

November 15, 2015
Pre-Congregational Meeting Packet

The attached documents are drafts of the agenda and applicable documents proposed for the December 13, 2015 Congregational Meeting. For the pre-congregational meeting, we will move through the agenda and these topics for discussion but without a vote.

Draft Agenda – Congregational Meeting
First Unitarian Universalist Church of Austin
Sunday, December 13, 2015, 1:15 pm – 2:30 pm in the Sanctuary

1. Welcome and Call to Order, Angela Smith – 10 min 1:15
 - a. Unison Reading of Covenant and Lighting of Chalice
 - b. Introduction of Parliamentarian
 - c. Adopt Consent Agenda
 - Rules of Order
 - Minutes May 3, 2015 congregational meeting
 - d. Adopt Agenda
2. Update: State of the Church, Rev. Meg Barnhouse – 10 minutes 1:25
3. Call for return of ballots for 2016 Monthly Special Offerings,
Wendy Erisman – 5 minutes
1:35
4. 2015 Proposed Budget – 35 minutes 1:40
5. Joys and Concerns – 10 minutes 2:15
6. Closing Reading and Extinguish Chalice – 5 min 2:25
- Adjourn 2:30

A COVENANT OF HEALTHY RELATIONS

As a religious community, we promise:

To Welcome and Serve

- By being intentionally hospitable to all people of good will
- By being present with one another through life's transitions
- By encouraging the spiritual growth of people of all ages

To Nurture and Protect

- By communicating with one another directly in a spirit of compassion and good will
- By speaking when silence would inhibit progress
- By disagreeing from a place of curiosity and respect
- By interrupting hurtful interactions when we witness them
- By expressing our appreciation to each other

To Sustain and Build

- By affirming our gratitude with generous gifts of time, talent and money for our beloved community
- By honoring our commitments to ourselves and one another for the sake of our own integrity and that of our congregation
- By forgiving ourselves and others when we fall short of expectations, showing good humor and the optimism required for moving forward

Thus do we covenant with one another

Approved at congregation meeting May 5, 2013

First Unitarian Universalist Church of Austin Congregational Meeting Rules of Procedure

1. Order of Business

The order of business will follow the meeting notice unless the order of business is changed by a majority vote.

2. Means of Voting

As long as a quorum is present (ten percent of voting members of the congregation), voice votes, uncounted standing votes, or an uncounted show of hands will be used, unless the bylaws specify otherwise. Two or more people shall be designated as vote counters by the chair at the outset of the meeting in the event that a vote count is needed. Written ballots will not be used without a two-thirds vote. All matters will be determined by the number of votes cast by members present and voting, as long as there is a quorum, unless the meeting notice allows absentee voting.

3. Presentation of Items

A Board Member or the appropriate Committee Chair will move the action items as printed in the meeting notice.

4. Amendments

No one may offer an amendment until there has been at least ten minutes of debate on the main question as moved, unless no one else wants to speak to the main question or it is a clarifying amendment. Anyone making an amendment must give it to the chair in writing before it is discussed. Paper and pencil will be provided; those requesting assistance will be provided assistance.

5. Time limits

These time limits will apply to all the business of the meeting. If no one objects, the Chair may grant minor extensions. Time limits may be extended by a two-thirds vote.

- a. No one may speak on any motion for more than two minutes or more than once as long as anyone else is waiting to speak, except that persons with special

information may answer questions with the Chair's permission.

- b. No item will be discussed in the meeting for more than 30 minutes. Discussion time will be divided equally by alternating between speakers at microphones designated pro and con. One microphone will be designated for point(s) of clarification or amendments.
- c. No one may call the previous question if there are persons waiting to speak at both the pro and con microphones and the time for discussion is not over. If the Chair sees no speakers at the con microphone, then the Chair may call for a vote.
- d. Every person must speak at a microphone.

6. Budget Motions

Anyone making a motion concerning the budget must give it to the Chair in writing and must provide for reduction in specific categories equal to any increase in spending in the motion. A simple majority vote is required to adopt motions concerning the budget.

7. Items Not in the Meeting Notice

Items of a substantial nature which are not in the meeting notice shall not be considered. Committees with items of substantial importance must have the item prepared far enough in advance for inclusion in the meeting notice.

8. Amending the Rules of Procedure

These rules of procedure will be adopted by a majority vote and may be changed during the meeting by a simple majority.

9. Adjournment

The meeting will adjourn no later than two hours or at such time as a quorum is no longer present after the Chair has called the meeting to order. The meeting may be extended in 15-minute increments by a simple majority vote for as much as one additional hour.

**2016 Budget Proposal
First UU Church of Austin
For the Congregational Meeting on December 13, 2015**

Dear Members,

The enclosed budget proposal for 2016 represents holding expenses essentially level with the prior years budget. However, it reflects a decrease in regular pledge revenue due to decreased pledges and lower rental revenue due to anticipated building renovations. If we were to do nothing to increase our 2016 sources of revenue, this would result in a budgeted loss of \$52,351, even with expense cuts such as not bringing staff salaries to the U.U.A. recommended levels.

However, due to lower than expected pledge revenue in the current fiscal year, we are not in a cash flow position to budget for a deficit in 2016.

To address this, a church member has stepped forward to issue a pledge challenge to raise the funds we would need to balance our budget for 2016. This member will pledge now to write a one-time check for \$5,000 in January 2016 above and beyond his regular and capital campaign pledges. He will do so if enough other church members will also make a one time, additional pledge (above and beyond their current pledge levels) to raise an additional \$50,000.

Please see Chris Jimmerson or contact him by phone at 512-452-6168 ext. 308 or by email to chris.jimmerson@uastinuu.org to make a special, one time pledge toward this challenge.

We have shown this revenue as the New Year Challenge on the attached budget.

Pledges

Projected pledging for 2016 is about a 5% reduction compared to what we budgeted for 2015 and 18% below our goal.

Both the decreased pledge payments in the current year and the pledges projected for next year seem to be the result of several factors. We have had an unusually high number of members who have been forced to reduce their contributions and pledges due to life changes, such as job changes, family issues, retirement, etc. This year, we have also experienced an unusually high number of folks who have left the church for any number of reasons, such as moving to another city, but we only became aware of it because of the stewardship campaign and/or a letter that Meg sent to folks who were behind on pledge payments. Finally, we have had a relatively high number of folks who did not respond at all to repeated attempts by canvassers to contact them.

In prior years, we do not seem to have had a reliable system to reflect when folks did not respond to canvassers, so we had a number of second or third year pledges in the database that likely were not valid. We now have a system to remove these from our database with each canvass.

Other Revenues

Rental income is reduced based upon this year's experience and uncertainty over potential renovations starting during 2016.

Staff Compensation

We had originally budgeted to increase staff salaries to UUA recommendations for our church size and geographical region. However, due to lower revenue projections, staff salaries have been held to their 2015 rates. This is not in compliance with board policy, executive limitation 2.7.

Ministry

We have included music in the ministry budget to reflect that it is an essential element of our worship and ministry. Both are essentially level with the prior year. The ministry budget includes a payment to the UUA of \$15,000 (an increase of 10%). Ministry may appear to have increased over the prior year, but this is primarily due to an accounting change that assigns percentages of the Minister of Lifespan Faith Development and Congregational Engagement and the Minister for Program Development salaries into the ministry budget.

Religious Education

We have kept this budget essentially even compared to the current year. It appears to decrease some due to the accounting change mentioned above.

Program Support

This budget appears to decrease compared to the prior year; however, this is again mostly due to the accounting change mentioned earlier.

Ministry Teams and Committees

These are now shown as a part of the budgets for the departments to which they most closely relate.

Capital Campaign Expenses Offsets

This represents expenses we will incur due to capital campaign activities that we will charge to the capital campaign rather than the operational budget, such as some increased staff time.

Restricted Funds Offset

This is a one-time adjustment to transfer funds for ministries that are now reflected in the operational budget and will continue to be in future years.

Social Action

Our estimated spending on social action has increased to 23.11% of our total budget. This is an increase compared to 19% in the prior year.

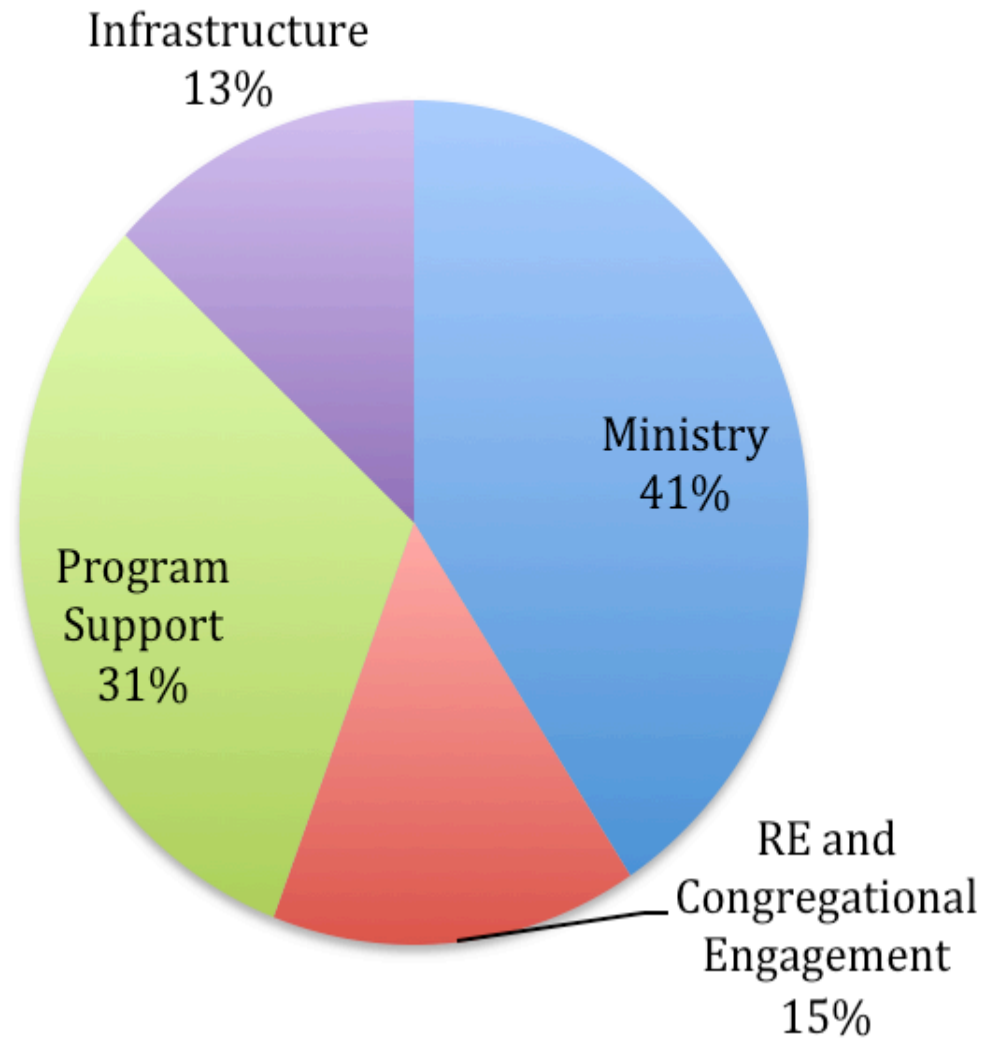
Please see the attached graphics and table for further information on the percentage of our budget dedicated to each department and the percentage of our budget dedicated to various activities of the church.

If you have any questions, comments, or concerns about the proposed 2015 budget, or about anything else, please feel free to contact us directly

Meg Barnhouse
Senior Minister
meg@austinuu.org
512-452-6168 x 304

Chris Jimmerson
Assistant Minister for Finance & Operations
chris.jimmerson@austinuu.org
512-452-6168 x 308

Percentage of Budget by Department



Type of Expense	% of Budget
Personnel	72.71%
Ministry Teams and Committees	8.81%
Social Action	23.11%
Donations	4.53%

2016 First UU Church Budget Proposal

Budget Year

2015

2016

**Current Year
Budget**

**Proposed 2016
Budget**

INCOME

Notes

Contributions

Pledges			
Pledged to Date	\$ 634,545	\$ 600,677	733,203 was the goal
5.5% attrition		-\$ 32,683	
Estimated Outstanding Pledges		\$ 20,000	
New Member Giving	\$ 39,789	\$ 40,000	
New Year Challenge		\$ 55,000	
Sunday Plate	\$ 79,882	\$ 79,000	
Other Contribution Income	\$ 2,100	\$ 6,000	
Rental	\$ 65,000	\$ 53,000	
Activities			
Fundraiser	\$ 15,000	\$ 15,000	
Forum	\$ 1,333	\$ 1,400	
Gallery	\$ 1,048	\$ 1,200	
Camp UU (Hogwarts)	\$ 9,265	\$ 8,000	
Special Plate	\$ 24,990	\$ 24,000	
Paradox Players	\$ 23,000	\$ 16,750	
Interest & Dividends	\$ 760	\$ 900	
Released from Restrictd	\$ 3,251	\$ 3,929	
Restricted Funds Offset		\$ 6,014	funds 3474, 3478
Transfer from Savings	\$ 21,254	\$ 24,167	
SUBTOTALS	\$ 921,217	\$ 922,354	

EXPENSES

Departments

Ministry	\$ 148,011	\$ 194,092	includes UUA @ 15K
UU Cares Council	\$ 350	\$ 800	
Forum	\$ 500	\$ 1,203	
Gallery	\$ 1,255	\$ 900	
Green Sanctuary	\$ -	\$ 1,900	
Library	\$ -		
Membership	\$ 1,180	\$ 1,629	
Nominating	\$ 500	\$ 500	
Paradox Players	\$ 15,760	\$ 10,490	
Social Action	\$ 4,900	\$ 5,700	
Yew Grove	\$ -		
Special event	see below	\$ 2,000	
Special Plate	see below	\$ 24,000	
Total Ministry Department	\$ 318,574	\$ 383,261	% Mari & Chris to ministry
Religious Education & Cong Life	\$ 134,193	\$ 131,618	
CampUU (Hogwarts)	\$ 9,000	\$ 8,000	
Fellowship	\$ 1,735	\$ 1,815	

