Music Committee Members**

The music committee communicates needs and updates through email, and meets in person as needed.

- Hal Walker (Music Director)
- Kim Homsher (Chair)
- Jennifer May (Treasurer)
- Heather Waltz
- Cara Constance (Secretary)

#### **Music Committee Activities**

The music committee is focused on hosting successful fundraising events and organizing appreciation events for volunteers of the music ministry.

#### **Fundraising Events**

- **UU've Got Talent.** This 3<sup>rd</sup> annual event featured over 50 performers from our community and raised over \$1,000, exceeding the committee's goal.
- The **Cuyahoga River Concert Series:** This series held its 5<sup>th</sup> season which has raised approximately \$600 to date. Concerts included:
  - Magpie
  - Matt Watroba/Hal Walker
  - Mustard's Retreat
  - Ayreheart
  - Roger Hoover and Shivering Timbers (upcoming on May 28, 2016)
- **Capital Campaign:** Hey Mavis performed at the Kent Stage for the campaign kickoff festivities. Proceeds of approximately \$2,800 were donated to the campaign.

#### **Appreciation Events**

To show appreciation for all musicians and singers and their commitment to the music ministry, the music committee hosted 2 appreciation events.

- Christmas Dinner
- Summer Potluck

#### **Challenges/Needs**

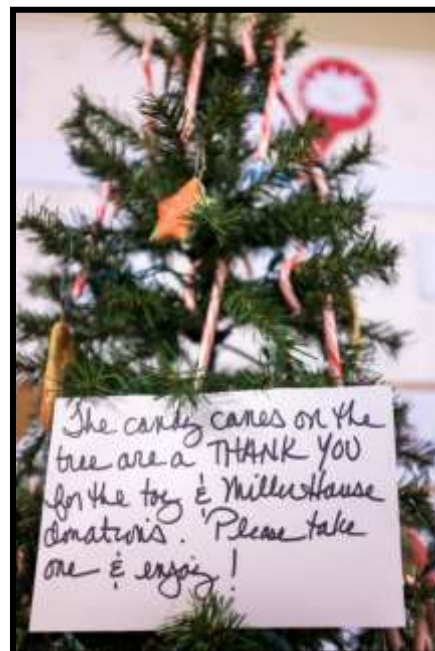
- Budget constraints remain a concern as we strive to meet the goal of purchasing all necessary sheet music
- Fair compensation for the Music Director remains a concern
- Fair compensation for the Accompanist remains a concern



## Report from the Religious Education Committee

The members of the Religious Education Committee for 2015 – 2016 are: Michelle Bores; Kat Holtz; Cheryl Spoehr; Stefanie Workman; and Mary Leeson. This committee meets monthly with Karen LoBracco, Interim Director of Religious Education (DRE), and Colleen Thoele, Assistant DRE, to insure quality programming for the children and youth of our congregation. When we began our fiscal year in July, we were without a DRE. Colleen Thoele agreed to supervise the summer RE program, “Free to Be You and Me and GREEN!”, and begin preparations for fall programming. Her hours were increased from 5 to 12 hours per week. Karen LoBracco was hired at the end of August as our Interim DRE working 20 hours per week. She started immediately by attending our Teacher Orientation held Aug. 29. Karen lives out of state, so she is in Kent 11 – 12 days per month and works from home the remaining time. Sunday classes began Sept. 20 and we also participated in the Committee Fair on that day. We recognized Fred Smith for his many years as an Our Whole Lives (OWL) facilitator. Kat Holtz, Kathy Walker and Saul Flanner began the Jr. High OWL program without additional support; we are fortunate to have such skilled and reliable facilitators! A Yoga program was started on the 2<sup>nd</sup> Sunday of every month in the Second Service Elementary Age Class. Heidi Shaffer, Jen Walton-Fisette, and Jessica Gardner taught this well received class that also welcomed adult participants. On Oct. 6th, Layne Richard-Hammock led our DRE Start Up for 16 members of the congregation. We modified the set-up of the haunted house by having the youth set-up on the Sunday afternoon prior to the Oct. 24<sup>th</sup> Halloween Party. We chose the week prior to Halloween so we wouldn’t interfere with other parties and the events downtown. On November 21<sup>st</sup> we sponsored an all church game night. In December, in addition to collecting new toys for Kent Social Services, a tree with stars was set up in Fessenden Hall. Each star listed a specific item desired by a family at Miller Community House. Fifty-one gifts for the family were collected. December 12<sup>th</sup> was our holiday pot-luck movie night. Our RE Volunteer Retreat was held January 9. Chef Brandon Thoele prepared food and a guest speaker from Children’s Advantage spoke on meeting special needs. Jennifer May and Jeff Lang facilitated the 8 session Elementary OWL program. Rev. Melissa held our first Children’s Chapel on Feb. 28<sup>th</sup>. The children colored paper eggs which were sold and hung on our “Easter Tree” and all profits were sent to Heifer International. The Middle School class held an egg hunt for the children during coffee hour on Easter Sunday. We collected donations and mailed care packages to our young adults in April. Our high school youth led the community in worship on April 17. The Jr. High OWL class led the service on May 22nd. The worship service on June 5 was led by our Sunday morning RE Classes and the RE Committee.

Respectfully submitted,  
Mary Leeson, Committee Chair



## Report from the Kent Hogwarts Committee

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**Leaders** – Luna Hart (Headmistress), Valerie Henry (Deputy Headmaster), Michelle Bores (Safety), Sandy Bowers (Safety, Treasurer), Kat Holtz (Volunteer Training, Scheduling), Keara Gleason (Kitchen Winter 2016), and Olive Busson (Kitchen Summer 2016)

**What We Do** – We are a ministry that empowers children and youth to create positive change in themselves and their world.

We use the wizarding world of *Harry Potter* and Earth-centered spirituality to explore the seven Unitarian Universalist principles. We create a safe and magical space where they can practice valuable life skills that nurture curiosity, empathy, respect, and responsibility.

The ministry is unique, bringing together elements of Religious Education, Community Outreach, Social Justice, and Leadership Development.

**Exploring Fear** - This year we transitioned to year round planning, drawing inspiration for both sessions from *Harry Potter and the Prisoner of Azkaban*. Our focus was fear and how it can affect the way we interact with others. In winter we dealt with fear seeded by the belief that we are different from others. We will continue exploring fear this summer as we focus on fear of people who we believe are different from us. The culminating lesson is in finding our common ground - e.g. that we all want and need the same things like love, food, and shelter - and that when we let go of fear, we are able to return to love.

**Hogwarts for Adults** - New this year we offered a special one day session of Hogwarts for Adults as a Service Auction event. Our theme - Awaken the Magic. Adults were sorted into houses and attended classes and earned house points, just like our regular sessions. Although our day was much too short, the event was well received and will be offered again next year!

**House Cup Charities** - Caring for others is an integral part of Unitarian Universalism. Each session we choose a charity or service project to help. In honor of Gryffindor winning the house cup last winter, we chose a charity to benefit animals under their umbrella. We collected donations for Clover Field Wildlife Care - a local non-profit wildlife rehabilitation facility dedicated to the healing of injured and orphaned wild animals. Last summer, with Ravenclaw holding the house cup, we sponsored three raptors through the Medina Raptor Center - Ella (snowy owl), Matti (turkey vulture), and Mika (American Kestrel). With Ravenclaw holding the house cup once again, we are working to identify a new charity to benefit creatures under their umbrella.



*So many wonderful people make KentHogwarts happen. Thank you to our cast of volunteers, especially our leaders listed above, kitchen witches/wizards (Keara Gleason, Olive Busson, Andrew Rome, Dana Wakefield, Mary Ann Kasper, Colleen Norris) music leader (Heather Eaken), historian and recording engineer (Brad Bolton), our professors (Angela Barzizza-Young, Mary Bouch-Koslow, Chris Gleason, Bonny Graham, Jennifer Gregg, Becky Haines, Victoria Heater, Kayla Henry, Joe Kuemerle, Gina Maida, Olivia Rivard, Susan Smith, Tim Smith, Cheryl Spoehr, and Natasha Swango), our prefect wranglers (Emma Peshek and Beth Kuemerle), our helpers (Sara Accettura, John Bores, Sara Ferguson, and Anna Stieg), and the Masons for entrusting us with their historic home. We would also like to thank Karen LoBracco and Rev. Melissa for their continued support and guidance. My sincerest apologies if your name is missing or misspelled. I blame it on the wrackspurts that befuddle my brain now and then.*

### Reports from the Program Coordinators:

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The new UUCK By-Laws (4.26.15), adopted last year by Congregational vote, call for five (5) new "Board-Appointed Ministry Coordinators". The Coordinators are asked to set annual goals in support of the Vision, Mission, & Covenant of UUCK, serving a three-year term.

The By-Laws provide general direction for the functions of each of these new positions. The Personnel Coordinator, the Building & Grounds Coordinator, and the Social Justice & Community Outreach Coordinator positions were previously housed in other roles (such as Board Liaison), and the descriptions of the Volunteer and the UU, Interfaith, & Community Connections Coordinator positions were less well-defined, the notion brought forward that the work of all of the Coordinator during the course of the year would make the functions more clear. All Coordinators were charged with the responsibility of developing the nature and character of the position as they best understand it, expecting evolutionary development of the functions as needs and circumstances suggest or dictate.

These are the Reports of the appointed Coordinators, and describe what each Coordinator has done, or tried to do, this year.

#### **Volunteer Coordinator**

Early in the fall, I met with the MET to help me define the role and tasks of this newly-created position. Rev Melissa suggested that the Volunteer Coordinator take on one or two tasks each year for which a solution is needed. Her suggestion for this year was "Coffee Hour."

Social Hour coffee had been consistently provided by Shirley Kiernan, and before her, Deb Biggins, and before her, many others, but few people volunteered to help, and this was seen as a concern. Considerable discussion and reflection were given to the issue. An effort to transform volunteering during Social Hour, under the leadership of Kathie Slater, has so far been successful to create an enhanced fellowship experience. Kathie gathered a brainstorming group, from there a working group, and from there, a plan to do a make-over was put into action, and teams were formed. The Trustees and the Membership Team "modeled" the team roles during March. In April, the first Social Hour Team got to work, offering a truly superior Social Hour experience!

My primary activity as Volunteer Coordinator this year has been to talk to as many folks as possible about their interests in volunteering, and to try to match up people with jobs, tasks, assignments that are in need of their special skills and energy. This is, of course, an ongoing process. However, I do think that asking is the most direct and successful way to assist people to find their next way to express their joy in being part of our Beloved Community. This position has been a natural progression for me in that I am part of the Leadership Development Team as well as facilitator of the Membership Team. The functions of all of these teams merge somewhat, and it has been a wonderful opportunity to get to know many more people much better. For this, I am truly grateful.

Claudia Miller  
Volunteer Coordinator





## Personnel Coordinator

I believe that I was chosen as Personnel Coordinator largely because of my service on the now defunct Personnel Committee. I have spent some time this past year learning just what holding the position involves.

Along with the Congregational Administrator and a representative of the Finance Committee, I developed recommendations that would bring the congregation in line with the fair compensation guidelines to which it previously committed. The Board of Trustees endorsed an initial budget proposal that included the recommended increases in staff compensation however the recommendations will not be implemented due to the outcome of the stewardship campaign.

I am a member of the DRE search committee. We have worked hard to identify potential candidates for the position, and we have interviewed four finalists. We will be making a recommendation to the Ministry Executive Team (MET) shortly.

Finally, I recognize that our Personnel Manual needs to be revised to bring in in line with the revised bylaws. I will be working with the Moderator to identify needed changes.

Jack Graham, Personnel Coordinator



## Building and Grounds Coordinator



Reluctantly, I said yes when Claudia, in her new role as Volunteer Coordinator, asked me to take the position of Building and Grounds Coordinator. I know plenty about Grounds. It's the building part that seems a bit overwhelming. We have an old, old church building and an old annex AND a brand new building in the works.

There certainly is a lot to tend to! So far I have seen to a few minor repairs and obtained estimates on a few bigger repairs, did some spring clean-up outside, and met with Mike Lee concerning the energy audit and Mary Lou Holly about the Green Sanctuary application. These are the little things. The big things are yet to come.

In consultation with Mike Lee, I have developed an action plan for implementing the recommendations of the energy audit. We are recruiting a group of volunteers to tackle the inexpensive but time-consuming tasks that are essential for us to quit heating the great outdoors and keep our energy dollars inside where they can do the most good. Hopefully we can recruit volunteers and start the work in the next month or so and, with a few well-organized work days, be finished before the next heating season.

Mary Lou Holly and I are working on plans for sustainable landscaping. Right now, volunteers from the Landscape Team and the Permaculture group can begin converting the grassy areas around the Annex to more sustainable and attractive plantings. Areas around the church building are already in progress, and areas around the new building are in planning.

Meanwhile, I would like to work with the congregation on a change in culture. Just as we have implemented a change in Social Hour that encourages us all to take ownership of its success, we also need to all take ownership of the condition of our building. We do not have a budget for deep cleaning, de-cluttering, and other mundane maintenance. I hope we can develop a routine for scheduled biennial congregational work

days that engages a substantial portion of the congregation in this fellowship building work of caring for our church home.

Georgia Quinn, Coordinator for Building and Grounds

## **UU, Interfaith, and Community Connections Coordinator**

September 2015-Present

Subscribed to newsletters from area UU churches and monitored their respective websites for news and events:

- West shore UU
- First Congregational UU Shaker
- Cleveland UU
- Akron UU



- Assisted in the formation of the Permaculture team.
- Visited and toured the Permaculture and Community Garden at First UU Shaker
- Proposed a service project to the Portage County Master Gardeners for assistance with landscaping the grounds.
- I was hoping to cultivate a mutually beneficial relationship with this group. The MG board did not have interest in a project at this time but encouraged a future proposal. I withdrew the proposal with the following letter to the PCMG.

At this time I am withdrawing the proposal for the project at the UU church. I am going to shelf the idea and re-evaluate it again next year. We ( the UU church) will be in a better position for planning and implementation with the grounds next year. 7 current PCMG are Members of the church and we have several Summit and Stark and Cuyahoga County MG members. It would be advantageous for the both MG and UU church to develop relationship in the future. The church is building a new social hall in 2016 that would be a fantastic central location for MG meetings and events. The tentative plans for the grounds include a permaculture, pollinator, rain and children's garden.

The church is a non-profit organization and is very active in community service. We are also planning to incorporate a rain barrel system and solar energy into the campus. During the construction and after completion there will be many opportunities for education and service for the whole community.

Continue to serve as coordinator for the UUCK Timebank membership-participation and interest in this from our congregation is currently "flat"

Monitoring and sharing Local Calenders and events that may be of interest to our UU community.

- Portage County Parks
- Main Street Kent
- Haymaker Farmers Market
- Kent Free Library
- Stow-Munroe Falls Library
- Reed Memorial Library
- Local 4-H chapters
- NEOMED
- KSU

Hogwarts Liaison-Kitchen Witch Emeritus, Professor of Care of Magical Creatures.  
Taught class on House rabbit adoption and care. Promoted Adopt not Shop for family pets.

Attended Reconciliation conference at Cleveland UU in the Fall  
Attended interfaith March and Services at Spellman Chapel in Kent  
Represented UUCK in the community canvassing for Auction Donations  
Coordinated UUCK Auction Dinner food and personnel -recruited, assigned and directed volunteers for UUCK dinner.

Plan to visit Summer Institute program and write article for Chalice Flame.  
Connect with local UU churches by attending occasional Service and meeting members other congregations as a representative of UUCK.

Due to the unexpected addition of an active preschooler to our family, I have not given this position as much attention as I would like. We are settling in to our family roles and I expect to be able to dedicate more time to Interfaith and UU connections as well as continue to cultivate relationships with and visit our local UU churches.

### **Social Justice and Community Outreach Coordinator**

*This report is included in the Social Justice Task Group Report. .*

Vivien Sandlund  
Social Justice and Community Outreach Coordinator



### **Report from the 150<sup>th</sup> Anniversary Committee**

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150 Years: Heirs of the Past, Makers of the Future



This was an exciting year for the 150<sup>th</sup> Anniversary Team as we completed our planning and began our celebrating. After three years of meetings filled with discussions of who we are and how we want to mark the long and proud history of this congregation, our way became clear and we focused on three themes: honoring our past, realizing our present, and visioning our future. We plan to celebrate our congregation achievements as we will reach out to the larger Kent community.

This church year, we will kick off the anniversary activities with three events. May 27<sup>th</sup>, the congregation and community friends will gather for an address from historian Vivian Sandlund and the Rev. Renee Ruchotcke entitled, "Legacy of Hope: 150 Years of Unitarian Universalist Values ." A reception will follow.

Next, on Monday, May 30<sup>st</sup>, members will join the Kent community in marching in the Memorial Day Parade. Members are encouraged to wear their Unitarian Universalist Church of Kent logo t-shirts and hats. We will proudly carry our Standing on the Side of Love for 150 Years banner.

In June, the Religious Education Committee will lead us in reflecting on 150 years of children's programs and activities. We will enjoy old-fashioned games and activities at the Annual Church Picnic.

## Report from the Membership Team

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2015-2016 Members of the Team are Andrea Case, Cheryl Casper, Jen Fiset-Walton (Greeter Co-Coordinator with Andrea, Trainer & Organizer), Diane Kloss, Claudia Miller, Shannon Osorio, Cheryl Spoehr, and Trish Kwartler. Andrea resigned from the Membership Committee in March, but will maintain her leadership of the Greeter contingent, co-coordinating with Jen Fiset-Walton, until August.

Focus of the Membership Team this year was to enhance our welcoming culture. We advanced last year's proposal by

Establishing a "Second Sunday Meet & Greet," intended specifically to invite newcomers and nearly newcomers to join with the Membership Team and professional staff for conversation and light refreshments at 11:00 between Services in the Founder's Lounge. Invitation cards were created and the monthly event was also publicized in "The Thread from the Web" and e-nUUs. We initiated the Meet & Greet in the Fall, and began to collect usable data in December, welcoming 19 adults and 6 children over the last 5 months including visitors and newer church members. This activity was coordinated primarily by Diane with all Team Members contributing. We encourage everyone to identify and greet newcomers and draw their attention to this special visitor event. Initiating a "Visitor Information Bag" to be offered to all first time visitors, including invitation to Second Sunday Meet & Greet, literature, and a coupon for Visitors' families to come to the Pancake Breakfast. Over 20 bags have been distributed.



Organizing three Circle Suppers coordinated by Shannon with a total attendance of 28 participants.

Assisting with the "Social Hour" transition in coordination with our Moderator, Kathie Slater, whose leadership was essential to moving that project forward. In March, the Membership Team sponsored the first "new and improved" Social Hour with volunteers to set up, clean up, welcome, and provide an activity, and "modeled" our concept of a quality event.

Revising the Visitor Card, available in the pew racks and on the Visitor Table. The card is green for better visibility, and the wording was revised.

Starting a special "call to Membership," mailing a card of invitation to selected folks that have been attending and supporting the Church, but have not yet become Members. This appeal resulted in two (2) individuals "signing the book" to become Members.

Re-arranging and re-decorating the Founder's Lounge upon the prompting of our Intern Minister, Dave Clements, to create an atmosphere more in accordance with our welcoming message. Track lighting to brighten the space is in the process of installation.

Calling by phone all the people since November 2015 who expressed interest in getting connected (Diane), and directing them to a person, activity, or committee as appropriate.

The Team met with the Congregational Assessment Committee, responding to the elements of the Assessment that pertained to the Membership Committee. This opportunity helped us to see ways in which our Team can grow and advance the Mission of UUCK from our standpoint.

Andrea instructed the Team in the use of Trello, an online organizing tool. We are continuing to learn to use Trello for recording our activities and the results of our efforts. It is our hope that we can gather relevant data to be able to follow up with all the folks that enter our doors. This will help us meet more of the Congregational Assessment suggestions.



The New to UU Classes continue to be offered quarterly, facilitated by Claudia. Dina Braccio has expressed an interest in assisting, or possibly taking over, the facilitation of these classes. This potential transition is under construction.

The Team fulfilled its duty to update Church Membership data. We certified 197 Members in January, 2016, to be reported to the UUA.

All new Members from the previous two years were invited to a Lake Party hosted by Trish at the Silver Lake Park. The Team provided a picnic supper, and paddle boats and catamarans were free for attendees to use.

The Team continues to coordinate

the New Member Ingathering Ceremony with Rev Melissa: Ten (10) new Members joined this year (July 1, 2015 – April 25, 2016) and will be honored at the Annual Church Picnic on June 12<sup>th</sup>.

the Annual Jubilee Member Celebration: Six (6) additional Jubilee Members are added this year, the recognition and celebration to take place at the Annual Church Picnic. A Jubilee Member is one who has been a UUCK member for 20 or more years, and we now have a total of 36 fabulous Jubilee Members!

the New Member Summer Picnic, to be held at a date and place to be announced.

ongoing efforts to complete our policy and procedure update.

ongoing revision of our Church Directory.

Andrea and Jen thanked all of last year's Greeters with a card and a votive candle in recognition of their service to our Community. As Greeter Co-Coordinator, Andrea and Jen continue to solicit, recruit, and support the Greeters, and are looking for more volunteers to become Greeters. Signing up on Sign-Up Genius has made this volunteer opportunity easy!

The Membership Team is a hard-working and conscientious group of dedicated volunteers. We are actively seeking additional volunteers. The Team meets on the first Wednesday of every month in the Annex at 7 pm. An unsuccessful effort was made to select a new Membership Team facilitator, but we continue this effort with joy and support of the entire Team.

Respectfully submitted,

Claudia Miller  
Membership Team Facilitator



## Report from the Art in the Sanctuary

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<u>Month</u>	<u>Artist(s)</u>	<u>Exhibit</u>
April 2015:	Rosie Skodopole	Paintings.
May 2015:	Marsha Keith	Conceptual Art
June 2015:	Jennifer Kleigenberg	People and nature photography
July 2015:	Jennifer Mowka	Galactic Entities. One piece was sold from this exhibit.
August 2015:	Kim Homsher	Doodles
September 2015:	Michelle Waalkes	Thin Places
October 2015:	David Wasco	Selected Works
November 2015:	Dave Clements	Conceptual Art
January 2016:	Carys Bobbit	Student works from KSU art courses
February 2016:	Frederick John Kluth	Abstract Acrylics.
March 2016:	Libby Kohan	Selected art and illustrations
April 2016:	Jan Noden	Watercolors. The proceeds of the sale of these works were given to the building committee.
May 2016:	Frederick John Kluth	Multi-colored woodcut prints.

Three \$50 stipends were authorized but none were awarded.

Sincerely,

Frederick John Kluth  
2015-2016



## **Report from the Church Library Committee**

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The Library committee membership included Ann Waters and Kathy Wilen, Co-Chairs; Janee Krimmer, Secretary; Carolyn Schlemmer, Cataloger; and new member, Becky Cline. Gene Wenninger, treasurer, resigned due to the demands of moving. Martha Kluth and Harry Noden remain members-at-large. The Committee meets monthly to discuss Library issues, and work parties are held monthly as well.

### **The Function of the Committee**

The primary function of the committee is to maintain the present collection so the holdings are easily accessible to members of the UU congregation and staff. To this end, the committee devoted this year to 1) re-organize a considerable number of the categories, 2) put new labels on the outside of every volume in the collection (thus eliminating the previous color coded system, ) 3) put new cards in all the volumes which were included in new categories, and 4) created new labels for the Library shelves. It has been an enormous, time-consuming task for all committee members, but especially for the Cataloger. We are happy to report that this process is nearly complete, and that circulation has been maintained during the process.

Several volumes were donated by congregational members, but the Committee has been extremely selective in this area due to the re-cataloging process, and new volumes have not and will not be purchased until the process is completed. The current limited shelf space is also a major consideration, until the new building is completed.

Circulation is an ongoing process, and more congregational members appear to be using the library. The Meditation, Inspiration, Family Life and Green Sanctuary categories are particularly popular. Circulation brings with it the constant need to “track-down” over-due books. Since the Library Committee does not impose fines for over-due books, we continue to experience frustration in this area, in particular when popular volumes are not generally available and those who have them “forget” to return them. We continue to work with this problem, with moderate success, and discussion in this area is always a part of our monthly meetings.

### **Special Presentations**

The Library Committee feels that special presentations on topics of interest to the congregation are a way to bring visibility to the Library and its resources. On September 21, 2015, in cooperation with the Kent Environmental Council and in support of the UU Green Sanctuary work, the Committee sponsored a panel discussion on “How Global Warming Affects

Us and What We Can Do To Save Ourselves.” The panel, selected and organized by Dr. Bill Wilen, included KSU faculty members, Dr. Andrea Case, Dr. Joseph Ortiz, Charles Frederick, and from our congregation, Andrew Rome. Dr. Wilen served as Moderator. Approximately 50 church and community members attended this event, and KEC expressed strong interest in further collaborations for next year.

The Library committee continues to promote the collection as a vital resource for congregational education and spiritual growth. To assist members with the collection, a committee member is available most Sundays between services to answer questions and to help find specific titles.

The Library also provides weekly sermon references used by Reverend Melissa and the Worship Associate. They are available in both the Thread and the e-NUUs on a weekly basis. The committee has received verbal comments of appreciation for this service.

We hope to bring new members to the committee this year. Carolyn Schlemmer will leave the Committee in June and we are currently searching for a new person to assume the duties of Cataloger, a critical position. Our committee continues to be active and committed to the mission of the Library for the congregation. Since not all UU congregations maintain a library, we continue to appreciate our unique position within the Kent UU congregation.

Respectfully submitted  
Ann Waters, Library Co-Chair





## Report from the Leadership Development Committee

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The Lay Leadership Committee took a more proactive approach this year in regards to the Kent Unitarian Universalist community leadership. We meet eight times during the year, and numerous times communicated by email. As our community continues to grow the committee's remit requires it to expand its work with new and current members in developing community growth opportunities. Thus, this last year the Lay Leadership Committee created and successfully conducted its first 'Growth Workshop' for the UU community.

In taking on this responsibility, the committee's goal is to help members, both new and current, to become more engaged and find their personal path to growth in the UU community that is meaningful to them. Its success has led the Lay Leadership Committee to plan for two Growth Workshops a year as a part of its work.

Additionally, the Lay Leadership Committee is working on growing the Kent UU nominating process for leadership roles. The goal is to gradually evolve and grow the Kent UU democratic election process in choosing its leaders as the community continues to flourish.

Respectfully submitted,

Max V. Grubb  
Lay Leadership Committee Chair



## FY2016 Annual Program Area Reports: Social Justice and Community Outreach

### Report from the Social Justice Task Groups

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Church members and friends engaged in a variety of social justice activities in the 2015-2016 year. Most of these activities were organized through our three social justice task forces.

The Human Rights Task Force placed 2 congregational resolutions on the agenda for the 2015 Congregation Annual Meeting on June 7<sup>th</sup>. The first resolution called for the congregation to endorse the Kent Move to Amend Charter Amendment citizen initiative in the 2015 general election. This resolution received support from a majority of congregation members, but it failed to gain the required 85% super majority vote in order to pass. Individuals from the congregation went on to promote the citizen initiative in Kent, which passed with 64% of the popular votes in the November election.

The second resolution called for the congregation to “take a vocal and visible stand in solidarity with, and in participation with, the Black Lives Matter movement, and with other supportive organizations.” The congregation voted to table this resolution. Members of the Human Rights Task Force then met to plan further engagement of the church in work for racial justice and equity.

In the wake of the murders of nine African American churchgoers in Charleston, South Carolina in June, members and friends of our congregation held a vigil in front of our church in solidarity with the Emanuel African Methodist Episcopal Church. We held a second vigil in July in solidarity with the people of seven African American churches that had burned in previous months.

Task force chair Lee Brooker represented our church at the Mass Moral Monday March for voting rights Winston-Salem, North Carolina in July.

Members of our church participated in a march in August through Kent to the Spelman Chapel AME Church where we took part in a service of reconciliation and justice. The march was organized by the newly formed Kent Inter-Faith Alliance on Reconciliation and Justice. Our congregation continues to participate in this inter-faith group.

Church leaders and members organized in the fall of 2015 a series of workshops on racial justice and equity using the UUA curriculum called Building the World We Dream About. The workshops are scheduled to resume in the fall of 2016.

Lee Brooker and Vivien Sandlund participated in the UU Justice Ohio Annual Assembly in November, 2015.

In April, 2016 the church sponsored a talk by David Cobb, a national spokesperson for Move to Amend. This is an organization that works for a constitutional amendment declaring that corporations are not people and money is not speech.

In April the church sponsored a salon led by Professor Steven Hook of Kent State University on the Middle East and how we can act to address the crises there and help refugees.

Members of our congregation continued to do afternoon tutoring with young people at the Skeels-Matthews Center in Ravenna.

The Hunger and Poverty Task Force collected donations of food, personal care items, and local grocery store gift cards for Kent Social Services throughout the year. The task force organized a Thanksgiving basket food and gift card collection for KSS. The Task Force took its annual "Soup"er Bowl Sunday collection in February for KSS. The task force also coordinated donations of products for Miller Community House.

Church members prepared and served hot lunches on periodic Saturdays as part Kent Social Service's Hot Lunch Program at Trinity Lutheran Church.

The Environmental Justice Task Force chair Andrew Rome led a Green Energy Sub-committee setting up a power purchase agreement (PPA) option for solar installation on our new Fellowship Hall, ensuring that our building will be "solar-ready." Depending on the cost, the fellowship hall may have solar panels.

The Green Sanctuary Team worked throughout the year to support, urge, and provoke green thinking related to the new building, renovation of the church, and creation of the campus grounds.

The Green Sanctuary Team prepared the Green Sanctuary Candidacy Application encompassing four areas: worship and celebration, religious education, environmental justice and sustainable living. The application includes the Energy Audit Report and Response. The application will be submitted in May.

The Green Sanctuary Team organized and participated in a permaculture course.

The Social Justice Council prepared a policy on social justice actions and educational events that was approved by the church board of trustees. The policy is now in effect.

Congregational special offerings this past year went to Companion Communities Development Association (El Salvador), Lovelight, Rebuild the Churches Fund, UUA/UUSC Fund for Refugees, Kent Citizens for Democracy, Freedom House, the Community Action Council Emergency Energy Conservation Fund, the Minister's Discretionary Fund, the Flint Child Health & Development Fund at Community Foundation of Greater Flint, and UUSC Earthquake Relief Fund.

Report respectfully submitted by Vivien Sandlund, Coordinator of Social Justice

