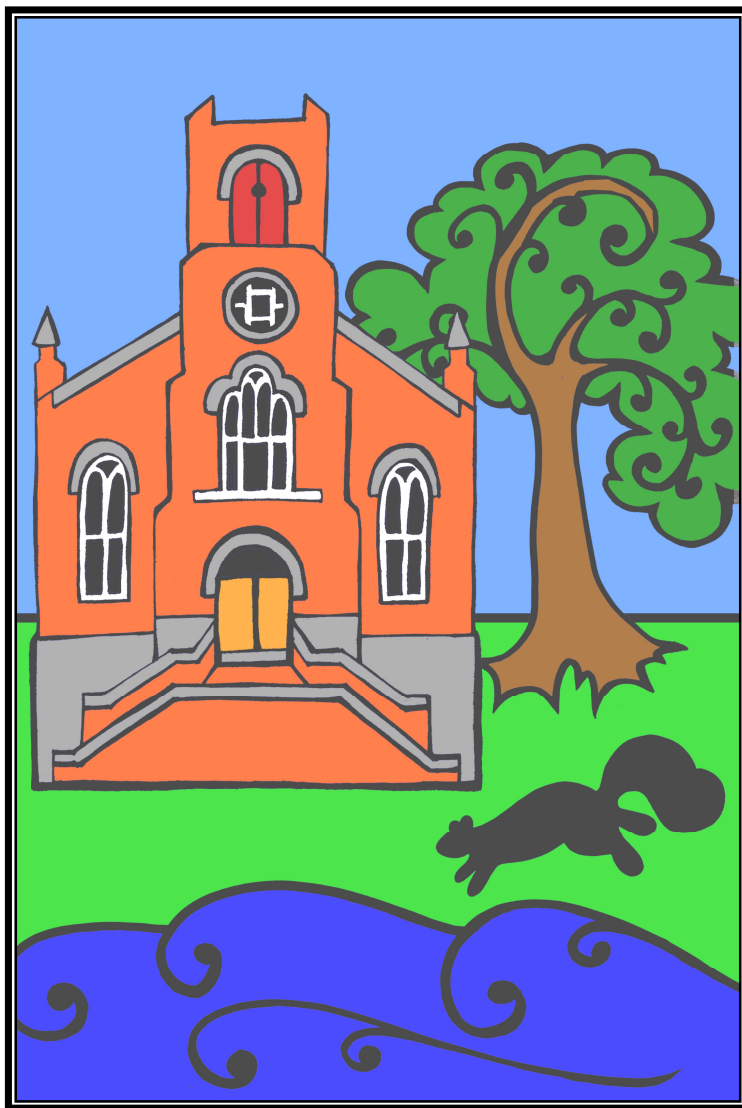
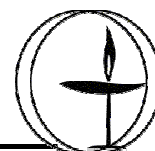


# 2011 Annual Report



## Unitarian Universalist Church of Kent



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Information & Discussion: June 4, 7:00 PM  
Voting: June 5, 10:45 AM



Cover art from our Church banner designed by Amber Scott.

Unitarian Universalist Church of Kent

## **Annual Report**

Information and Discussion Meeting: June 4, 2011, 7:00 pm

Voting Meeting: June 5, 2011, 10:45 am

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#### **Reports from Staff**

Minister: the Rev. Melissa Carvill-Ziemer

Affiliated Community Minister: the Rev. Renee Ruchotzke

Commissioned Lay Leader: Christie Anderson

Congregational Administrator: MaryBeth Hannan

Director of Music: Hal Walker

Director of Religious Education: Karen Lapidus

#### **Reports from the Board**

Moderator: Kristofer Sperry

Church Treasurer: Kay Eckman

Statement of Operations: Jim Scott

Trustee for Building & Grounds: Ed Stolith

Trustee for Fellowship: Marion Yeagler

Trustee for Outreach to the Wider World: Mac Goekler

Trustee for Programming: Cheryl Spoehr

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# Information and Discussion June 4, 2011

## Annual Meeting Agenda

- Welcome - Kristofer Sperry
- Approval of June 13, 2010 Annual Meeting Minutes
- Election of New Officers
- Budget Discussion and Approval of Fiscal Year 2012 Budget
- Consent Item: Policy Based Governance Extension Request
- Informational Update on Expansion
- Thank you to Trustees
- Closing - Christopher Gargoline

## The Leadership Development Committee presents the following Election Slate for Fiscal Year 2012

### Board of Trustees

<u>Position</u>	<u>Name</u>	<u>Term</u>
Moderator:	Christopher Gargoline	1 year
Assistant Moderator:	Kathie Slater	1 year
Board Secretary:	Kim Marfy	2 years
Trustee for Fellowship:	Julie Lineburgh	2 years
Trustee for Programming:	Cheryl Spoehr	2 years
Trustee for Building & Grounds:	Colleen Norris	2 years
Trustee for Outreach to the Wider World	Mac Goekler	1 year

### Financial Secretary

<u>Name</u>	<u>Term</u>
Ann VerWiebe	2 years

### Endowment Committee

<u>Name</u>	<u>Term</u>
Kristofer Sperry	2 years

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

<u>Position</u>	<u>Name</u>	<u>Term</u>
Church Treasurer:	Kay Eckman	through June 2012
Financial Secretary:	Eric van Baars	through June 2012
Endowment Committee	Don Munro	through June 2012
Endowment Committee	Cheryl Casper	through June 2013

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### 2010-2011 Leadership Development Committee

*Committee will continue through FY 2012*

Lori McGee (chair)	Martha Kluth
Saunis Parsons	Christopher Gargoline
Joel Slater	

## **Kent UU Annual Meeting Minutes June 13, 2010**

(Please review the 6/12/2010 meeting notes for background as the 6/13/2010 meeting was strictly a voting meeting)

Lori McGee opened the meeting with a Chalice Lighting at 10:45am. Lori then asked that two items be added to the agenda, one concerning Melissa's employment letter and one additional issue of importance. A motion to accept the agenda was made by inaudible and seconded by Swanny Voneida. Unanimously approved.

Lori then asked if there were any corrections for last year's annual meeting meetings – no response. Ted Voneida moved to approve the minutes, seconded by Sandy Bowers. Unanimously approved.

Lori listed the slate for the formal election as included in the Annual Report. She made note that because of changes in financial duties and positions that the nominating committee did not have a candidate for the new "church treasurer" position. Lori said that Susan Goekler has agreed to be appointed by the board for a three month period while someone is sought to fill the job for the full term. An Asst. Treasurer will also be appointed. Christie Anderson moved to accept the slate as presented, seconded by Mary Lou Holly. The vote was all yes except for one vote in opposition.

Moderator – Kristofer Sperry for a one year term

Assistant Moderator – Christopher Gargoline for a one year term

Trustee for Fellowship – Marion Yeagler for a two year term

Trustee for Programming – Kay Eckman for a two year term

Endowment Committee – Cheryl Casper for a three year term and Don Munro for a two year term

Nominating Committee (new name Leadership Development) – Lori McGee (Chair), Martha Kluth, Saunis Parsons, Heidi Shaffer, and Joel Slater – all one year terms

Susan Goekler presented the budget. Randy Ruchotzke offered an amendment to add \$2000 to the UUA "Fair Share" line. Mac Goekler noted that the budget per our bylaws must be balanced. It was decided to add to the amendment \$2000 on the revenue side (likely from year to year carryover). The vote on the amendment was 47 for, 14 against, and 1 abstention. Elaine Bowen moved to accept the budget as amended with an inaudible second. Unanimously approved.

Lori presented the bylaw changes with all the changes added during the informational meeting on 6/12/2010. Jennifer May moved to accept the bylaw changes, seconded by John Marfy. The vote was all yes except for 1 opposed and 1 abstention.

Lori presented the case for UU Kent congregation's ordination of our long time member Renee Zimelis Ruchotzke. Lori explained that we would be taking a special offering this

month to help with the cost. Kathie Slater moved to have the congregation ordain Renee, seconded by Heidi Shaffer. The vote was all yes with 1 abstention.

Lori explained the policy governance structure we were considering. She said that we had a Policy Governance Task Team in place consisting of Rhonda Richardson, Kristofer Sperry, Mac Goekler and herself. We will be asking the congregation to formally endorse a one year trial period. Lori explained that this team would keep the congregation fully involved during the test period. She also noted that one of the main purposes was to give back to the congregation's various members, staff, teams, and committees the authority to do the work of the church. She said that we do not see any violations of our current bylaws during this trial period. Eric van Baars moved to grant the board this trial period, seconded by Jane Krimmer. Unanimously approved

Lori mentioned that we, the congregation need to adjust Melissa's letter of employment to include foster children in her Family Leave provision. Esther Duncan moved to accept this change, seconded by Becky Haines. Unanimously approved.

Lori then mentioned that Kathy Kerns would be presenting two church expansion case studies after second service.

Kristofer Sperry called a special meeting in two weeks, if needed to consider this fast moving church relocation issue.

Lori adjourned the meeting at 11:07am.

Submitted by Mac Goekler

Fiscal Year 2012 Proposed Budget

UU Church of Kent Budget FY 2012 Last Updated: 052011		FY10 Actual Amount	FY11 Budgeted Amount	FY11 Actual 7/1/11 - 5/20/11	FY11 Projected Amount	FY12 Proposed
<b>INCOME</b>						
	Plate	\$2,664	\$2,000.00	\$2,218.49	\$2,500.00	\$ 2,000.00
	Pledges during fiscal year	\$168,501	\$179,860.00	\$153,236.36	\$176,421.00	\$ 183,300.00
	Prepaid pledges	\$11,383	\$16,140.00	\$15,690.00	\$15,690.00	included
	Service Auction net	\$18,002	\$16,000.00	\$16,169.66	\$16,169.66	\$ 17,000.00
	Acme Bucks net	\$1,476	\$1,500.00	\$1,922.25	\$2,000.00	\$ 1,500.00
	Fund Raising net	\$4,352	\$5,000.00	\$3,569.53	\$3,750.00	\$ 3,500.00
	Rentals	\$8,242	\$2,000.00	\$686.00	\$700.00	\$ 400.00
	2-friends fund	\$205	\$204.84	\$0.00	\$204.84	\$ 204.84
	Misc income (Monies for DRE)	\$29	\$7,023.77	\$6,923.69	\$6,923.00	\$ -
	Interest	\$142	\$100.00	\$52.86	\$60.00	\$ 60.00
	Special Donation					\$ 9,100.00
	<b>TOTAL INCOME</b>	\$214,996	\$229,828.61	\$200,468.84	\$224,418.50	\$217,064.84
<b>EXPENDITURES</b>						
	Operating Telephone	\$2,578	\$2,400.00	\$1,861.17	\$2,000.00	\$ 1,500.00
	Electric	\$1,676	\$1,750.00	\$1,561.30	\$1,873.00	\$ 2,000.00
	Gas	\$4,166	\$4,850.00	\$3,709.75	\$4,000.00	\$ 4,000.00
	Water	\$747	\$800.00	\$669.46	\$720.00	\$ 800.00
	Trash	\$1,061	\$1,100.00	\$820.15	\$900.00	\$ 900.00
	Buildings & Grounds	\$4,924	\$4,500.00	\$5,694.15	\$6,000.00	\$ 5,000.00
	Main/Janitorial Supplies	\$1,312	\$1,260.00	\$1,295.19	\$1,300.00	\$ 1,300.00
	Building Insurance	\$1,165	\$2,300.00	\$2,768.00	\$2,768.00	\$ 3,476.00
	Triangle Proj. Assessment	\$372	\$372.00	\$372.00	\$372.00	\$ 372.00
	Office Supplies	\$1,626	\$2,000.00	\$767.32	\$1,383.00	\$ 1,500.00
	Office Equipment	\$4,359	\$5,340.00	\$2,145.11	\$3,365.00	\$ 4,500.00
	ICON	\$585	\$600.00	\$545.19	\$800.00	\$ 520.00
	Lease parking lot		\$1,200.00	\$1,000.00	\$1,200.00	\$ 1,200.00
	Postage	\$493	\$700.00	\$222.00	\$322.00	\$ 300.00
	Printing	\$300	\$0.00		\$0.00	\$ -
	<b>TOTAL Operating</b>	\$25,363	\$29,172.00	\$23,430.79	\$27,003.00	\$27,368.00
	Debt Service (pmts on loan for bldg improvements)	\$10,810	\$11,772.48	\$10,792.24	\$11,722.48	\$ 11,722.48





# Master Plan FY2011-FY2016

## **Preface**

This document represents the best efforts to articulate our strategic thinking for the next five years. compiled from Master Planning Team notes and notes from April 2, 2011 strategic planning meeting, the updated Strategic Master Plan is an “evergreen” document founded on the assumption that ideas may, and should, change over time as we collaboratively move into the future.

## **I Vision Statement**

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.

## **II Mission Statement**

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.

## **NOTES:**

- FY means fiscal year starting on the previous July 1, ending on June 30 of the year.
- This revision includes inputs from the April 2, 2011 planning meeting.
- We will continue working to clarify this plan and coordinate activities between different entities within the church community.

## **III Board**

### **A. Review and consider revising our plan for governance**

1. Move toward adopting policy based governance
  - a) Reconfigure a task force to examine various forms of policy based governance (FY2011-2012)
  - b) Provide opportunities for the congregation to learn about policy based governance. (FY2011-FY2012)
  - c) Ask congregation to consider endorsing a decision to adopt policy based governance (FY2012-FY2013)
2. Review and revise the congregation’s bylaws in light of needed changes to reflect our changing organization such as a change to policy based governance. (FY2011-FY2015)
3. Review and revise the organizational structure in light of needed changes such as policy based governance (FY2011-FY2016)
4. Develop a plan for documenting policy and procedure and for clarifying each to the congregation (FY2011-FY2013)

### **B. Strengthen our District and Associational connections**

1. To the extent that it is prudent to do so for each annual budget, maintain our Ohio-Meadville dues at fair share and increase our UUA pledge by \$2000 per year until we are at fair share levels (FY2011-FY2016)
2. Continue to promote congregational participation in district and association events and conferences (FY2011-FY2016)

**C. Develop a brochure/booklet listing Board, Councils, and committees with current description of work and leadership activities (Annually)**

**D. Have a committee fair (Annually)**

**IV. Board Committees:**

- A. **Committee on Ministry:** Develop a plan for assessing the strength of our ministries on a regular and ongoing basis (FY2011-FY2013)
- B. **Endowment:** Develop a plan to educate the congregation regarding endowment giving (FY2011-FY2013)
  1. Develop a brochure describing the Endowment Fund and encouraging planned giving (FY2011)
- C. **Master Plan:** Update the Strategic Plan stating goals for the next 5 years (Annually)
- D. **Nominating and Leadership Development Team:** Set up an ongoing process for identifying, empowering and equipping emerging leadership in the congregation (FY2011-FY2012)
  1. Including a mentorship program
  2. Including a succession management protocol
- E. **Personnel:**
  1. Continue to review and update Staffing and compensation
  2. Change the title of the Religious Education Director to Director of Lifespan Religious Education (FY TBD)
    - a) Add Young Adult and Adult education to the job description for Director of Lifespan Religious Education
    - b) Increase the hours for the Director of Lifespan Religious Education to a  $\frac{3}{4}$  time position
    - c) Add a  $\frac{1}{4}$  time Religious Education assistant
      - (1) Create a position description for RE assistant
  3. Hire and fund a ministerial intern (FY TBD)
  4. Perform a wage/compensation study resulting in a January recommendation to Finance Committee for staff salary and benefits in the coming fiscal year (Annually)

**F. Building Committee**

1. Plan for the implementation of building recommendations, with congregational approval, from the Expansion Committee (FY2011-FY2013)
  - a) Plan for the restoration and expansion of our physical facilities if appropriate (FY2012-FY2014)
2. Determine target dates for completion of the chosen recommendation from the Expansion Committee (FY2011-FY2012)

#### **IV Councils:**

- A. **Building and Grounds Council:** Access, Construction, Maintenance Scheduling, Repairs, Upkeep
  1. Repairs: Develop a Maintenance Schedule and update as needed (FY2011)
    - a) Annually develop a contingency plan (10% of our budget) for unexpected repair/expenses (FY2012-FY2016)
  2. Upkeep: Develop a plan to remove the garage and reuse the land for a green space (FY2011-FY2013)
  3. Technology: Evaluate potential for adding multi media production ability for the sanctuary (FY2011-FY2013)
- B. **Communications Council:** Newsletter, Thread, e-nUUs, Publicity, Archives, Library, Website
  1. **Structure and Organization** (FY2011-2015)
    - a) Create and maintain documentation for all communications positions that outline duties procedures
    - b) Create unified release of information form for audio, photos, personal information releases, written consent etc.
    - c) Create/obtain IT systems that facilitate group documentation sharing communication and collaboration
    - d) Consolidate all IT communications systems to the ownership of UUCK specifically the website
    - e) Develop a Communications Policy for all written communications plus communication channels for the church and all other types of communications
  2. **Publicity:** (FY2011-FY2015)
    - a) Advertise most, if not all of the church's events in the local paper and the Terry Kettering Portage Community Events on-line calendar.
    - b) Find a 'go-to' person who could pass on information for upcoming events to keep the communication up-to-date.
  3. **Archives:**
    - a) Create clear written policy concerning use of information, ownership of information, information retention and long term archiving worthiness including financial documents (FY2011-FY2013)
  4. **Library Action Team:**
    - a) Add library database to the website(FY2011-FY2013)
    - b) Improvements for current facility – collaborative decisions on shared space.

- c) Locked storage cabinet for equipment.
- d) Filing space
- e) Better lighting – suggestion of a 4-way floor lamp,
- f) Change signage for subjects on shelf by eliminating the plastic signs in stands for categories to label along the shelves to create more space for the books and
- g) Work on service, education & reference aspects of the library.  
[Items 2- 7: FY 2011-FY 2015]

**5. Website:**

- a) Add a How to, how do I section to current website (FY2011-FY2012)
- b) Timely postings and removal of outdated notices,
- c) Contact people to give webmaster the information from each committee.
- d) iPhone compatibility.  
[Items 2 through 4: FY 2011-2015]

**C. Fellowship Council:** Volunteers, Social Activities, Coffee hour, Ministry of Caring, Membership

**1. Ministry of Caring: Pastoral Associates:**

- a) Develop a comprehensive Elder Care outreach ministry (with Minister, FY2011-FY2013)
- b) Include improved handicap access in facility plans
- c) Explore ways of meeting transportation needs of congregation  
[Items b and c: FY2011-FY2015]

**2. Membership (FY2011-FY2013)**

- a) Continue to offer New Unitarian Universalist courses at least once per Quarter
- b) Continue to encourage wearing of name tags
- c) Find ways to incorporate new friends and members into the life of the church
  - (1) Establish new member mentoring program
  - (2) Find ways to better use information on volunteer forms (FY 2011-2012)
- d) Improve Pathway to membership program

**3. Social Activities (FY 2011-2012)** Work with Faith Development programming to investigate and establish diverse events...e.g. by age, interest, activity level.

**D. Finance Council:**

**1. Finance Committee:**

- a) Create an annual program based budget that reflects the abilities of the congregation to fund the goals of the strategic plan (Annually)
- b) Develop a plan for archiving finance materials with the Archives committee (FY2011-FY2013)

**2. Stewardship:**

- a) Work with the RE Director to develop a Stewardship process for the children in the RE and Youth programs (FY2011-FY2013)
  - b) Coordinate capital fund raising and chosen restoration and expansion (FY2011-FY2015 and possibly beyond)
  - c) Develop a set procedures for the stewardship campaign and follow-up (FY2011-FY2013)
  - d) Develop a plan for succession of leadership
- 3. Fund Raising:**
- a) Create a Coordinator position and position description for fundraising (FY2011-FY2012)
  - b) Develop other major fund raising opportunities in addition to Service Auction (FY2011-FY2015)
- 4. Service Auction Committee:** (FY2011-FY2013)
- a) Develop a plan for succession of leadership
  - b) Develop a set of procedures for achievement of the Service Auction.
- E. Programming Council:** RE, Sunday Program, Music Ministry, Worship Associates, Adult RE, Aesthetics, Hogwarts, Anti Racism, Chalice Groups
- 1. Adult RE Committee:** with RE Director and Minister
    - a) Establish a rotation schedule for Adult RE (FY2011-FY2012)
    - b) Offer at least 2 multi session Adult RE courses per quarter (Annually)
    - c) Offer Welcoming Congregation II
    - d) Offer Stewardship Education
  - 2. Children's RE Committee**
    - a) Move toward offering OWL for more age levels beyond junior high.
    - b) Offer Stewardship Education
  - 3. Develop a Special Programs Committee**
    - a) Recruit people to be on a team to identify opportunities for special programs such as :
      - (1) speakers/lecturers
      - (2) film screenings
      - (3) plays and other such events
    - b) Organize support for special programs including child care and greeters
  - 4. Music Ministry:** Evaluate potential for a youth choir (FY2011-FY2013)
- F. Outreach to the Wider World:** Denominational Affairs, Recycling
- 1. Support all church Green Sanctuary Project with a goal of becoming certified (FY2011-FY2015)
  - 2. Support local community actions such as Kent Social Services, Kent Environmental Council, Portage County Clothing Center, etc. (with the Minister FY2011–FY2016)
  - 3. Participate in Living Our Faith projects like Living the Welcoming Congregation and/or Congregational Peace Advocacy (FY2011– FY2016).

**Reports from the Staff: Minister**

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The big story of this past year in our congregation's life has been the one about our efforts to find a long term solution to our space constraints. After several years of exploration, the congregation has achieved consensus that we need to do something. We further agree that something must include expanding our sanctuary space, fellowship hall space and our space for religious education. The most recent group of leaders to explore solutions has been our Expansion Committee made up of Randy Leeson, Randy Ruchotzke, Kathie Slater, Kathy Kerns, chair and myself ex-officio. The Expansion Committee was energized when the availability of the former Twin Lakes Country Club came to our attention. We brought the availability of this property to the congregation and seriously entertained the possibility of moving the congregation to a new location. Many people in the community expressed a great deal of enthusiasm about the country club building and grounds while others expressed grief over the possibility of moving from our historic building. In the end, the country club property was purchased by another buyer before we could determine whether or not we were interested in making an offer.

Despite that interruption in our dreaming, the act of seriously considering another location promoted important and needed conversation in the congregation. At a congregational meeting last summer the community was asked to consider several possible solutions to our space constraints. The congregation considered each in turn and voted to authorize exploration of the following possibilities: expanding on site, purchasing the Twin Lakes Country Club property, purchasing another existing commercial property and purchasing land for new construction. The members of the Expansion Committee spent significant time this past church year exploring these options. The result of their work has been detailed in a report to the Board of Trustees which the board will be considering next week at our May meeting.

This story is going to continue to unfold as we identify the best, most cost effective way to expand our space to meet our needs. It is clear, however, that one key to the unfolding of the story involves raising funds. We need to have a capital campaign in order to live into our future. A capital campaign committee has been appointed and has recently begun meeting to sketch goals and a timeline for the committee. You will be hearing more about our capital campaign plans before long.

In the meantime, the life and work of the congregation continues. We had two staff transitions this past year; Pam Whittington resigned from her position as sexton and Judy Brannan retired from her position as the Office Administrator. We are grateful to both Pam and Judy for the years of good work they contributed to the fulfillment of our church's mission. Special thanks are due to Judy who began designing the covers for our weekly orders of service as a volunteer before she began working at the church, continued to donate her time creating covers while in our employ and now continues to do the same in her retirement. Thank you Judy for sharing your considerable creative gifts so generously!

Colleen Norris has been ably filling in since January as a substitute sexton until such time as we can hire someone permanently. Kristina Spaude filled in as the temporary Office Administrator while a wonderful committee composed of Cheryl Casper, Brad

Bolton, Kim Marfy and I conducted a search for a permanent Office Administrator. The committee was thrilled to identify MaryBeth Hannan as our candidate. MaryBeth comes to our congregation after over seven year's service as the Administrator and Bookkeeper at another area congregation. Once we learned of MaryBeth's significant bookkeeping skills and experience, we realized that hiring her could be an opportunity for us to make the transition to having a staff bookkeeper. This was a goal identified by our financial leaders some years ago, but one that seemed out of our financial reach. By combining the administrator and the bookkeeper into one position, we were able to realize a significant savings over having two separate positions which allowed us to hire MaryBeth with responsibility for both roles. MaryBeth has many skills and a great deal of experience to share. In just a few months she has already made a positive impact on our administrative and financial functioning. If you haven't already, please do welcome MaryBeth to our community.

It remains a pleasure to work with our capable, talented and dedicated program staff - Director of Religious Education Karen Lapidus and Music Director Hal Walker. Please see their contributions to this annual report for highlights of the ministries each of them leads.

Another significant moment in our congregation's life occurred this past summer when our congregation voted to ordain Renee Zimelis Ruchotzke to the Unitarian Universalist ministry. Renee has been a member of our congregation for many years and has maintained her membership and her connection throughout several years of study and preparation for professional ministry. It was an honor and a blessing for us to confer the title Reverend upon Renee in her ordination this past fall. We were further blessed when Renee asked the congregation to formally endorse her as our Affiliated Community Minister. Renee's ministry primarily takes place in our larger association through her position as the Regional Consultant for Leadership Development for the Central East Regional Group of the Unitarian Universalist Association. You can learn more about Renee's role in her contribution to this report.

You can also learn more about the significant role played by our Commissioned Lay Leader, Christie Anderson, in her annual report to the congregation. Christie shares her gifts and talents in so many ways. I am especially grateful for Christie's preparation and authorization to serve as a celebrant for weddings and unions. Each year we receive more requests from people in our community who would like a Unitarian Universalist officiant for their wedding or union than I feel able to fulfill. Christie does wonderful work with couples who are looking for meaningful wedding and union celebrations and it is wonderful to be able to trust her with any referral.

Many ministries serve the members and friends of our congregation as well as the larger community. We are always assessing our ministry endeavors to be sure they are helping us fulfill our mission. Our Retirees Luncheon continues to be a wonderful opportunity for the retirees in our congregation to connect for fellowship and mutual support. Our adult education offerings provide opportunities for members and friends to grow in their faith. In addition to the list of classes offered by members of the congregation which you will find later in this report, I offered a multi-session course called "Making Peace with Your Religious Past" in the fall.

Karen Lapidus and I tried to launch new ministries for young adults this past fall including a campus ministry group at Kent State University and a congregation based young adult group. Despite strong initial interest, the campus ministry group never really took hold. The congregationally based group has met several times with support from Julie Lineburgh. I am hopeful this group will continue to grow and serve young adults from the campus and the congregation in the year ahead.

Our Chalice Groups, which provide a venue for spiritual growth through structured sharing on worthy subjects, continued to serve many members of our congregation this year. This is the fifth year of our Chalice Group program. The Chalice Group Steering Committee led by Chris Hurlbut, Elaine Bowen and Christie Anderson will be meeting soon to determine how best this opportunity can evolve to continue to be an important resource for spiritual growth and fellowship for the members and friends of our congregation.

Our congregation's Green Sanctuary Core Team spent the majority of this year preparing for our special Earth Day celebration Precious Waters and the 40/40 for Earth Challenge. I was informed, supported, challenged and inspired by my participation in this program. If you were not able to be a part of our special Earth Day celebration, please do take the time to read the report submitted by the chair of the committee, Ted Voneida.

Another important part of our life together as a congregation is the way in which we support one another in times of joy and sorrow. Our Helping Hands Team has been led well this year by Stephanie Summers and Mary Ann Kasper while our Pastoral Associates Listening (PAL) Team has been coordinated by Susanna Smart. Susanna has just concluded her service in this role and we are grateful for her leadership. I also celebrate the leadership of Lori McGee and Ted Voneida who are completing their terms as Worship Associates. I think the Worship Associates program adds a wonderful dimension of diversity and depth to our weekly services and I am grateful to all the members of the team for their dedication, creativity and service.

Part of being a covenantal community includes honoring the passages of our lives. It was a joy to celebrate a Handfasting and Vow Renewal ceremony for Beth and Kevin Straubhaar this fall. Many of you gathered in community when we celebrated the life of Craig Lucas in a memorial service held in his honor earlier this month. I held the spirit of the congregation with me as Hal Walker and I participated with Mike and Stefanie Hovanscek in leading a stone setting ceremony earlier this spring to remember their infant son Paul. As a community we all celebrated the dedication and blessing of several babies this year including Smith Hollis, Eliza Lang, Lola Thoele and Isaac and Josephine Brannan. Several more babies are expected in our community in the near future and I look forward to the dedication and blessing of every single one of them.

One important story in my own ministry has involved my witness for immigrant rights. In addition to leading two worship services on the theme of immigrant rights this past year, I have also brought my witness and activism to the larger community. This past summer I worked with Vivien Sandlund, Mac Goekler and Lee Brooker to host a rally for immigrant rights in downtown Kent. Participants came from three different area churches to join us in our witness. Then in July I went to Phoenix to participate in the



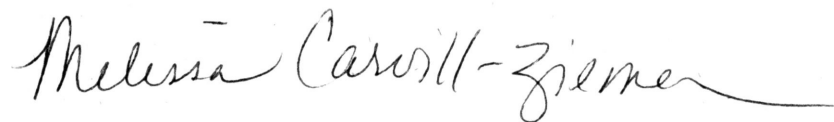
National Day of Non-Compliance. I made the decision to participate in peaceful, non violent civil disobedience while in Phoenix and was arrested for my actions along with many other Unitarian Universalists. With the support of the National Lawyer's Guild, most of us who were arrested decided to take our cases to trial. In January we were found not guilty and received a commendation from the judge for our responsible, respectful exercise of our freedom of speech and conscience. If you'd like to know more about the many people and groups who supported our witness and action, I direct you to the service I led upon my return called "Why I Was Willingly Arrested and What I Learned Along the Way."

Each year I have used this opportunity to report to the congregation on my service to the community and our larger association. I have continued to serve as a member of the Kent Social Services Advisory board and to participate in the Sacred Conversation on Race (renamed the William Williams project) held in collaboration with First Christian Church, UCC in Ravenna. I served again as a chaplain last year at Summer Institute and completed a term of service as the anti-oppression, anti-racism, multicultural ministries portfolio holder on the Ohio Meadville District Unitarian Universalist Minister's Association Executive Committee. I have continued my work with the Allies for Racial Equity Steering Committee serving this past year as the Conferences and Events Coordinator. My primary responsibility for the year included planning and hosting our annual conference which took as our theme "Commitment in Action." In other service to our association, I am completing the second of a three year term on the Unitarian Universalist Minister's Association Nominating Committee and the second year of a two year (renewable) term on the Midwest Regional Subcommittee on Candidacy.

My service in all its forms is supported by you, the members and friends of the congregation. Once again I thank you for granting me the time to take a leave this past winter. The time was indeed important for me in so many ways and I feel renewed and refreshed in my ministry. I am grateful to the Rev. Katie Norris for her consulting ministry to the congregation in my absence and to each and every one of you who stepped up to ensure that the life and work of this congregation carried on with gusto.

This is a remarkable community in so many ways. It remains an honor and privilege to serve as your minister.

Yours in faith,

A handwritten signature in cursive script that reads "Melissa Carroll-Zieme". The signature is written in black ink and has a long, sweeping underline that extends to the right.

I am honored and grateful for the support and endorsement of our congregation, from sponsoring me as a ministerial candidate, to ordaining me once I finally achieved preliminary fellowship. I am now working to understand what it means to be in the new relationship with our congregation as Affiliated Community Minister.

My leadership development ministry with the Central East Regional Group of the Unitarian Universalist Association is a full time position. I develop and lead webinars and workshops, I oversee the UU Leadership Training Institute (UULTI) and I mentor other leaders. (see [www.cerquua.org](http://www.cerquua.org) for details!) I will also be leading a workshop at Summer Institute. This position involves some travel, which is why I'm not always at church. Many people have asked me if I was disappointed about not serving a congregation as a parish minister (like Melissa serves ours). I must say, this is my dream job. From my first days of discernment, I knew I eventually wanted to be doing work for the larger denomination.

Since I am only in preliminary fellowship, I have monthly reflection meetings with a mentor (the Rev. Sue Phillips, District Executive of the Massachusetts Bay and Clara Barton Districts) and a committee on ministry (which includes UUCK members Christopher Gargoline and Diana VanWinkle, the district administrator Beth Casebolt, the district Lifespan Faith Development and Youth Ministries Consultant Jan Gartner, and the Rev. Douglas Taylor, the minister of the Binghamton, NY congregation who holds various leadership hats in the St. Lawrence District).

We (the UUCK and I) have a covenant where I make myself available for certain duties and services. I led two worship services during Melissa's personal/professional leave. I also make myself available to church leaders for consultations around leadership issues. Another explicit part of our covenant is for me "to advocate that the UU Church of Kent be a fully participating and contributing member of the UUA." I am committed to nudging us to provide fair levels of compensation to our staff, to encouraging our leaders to participate in district, regional and national events, and persuading us to fully participate in the annual program fund that supports district and national initiatives such as curricula, UU publications (such as hymnals and meditation manuals) and congregational services. Our leaders have responded to my nudges with grace and appreciation even when the conversations are a little uncomfortable. I look forward to continuing to be in relationship as our wonderful congregation navigates its future.

In faith and service,

Rev. Renee Ruchotzke  
Affiliated Community Minister

**Reports from the Staff: Commissioned Lay Leader**

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Since 2008, I have been serving as this congregation's Commissioned Lay Leader (CLL) following my completion of a two-year educational program developed by ministers in the Ohio-Meadville District. As a CLL, I executed a three-year agreement with the church Board which stipulates my responsibilities to the congregation, most of which involve different aspects of worship. Some of my worship activities include serving as Chair of the Sunday Program Committee, membership on the Chalice Group Planning Team, attendance at Worship Associates meetings and leading two to four worship services per year. In service to the UU denomination, I am also active in leading worship at other area UU congregations.

In addition, I am a member of our church's Growth and Vitality Team and the pastoral care team. Other CLL duties include servicing as a referral source for Rev. Melissa for the performance of weddings when she is unable to handle them and helping to serve as a back-up for pastoral care needs in the minister's absence.

This past year, I have had the joy of performing 4 weddings and have 2 more scheduled this summer. Following my recent employment at Kent Social Services, my CLL responsibilities have expanded and now include occasional calls from church members in need of referrals to local support services. I hope to expand my role in serving as a link between the congregation and the local community, particularly its support network.

In the performance of my responsibilities, I am accountable to the Committee on Ministry, who I meet with quarterly, as well as reporting semi-annually to the OMD's CLL Panel. In addition, I work closely with Melissa, who generously shares her wisdom and insights with me.

The most significant undertaking for me this year has been my seminary enrollment which started this fall at The New Seminary for Interfaith Studies in New York City. The academic work and time commitments have been challenging, but I have been invigorated by my academic and personal growth. I hope that the broadening of my knowledge of world religious beliefs and practices will find ways to manifest itself by contributing to the enrichment of this church community which means so much to me.

I am pleased and proud to be part of the team of caring, competent and dedicated individuals who serve this church.

*Christie Anderson, CLL*

## **Reports from the Staff: Congregational Administrator**

The position of Congregational Administrator continues to evolve since I began on January 31, 2011. For those who are not aware, the Congregational Administrator is a combined position of the responsibilities of the former Church Administrator, Judy Brannan; the Church Bookkeeper position, currently held by Bob Erdman; and payroll responsibilities.

This is a dynamic and busy community, which translates into a busy church office. As I continue to learn the ways and means of this Church, my job continues to grow and develop. I still feel much of my time continues to be spent in "discovery mode" putting names to faces, people into committees they serve on, and sorting and defining my schedule and responsibilities as I fulfill the daily and weekly responsibilities of the church office.

Professional Development Jan. 31, 2011 - May 13, 2011 includes:

- Joined the AUUA (Association of Unitarian Universalist Administrators)
- Participated in ICON webinars on Membership, Accounting, Contributions and Payroll modules
- Collaborated with Administrator from UU Church of Akron
- Webinar/Podcast on Responsible Social Media Use/Facebook
- Participate in monthly Kent Churches Administrator/Secretary luncheons

I want to express my gratitude that you have welcomed me to your Church; I am grateful to be here with you and look forward to the coming year of growing together. Your energy, commitment to service and generosity has wowed me! You have a wonderful group of staff members; I appreciate their support and opportunity to serve with them.

In addition, a big "thanks" goes to Judy Brannan, Kristina Spaude and Bob Erdman for your assistance in my job development these last few months. I appreciate your wisdom and patience.

In peace,

MaryBeth Hannan

## **Reports from the Staff: Director of Music**

Music is alive and well at the Unitarian-Universalist Church of Kent. Week after week, somehow we pull it together. On most Sundays, the quality of the music is excellent. Just last week, Saunis and I sang Stephen Foster for the opening song. "Hard times, hard times, come again no more...." The acoustics in the room were ideal, the microphone was set at the right level and the blend of our voices was truly divine. Where else could you hear such high quality, homegrown music on Sunday morning? That's the nice thing about our music program.... it's "home grown." For instance, our music director has never taken a conducting class, but he manages to lead a group of 20 volunteers into performing Thompson's Alleluia with artfulness, style and, for the most part, good intonation. On the very same Easter morning, our own brass quartet made a glorious debut in our sanctuary. Our congregation's musicality shines on such favorite hymns as Szekely Aldas and Christmas eve's Dona Nobis Pacem. And we are regularly treated to special offerings of music from members of the congregation. As a church, we make it up as we go along and I'd say we're doing a pretty good job.

Again, this year, the choir has been strong. We have a core membership of almost 20 singers who show up every Sunday night to serve the church and to experience the joy of singing in community. Over the years, we have developed a good blend, a relaxed and enjoyable process and a great spirit of friendship at our Sunday night rehearsals. Even though we barely have space enough for our choir to stand in formation and the challenged of moving pews around to rehearse comfortably is not convenient, we work well with what we have. Our hope for next year is to create uniform stoles for choir members to wear on Sunday mornings.

We survived this year without an active music committee. It's my personal goal for next year to work with volunteers to make that committee happen. It would be so beneficial for a music committee to be responsible for bringing in outside musicians, to manage the music budget and to fill in substitute musicians when I'm away. We are currently looking for one or two organized people with an interest in music... no musical experience necessary. This would be a great opportunity to do service for the church. Special thanks to Stephanie Summers who has been my "go-to" person when I need a substitute pianist. She has been delightfully willing to fill in for my absences.

I continue to be musically active in the district. I led the SI choir and this year have led services in congregations throughout the district, including Toledo, East Shore and Allegheny.

I'd like to take this opportunity to say "thank you" to the congregation for providing me with such wonderful employment. I enjoy my work at the UU church of Kent and feeling truly blessed to get paid well doing what I love.

Hal Walker

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## **Reports from the Staff: Director of Religious Education**

This church year has been one of settling in and stability for me. It is my first full year in service to you as your Director of Religious Education. I remain in awe of our church's vitality and sense of community and am honored to be a part of this congregation.

We have 97 children and youth participating in our Sunday morning and OWL RE programs with an average weekly attendance of 45. (Attendance rates at around 50% of enrollment are typical for Unitarian Universalist congregations.) These numbers are consistent with our statistics for the 2009-2010 church year.

Our program wouldn't happen if not for all the wonderful and committed volunteers. We had 25 teachers and youth group advisors on staff this year. They include Mary Leeson, Randy Leeson, Isabel Farnsworth, Evelyn Sperry, Laura Teagle, Laura McCrystal, John Bores, Shana Steinhouse, Leslie Barrett, Cheryl Spoehr, Liz Bright, Andrea McSherry, Joe Kuemerle, Trudy Diehl, Kathie Slater, Colleen Norris, Beth Kuemerle, Kristina Spaude, Ann VerWiebe, Bobbi Beale, Joel Slater, Fred Smith, Kat Holtz, Kathy Walker and Saul Flanner.

The little ones in our nursery were cared for lovingly each Sunday by Michelle Bores and the dedicated nursery volunteers who include Elaine Bowen, Sandy Eaglen, Sandy Bowers, Trish McLaughlin, Kim Marfy, Bev Cole, Amy Edmonds, Rhonda Richardson, Cheryl Casper, Don Easterling, Claudia Miller, Dani Beale, Laura Teagle, Nicole Trainer, Colleen Orsburn, Noreen Kumm-Gory and Nicole Polster. Many thanks go to Kathy Kerns and Eric van Baars who often helped in the Middle School class. Special thanks to John Kluth, for leading the children in drawing activities during coffee hour every Sunday. As you see, it takes many folks to provide a program of religious education for children and youth.

The RE Committee and I hosted two events for our RE Teachers. We held the annual teachers' meeting in the fall when the teachers meet others in their team and make plans for the year and the winter retreat in January when the teachers are pampered a bit and make plans for the spring activities.

We used a combination of curriculum from the UUA's Tapestry of Faith offerings (Windows & Mirrors and Our Whole Lives) as well as programs from independent UU authors (Spirit Play, Holidays and Holy Days, You the Creator, Keepers of the Earth and Small Group Ministry for Youth). This summer we will be offering Dr. Seuss, UU Style.

Although I cannot point to statistical data, I know in my spirit that we are benefiting from all the generations worshipping together. The Time for All Ages portion of the worship service as well as our multigenerational worship services seem to me to have strengthened our sense of being a community of all ages. RE-focused worship services included the service led by the OWL facilitators and Middle School youth, the Youth Sunday (May 22) and Religious Education Sunday (June 5).

I initiated the "Parents of Young Children" group in December. This group gathers twice a month on Sunday afternoon to consider those particular joys and challenges of raising

babies, toddlers and young children. The content of the program is based on the interests and needs of the parents within a framework of Unitarian Universalist values.

The Religious Education Committee continued with their good work this year. The members--Mary Leeson (chair), Michelle Bores, Beth Farrell, Kathie Slater, Fred Smith and Kathy Walker--partnered with me to support the Halloween Party and Youth Group Haunted House, offer the Surprise Friends multigenerational mixer, sponsor the Christmas giving project to support the residents of Freedom House and offer the Precious Water workshop at our Green Sanctuary/Earth Day celebration. Many thanks go to Kathie, Kathy and Fred who will be going off the committee at the end of June. Welcome to Beth Kuemerle, Kat Holtz and Fred Pierre, who will join us at that time.

I support the Hogwarts Action Team by conducting the screening of their volunteer teachers. I also survey the class plans to assure that they align with Unitarian Universalist principles and values. It has been a wonderful experience to work with these folks who are so enthusiastic about the Harry Potter literature and work hard to present high-quality, safe and awesomely fun programming to the children of our church and of the Kent community.

My professional development activities focus mainly on my participation in the Liberal Religious Educators Association (LREDA). I attended the LREDA Fall Conference in New Orleans in October and had an amazing opportunity to be engaged in service learning. I am the retreat coordinator for the Ohio Meadville District LREDA Chapter and facilitated our annual retreat in February. I have attended web-based district sponsored workshops on youth ministry and lifelong faith formation.

In faith and with love,

Karen Lapidus  
Director of Religious Education

## **Reports from the Board: Moderator**

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As is every year, this has been an interesting one. I thank you for the opportunity to see it from our moderator's position.

It is my understanding that the annual report should be a brief recap of the highlights from the board perspective. Most of our activities and accomplishments can be seen through the trustees and teams. They are many. This is a good time to stop and reflect about how much our involvement with our Kent Church and the wider UU Community really means. In my perspective, it may not be large and loud works that mean the most. Each time we touch a life, we are making a difference.

I would say that one of our greatest accomplishments this year has been in our successful navigation of Melissa's leave. This is due in large part to the many preparations that were made, but also in the leadership offered by so many of us. While we all appreciate Melissa, it was an excellent opportunity to see the strength and vitality that is the Kent Congregation in action.

Your Board has been working on communication and transparency. While in many ways I think this has been successful, there is also always room for improvement. I think that you will experience even greater communication in the coming year. We have had some great conversations as a congregation and I hope that we are able to continue to expand these opportunities to listen and learn from each other.

Obviously, our expansion plans have been a high priority. We have many people actively working to narrow in on our action path. This is a complex and ever evolving matrix of choices. At its heart, it becomes a reflection of who we are and how we see ourselves and our relationship with the community. It allows us to examine our relationship to money, to each other, to the greater good, etc. This will continue as we work together to uphold our mission and vision. I strongly encourage those who wish to participate to do so. It is very difficult to provide solutions for ALL of our congregation if some members are not heard from. What we have done this year is put ourselves in a position to act. We have understood our choices and understood our need to build up our coffers so that we can start "doing." Our capital campaign team is activated and you will be hearing from them. You can, of course, contact them.

Our stewardship drive revealed some interesting things about us. Most blatantly, perhaps, is that our desires are bigger than our contributions support. Every church has its own capabilities and culture. Melissa pointed out that each year we struggle to gain pledges to support our wish list and that maybe we should step back and just be more realistic. I think there is some wisdom there. But I also see a congregation that is ready to break out of its old habits and be inventive and look with fresh eyes at our financial structure. There are many ways to finance our mission and vision. I see a new energy to discover new possibilities. I hope that in the midst of all of our other changes, we can have the energy for this also. How we gain and spend money is a strong reflection of our values. I don't know that we have been deliberate about this as a congregation. Perhaps this coming year is an opportunity to do so.



Finally, while your Board has been acting in large measure to create a culture of a policy led governance structure, not much progress has been made in the actual writing of the policies that would codify this cultural change. The need for this change is because we have grown. The purpose of this change is to put the ability to act much more in the hands of those who need to act and to reserve board action for those topics that are larger and visionary type works. Our culture is changing to embrace this. This has simply been a GINE (great idea, no energy). With everything that we have been doing, nobody had time to really focus upon this. So it stays on the list of “things to do”.

We have many things to do. That is one of the things that I like about us. The energizing and uplifting and sometimes insane mix of people who make up the UU Church of Kent have created a home for each other. Each finds what she requires. Each gives what he can. We have an amazing capacity for love and understanding. And we are doing it together.

Thank you again for the opportunity to serve. I look forward to another rewarding year living our mission, vision, and covenant.

Kristofer Sperry

## **Reports from the Board: Church Treasurer**

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### Structural Changes

This year brought about several changes to the Financial Management structure of the church. As our church continues to grow, the amount of time needed to manage its finances grows as well. In order to alleviate the time burden on volunteers, the congregation approved a reorganization at the congregational meeting in June of 2010 that divided the duties of the treasurer into two different positions, a Church Treasurer charged with oversight and budgeting and an Assistant Treasurer in charge of disbursing funds. In addition, in December of this year, the Church Board approved giving our new Church Administrator additional hours to perform bookkeeping functions including working with the financial secretaries on recording donations, issuing quarterly donation reports to our congregants and issuing financial statements. This new structure will also provide additional oversight and control to our finances.

The change became official in August of 2010. Gene Wenninger took the position of Assistant Treasurer, mastering our accounting system and making sure the bills were paid. Susan Goekler, chair of the finance committee volunteered to fill the position of Treasurer on a temporary basis. Kay Eckman filled the role of Treasurer in December of 2010. Eric van Baars and Beth Kuemerle served as our financial secretaries, faithfully making sure that our collection is counted and deposited in the bank. Bob Erdman was of great help during this period, giving generously of his time by serving as an advisor to all during this change.

### Finance Team

Our Service Auction ably led by Jennifer May and Lois Weir was a huge success, netting approximately \$17,000. Our fundraising activity led by the tireless Sandy Bowers has raised over \$3,000 by holding monthly pancake breakfasts, and several other fun events. Esther Duncan and Pat Pownall with our Acme Bucks program have raised over \$2,000. Trish McLoughlin has also brought in donations with the Celtic Clan. Susan Goekler as chair of the finance committee spearheaded the task of budget development. Susan has just taken a new job in Washington DC. She will be greatly missed.

### Stewardship

Unfortunately, our stewardship campaign for Fiscal Year 2012 did not raise as much as was hoped for. Total pledges collected totaled \$183,383. (Last year, \$196,000 was pledged). The Finance Team has put together a reduced budget accordingly.

### Capital Campaign

In looking to our future expansion, a Capital Campaign Committee has been formed. Dave Smeltzer, Amy Edmunds, Randy Leeson, Esther Duncan and Bill Eldredge are serving on this team.

Although a lack of any contingency fund is worrisome, overall our church has been in good financial health. With very careful monitoring, the finance team will endeavor to keep it so during this next year of belt tightening.

Kay Eckman

*James D. Scott  
2749 Ellsworth Hill Drive  
Hudson, OH 44266*

May 16, 2010

To the Board of Trustees  
Unitarian Universalist Church of Kent  
228 Gougler Ave  
Kent, Ohio 44240

I have compiled the accompanying statement of operations of the Unitarian Universalist Church of Kent (The Church), for the fiscal year ending June 30, 2010 (twelve months, from 07/01/09 through 06/30/10). For comparison purposes, I have displayed the data with that for the prior fiscal year ending June 30, 2009, but it is important to note that the prior fiscal year was for a six month period, from 01/01/09 through 06/30/09. This was due to The Church transitioning from a fiscal calendar year, to a fiscal year ending on June 30.

The Church uses a cash basis of accounting, but maintains different Fund accounts to segregate receipts and expenses into the proper fiscal year. The scope of my review was to test operating statements provided by the Church, for the General Funds for the fiscal year ended 6/30/10. The general fund cash associated with a fiscal year is not the same as the total cash balance of the church; I have included a footnote that will assist the reader in reconciling the fund accounting to actual cash.

In the scope of my review, I sampled cash receipts and traced them through the general ledger and to the bank statements; I sampled cash disbursements and traced them to vouchers in the Church's files, to the general ledger and to the bank statements. In the course of my review, I did not become aware of any errors or omissions of a material nature, and found the procedures and record keeping being in good order.

Sincerely,

James D. Scott

## Unitarian Universalist Church of Kent - Statement of Operations

Net General Fund Cash Accounting	Fiscal Year 2009 1/1/09 to 6/30/09	Fiscal Year 2010 7/1/09 to 6/30/10	
<b>CASH RECEIPTS</b>			
Pledges	79,524	182,578	Note 1
Fund Raising	4,113	26,906	
Rentals & Other Revenue	4,686	8,588	
<b>Total Cash Receipts</b>	<b>\$ 88,323</b>	<b>\$ 218,072</b>	
<b>CASH DISBURSEMENTS</b>			
Operations	14,685	25,363	
Personnel	72,413	162,146	
Activities	5,366	16,248	
Other Disbursements	-	54	
Other Activities	5	108	
<b>Total Cash Disbursements</b>	<b>\$ 92,469</b>	<b>\$ 203,919</b>	
Net Increase (Decrease) from Operations	(4,146)	14,153	
<b>OTHER DISBURSEMENTS</b>			
Loan Payments	3,298	10,810	
Total Increase (Decrease) in Cash	<b>\$ (7,444)</b>	<b>\$ 3,343</b>	
Plus Beginning Cash	10,732	3,288	
<b>ENDING FISCAL YEAR GENERAL FUND CASH</b>	<b>\$ 3,288</b>	<b>\$ 6,631</b>	Note 2
<b>Note 1:</b>			
Pledges include prepays in prior year of:	1,780	11,383	
And excludes prepays for next year of:	11,383	16,140	
<b>Note 2:</b>			
Reconcile Actual Cash to FY General Fund Cash:			
General Fund Cash in Checking	8,058	4,664	
General Fund Cash in Cash Reserve Account	83	N/A	
General Fund Cash in Savings Account	8,540	N/A	
General Fund Cash in Money Market Account	N/A	18,137	
Total General Fund "Checkbook" Cash, Actual	<b>\$ 16,681</b>	<b>\$ 22,801</b>	
Less Adjustments:			
Future Year Pledges paid in Current Year	(11,383)	(16,140)	
Current Year Expenses paid Subsequent Year	(2,010)	(30)	
Total Adjustments for Fiscal Year Cash	<b>\$ (13,393)</b>	<b>\$ (16,170)</b>	
Ending General Fund Cash, Fiscal Year	<b>\$ 3,288</b>	<b>\$ 6,631</b>	

## **Reports from the Board: Trustee for Building & Grounds**

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This past year has been one of uncertainty from a B&G perspective. Questions regarding expansion plans coupled with declining resources have resulted in mostly immediate problems being addressed. Issues involving safety, maintenance, and building repairs were given first priority.

Space (or lack of) appears to be a major obstacle to future growth. Our congregation is currently experiencing a baby boom and we are rapidly running out of nursery space. I'm sure that RE could use more class room and that most of us would appreciate a larger sanctuary. These are matters to be decided by all of us but our growing need for greater space will continue to be an issue.

Recently, a severe windstorm blew out two doors in the Church bell tower. These are currently being replaced and the others strengthened to prevent further damage and liability. An insurance claim has been filed with Church Mutual.

Last year, brick and mortar restoration work on the west side of the Church building was performed by a skilled mason and friend of the Church for a reasonable fee. We are fortunate in that there were no other major maintenance expenses. I strongly feel that there should be a contingency fund established which would deal solely with future emergencies (furnaces, electrical, etc.)

While utility rates seldom decrease, we have switched to the lowest cost providers of electric and gas. We have signed an agreement with our snow removal contractors to work on a per-visit basis rather than on a fixed rate. A tickler list is being created which will specify items to be checked on a regular basis and regular, preventative maintenance should help reduce future expenses. We must all remember to conserve Church resources as best we can to help control costs.

Safety has not been compromised and our fire alarm system has been synchronized throughout the Church building. CO2 detectors have also been installed. The fire/CO2 detector in the nursery distinguishes the threat (smoke or CO2) and announces it in a human-like voice.

As my term on the Board draws to a close, I would like to acknowledge and express thanks to the good folks who volunteer their time to mow the lawn, add beauty to the grounds through their gardening efforts, as well as those who help with repairs and housekeeping inside the church. Thanks also to Congregational Administrators Judy and MaryBeth for keeping me informed and having the patience to explain how things should be done.

Our Church building is the oldest in continuous use in Kent. Contractors and others touring the building have marveled at its strength and craftsmanship. I realize that a church is the congregation, not a building, but to me this structure symbolizes Unitarian-Universalist resolve and endurance. It is well worth preserving.

Ed Stolith

## **Reports from the Board: Trustee for Fellowship**

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It has been a pleasure to serve on the Board for almost two years as Trustee for Fellowship. As well as Board duties, the Fellowship Council includes oversight of the Membership Team and social activities. The report from the Membership Team, an amazing and hard-working group of people, is included in a separate document.

As a Board member I was involved in the Master Plan meetings, working on the Congregational Assessment in the areas of Fellowship, and discussions about Policy Governance.

Coordination of coffee hour volunteers is also a responsibility of the Trustee for Fellowship. As I have been unable to find anyone else to do this, it has fallen on me. I am also doing coffee hour setup the second, fourth and fifth Sundays, as well as subbing when one of our coffee hour cleanup volunteers can't make it. We have a great on-going need for volunteers for coffee hour as well as greeters. We are very grateful to the many people who help make our church more welcoming as they cheerfully perform these weekly duties.

I repeat that it has been my pleasure to serve on the Board of Trustees. I will be inspired as I move on to other work.

Marion Yeagler  
Trustee for Fellowship

## **Reports from the Board: Trustee for Outreach to the Wider World**

The Outreach to the Wider World (OWW) council consists of the Social Justice Committee (SJC), Denominational Affairs (DA), and the Time Bank Action Team (TBAT). Caroline Arnold chairs the SJC, Kristina Spaude leads the TBAT and Mac Goekler is our DA coordinator.

The SJC's mission is to select and implement Social Justice Projects and Issues that reflect our Church's covenant, mission and vision, and that are in accordance with our UUA seven principles, and are supported by our Church's congregational resolutions. In addition, the SJC selects a monthly Social Justice Special offering recipient. There is some variance here in that we sometimes have two offerings (when there is great need) in a month and sometimes the special offering is for a non-social justice cause (as in UUA Association Sunday).

Kristina Spaude presented the idea of our church joining the Kent Community Time Bank (KCTB) to the Board at their February 2011 meeting and the Board voted to make the UUCK a member. A time bank is a service exchange networking organization where members exchange services with each other hour for hour. Kristina volunteered to serve as the administrator for the TBAT for as long as it would take to determine the policies that would govern the church's use of the time bank and until a more appropriate administrator could be found. Abby Greer, Leader of the KCTB generously donated 100 of her own time dollars to the UUCK for joining.

The DA coordinator acts as liaison for the congregation with the UUA, the Ohio Meadville District and other UU organizations.

We are indeed a generous Church. The following is a listing of Special Collections taken during the last twelve months.

<b><u>Month</u></b>	<b><u>Recipient</u></b>	<b><u>\$ Amount</u></b>
May 2010	Nashville Flood Relief	\$ 358
June	Rev. Renee's Ordination	\$ 1,361
July	Safer Futures	\$ 267
August	Amnesty International	\$ 791
September	UUA/UUSC Pakistan Flood Relief	\$ 1,411
October	UUA Association Sunday	\$ 710
November	Immigrant Worker Project	\$ 772
December	Minister's Discretionary Fund	\$ 3,586
	Emergency Energy Conservation Fund	\$ 1,291
January 2011	Urban Hope	\$ 897
February	County Clothing Center	\$ 929
March	UUSC Justice Sunday	\$ 385
	UUA Japan Tsunami Relief	\$ 1,432
April	UU Ministry for Earth (Precious Waters)	\$ 398
	Kent Social Services	\$ 735
	<b>Total (Social Justice Sponsored)</b>	<b>\$15,323</b>

Our SJC committee has been involved in various advocacy efforts, including sending letters to President Obama and the newspapers asking for the end to extra-judicial killing and fair treatment of Bradley Manning (the US Soldier accused of sending classified information to Wiki-Leaks).

Our Kent UUs are involved in many UU efforts outside of our Church. Rev. Melissa has many activities at local, regional, and national levels (please review her report for details) Rev. Renee, our affiliated community minister works for the UUA as a Leadership Development Consultant assigned to the Central Eastern Regional Group (CERG – composed of the Ohio Meadville, St Lawrence, Joseph Priestly, and Metro NY districts). Karen our DRE and Hal our Music Director are also involved in many district activities. Some dozen of our Kent UUs are providing leadership and/or classes at our annual district Summer Institute. Our Kathie Slater continues on with the district, now on the nominating committee. Our Susan Goekler is now on the UUA Commission on Social Witness. As DA coordinator, Mac Goekler attended the UUA General Assembly. Mac chairs the UU Peace Ministry Network (UUPMN) – the group tasked by the UUA with helping congregations create cultures of peace within their churches (as per the UUA Statement of Conscience, Creating Peace). Mac is also the Executive VP for Unitarian Universalists for Alternatives to the Death Penalty. Mac has also agreed to resume being the UUSC Regional Coordinator for our district starting July 1<sup>st</sup>.

Respectfully,

Mac Goekler  
Trustee for Outreach to the Wider World



## **Reports from the Board: Trustee for Programming**

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I wish to begin by thanking the chairs and committee members within the Programming group, as well as those who work with them. Their skills and hard work have made great accomplishment this year. I also wish to thank Kay Eckman, who was Trustee for Programming throughout most of this past year. Credit for the coordination of the Programming Groups belongs to her, I have just continued the course set before me.

The R.E. Committee, chaired by Mary Leeson, and working with Director of Religious Education Karen Lapidus, has a year of many achievements behind it. These include, the teacher orientation in August, the Youth Group Halloween party, collection of \$1095.43 for the Miller Community House in December, teacher's retreat in January Surprise Friends program in February and the Precious Water children's workshops in April. The committee elected to use the prize donation from Kathy Walker to purchase a flip video camera case, tripod, and power adapter for use in the R.E. Classrooms.

The Adult Religious Exploration Committee, chaired by Susan Goekler, ushered in a year of experimentation. Sunday R.E. moved from first service to second, teaming up with The Social Justice Committee for a series on Immigration, and another on Ethical Eating. Outside of Sunday mornings, Bonnie Fraser led the Neighboring Faiths series, which brought speakers from the faiths of Buddhism and Islam. Elaine Bowen led the Building your own Theology series, which is a cornerstone of Unitarian Universalism at the UUCK.

The Sunday Program Committee, Chaired by Christie Anderson, was especially busy this year, creating extra services during Rev. Melissa Carvill-Ziemer's parental leave. A total of 21 services were coordinated by the committee between July 2010 and June 2011. Use of the talented members of our community meant that only four services required paid guest worship leaders.

Vespers, chaired by Dani Beale, was also experimental. The Wellspring Wednesday services began with a shared meal, followed by the vespers service, then a class (usually led by Rev. Melisa Carvill-Ziemer). When the attendance for the meal fell below practicality, it was cancelled. Vespers then turned to several forms of Musical Meditation. Attendance rose, but Vespers is currently on Hiatus, a decision to continue or not has not been made.

Chalice Group Planning Team, chaired by Chris Hurlbut, has put together several different Chalice Groups. Each of these is a different mix of persons and activities. As always these bring together members of our community who might not otherwise meet, forming long term bonds of friendship and comradery.

Where's Walden, Chaired by Liz Erickson, has a similar mission to Chalice Groups. W.W. brings U.U.s to nature, self discovery, and mutual companionship. The informational parts of this series range from an exploration of the Kent Bog to the life of the Skunk Cabbage.

Hogwarts, chaired by "Professor Emeritus" Becky Haines, followed by Joe Kuemerle, is still one of our most popular programs. Both Summer and Winter Hogwarts have attracted more than sixty children apiece, as well as introducing families from outside U.U. to our community. Rabbi Horowitz was a very welcome "Muggle" guest for Winter Hogwarts, forging bonds not just between our community and the Jewish communities of northeast Ohio, but also with the attendees of Hogwarts who are not part of our community.

The Music Committee, chaired by Stephanie Summers, is on hiatus, like Vespers. Plans to revive the Music Committee are underway.

The Aesthetics Committee, chaired by Jack Graham, has placed art in the Sanctuary which is both very popular, and experimental. A textile exhibit and collage by our own Kathy Walker and Saul Flanner were especially successful.

The Chancel Decorating committee, chaired by Jennifer May, is best known for the Christmas display and again decked the halls this past winter, providing new ornaments for the tree and new swags for the podium and table. The poinsettia sales this year raised \$109 for the church. In February, the committee began reaching out to the congregation for assistance with providing fresh flower or green arrangements. Melissa Campbell is coordinating signups. In addition, as spring approaches, the committee is exploring the cost and effort involved with giving the Sanctuary a fresh coat of paint.

Cheryl Spoehr  
Trustee for Programming

## **Fiscal Year 2011 Annual Committee Reports**

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### **Adult RE Annual report: 2010-2011**

**Sunday mornings:** Led by members of the Adult RE Committee unless otherwise noted

- **Reclaiming Spiritual Language:** Exploring the words and concepts we use to talk about what gives our lives meaning (September and October)
- **Immigrant rights** (November and December): Exploring the issues of this new UUA Study Action issue.
- **Ethical Eating** (January): Considering the issues and preparing responses the draft UUA Statement of Conscience on this issue. Led by the Intentional Eating Group members.
- **The Seven Deadly Sins:** Instructions for having fun – or avoiding misery? Exploring ordinary impulses from a list, started in the fourth century, that has had remarkable staying power. Led by Carolyn Schlemmer who has taught a course at U of Akron on this topic for several years. (February and March)
- **A House for Hope:** The Promise of Progressive Religion for the Twenty-first Century, a discussion of the book authored by Rebecca Parker and John Buehrens. (April and May)

### **Other offerings:**

- **Neighboring Faiths:** A Sunday afternoon series in September and October, sponsored jointly with the Kent United Church of Christ. Led by Bonnie Fraser.
- **Tell Your story:** Sunday afternoons twice a month on ways to expand writing (prose or poetry) as a spiritual practice. Led by Pat Pownall.
- **Tai chi:** Monday evenings every week, all year. Led by Susan Goekler, a certified instructor with the Tai Chi Association of Atlanta.
- **Thoughtful cinema:** A twice a month series on Wednesday evenings following vespers during the winter. After viewing a short entertainment film that illustrates a theme, discussing the theme. Led by Cheryl Spoehr.
- **Building Your Own Theology:** Working through the UUA Curriculum as an evening series during the first half of 2011. Led by Elaine Bowen.
- **Book Group:** A monthly meeting to discuss a book of the group's choice.

Members of the Adult RE Committee: Susan Goekler (chair), Liz Erickson, Mac Goekler, Cheryl Spoehr, and Pat Pownall.

### **Committee on Ministry**

The Committee on Ministry (CoM) serves and supports all ministries of the Unitarian Universalist Church of Kent with assessment, evaluation, mediation, communication and appreciation/recognition. The committee meets monthly for discussion, reflection and to work on enhancing our ministries. Our completed projects for this year are the development and implementation of a new minister's evaluation and a separate congregational assessment tool.

Our plan for the immediate future is to review the results of the completed congregational assessment with the 2011 – 2012 Board of Trustees. The next CoM

project contemplated for review is Right Relationship and its relevance for the health of our congregation.

The 2010-2011 Committee on Ministry is comprised of Chris Hurlbut, Jane Krimmer, Randy Ruchotzke, Jim Scott, Rev. Melissa Carvill-Ziemer and Elaine Yehle Bowen, chairperson.

### **Finance Committee 2010-2011 Annual Report**

At the end of 2010, the Finance Committee asked the staff and Board members to submit requests for budget items for the 2011-2012 fiscal year. We asked Board members to, in turn, share the invitation to submit budget requests with the Committees, Coordinators, and Action Teams for which they served as liaison. On the basis of the requests and an analysis of spending in prior years, the Finance Committee drafted a proposed budget in February that was the basis for the stewardship campaign. After the completion of the Stewardship campaign, the Finance Committee met a second time with the church's Board and drafted four options for a balanced budget:

- Reduce the minister to a  $\frac{3}{4}$  position. Provide no salary increases for other staff members.
- Institute a 5% furlough for all staff, reduce professional expenses, eliminate the Sexton position, and reduce UUA dues.
- Eliminate the sexton position, provide no salary increases for staff, reduce professional expenses, and reduce UUA and OMD dues.
- Include no payments for UUA or OMD dues, provide no salary increases, and reduce professional expenses.

We shared the options with the congregation at an information meeting in May. The Finance Committee asked the Board to create a task group to consider a Records Retention and Disposition policy. Susan Goekler represented the Finance Committee and shared the work the Committee had done to date.

With the hiring of a new office administrator who will assume bookkeeping duties, the Finance Committee acknowledges that the Financial Policies probably need revision. That is a project for next church year.

The Finance Committee Chair, acting as Church Treasurer for a few months, created a Capital Campaign task group that is making plans for a capital campaign to fund the acquisition of more space.

Submitted by: Susan Goekler, Chair

On behalf of the Committee: Kay Eckman, Bob Erdman, Mac Goekler, Jane Krimmer, Randy Leeson, and Gene Wenninger.

## **Green Sanctuary Core Team**

The Green Sanctuary Core Team includes Larry Cole, Patty Miller, Angela Barzizza-Young, Swanny Voneida, Mary Lou Holly, the Rev. Melissa Carvill-Ziemer and is chaired by Ted Voneida. The major work of the Core Team this year involved preparing for our special Earth Day Event called Precious Water, which was held on Sunday, April 17, 2011

Our event began with the two church services (9:30 and 11:15 a.m.), entitled "Access to Water is a Religious Issue" led by the Rev. Melissa and Ted Voneida, Worship Associate and including participation from all the members of the Green Sanctuary Core Team. Both services were very well attended, not only by church members, but also by non-member townspeople. We had placed flyers in merchants' store windows all over Kent, advertising our service and also placed a notice in the local newspaper.

The second service was followed by a bag lunch, during which time three students from Kent Roosevelt High School reported on a local stream project they recently completed, which achieved a top 10% award in national competition. Following lunch, we broke out into a number of workshops, including: Construction and Use of Rain Barrels, Backyard Stewardship and Ecological Gardening, Water Use in our Church (younger members), Bringing a Water Delivery System to an El Salvadoran Village and Water Sampling from the Cuyahoga River:

One of our Green Sanctuary Core Team members constructed a large poster depicting a water glass labeled "Will You Help Fill the Glass?" This was placed in the Sanctuary during our services, then moved to our lunch room. Attendees were asked to take a blue water-drop cutout, write their name and at least three 40/40 actions they would commit to, then stick it onto the water glass. By the end of the afternoon the water glass was "full". In May, at the end of 40 days, we are planning a "40 Day" celebration at the church.

Overall, this was a highly successful program, attracting not only church members, but also local Kent residents who don't normally attend our church. The workshops were very well attended, with numbers for each ranging from 8 to 15. Those who constructed rain barrels had pre-ordered them for \$30.00, and took them home after completion. One of the barrels will remain at the church for garden watering, etc.

## **Library Committee**

Members of the church library committee for this year are: Martha Kluth, Chair, Andrew Bores, Database Management (adding and removing books from the catalog and printing the book cards and catalog), Kathy Wilen, Correspondence, Matt Cox, Circulation, Ann Waters, Publicity, and Olive Hobbs, Processing.

The 2010-2011 church year has been a busy one for the committee. During this year we revised the information about the workings of the library on the church website, and we put the catalog on-line. With the help of John Bores we produced a pamphlet about the library which we featured at a library open house in October. This year we

have tried to improve our circulation process with reminders of due dates, and we are working to refine how we circulate books or other items. We looked for and found several sources of income including receiving a regular amount each year from the annual book sale. We continue to buy new books and add donated items which we find suitable for the collection. We recently arranged our first reserve book, making our 2 copies of House for Hope available for one-week reserve to help out Adult RE.

We are working to make the most of the shared library space. We are reducing the space required for the signage on our shelves to free up further space. We plan to change the plastic signs showing the different categories to signage along the shelves under each category of books. Andrew is doing an inventory of the collection including use and non-use information so we may de-acquisition some items and increase our space that way.

We are also discussing improvements to the library that we hope to see in the not too far distant future. What we are thinking is that if a new building can be added behind the current annex we would have space in that building for a larger and better library with more services.

Before we have a new facility, we would like to add more in the way of education and reference to what we do for the church. If we have enough people to help, we would like to try a single book review program to encourage interest in our books. Also we would like to provide an annotated bibliography of some of our new titles.

Martha Kluth  
Chair for 2010-2011

### **Master Plan Team**

This year the Master Plan Team continued to work on the development of tools and methodologies for strategic planning. A strategic planning process—based on past practices and adding some new ones—was presented this year at the Master Planning Meeting. Additionally, a repeatable meeting design was created that can be continually enhanced as the Master Planning Process evolves. The creation of a Strategic Planning Field Handbook was designed and will be released during the next planning year.

### **Membership Team**

Many dedicated Membership Team volunteers have worked hard to maintain and increase our efforts. Those who have worked on the Membership Team this year include Kay Clatterbuck, Bonnie Harper, Martha Kluth, Mary Leeson, Kim Marfy, Claudia Miller, Georgia Quinn, Cheryl Spoehr, Mark Stephens and Kathy Wilen.

Membership status in the church's ICON database is maintained by Bonnie Harper. She also counts heads at member voting meetings to ensure a quorum. Thank you, Bonnie.

Our New UU classes have been held by Kay Clatterbuck. She had a class every three months over the past year. Kay would like to step down from that position, so we are looking for someone to take over. Thank you, Kay. Yours will be hard shoes to fill.

Signing of the Membership book can be witnessed by any member of the Board. We signed six new members this year.

New member integration involves work by the whole team. Cheryl Spoehr calls visitors. Martha Kluth calls new members to follow up. Many thanks to Cheryl and Martha. The chair, in cooperation with the Minister, Reverend Melissa Carvill-Ziemer, and Director of Religious Education, Karen Lapidus, organizes New Member Sunday at least twice a year. That includes an all-church potluck in honor of the new members. This year there was one in November and will be another soon.

Our wonderful corps of greeter volunteers is coordinated by Kim Marfy. She also, with the help of the chair, organized a greeter appreciation/training event in the fall, an annual event. Thank you so much, Kim.

Martha Kluth also maintains our stock of brochures in the Lounge, keeping the racks stocked and researching and ordering brochures. Martha, a long time membership volunteer, has also expressed a desire to move on to other work. Thank you so much Martha; another hard set of shoes to fill.

Those name tags that magically appear are made by Georgia Quinn. Thank you Georgia.

The new member bulletin board in Fessenden is maintained by Mary Leeson. Thank you so much, Mary.

Mary Leeson is also the person who inputs information from the volunteer forms into the ICON database. She also fields requests for volunteers. Thank you again, Mary.

A few social events were coordinated by Mark Stephens with the help of the entire team. There was a Family Game Night, a Tropical Party and a Valentine Dance. Thank you team!

The Membership Team is in a transition period. We will be looking to add new volunteers to the team, to replace members who are moving on and to bring fresh ideas and enthusiasm. There are areas we would like to improve in the coming year, as well as new initiatives. Some of those are....a new member mentoring program, a biography of each new member to be shared, an effort to thank regularly the church's many volunteers and an improved explanation of the Path to Membership.

Please contact me if you have a passion to make these things happen.

Marion Yeagler, Chair

## **Policy Governance Team**

This year was to be a test year for the Policy Governance process, and we did have the opportunity to at least practice using the policy governance approach in some situations. Unfortunately, the team was not able to make significant progress in the transition to policy governance. Changes in leadership of this team as well as other pressing issues took precedence, slowing the progress of the team in general. Some progress did occur with the beginning of a gap analysis on Church policies. Additionally, safety policies were created and work was begun on a communications policy--two gaps that were identified. The team is in the process of reorganizing and preparing a more aggressive implementation of Policy Governance practices. It is our best recommendation to ask for this year to be an actual test year.

## **Safety Committee**

Beginning in late 2009, the Safety Committee has played an important role in the direction the safety of our church members has taken. We began by amending the Fire Drill instructions. To ensure all are prepared in the event of a fire, brief instructions are now in *The Thread from the Web* each week and we have fire drills 2 times per year. Synchronized Smoke & Fire detectors have been installed on each floor so that when one goes off they will all sound an alarm.

Many other steps have been taken to ensure our safety. In Fessenden Hall and on the 3<sup>rd</sup> floor in the RE Supply room we have First Aid kits that are kept stocked as well as a "travelling First Aid" kit that is kept in the office and can be signed out for off premises events such as Walden, church services in the park and Hogwarts. We also created an incident report form that is located by each of the First Aid kits. All classrooms have had windows installed in the doors for safety & window guards have been installed in the 3<sup>rd</sup> floor classroom windows that go from floor to ceiling. In the fall we had a "Safety Sunday" for RE Students in which we identified many safety concerns as well as checked & replaced batteries in all smoke detectors in the church.

After reviewing several safety videos obtained from our insurance carrier, Church Mutual, we have made many changes that will make a big difference. "Caller ID" has been added to our phones, "Concealed Weapon" warning signs have been posted on exterior doors, new door codes have been assigned with more stringent screening for disbursement, the RE teachers have access to an intercom system to reach the DRE during class when needed, blinds for the annex front windows have been purchased as well as handles for the doors in the nursery. To promote more awareness of who is new to the church, the greeter table has been moved to a more prominent location and we have asked everyone to wear their name tag when they are in the building. We also had a representative from Robinson Memorial Hospital in to speak to all interested about "Disaster Planning in Your Home and Community."

In addition to making the above changes, the Safety Committee is in the process of establishing a Safety Squad of people who will be prepared to intervene whenever safety or security is compromised at church. The building of this team has included American Heart Association "Basic Life Support" training which included CPR & AED training and Red Cross "First Aid" training.



As the year progresses, the Safety Committee will continue to take steps to get the Safety Squad established as well as prepare an emergency contact document to be posted in all class rooms, by each phone in the church as well as in the annex and further develop & coordinate "Safety Sunday" with our fall fire drill & Fire Prevention Safety week our children experience in their schools.

### **Sunday Program Committee**

The Sunday Program Committee was especially busy this year due to the additional worship services that we needed to schedule during Reverend Melissa's parental leave. A total of 21 services were coordinated by the committee between July 2010 and June 2011. Thanks to the wonderful talent and efforts of numerous members of the congregation who stepped forward to contribute to our worship services, we only had to pay for 4 guest worship leaders. The members of the committee include: Christie Anderson, Heidi Emhoff, Susan Goekler, Joe Kuemerle, Kristofer Sperry, Diana Watt, Dave Watt, Lois Weir and Rev. Melissa Carvill-Ziemer.

Christie Anderson

