PREREAD – Transitional Ministry and FY25 Budget Town Hall March 3 and 4, 2024

AGENDA	 Chalice Lighting Congregational Covenant News Briefs Celebration Masonry Repairs Transitional Ministry The Role of the Settled Minister Short Term Ministerial Coverage Options for Transitional Ministry UUCK Ministerial History Timeline Q&A FY25 Budget FY24 Budget Outlook Finance Committee Update/Process FY25 Scenarios Q&A Extinguish Chalice
NEWS BRIEFS	
Celebration and Recognition	 Immense appreciation goes out to our community as a whole for coming together and supporting one another in the wake of Rev. Steven's unexpected death. We look forward to celebrating his life together at a service in Kent to be scheduled later this spring. Thank you to Dana Wakefield, who has volunteered as our Helping Hearts Coordinator. Our new service schedule and approach has been an immense success so far. Combined attendance numbers have increased significantly vs. single service attendance, and qualitative feedback about the Community Café and all ages RE (including adult discussion groups) have been positive. Thank you to Colleen Thoele and Rev. Renee Ruchotzke for taking the lead in developing and testing this model! 25+ rental inquiries between 1/1 and 2/20/24 had already resulted in 8 rental bookings, for an additional \$3080! Our Service Auction team has a fabulous spring auction planned for May 4th!
Masonry Repairs	 Extensive repairs were needed to repair damage to the 156-year-old wooden beams and bricks in the upper level of the bell tower. Because this work needed to be completed in a timely manner to preserve the integrity of our church building, the Board of Trustees decided to authorize the immediate start to the repairs, which are now underway. The cost of the repairs was estimated at \$32,800, from redesignated funds from the \$60,500 in our Capital Campaign Fund previously Board-designated for Phase II building improvements. \$10,000 of this repair will be offset by a landscaping bond that the church had paid in relation to Hobbs Hall that is being refunded. We will share pictures during the Town Hall session. We will have a fundraising campaign later this spring to offset the remaining cost of repairs, kicking off with a Fund-an-Item project during our Spring Service Auction.
TRANSITIONA	L MINISTRY

Per UUCK By-Laws, a Settled Minister is responsible for directing the spiritual and programmatic work of the church through shared ministry (Note: This is <u>always</u> a team effort), and serving as Chief Executive Officer of the Church by:

- Serving as an agent of the church
- Serving as the head of staff
- Serving as an ex-officio, non-voting member of the Board and all Ministry, Program, and Standing Committees and Action Teams
- Chairing the Ministry Executive Team

The Role of the Settled Minister (or "Minister")

- Per our By-Laws, Settled Ministers are called by Congregation by 85% supermajority vote, while Transitional Ministers (Interim, Contract, Developmental) are hired by the Board.
- Settled Ministers are full-time. Anything less than full-time is considered Contract Ministry.
- A Settled Minister is <u>not</u> an option immediately after the end of a prior Settled Minister's term.
 Per the UUA, "Ministers in search for settled ministry are rarely interested in following a settled ministry directly." Our next minister will be a Transitional Minister of some variety (though Contract Ministers may eventually be called by the Congregation to be Settled).

A working team composed of all current Affiliated Community Ministers, Commissioned Lay Ministers, and lay members who were previously ordained in other faith traditions has proposed, and the Board has endorsed, the below Short-term Ministerial Coverage Plan, to be in place through 7/31/24, then re-evaluated if we do not have a Transitional Minister in place on 8/1/24. Note that these individuals are the lead and point person for each functional area listed, but that many others may provide additional support. This is shared ministry in action!

WHOM SHOULD I CONTACT FOR... 11:00AM Worship Support for 9:15AM Worship Kathy Kerns, Rev. Renee Ruchotzke. Commissioned Lav Minister Affiliated Community Minister and Team Leader **Pastoral Care** Minister's Discretionary Fund Rites of Passage Lori Mirkin-McGee, Rev. Christie Anderson, Lori Mirkin-McGee, Commissioned Lay Minister, and Affiliated Community Minister Commissioned Lay Minister David Weaver, Team Leader Support for Adult RE Support of Membership Team **Resource for Social Justice** Rev. Christie Anderson. Rev. Renee Ruchotzke. Vivian Sandlund. Affiliated Community Minister Affiliated Community Minister Social Justice Coordinator **Conflict Resolution &** "Balcony View" of Finances "Voice" of the Church **Church Climate** Kara Kramer. Board Member and Lori Mirkin-McGee, Board Moderator Finance Committee Leader Commissioned Lay Minister Supervision of Staff **Resource for Staff Connection to Local Community** Ginny Horvath, Rev. Sunshine Wolfe, Rev. Christie Anderson, **Board Assistant Moderator** Affiliated Community Minister **UUA Regional Staff**

Short Term Ministerial Coverage

Whom should I contact for...

- Pastoral care pastoralcare@kentuu.org
- Oversight on strategic questions board@kentuu.org

- Oversight on implementation questions met@kentuu.org
- Worship-related inquiries wat@kentuu.org
- Other topics (to be routed to the appropriate party) churchoffice@kentuu.org

The following are our Transitional Ministry options, along with identified pros, cons, and other considerations. Regardless of which option we choose, for best chance of near-term success, the search process will begin in April, as ministers generally search each year between December and May for positions which will begin on August 1.

• Interim Ministry – "...Designed to help a congregation move from one settled ministry to the next settled ministry... Most interim ministries last 24 months, though occasionally the ministry may be longer or shorter. An interim minister assists the congregation in moving beyond its last ministry and equipping itself for a new, different ministry. This preparation involves helping the congregation look at practices that may or may not be serving them well, assisting through the emotional process of transition, setting sights forward, and connecting the congregation to needed resources....Interim ministers may not be called by the congregation. Most congregations planning to continue in full-time ministry after a settlement use this option for their transition."

Pros:

- Expertise/training in guiding congregations through transitions we have experienced a
 challenging past several years, with a rocky transition between Rev. Melissa and Rev.
 Steven, the impact of COVID-19 on our community, related budgetary challenges, and
 the unexpected loss of our Settled Minister. Interim Ministers are trained to help
 congregations move through just such situations.
- Standard UUA practice expected to increase odds of a successful Settled Ministry in the future.
- Assuming successful search, Interim Minister would be in place August 1, 2024 (matchmaking process runs mid-April through mid-May)

Cons:

- Must be full-time fully funding <u>without</u> a draw on our reserves would require a 31% increase in pledges vs. this fiscal year
- UUCK's most recent Interim Ministry experience was not positive (see next section)
- Rapid matchmaking process does not permit for extensive evaluation of minister prior to hire
- OUUA Note: "If a congregation had a particularly anxious time with a previous interim minister, they are better served by clearly stating what did not work with that interim ministry in their search materials, than thinking interim ministry is the problem. Like snowflakes and settled ministers, no two interims are alike."
- Contract Ministry "often used by a congregation that is seeking less than full-time ministry, that has fewer than 125 members, or that is uncertain that other types of ministries are a fit or financially sustainable long-term. The minister(s) is contracted for a specific period, usually a year, sometimes with a list of specific tasks like preaching and pastoral care. Contracts may be renewed and modified....They may be called by the congregation, should a call be mutually desirable, after a couple of years." Contract ministers may be part-time or full-time.

o Pros:

 If part-time, may help to reduce or eliminate our budget deficit in the near term (remembering that Settled Ministry is full-time)

Options for Mid-Term Transitional Ministry

(includes extracts from the current UUA Transitional Ministry Handbook)

- More flexible in terms; may be tailored to our specific requirements
- Can lead to Settled Ministry, if a good match

o Cons:

- Potentially Limited Candidate Pool: The UUA Transitions Office estimates that there is a 50% reduction in number of candidates for every 25% reduction in hours (e.g. at ¾ time, we are likely to have half the candidates we might expect for a full-time role). This is especially true outside of major metropolitan areas, and/or if part-time. We will not know what our pool might look like until we know our budget.
- Ongoing elevated ask, potentially significant, of our ministerial volunteers
- Search process may take a long time
- Process Note: If we opt to pursue an Interim Minister and do not identify suitable candidates in the standard match process, our search will be converted to a Contract Minister search. UUCK makes any hiring decision, not the UUA.

Recent Ministries*:

			% Time	Member		Pledge Units		Budget in 2024 \$\$	
Years Served	Minister	Туре		Starting Year	Ending Year	Starting Year	Ending Year	Starting Year	Ending Year
1969	Peter Richardson	Part-Time	??	118	118			\$ 131,562	\$ 131,562
1970	Bill Schultz	Part-Time	??	120	120			\$ 101,990	\$ 101,990
1971-1976	Vi Kochendorfer	Part-Time	??	82	70	55	45	\$ 63,016	\$ 88,931
1977-1980	??	??	??	73	56			\$ 95,140	\$ 41,759
1981-1983	Earl N. Engle	Settled	100	49	49	40	40	\$ 53,707	\$ 47,776
1984	Chris Bailey	Part-Time	??	55	55	40	40	\$ 11,865	\$ 11,865
1985-1986	Rod Thompson	Interim, Part-Time	??	58	61	40	42	\$ 38,223	\$ 40,944
1986-1989	Mary Janice Sellers	Part-Time	??	61	54	42	36	\$ 40,944	\$ 33,722
1990-1992	Mary Hnottavange, Peggy Classen	Part-Time	75	67	72	39	47	\$ 49,608	\$ 59,437
1992-2004	Julie-Ann Silberman-Bunn	Developmental, Settled	100	72	162	47	91	\$ 59,437	\$ 208,856
2004-2005	Sonya Montana	Interim	100	162	150	91	92	\$ 208,856	\$ 231,272
2005-2016	Melissa Carvill-Ziemer	Settled	100	150	196	92	143	\$231,272	\$ 315,533
2017	Anya Drew Johnston	Interim	100	201	201	136	136	\$ 315,533	\$ 369,469
2018-2024	Steven A. Protzman	Settled	100-75	197	172	122	105	\$ 394,182	\$371,223

*Ministry dates and names crowd-sourced (with thanks to Kathie Slater for help); Member count, pledge units, and operating budgets sourced from <u>UUA historic yearbooks through 2009</u>; church records 2016 through present; operating budgets adjusted for inflation based on January - January comparison in <u>Bureau of Labor Statistics calculator</u>. Fiscal, calendar, and ministry year have not aligned, so these are directional.

UUCK Ministry History

- We have been served by a variety of part-time Ministers in past years and have come together
 as a community in shared ministry to cover the needs of the congregation, though this has
 involved significant commitment from our volunteers.
- Our periods of greatest growth have been during a successful Developmental Ministry (Julie-Ann Silberman-Bunn co-funded by the UUA), which led to a Settled Ministry, then from a later Settled Ministry (Melissa Carvill-Ziemer). Between these Settled Ministers, we were served by an Interim Minister, who accomplished the intended transitional role. As past trends suggest, growth in membership is the most effective way to sustainably support effective shared ministry and a balanced budget. Our ministers have played a crucial role in this membership growth. "People come because of the minister, but stay because of the congregation" Rev. Sunshine Wolfe
- Our congregation had a challenging experience in our most recent Interim Ministry. We would
 expect that experience to be an outlier, as we conducted the search for that Interim Minister
 outside of the usual annual search cycle, and as a result had a very limited applicant pool of
 Interim Ministers (only two people) who had NOT been selected by other congregations during
 the standard Interim Ministry congregational matchmaking process. Our experience was not
 typical, and we did not realize the benefits of an Interim Ministry as a result. The UUA no longer
 permits off-cycle Interim Ministry searches.

Timeline

March 3-4, 2024: Town Halls

- March 3-23, 2024: Annual Generosity Campaign
- March 3-18, 2024: Collection of Feedback
- March 21, 2024: Board decision on Transitional Ministry based on strategic priorities of congregation, feedback, preliminary FY25 pledge campaign results
- March 23, 2024: Update communication to Congregation; search process begins

FY25 BUDGET

- Reduction in Ministerial payroll costs for Feb-Jun: \$32,348.
 - We are not banking a significant amount, but rather are eliminating the need for a budgeted additional draw from our reserves of \$24,408.
 - We may have additional unanticipated costs between now and the end of FY24.
 - If there are any surplus funds, they will be returned to reserves at the end of the year.
 - Look for pledge status reminders to arrive via US mail soon it's important to our fiscal health that we keep up-to-date on pledge commitments!

FY24 Budget Outlook

Endowment Monies held in Vangua			
Fund	Balance January 2024	FY 2024 planned draw	Current Balance
Hobbs Bequest	116,697.14	-25,000.00	91,697.14
Undesignated Endowment	10,560.89		10,560.89
Wenninger Ministerial Bequest	11,435.09		11,435.09
TOTAL UNDESIGNATED RESERVES	138,693.12	-25,000.00	113,693.12

Capital Monies held in Vanguard

	Balance 12/31/23	Adjustments	estimated balance 6/30/2024
Board Designated Phase II	60,529.47	-32,800.00	27,729.47
Future Projects	11,868.17	10,000.00	21,868.17
TOTAL CAPITAL RESERVES	72,397.64	-22,800.00	49,597.64

\$32,800 draw for bell tower repairs

\$10,000 refund of construction bond from City of Kent

 Thank you to our Finance Committee Members: Kay Eckman (Chair), Max Grubb, MaryBeth Hannan, Dave Smeltzer, Ryan Susman, Dave Watt, and Lois Weir!

Finance Committee Update / Process

Board Charge	Outcome
Review Expenses	Budget has been reviewed line by line: Team has determined that we will not be able to cut our way to fiscal health. (It should be noted however that there is an ongoing review of alternative benefits providers)
Review Revenue Trends/ Estimate projections	We are on the cusp of a real growth spurt. In addition to increased membership resulting in increased pledge income, we need to diversify our revenue streams. • More robust fundraising • Rentals • Fund an Item for specific expenses - our music license for example • Grants for projects (not operating revenue)
Review needs to	This item is still outstanding.

maintain our physical campus	
Establish a financial plan to be reviewed yearly in July Ongoing. Our ministerial situation will determine future direction Our goal is to eliminate the need to draw on reserve funds within the next three years.	

	FY2023 Actual	FY2024 Budget	Scenario 1: Full-time Minister	Scenario 2: 3/4-time Minister	Scenario 3: 1/2-time Minister	Scenario 4: Guest Minister add'l Staff Hou
Pledged Income	237,295	258,563	284,500	284,500	284,500	284,5
Service Auction	23,034	22,000	35,000	35,000	35,000	35,0
Non-Pledge & Plate Donations	30,696	19,600	22,000	22,000	22,000	22,0
Rental Income	9,852	15,000	15,000	15,000	15,000	15,0
All Other Income Streams	16,419	6,652	22,296	22,296	22,296	22,2
Draw from Reserves	95,786	49,408	54,568	35,889	17,961	(9,2
OPERATING INCOME	413,082	371,223	433,364	414,685	396,757	369,5
Required Pledge to Eliminate Draw			339,068	320,389	302,461	275,2
Increase vs. FY24			31%	24%	17%	
Personnel	314,766	273,346	306,651	284,172	261,694	225,4
Worship & Music	2,639	3,150	4,630	8,430	12,980	22,0
Facility Expenses	43,536	40,849	47,530	47,530	47,530	47,5
Income Generation	3,073	2,560	22,415	22,415	22,415	22,4
UU, Interfaith, & Community	19,304	12,500	13,000	13,000	13,000	13,0
Debt Service	11,126	11,126	11,160	11,160	11,160	11,1
Office	9,196	10,460	9,560	9,560	9,560	9,5
Community Within Ministries	2,548	3,650	3,850	3,850	3,850	3,8
Outreach Ministries	129	2,900	3,200	3,200	3,200	3,2
Lifespan Learning	2,842	2,925	2,833	2,833	2,833	2,8
Anticipated Uncollected Pledges		7,757	8,535	8,535	8,535	8,5
TOTAL PROGRAM EXPENSES	409,717	371,223	433,364	414,685	396,757	369,5

FY25 Scenarios

- PLEASE NOTE: THESE ARE DRAFT PROPOSALS THIS IS NOT THE FINAL BUDGET.
 The final budget proposal will be presented in April after the results of the pledge campaign are in.
- The Finance Committee has reviewed all line items using a want vs. need mindset, concentrating on holding the line on expenses and giving priority to areas that will help us to grow (RE and Music), and to our mission (e.g. the Community Supper)
- Budget scenarios have been modeled assuming a 10% increase in pledges vs. FY24.
 Eliminating draw on reserves would require an increase of 17-31%, depending on Minister hours. Additional pledge units are our best opportunity to reach that increase.
- The proposed FY25 budget includes a 3% compensation adjustment for the members of our staff who are are below current UUA Fair Compensation Guidelines (Administrator, Director of RE, Music Director, Sexton, Nursery)
- Beyond personnel expenses, our most significant anticipated increase is in Facilities expense (lawn care, snow removal, utilities).

FEEDBACK MECHANISMS

Transitional Ministry and FY25 Budget

- A form will be available following the Town Hall sessions for providing your input regarding our period of Transitional Ministry, our future congregational priorities, our FY25 budget, and any unaddressed questions.
- Individual responses will be accessible only to Board members, and will be aggregated and reviewed to help inform the Board's decision regarding next steps in Transitional Ministry.

Board, Generally

- The best and fastest way to engage with the Board is to send a message to <u>board@kentuu.org</u>.
 This will send a message to all current Board members.
- Board Meetings are held the first and third Thursdays of the month in Fessenden Hall at 7PM.
 All Board Meetings are open to the public and minutes can be found on the <u>UUCK website</u>.