

## MEETING AGENDA - FUUCA Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, March 16, 2021
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	<a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> password = 512452
<b>Purpose</b>	Regular scheduled meeting

### RSVP

<b>Accepted:</b>	Dave Riehl
<b>Regrets:</b>	Nesan Lawrence
<b>No response:</b>	Meg Barnhouse, Leena Batra, Leo Collas, Rob Hirschfeld, Chris Jimmerson, Sadie Lambert, Elias Ponvert, Shannon Posern, Kelly Raley, Kristen Ray, Toni Wegner

### Agenda

## 1. Coming Back into Covenant

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1.1. Chalice Lighting and Opening Words	Dave Riehl / 2 min.
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1.2. Reading of Board Covenant	Elias Ponvert / 2 min.
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With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

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1.3. Confirm Timekeeper and Process Evaluator	/ 2 min.
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1.4. Approve Agenda and Consent Agenda	/ 2 min.
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### Documents

- Program Development Report Jan-Feb 2021.pdf Pages 24-25
  - 01-2021financialreports.pdf 9-16
  - Dec2020andYearEndFinancialReports.pdf 17-23
  - Minutes-2021-01-19-v1.pdf 4-8
  - 2.3 Financial Planning rev 03-2021doc.pdf 49-51
  - 2.5 Continuous Operations rev 03-2020. 2021 vs.pdf 52-57
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

Kristen Ray / 15 min.

#### Documents

- A Special Report from the Reopening Team.pdf Pages 26-27

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### 2.2. Recognition of Church Volunteers and Staff

/ 10 min.

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### 2.3. Moment with Meg

Meg Barnhouse / 10 min.

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## 3. Monitoring our Progress

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### 3.1. Ends interpretations review

/ 10 min.

#### Documents

- 1.4.4 Intergenerational02-2021.pdf Pages 28-34
- 1.4.5 interpretation and monitoring 2021.pdf Pages 35-39

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### 3.2. Linkage Committee

/ 15 min.

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### 3.3. Monitoring Committee

/ 10 min.

#### Documents

- 3.0 Governance Process - Interpretations - 2020-2021.pdf Pages 40-44
- 4.0 Board-Executive Relationship - Interpretations - 2020-2021.pdf Pages 45-48

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### 3.4. Policy Committee

/ 5 min.

#### Documents

- 2.3 Financial Planning rev 03-2021doc.pdf Pages 49-51
- 2.5 Continuous Operations rev 03-2020. 2021 vs.pdf Pages 52-57

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### 3.5. Board Engagement Committee

/ 10 min.

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## 4. Learning & Creating the Future

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### 4.1. My Grandmother's Hands - chapters 12 and 13

Sadie Lambert / 20 min.

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## 5. Adjourn

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### 5.1. Action Items

/ 5 min.

Let's review the action items from this meeting and assign roles for:

- Readings
  - Timekeeper
  - Process Evaluator
  - Snacks
-



5.2. Process Evaluation

/ 2 min.

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5.3. Extinguishing the Chalice and Closing Words

/ 2 min.

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## MEETING MINUTES - FUUCA Board of Trustees

### Meeting

<b>Date</b>	Tuesday, January 19, 2021
<b>Started</b>	6:30 PM
<b>Ended</b>	8:30 PM (CST)
<b>Location</b>	<a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> password = 512452
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Elias Ponvert
<b>Recorder</b>	Toni Wegner

### Attendance

<b>Present:</b>	Meg Barnhouse, Leena Batra, Leo Collas, Rob Hirschfeld, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Elias Ponvert, Kelly Raley, Kristen Ray, Dave Riehl, Toni Wegner
<b>Absent:</b>	Shannon Posern
<b>Invited guests:</b>	Susan Thomson

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Opening words = Toni

Toni read "On the Brink of a New Year" by Lois Van Leer, while Elias lit the chalice.

**Status:** Completed

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### 1.2. Reading of Board Covenant

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

Elias read the Board Covenant.

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

Timekeeper = Sadie

Process evaluator = Kelly

Sadie is timekeeper, and Kelly is the process evaluator.

**Status:** Completed

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### 1.4. Approve Agenda and Consent Agenda

The consent agenda includes prior meeting minutes, financial reports and the program development report.

Elias suggested that we move item 2.5 - Executive limitation monitoring: 2.6 Asset Protection - to the consent agenda. Kelly motioned for the move; Sadie seconded. There were no objections, so the motion passed.

Kelly motioned to approve agenda and consent agenda, Sadie seconded. They were approved by unanimous consent.

**Status:** Completed

#### Documents

- Nov2020financials.pdf
  - Program Development Report dec 2020.pdf
  - Minutes-2020-12-15-v1-2.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

(Tentative) We welcome Susan Thomson from First UU Cares Council

Susan Thomson joined as the visitor for the meeting to talk about First UU Cares Council. Nesan led the questions on behalf of Linkage.

- Susan described the Caring Ministries as branches of a tree, and described changes since the pandemic.
- Meg oversees pastoral care
- Rides to church are on hold (but was struggling before pandemic)
- Receptions after memorial services are on hold
- Visits to those in hospital or at home are on hold
- Sr. Outreach Ministry was started in 2019 by Nancy Ditmar and Susan for seniors who can't participate in the life of the church; it was off to a great start with 15 volunteers and 20-25 seniors. Since COVID, they've resorted to phone calls.
- Cards to those with a life event; Susan took this over and sends cards on behalf of church.
- Meals to those in need have continued.
- Recruiting volunteers has been a challenge since we don't have the annual connections fair or database. They would appreciate the Board's help recruiting volunteers. Perhaps the list of volunteers recruited by Transformation Connection Service could be reframed to help out here.

**Status:** Completed

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### 2.2. Recognition of Church Volunteers and Staff

Those identified:

- The person who fixed the fences
- Susan Thomson, for being a guest today
- Guest speaker for the middle school (ask Jerome Mayoral)
- Sage Hirschfield, as Zoom pilot for memorial service, the reproductive justice seminar, and sessions for Women's Spirituality
- Wayne Bockman for arranging and paying for repairs to the church
- Brent and Katrina for pulling outstanding music together

**Status:** Completed

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### 2.3. Moment with Meg

- Rev. Meg appreciate the Board and volunteers and people who support the church
- Reopening group will meet Feb. 6th to talk about how to make decisions, but it will likely be September at the earliest
- Last couple of weeks have been turbulent
- They started exploring how to move hosting to our website, in addition to Facebook. Bear has started moving archives over. Timing is likely within a month or two. Kelly will add this to the Congregational Survey Report.
- We don't qualify for the second round of PPP loans.

**Status:** Completed

Documents

- Proposed Zip Code Scavenger Hunt v3.pdf
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### 2.4. Update on congregational vote regarding positions of public record

Elias provided a quick summary of the December Congregational Meeting: the budget was approved, the bylaws amendment with respect to electronic meetings passed, but the bylaws amendment regarding positions of public record did not pass.

- The overall takeaway was that this was democracy in action. The congregation did well living up to the covenant, and this kind of experience helps to build trust.

**Status:** Completed

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### 2.5. Executive limitation monitoring: 2.6 Asset Protect

This was moved and approved as part of the consent agenda (see item 1.4).

**Status:** Completed

Documents

- 2.6 Asset Protection rev -2021.pdf
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## 3. Monitoring our Progress

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### 3.1. Board Engagement Committee

Toni present the Zip Code proposal and asked for additional feedback by the weekend.

Sadie heard back from the Carver Museum with a list of names of people to contact and the organization they're with; there was a suggestion that it might be easier to highlight organizations instead of people.

**Status:** Completed



#### Documents

- Proposed Zip Code Scavenger Hunt v3.pdf

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### 3.2. Linkage Committee

Kristen reported that the Beloved Community Conversations Team (Linkage + two others) are doing the Moment for Beloved Community for six weeks. Beloved Community Conversations will be held for four weeks beginning January 31st. There will be two conversations each week - one during coffee hour and another during the evening.

**Status:** Completed

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### 3.3. Monitoring Committee

Updates on:

- Survey results
- Board-Executive Relationship policy interpretations

Elias had distributed the two policies that the Board is responsible for interpreting and monitoring. He asked that we review the interpretations and measures of these policies to discuss at the February meeting. We will do the reporting on these policies at the end of the year.

Kelly reviewed the highlights of the results of the congregational survey.

**Status:** Completed

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#### Documents

- Congregational Survey Report - 2020.pdf
- 3.0 Governance Process - Interpretations - 2020-2021.pdf
- 4.0 Board-Executive Relationship - Interpretations - 2020-2021.pdf

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### 3.4. Policy Committee

Dave noted that the remote meetings change to the bylaws passed and he yielded remaining time.

**Status:** Completed

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## 4. Learning & Creating the Future

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### 4.1. My Grandmothers Hands: Chapters 10 & 11

Leena lead the conversation about Chapters 10 and 11. The discussion centered on the importance of addressing our own woundedness and trauma in our bodies to be able to deal better with others. Members of the Board shared their thoughts.

**Status:** Completed

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## 5. Adjourn

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### 5.1. Action Items

Let's review the action items from this meeting and assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks



- Contact Toni with comments about the zip code proposal by Sunday
- Sadie to try to make contact with those on the list from Carver Museum
- All to review interpretations and proposed measures for policies 3.0 and 4.0
- Send comments about the survey to Kelly this week; Kelly to submit for newsletter;
- Linkage has an article about Beloved Community Conversations for the weekly email

Roles for February meeting:

- Readings - Dave
- Timekeeper - Rob
- Process evaluator - Nesan
- My Grandmother's Hands - All read chapters 12 and 13 - Sadie to lead next month's discussion

**Status:** Completed

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## 5.2. Process Evaluation

Kelly did the process evaluation. We were satisfactory on everything. People were prepared, time was appropriate, Elias did a great job running the meeting, and Sadie was a fantastic timekeeper. We also had good follow up on action items from last month.

**Status:** Completed

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## 5.3. Extinguishing the Chalice and Closing Words

Toni read "Morning in a New Land" by Mary Oliver, and Elias extinguished the chalice.

**Status:** Completed

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### January 2021 Financial Report

Our expenses exceed our income in January; however, this was almost entirely due to the fact that we had three payroll dates in January rather than the two that we do in most other months.

We had to create our budget for this year before our accounting firm could get our accounting coding redone. Thus, the budget is expressed using the old codes. Chris is having to go through and try to convert it to the new codes, which is time consuming and was made worse by the file he was using getting corrupted and thus losing work already done on it!

# FIRST UNITARIAN UNIVERSALIST CHUR

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## Balance Sheet As of January 31, 2021

	NOV 2020	DEC 2020	JAN 2021
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,018.33	1,038.33	1,038.33
1110 8009-THCU Checking	455,067.37	555,483.58	545,864.85
1120 RBank Debt Service 676	59,081.06	59,088.55	59,094.65
1130 RBank Construction 668	278,255.52	272,899.19	263,432.83
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	0.00	0.00	0.00
1160 UFCU Savings	0.00	0.00	0.00
1170 THCU CDs	0.00	0.00	0.00
1189 Petty Cash	200.00	200.00	200.00
1710 UUCEF Permanent Endowment Acct.	277,348.04	289,371.67	288,072.72
1720 UUCEF Mixed Investment Account	380,830.85	397,340.69	395,557.07
1730 UUCEF Murr Music Account	78,209.58	81,600.13	81,233.84
1740 UUCEF Education	464,771.09	587,021.92	584,386.86
1790 Unrealized (Gain)/Loss on Investments	-237,903.21	-291,256.62	-285,903.38
<b>Total Bank Accounts</b>	<b>\$1,756,878.63</b>	<b>\$1,952,787.44</b>	<b>\$1,932,977.77</b>
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# FIRST UNITARIAN UNIVERSALIST CHUR

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## Balance Sheet As of January 31, 2021

	NOV 2020	DEC 2020	JAN 2021
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	437.73
1220 VANCO - Payment Reconciliation	4,610.21	5,770.21	0.00
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	1,766.00	50.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	6,100.29	4,331.95	2,859.20
1310 Prepaid Expenses	0.00	14,750.00	14,750.00
1490 Other Current Assets		18,400.23	0.00
<b>Total Other Current Assets</b>	<b>\$12,476.50</b>	<b>\$43,302.39</b>	<b>\$18,046.93</b>
<b>Total Current Assets</b>	<b>\$1,769,355.13</b>	<b>\$1,996,089.83</b>	<b>\$1,951,024.70</b>
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,161.57	3,810,161.57	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	132,994.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-468,614.89	-479,285.79	-489,956.69
<b>Total 1500 Fixed Assets</b>	<b>7,246,865.93</b>	<b>7,236,195.03</b>	<b>7,225,524.13</b>
<b>Total Fixed Assets</b>	<b>\$7,246,865.93</b>	<b>\$7,236,195.03</b>	<b>\$7,225,524.13</b>
<b>TOTAL ASSETS</b>	<b>\$9,016,221.06</b>	<b>\$9,232,284.86</b>	<b>\$9,176,548.83</b>

# FIRST UNITARIAN UNIVERSALIST CHUR

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## Balance Sheet As of January 31, 2021

	NOV 2020	DEC 2020	JAN 2021
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	1,407.95	17,270.06	17,385.69
<b>Total Accounts Payable</b>	<b>\$1,407.95</b>	<b>\$17,270.06</b>	<b>\$17,385.69</b>
Credit Cards			
2150 Chase Credit Card 3081	6,915.54	3,831.45	51.99
<b>Total Credit Cards</b>	<b>\$6,915.54</b>	<b>\$3,831.45</b>	<b>\$51.99</b>
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2500 Accrued Interest	0.00	0.00	0.00
2610 PPP Loan	0.00	0.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$8,323.49</b>	<b>\$21,101.51</b>	<b>\$17,437.68</b>
Long-Term Liabilities			
2620 Construction Loan	1,312,347.80	1,308,588.29	1,305,001.10
<b>Total Long-Term Liabilities</b>	<b>\$1,312,347.80</b>	<b>\$1,308,588.29</b>	<b>\$1,305,001.10</b>
<b>Total Liabilities</b>	<b>\$1,320,671.29</b>	<b>\$1,329,689.80</b>	<b>\$1,322,438.78</b>
Equity			
3110 Unrestricted Net Assets	92,332.03	92,332.03	473,080.93
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
Opening Balance Equity	0.00	0.00	0.00
Net Income	173,703.61	380,748.90	-48,485.01
<b>Total Equity</b>	<b>\$7,695,549.77</b>	<b>\$7,902,595.06</b>	<b>\$7,854,110.05</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,016,221.06</b>	<b>\$9,232,284.86</b>	<b>\$9,176,548.83</b>

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss**  
**January 2021**

	<b>Total</b>
<b>Income</b>	
4100 Earned Revenue	
4130 Rentals Revenue	4,123.25
<b>Total 4100 Earned Revenue</b>	<b>\$ 4,123.25</b>
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	61,913.67
4212 Sunday Plate	709.42
4213 Other Gifts	1,817.93
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 64,441.02</b>
4220 Restricted Contributions	3,810.83
4221 Special Plate	642.55
<b>Total 4220 Restricted Contributions</b>	<b>\$ 4,453.38</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 68,894.40</b>
<b>Total Income</b>	<b>\$ 73,017.65</b>
<b>Gross Profit</b>	<b>\$ 73,017.65</b>
<b>Expenses</b>	
6100 Payroll Expenses	
6110 Salaries & Wages	62,221.40
6140 Employer Portion of Benefits	13,462.50
6150 Employer Portion of Taxes	2,459.99
6180 Other Labor Related Expense	800.08
<b>Total 6100 Payroll Expenses</b>	<b>\$ 78,943.97</b>
6210 Charitable Giving	18.17
6220 Program Expenses	
6221 Meeting Costs	254.08
6223 Supplies	6,318.34
6225 Travel (Parking, Tolls, and Mileage)	100.00
6226 Professional Development	471.74
6228 Literature & Printed Materials	50.71
6229 Other Program Expenses	392.33
<b>Total 6220 Program Expenses</b>	<b>\$ 7,587.20</b>
6300 Outreach Costs	
6390 Other Outreach Expenses	1,000.00
<b>Total 6300 Outreach Costs</b>	<b>\$ 1,000.00</b>
6400 Occupancy Costs	
6410 Building Upkeep	64.22
6420 Grounds Upkeep	1,087.08
6430 Security	29.99
6440 Utilities, Phone, & Internet	3,330.09

6460 Repairs & Maintenance		1,700.00
<b>Total 6400 Occupancy Costs</b>	<b>\$</b>	<b>6,211.38</b>
6610 Office Supplies & Postage		200.00
6670 Software Subscriptions		696.87
6710 Legal & Professional Fees		3,037.70
6750 Bank Service Charges		730.68
6760 Merchant Processing Fees		805.30
6820 Depreciation Expense		10,670.90
6830 Interest Expense		5,931.79
<b>Total Expenses</b>	<b>\$</b>	<b>115,833.96</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>42,816.31</b>
<b>Other Income</b>		
4160 Interest and Dividends		151.51
<b>Total Other Income</b>	<b>\$</b>	<b>151.51</b>
<b>Other Expenses</b>		
Reconciliation Discrepancies		5,820.21
<b>Total Other Expenses</b>	<b>\$</b>	<b>5,820.21</b>
<b>Net Other Income</b>	<b>-\$</b>	<b>5,668.70</b>
<b>Net Income</b>	<b>-\$</b>	<b>48,485.01</b>
<b>Non Operational Expenses</b>	<b>\$</b>	<b>10,670.90</b>
<b>Operational Cash Flow Increase or Decrease</b>	<b>\$</b>	<b>(37,814.11)</b>

Tuesday, Mar 09, 2021 05:40:15 AM GMT-8 - Accrual Basis

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss Comparison**  
**January 2021**

	<b>Total</b>	
	<b>Jan 2021</b>	<b>Jan 2020 (PY)</b>
<b>Income</b>		
4100 Earned Revenue		
4110 Event Revenue		30.97
4120 Admissions/Ticket Revenue		264.30
4130 Rentals Revenue	4,123.25	8,000.00
<b>Total 4100 Earned Revenue</b>	<b>\$ 4,123.25</b>	<b>\$ 8,295.27</b>
4200 Contributed Revenue		
4210 Unrestricted Contributions		40,000.00
4211 Pledge	61,913.67	66,552.53
4212 Sunday Plate	709.42	3,678.12
4213 Other Gifts	1,817.93	6,623.55
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 64,441.02</b>	<b>\$ 116,854.20</b>
4220 Restricted Contributions	3,810.83	42,728.17
4221 Special Plate	642.55	365.00
<b>Total 4220 Restricted Contributions</b>	<b>\$ 4,453.38</b>	<b>\$ 43,093.17</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 68,894.40</b>	<b>\$ 159,947.37</b>
<b>Total Income</b>	<b>\$ 73,017.65</b>	<b>\$ 168,242.64</b>
<b>Gross Profit</b>	<b>\$ 73,017.65</b>	<b>\$ 168,242.64</b>
<b>Expenses</b>		
6100 Payroll Expenses		
6110 Salaries & Wages	62,221.40	46,734.09
6140 Employer Portion of Benefits	13,462.50	9,213.66
6150 Employer Portion of Taxes	2,459.99	2,060.84
6180 Other Labor Related Expense	800.08	953.79
<b>Total 6100 Payroll Expenses</b>	<b>\$ 78,943.97</b>	<b>\$ 58,962.38</b>
6210 Charitable Giving	18.17	
6211 UUA		1,200.00
<b>Total 6210 Charitable Giving</b>	<b>\$ 18.17</b>	<b>\$ 1,200.00</b>
6220 Program Expenses		
6221 Meeting Costs	254.08	1,403.61
6223 Supplies	6,318.34	104.99
6224 Guest Speaker / Musician		685.00
6225 Travel (Parking, Tolls, and Mileage)	100.00	857.99
6226 Professional Development	471.74	100.00
6228 Literature & Printed Materials	50.71	100.00
6229 Other Program Expenses	392.33	70.78
<b>Total 6220 Program Expenses</b>	<b>\$ 7,587.20</b>	<b>\$ 3,322.37</b>
6300 Outreach Costs		
6310 Advertising		125.94

6311 Printing			68.77
6330 Member Cultivation			10.81
6390 Other Outreach Expenses	1,000.00		55.71
<b>Total 6300 Outreach Costs</b>	<b>\$ 1,000.00</b>	<b>\$</b>	<b>261.23</b>
6400 Occupancy Costs			
6410 Building Upkeep	64.22		75.00
6420 Grounds Upkeep	1,087.08		1,087.08
6430 Security	29.99		29.99
6440 Utilities, Phone, & Internet	3,330.09		3,360.19
6460 Repairs & Maintenance	1,700.00		769.61
<b>Total 6400 Occupancy Costs</b>	<b>\$ 6,211.38</b>	<b>\$</b>	<b>5,321.87</b>
6610 Office Supplies & Postage	200.00		1,072.51
6620 Dues & Membership Fees			777.02
6670 Software Subscriptions	696.87		517.74
6710 Legal & Professional Fees	3,037.70		2,024.99
6740 Property & Liability Insurance			13,819.00
6750 Bank Service Charges	730.68		1,026.86
6760 Merchant Processing Fees	805.30		924.55
6820 Depreciation Expense	10,670.90		1,867.31
6830 Interest Expense	5,931.79		5,899.37
<b>Total Expenses</b>	<b>\$ 115,833.96</b>	<b>\$</b>	<b>96,997.20</b>
<b>Net Operating Income</b>	<b>-\$ 42,816.31</b>	<b>\$</b>	<b>71,245.44</b>
Other Income			
4160 Interest and Dividends	151.51		94.29
<b>Total Other Income</b>	<b>\$ 151.51</b>	<b>\$</b>	<b>94.29</b>
Other Expenses			
Reconciliation Discrepancies	5,820.21		
<b>Total Other Expenses</b>	<b>\$ 5,820.21</b>	<b>\$</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-\$ 5,668.70</b>	<b>\$</b>	<b>94.29</b>
<b>Net Income</b>	<b>-\$ 48,485.01</b>	<b>\$</b>	<b>71,339.73</b>
<b>Non Operational Expenses</b>	<b>\$ 10,670.90</b>	<b>\$</b>	<b>1,867.31</b>
<b>Operational Cash Flow Increase or Decrease</b>	<b>\$ (37,814.11)</b>	<b>\$</b>	<b>69,472.42</b>

Tuesday, Mar 09, 2021 05:41:30 AM GMT-8 - Accrual Basis



## FINANCIAL REPORTS -2020

Due to several large non-pledge gifts we received in 2020 (the Wake Now Our Vision matching grants, an IRA that was left to us, an estate gift that was left to us and the PPP loan that we got forgiven), we ended the year with a large net income, even though our pledge contributions, plate giving, event income and rental income were down compared to the prior year due to the pandemic.

We ended the year with an even larger cash flow increase, as large portion of our expenses were non-cash, i.e. depreciation expenses.

# FIRST UNITARIAN UNIVERSALIST CHUR

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## BALANCE SHEET

As of December 31, 2020

	OCT 2020	NOV 2020	DEC 2020
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,131.33	1,018.33	1,038.33
1110 8009-THCU Checking	485,406.75	455,067.37	555,483.58
1120 RBank Debt Service 676	59,073.53	59,081.06	59,088.55
1130 RBank Construction 668	266,291.64	278,255.52	272,899.19
1189 Petty Cash	200.00	200.00	200.00
1710 UUCEF Permanent Endowment Acct.	255,263.29	277,348.04	289,371.67
1720 UUCEF Mixed Investment Account	350,505.95	380,830.85	397,340.69
1730 UUCEF Murr Music Account	71,981.88	78,209.58	81,600.13
1740 UUCEF Education	427,762.17	464,771.09	587,021.92
1790 Unrealized (Gain)/Loss on Investments	-141,158.55	-237,903.21	-291,256.62
<b>Total Bank Accounts</b>	<b>\$1,776,457.99</b>	<b>\$1,756,878.63</b>	<b>\$1,952,787.44</b>
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	0.00
1220 VANCO - Payment Reconciliation	-88.57	4,610.21	5,770.21
1240 VANCO - ACH/MS	1,200.00	1,766.00	50.00
1260 Stripe	675.25	6,100.29	4,331.95
1310 Prepaid Expenses	0.00	0.00	14,750.00
1490 Other Current Assets			18,400.23
<b>Total Other Current Assets</b>	<b>\$1,786.68</b>	<b>\$12,476.50</b>	<b>\$43,302.39</b>
<b>Total Current Assets</b>	<b>\$1,778,244.67</b>	<b>\$1,769,355.13</b>	<b>\$1,996,089.83</b>
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,161.57	3,810,161.57	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	132,994.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-457,943.99	-468,614.89	-479,285.79
<b>Total 1500 Fixed Assets</b>	<b>7,257,536.83</b>	<b>7,246,865.93</b>	<b>7,236,195.03</b>
<b>Total Fixed Assets</b>	<b>\$7,257,536.83</b>	<b>\$7,246,865.93</b>	<b>\$7,236,195.03</b>
<b>TOTAL ASSETS</b>	<b>\$9,035,781.50</b>	<b>\$9,016,221.06</b>	<b>\$9,232,284.86</b>

# FIRST UNITARIAN UNIVERSALIST CHUR

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## BALANCE SHEET As of December 31, 2020

	OCT 2020	NOV 2020	DEC 2020
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	1,018.97	1,407.95	17,270.06
<b>Total Accounts Payable</b>	<b>\$1,018.97</b>	<b>\$1,407.95</b>	<b>\$17,270.06</b>
Credit Cards			
2150 Chase Credit Card 3081	2,931.24	6,915.54	3,831.45
<b>Total Credit Cards</b>	<b>\$2,931.24</b>	<b>\$6,915.54</b>	<b>\$3,831.45</b>
Other Current Liabilities			
2610 PPP Loan	140,800.00	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$140,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$144,750.21</b>	<b>\$8,323.49</b>	<b>\$21,101.51</b>
Long-Term Liabilities			
2620 Construction Loan	1,315,899.13	1,312,347.80	1,308,588.29
<b>Total Long-Term Liabilities</b>	<b>\$1,315,899.13</b>	<b>\$1,312,347.80</b>	<b>\$1,308,588.29</b>
<b>Total Liabilities</b>	<b>\$1,460,649.34</b>	<b>\$1,320,671.29</b>	<b>\$1,329,689.80</b>
Equity			
3110 Unrestricted Net Assets	92,332.03	92,332.03	92,332.03
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
Net Income	53,286.00	173,703.61	380,748.90
<b>Total Equity</b>	<b>\$7,575,132.16</b>	<b>\$7,695,549.77</b>	<b>\$7,902,595.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,035,781.50</b>	<b>\$9,016,221.06</b>	<b>\$9,232,284.86</b>

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss**  
**December 2020**

	<b>Total</b>
<b>Income</b>	
4100 Earned Revenue	
4130 Rentals Revenue	4,000.00
<b>Total 4100 Earned Revenue</b>	<b>\$ 4,000.00</b>
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	58,882.80
4212 Sunday Plate	8,602.14
4213 Other Gifts	142,247.80
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 209,732.74</b>
4220 Restricted Contributions	112,009.29
4221 Special Plate	1,784.14
<b>Total 4220 Restricted Contributions</b>	<b>\$ 113,793.43</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 323,526.17</b>
<b>Total Income</b>	<b>\$ 327,526.17</b>
<b>Gross Profit</b>	<b>\$ 327,526.17</b>
<b>Expenses</b>	
6100 Payroll Expenses	
6110 Salaries & Wages	42,348.39
6140 Employer Portion of Benefits	-519.27
6150 Employer Portion of Taxes	1,893.11
6180 Other Labor Related Expense	761.77
<b>Total 6100 Payroll Expenses</b>	<b>\$ 44,484.00</b>
6210 Charitable Giving	
6211 UUA	35,674.00
6213 Community Support	1,200.00
6219 Other Charitable Giving	439.21
<b>Total 6210 Charitable Giving</b>	<b>\$ 37,313.21</b>
6220 Program Expenses	
6221 Meeting Costs	47.77
6223 Supplies	2,358.75
6225 Travel (Parking, Tolls, and Mileage)	100.00
6226 Professional Development	312.50
6228 Literature & Printed Materials	20.98
6229 Other Program Expenses	7.57
<b>Total 6220 Program Expenses</b>	<b>\$ 2,847.57</b>
6300 Outreach Costs	
6311 Printing	1,100.42
6390 Other Outreach Expenses	1,416.00
<b>Total 6300 Outreach Costs</b>	<b>\$ 2,516.42</b>

<b>6400 Occupancy Costs</b>		
<b>6410 Building Upkeep</b>		70.00
<b>6420 Grounds Upkeep</b>		1,087.08
<b>6430 Security</b>		29.99
<b>6440 Utilities, Phone, &amp; Internet</b>		5,657.52
<b>6450 Equipment</b>		2,921.98
<b>6460 Repairs &amp; Maintenance</b>		624.85
<b>Total 6400 Occupancy Costs</b>	<b>\$</b>	<b>10,391.42</b>
<b>6610 Office Supplies &amp; Postage</b>		151.36
<b>6670 Software Subscriptions</b>		1,766.24
<b>6710 Legal &amp; Professional Fees</b>		2,395.94
<b>6750 Bank Service Charges</b>		1,436.62
<b>6760 Merchant Processing Fees</b>		835.57
<b>6820 Depreciation Expense</b>		10,670.90
<b>6830 Interest Expense</b>		5,810.66
<b>Total Expenses</b>	<b>\$</b>	<b>120,619.91</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>206,906.26</b>
<b>Other Income</b>		
<b>4160 Interest and Dividends</b>		139.03
<b>Total Other Income</b>	<b>\$</b>	<b>139.03</b>
<b>Net Other Income</b>	<b>\$</b>	<b>139.03</b>
<b>Net Income</b>	<b>\$</b>	<b>207,045.29</b>
<b>Non Operational Expenses</b>	<b>\$</b>	<b>10,670.90</b>
<b>Operational Cash Flow Increase or Decrease</b>	<b>\$</b>	<b>217,716.19</b>

Tuesday, Feb 09, 2021 02:30:26 PM GMT-8 - Accrual Basis

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss Comparison**  
**January - December 2020**

	<b>Total</b>	
	<b>Jan - Dec 2020</b>	<b>Jan - Dec 2019 (PY)</b>
<b>Income</b>		
4100 Earned Revenue	-389.65	
4110 Event Revenue	55.97	15,272.58
4120 Admissions/Ticket Revenue	3,260.10	22,810.39
4130 Rentals Revenue	52,891.87	97,350.52
4150 Merchandise Sales	42.00	
<b>Total 4100 Earned Revenue</b>	<b>\$ 55,860.29</b>	<b>\$ 135,433.49</b>
4200 Contributed Revenue		
4210 Unrestricted Contributions	40,000.00	43,339.33
4211 Pledge	675,462.19	756,506.09
4212 Sunday Plate	28,541.44	36,642.70
4213 Other Gifts	285,970.55	31,120.92
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 1,029,974.18</b>	<b>\$ 867,609.04</b>
4220 Restricted Contributions	293,990.33	
4221 Special Plate	8,024.28	11,649.98
<b>Total 4220 Restricted Contributions</b>	<b>\$ 302,014.61</b>	<b>\$ 11,649.98</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 1,331,988.79</b>	<b>\$ 879,259.02</b>
<b>Total Income</b>	<b>\$ 1,387,849.08</b>	<b>\$ 1,014,692.51</b>
<b>Gross Profit</b>	<b>\$ 1,387,849.08</b>	<b>\$ 1,014,692.51</b>
<b>Expenses</b>		
6100 Payroll Expenses		
6110 Salaries & Wages	503,183.52	550,823.63
6140 Employer Portion of Benefits	94,380.47	92,472.33
6150 Employer Portion of Taxes	21,855.13	24,981.20
6180 Other Labor Related Expense	8,122.91	7,844.79
6190 Contract Labor		560.00
<b>Total 6100 Payroll Expenses</b>	<b>\$ 627,542.03</b>	<b>\$ 676,681.95</b>
6210 Charitable Giving		
6211 UUA	37,074.00	16,812.50
6213 Community Support	15,599.96	11,385.58
6219 Other Charitable Giving	1,912.02	1,994.00
<b>Total 6210 Charitable Giving</b>	<b>\$ 54,585.98</b>	<b>\$ 30,192.08</b>
6220 Program Expenses		
6221 Meeting Costs	4,076.04	17,150.99
6223 Supplies	9,591.05	19,445.43
6224 Guest Speaker / Musician	6,080.00	17,005.70
6225 Travel (Parking, Tolls, and Mileage)	10,389.83	8,508.77
6226 Professional Development	4,462.50	5,310.00
6228 Literature & Printed Materials	4,527.33	2,485.90

6229 Other Program Expenses	7,563.76	8,114.03
<b>Total 6220 Program Expenses</b>	<b>\$ 46,690.51</b>	<b>\$ 78,020.82</b>
<b>6300 Outreach Costs</b>		
6310 Advertising	1,405.14	465.00
6311 Printing	11,121.93	11,751.68
6320 Recognition		292.50
6330 Member Cultivation	10.81	689.81
6390 Other Outreach Expenses	3,456.88	7,451.31
<b>Total 6300 Outreach Costs</b>	<b>\$ 15,994.76</b>	<b>\$ 20,650.30</b>
<b>6400 Occupancy Costs</b>		
6410 Building Upkeep	1,038.56	4,862.62
6420 Grounds Upkeep	13,044.96	14,812.11
6430 Security	469.88	549.88
6440 Utilities, Phone, & Internet	41,917.51	54,401.57
6450 Equipment	4,916.87	132.12
6460 Repairs & Maintenance	34,042.55	12,680.78
<b>Total 6400 Occupancy Costs</b>	<b>\$ 95,430.33</b>	<b>\$ 87,439.08</b>
6610 Office Supplies & Postage	16,404.42	19,910.09
6620 Dues & Membership Fees	2,121.94	2,214.66
6670 Software Subscriptions	13,410.00	10,761.81
6710 Legal & Professional Fees	33,119.06	25,564.29
6730 Permits, Licenses, and Other Fees	869.00	59.21
6740 Property & Liability Insurance	20,225.00	14,456.00
6750 Bank Service Charges	12,178.38	1,253.79
6760 Merchant Processing Fees	9,273.75	12,717.93
6820 Depreciation Expense	127,440.96	351,844.83
6830 Interest Expense	74,928.80	0.00
Suspense (deleted)	0.00	
Uncategorized Expense	0.00	
<b>Total Expenses</b>	<b>\$ 1,150,214.92</b>	<b>\$ 1,331,766.84</b>
<b>Net Operating Income</b>	<b>\$ 237,634.16</b>	<b>-\$ 317,074.33</b>
<b>Other Income</b>		
4160 Interest and Dividends	2,314.74	756.04
7000 PPP Loan Forgiveness	140,800.00	
9970 Release from Restricted (deleted)		1,586.91
9980 Tfr. Mixed invest to Operations (deleted)		23,000.00
<b>Total Other Income</b>	<b>\$ 143,114.74</b>	<b>\$ 25,342.95</b>
<b>Net Other Income</b>	<b>\$ 143,114.74</b>	<b>\$ 25,342.95</b>
<b>Net Income</b>	<b>\$ 380,748.90</b>	<b>-\$ 291,731.38</b>
<b>Non Operational Expenses</b>	<b>\$ 127,440.96</b>	<b>\$ 351,844.83</b>
<b>Operational Cash Flow Increase or Decrease</b>	<b>\$ 508,189.86</b>	<b>\$ 60,113.45</b>

Monthly Program Development Report  
 First Unitarian Universalist Church of Austin  
 Jan-Feb 2021

February Update:

Since we did not hold the February board meeting after the winter storm and power and water outages, I am just adding a February update to what was reported for January. There has not been a great deal of change other than some effects of the storm.

We suffered a broken pipe during the storm despite our folks having made great efforts to prevent it. Kami managed to get the water to the building turned off until John Payne could cap the pipe and get the water back on. Shannon has brought plumbers out to fix the pipe.

Shannon is working with our grounds/landscaping company to remove some limbs that broke during the snow and ice. Eventually, we may also have to remove some plants that did not survive the freeze; however, Shannon and our landscaper want to give it a little time to see what may survive even if it does not look like it now. We have great folks willing to volunteer if help is needed to clear things out.

I was without power for five days on the week I was supposed to do the next sermon. Without internet access and with a dead computer battery, I was not able to write a new sermon. We decided to rebroadcast one of my prior sermons, and Bear stitched it together with new worship content people could provide along with content we already had on file to create a full service. Thus, the worship service did go on!

January:

Worship Services and Gatherings

We continue to do our worship services online. We have folks visiting our worship services from all over the U.S. and the world. We have several folks from the Austin area who want to join the church even while we are still in virtual mode

Building Closure

Our staff continue to work from home for the most part. Our office assistant, Caden, has accepted a full-time position with an LGBTQ right organization. Kami Cornell has agreed to work more hours to cover some of Caden's responsibilities, and Shannon and I will cover the rest.

Church Operations

We continue to do our church meetings, RE classes and small groups by Zoom. Shannon and I check on the building and property at least a few times weekly and our janitors continue to come a few days each week.



Finances

Please the separate financial reports attached.

Membership

No changes reported.

Warmly,

Chris

From: **First Unitarian Universalist Church of Austin** [news@austinuu.org](mailto:news@austinuu.org)  
Subject: A Special Report from the Reopening Team  
Date: March 13, 2021 at 3:59 PM  
To: [chris\\_jimmerson@me.com](mailto:chris_jimmerson@me.com)

N

## A Special Announcement

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### A Special Report from the Reopening Team

Our reopening team (Joe Milam-Kast, Luther Elmore, Mary Patrick, Meg Barnhouse, Kelly Stokes, Carolyn Gremminger, Sky Phillips and Jon Montgomery) has met twice and have some thoughts about when the church might reopen for community in-person worship and Religious Education.

We plan to follow CDC guidelines as a baseline. The first decision we made is to wait to re-open until all those who want to attend can be here. Some churches are planning to let 30 % occupancy, then 50%, etc. We feel that it is our church's culture that we don't want to turn away any one of our members who want to be at church. Inclusivity is one of our values, and we ask ourselves: "What will be lost when we decide who doesn't have to be included?"

We are committed to making religious education available to our children, youth, and adults. We expect to offer outdoor classes and hybrid options for older youth and adults, with some attending in person and some more comfortable with joining remotely. We are exploring the tech and set up to enable remote attendees to have as inclusive an experience as possible.

- We want to wait until the number of new cases in Travis County is very

low, below 13 new cases a day.

- We would require masks at all times.
- We will not use the hymnals, orders of service, or pass the offering plates.
- Hand sanitizer will be offered at many places in the building.
- Masks will be on hand if someone doesn't have one with them.

We are thinking about starting with a once-a-month outdoor gathering where there would be an intergenerational art project if folks would like something to do other than talk and catch up with one another. As CDC guidelines indicate, we may open the building for smaller gatherings as we get toward the beginning of summer. We don't have enough information right now to make any firm promises; the science changes as more research comes in, and the circumstances change here in Texas as our elected leaders make their decisions about masking and reopening of, well, everything. We hope that those decisions don't delay our ability to gather by making case numbers surge again.

If you have ideas, questions or concerns you'd like to share with the team, please send an email to **Carolyn Gremminger**.

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**First Unitarian Universalist Church of Austin**

4700 Grover Ave  
Austin, TX 78756  
(512) 452-6168

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- Ends Interpretation 1.4.4: We care for one another in intergenerational community and connect in fun and fellowship.

First UU Church of Austin

February, 2021

- We care for one another in intergenerational community and connect in fun and fellowship.

#### Interpretation:

We take this to mean that all of us intentionally involve the children, youth, adults, and elders in as much church programming as possible. We teach the children and youth ways to care for others. We reach out to church members when they are ill or struggling.

We realize that connection with one another is richer when, in addition to Sunday morning connections, ministry team connections and social justice project connections, we make connections with one another in the context of parties and just-for-fun events.

#### Measures:

We have a Care Team who sends cards, arranges for meals, occasionally gives rides, and provides some connection for our elders who can no longer attend regularly.

The children wear nametags and the adults are encouraged to learn their names

We have a “caring fund” which can be used to support members who are in financial difficulties.

We mark special occasions with parties.

Narrative: The church adults and children speak to one another in the hall. The adults know the kids’ names. The children are considered in church plans as much as the adults are. Families know one another, and they are engaged with one another. Those who are ill do not feel forgotten.

#### Evidence of Progress:

#### **Children and Youth:**

##### **2021**

Because of the Pandemic, we have been closed for 11 months as of the writing of this report. The children have still been meeting in online classes, although our attendance is down since online school started in September. Attached is the RE department’s report to me of their activities this year. One thing I’m most appreciative of is the packets they put together for 52 families with small children. The packets contain activities, stickers, readings, and things to help the families continue to feel connected to this congregation. The packets take hours to put together, and that effort is more than worth it. Our teachers have been faithful and skillful in their engagement with the children. The children’s choir is so meaningful, also, to the children who participate. Katrina has transformed her teaching method to fit online classes, so the kids

get to sing even though they can't be together in person. Kelly's Stories For All Ages are a favorite part of the service, so everyone can feel part of the children's books.

## **Parties**

RE and Fellowship teamed up for a drive-through Halloween event, and RE arranged for a drive-up physically distanced Christmas pageant. Sage and Rob Hirschfield filmed and edited, and the result was a delight.

## **Adults**

Members who are sick, have had a baby or have experienced a death in the family receive cards and phone calls from the Care team and the ministers. Visits are not permitted these days until someone has been moved into Hospice Care. The Sr. Minister gets a "cards report" every few months detailing those who have been sent caring cards. Senior members who can't get to church are called and kept connected with First UU. This is a new effort, the Senior Ministry, where a group of volunteers are assigned one senior or one couple each, and they make contact a few times a month, visiting when possible and calling.

We have an informal network of women who have been diagnosed at some point with breast cancer who have agreed to talk to and support women who have a new diagnosis. This is comforting and dispels some of the fear of the unknown that comes with such a diagnosis.

The Caring Fund is replenished from the Christmas Eve offerings, and goes to members and friends who are struggling financially. People can be helped once every six months, up to about 800.00. This year we have helped several people with rent.

We have a new fund for Religious Education, funded by John and Karen Franks, to help pay for people to take OWL training, RE training, seminary, conferences, and to help pay student intern ministers. This fund granted 5.000 to Bear for his seminary tuition. I need a board member to be on this granting team with me and Chris, and another church member not on the board.

## **2020**

The children have been doing "Faith in Action" projects like a Book Drive for People's Community Clinic and decorating cards for Stewardship thank-you notes. From time to time the older children will do something for the younger ones. They built a blanket fort for the younger ones to play in, and everyone seemed to have a great time.

The children have name tags from our check-in system. They attend worship for the first 15 minutes or so, have a "Time for all ages" story or conversation, and then go to class. We have

intergenerational services every couple of months, where the content is geared to including them in the flow of the service.

For a complete list, see the RE report attached.

The families meet for lunch on the playground on the first Sunday of each month. The children get to have free play time together and the adults get to visit. The Sr. Minister and RE Director attend these lunches in order to connect with the families.

The Youth have begun listening circles, modeled on Chalice Circles, in an effort to increase spiritual content linked with deep listening. The Youth have been invited to be Lay Leaders, they create one worship service a year, and they were invited to participate in our RE Interim starter weekend.

### **Music:**

The children's choirs practice and perform with the adult choir from time to time. The children's choirs are the RE offering for those over first grade age during the first service.

### **Parties:**

RE collaborated with other church groups on the Halloween party and on the Celebration Sunday Stewardship party. In both of these celebrations, the children were included with crafts and games, face painting and costumes. Most recently a new church friend and many new volunteers helped with a Valentine's card decorating party after each service. It was happy and well attended.

The Fellowship team puts together a Volunteer Appreciation party every year to thank our many volunteers.

### **Adults:**

Members who are sick receive cards, phone calls and sometimes visits from the ministers and the Care Team volunteers. These volunteers read the Joys and Sorrows book and write to those who communicate that way. The Sr. Minister gets a "cards report" every few months detailing those who have been sent caring cards. Senior members who can't get to church are visited and kept connected with First UU. This is a new effort, the Senior Ministry, where a group of volunteers are assigned one senior or one couple each, and they make contact a few times a month, visiting and calling.

The Caring Fund is replenished from the Christmas Eve offerings, and goes to members and friends who are struggling financially. People can be helped once every six months, up to about 800.00.

We have a new fund for Religious Education, funded by John and Karen Franks, to help pay for people to take OWL training, RE training, seminary, conferences, and to help pay student intern ministers.

**[Last updated on 02/12/2021]**

## **Children and Youth**

Since the pandemic began in early 2020, we've continued to hold weekly classes on zoom, provide faith support to families with children through our monthly "Care Packages," hosted three outdoor events and two online events, begun a new program for parents of preschoolers, and welcomed nine new families with children to our program.

### **Sunday Morning Classes:**

#### PreK-K and 1st-5th grade -

- Soul Matters adapted their curriculum to online format, so we're using it as written. Lessons follow the monthly theme.
- A new component of the curriculum is to invite guest speakers to share their knowledge on particular topics. Sadie Lambert has gone the extra mile to find really fun visitors for the 1st-5th grade class.
- Over the summer we combined classes and used the new CartUUns curriculum, which discusses UU values in Pixar and Disney short films.

#### Middle School

- 2nd year of using the Crossing Paths Curriculum, which explores other religions.
- Jerome Mayoral has been arranging zoom visits from other faith leaders, representing Catholicism, Haitian Vodou, and Judaism, with a Quaker visitor scheduled next month.
- Over the summer, students explored racial justice.

#### High School

- Discussions inspired by the Soul Matters youth packet
- Attendance has dropped most dramatically in this group, which is consistent with this age group across the country. We are considering outdoor meetings to help the youth reconnect.
- In June we hosted an online rally for regional youth.
- The youth group added a Wednesday evening meeting

#### Nursery

- We offered zoom classes for our babies and toddlers for the first six weeks after going online, but quickly learned they weren't interested.
- NEW! Parents of Preschoolers program - in September we began offering POP!, a UU program for parents of 2-5 year olds that offers short videos and thoughtful worksheets each month.
- Our Childcare Coordinator, Yolanda Wilson, along with two church member volunteers, completed online training for Spirit in Play, a UU program for young children based on Montessori principles, so that we can incorporate it when we return in person.

<b>Sunday Morning Class Attendance</b>	<b>2020</b>	<b>2019</b>	<p>Classes continued on zoom, with no weeks missed. However, we didn't take attendance at the beginning of the pandemic, so these numbers compare weekly averages for May-December both years.</p> <p>Nursery not included.</p> <p>Many students who attended in person don't attend zoom classes, but the reverse is also true - we've been seeing children and youth on zoom who infrequently attended in person, as well as many new students.</p>
<b>Total Weekly Average</b>	<b>32</b>	<b>45</b>	
PreK-Kindergarten	9	14	
1st-5th	5	7	
Middle School	4	6	
High School	4	6	
Children's Choir	7	8	
Youth Choir	5	5	

### Family Ministry:

In addition to the Monday Faith Connections email, we try to maintain connection to church through regular communication about what's going on via emails and Facebook. Zoom classes are not a good fit for many of our young people, so in September we began sending home monthly "care packages," filled with faith support for all ages. These are sent to families with children who requested them and are currently going to 53 households, representing 76 children and youth.

Care packages include:

- Soulful Home packet - a monthly resource from Soul Matters that shares discussion topics and activities related to the monthly theme
- Chalice Home packet - a Soul Matters resource about creating sacred space at home
- Inspirational postcards and bookmarks - for adults and youth
- UU parenting article
- Discussion cards on the monthly theme to use at the dinner table
- Story about a historical UU figure
- Coloring pages for a variety of skill levels related to the monthly theme, holidays, and anti-racism
- Crafts related to holidays or special services

### Faith in Action

Most volunteer and donation options have been canceled this year, however we were able to continue our tradition of raising funds for Foundation Communities in December.



**Volunteers**

All our classes are led by volunteers, who determine their own schedule. We have lost many volunteer teachers, but those who stayed are teaching more often.

In September, volunteers helped us deliver bags to families with children who couldn't pick them up at church. Since then we have not had volunteer opportunities outside of classes.

**Special Events**

- Online Youth Rally in June
- Hogwarts/Camp UU in July
  - Due to the dedication of Laura Miller, our volunteer camp director, we were able to hold camp online. Campers came to church to pick up thoughtfully curated supplies.
  - In response to J.K. Rowling's hurtful comments, we carefully considered whether to hold camp at all or to change the theme. We made the decision to continue as Camp Hogwarts based on input from trans campers and staff.
  - We used camp as an opportunity to increase trans awareness and created artwork for the church celebrating our trans community members.
- RE New Year Kickoff Drive-By Event in August
  - We curated bags of faith support materials, including custom stickers, focus tools to help with online classes, posters of class rituals, and Splash-Day-at-Home toys.
  - We had bubbles and our unicorn sprinkler out in the parking lot, and people were able to chat in the parking lot when they came to pick up their bags
- Halloween Trick-or-Treat Drive-By
  - The Fellowship Committee hosted a sweet and safe event for our families with kids, allowing people to drive through or stop and chat in the parking lot.
- Winter Holiday Outdoor Event in December - All Ages
  - Christmas Pageant filming
  - Handed out materials for winter holiday services and fun stuff for kids
  - Food drive

**OWL**

- Adult OWL was completed in January 2020
- 8th-9th Grade was interrupted by the pandemic, with two months remaining. We are considering options for continuing outside, later this spring, or online with a more limited scope (OWL is not allowed to be offered online as it's written)
- We were scheduled to do a field test of the new K-1 Curriculum in April and May. We are working on offering parents and guardians resources to cover the material at home and/or offering the class outside, later in the spring
- Jerome Mayoral, our OWL Coordinator, had to step back from this role at the beginning of the pandemic and may be able to work on this again soon.

## **Adult RE**

### **Ongoing Adult Programs**

- 6 Chalice Circles, plus a leaders group led by Rev Chris
- 2 Wellspring Groups
- Religion and World Views Book Club
- Mind and Meaning Book Club
- LGBTQ+ Community Heart Circle
- Mindfulness Meditation Group
- NEW! Emerging Adult Covenant Group - for 18-25 year olds, with the Chalice Circle format

### **One-time Adult Programs**

- Craftivism - April 2020
- Spirituality of Poetry - May 2020
- Climate Hope class - 4 sessions - June 2020
- Racial Justice implications of the song The Eyes of Texas - July 2020
- Reproductive Justice Seminar - 7 sessions - Jan/Feb 2021
- Beloved Conversations - Feb 2020

## **RE Staff**

The RE Staff has undergone big changes.

- In September Sage Hirschfeld joined our staff as RE Intern. Sage has been invaluable, helping with weekly and monthly tasks, printing the care packages, and doing most of the work to get us up and running with Planning Center, the new database, as well as managing our zoom settings and acting as zoom tech pilot for many church meetings.
- Bear Qolezcua, our RE Chaplain, has refocused on producing our Sunday worship services. He still writes the Monday Faith Connections email.
- Near the beginning of the pandemic our OWL Coordinator, Youth Coordinator, RE Assistant, Lead PreK-Kinder Teacher, and Child Care Coordinator had to step back from their roles.
- Child Care staff members Regine Kalala and Donna Lewis stepped in to help with Sunday morning zoom classes in March.
- In December, Kami Cornell began helping with RE projects at the church, like organizing the costumes for the Christmas pageant, organizing RE materials that got shuffled around during construction, and assembling care packages.

Ends Interpretation 1.4.5: We embody the principles of Unitarian Universalism and invite people of goodwill to find a spiritual home with us.

First UU Church of Austin

February 2020

#### Interpretation:

By this we mean that we as individuals will keep the seven Principles in mind and use them as a guide for living at home and at work as well as at church. As a congregation, as well, we will use the Principles as our guide for decisions made as we live into our Mission.

We will invite people to join this church through becoming more visible in the community, through ads and outreach, through livestreaming the services. Since we will have a welcoming space for new folks this year, we will encourage church members to speak about the church and invite friends to come visit.

We will have a staff member who is in charge of membership, who can guide people as they take steps to move from visiting to joining, and then to more meaningful involvement. Our new Transformation Through Service program will provide a more detailed and intentional path for members to find their calling in the church and, through involvement and experience, make it more and more their spiritual home.

We say “people of goodwill” because we have been tasked with making this a safe space, so if a person comes in whose behavior is disruptive, we will go through the steps outlined in the Disruptive Behavior Policy\* to keep the church safe.

\*attached

#### Measures:

How many of our members know the seven Principles?

Is our congregation growing in numbers? How many views do our livestreams have? How many ads have we run? Are our visitor numbers increasing?

How many people have been served by the TTS team?

Do we have a staff member whose job it is to run the Membership Team?

#### Evidence of Progress:

##### 2021

Our church administrator, Shannon Posern, still gathers names of those interested in membership and arranges for Path to Membership classes. Our first one since our last class of new members ( February 2020) will be this Saturday, February 13. She has adapted the curriculum for the remote class.

The Transformation Through Service team has continued to interview people and connect them with ways they could work within the church teams. This has slowed down quite a bit since the pandemic, though.

We have people visiting now from all over the world, and staff and ministers welcome them. Sometimes they come to the coffee hour on Zoom after the service.

Our services reach maybe 200 people on Sundays and many more throughout the week.

I'm about to embark on a sermon series on the Principles again, so the people who are new might be introduced to them, and the folks who are aware of them can have their knowledge and thought refreshed.

We have not run FB ads recently, and we may start thinking about running them again this summer.

There is a good conversation to be had in the coming days about membership now, what it means, how to count it, how to invite people to be part of the church's life. Now we know that we are not a congregation that is geographically limited, how do we think about the people of goodwill who need us? With many small churches floundering, we may need to reach out or be ready for groups of people from other towns who want to be part of what First UU is doing.

## 2020

We do have a staff member who runs the Membership program. Volunteers who help include the Visitor Table folks who answer questions, help with name tags and give our information on Sunday mornings. She coordinates the Path to Membership classes, where new people share their spiritual stories, learn UU history, hear how to connect at First UU, and hear about the responsibilities of membership.

Once every couple of years we have a sermon series on the Principles, to call people's attention to them. Now and then we print them in the order of service to remind people what they are. Our children learn songs about the Principles, and they know them better than the adult members do.

We are advertising in the community through Facebook ads, which reached over 13,000 computers, were opened by about 1830 users which took them to our FB page, and the link to our web site was followed by about 436 people. The total cost was 142.95. We have been having good numbers of visitors who Millennial-ish in age. Since our Membership staff member has been out on compassionate leave, we don't have the hard numbers. We are ramping up our Path to Membership classes again now that construction has been over for a while. We do know that we've lost members over the past couple of years. Most losses are due to death or moving away. We have fewer "pledge units," but those who do pledge are increasing their pledges. Nevertheless, we are concerned and hoping that our outreach will make a good difference.

Our livestreams reach, on average, about 400 people during the weeks following the service. They stay archived on the church FB page. One, "Live from Pflugerville," reached about 1200 people.

The Transformation Through Service volunteers continue to interview members about roles they may want to play in the church.

**[Last updated on 02/10/21]**

CHURCH *of* Austin



**Disruptive Behavior Policy**

revised: April 2019

## **I: Background**

First UU strives to be an inclusive community, embracing our differences in beliefs, opinions, and life experiences. So that our community remains strong and vibrant, we are committed to ensuring the safety and well-being of everyone attending our church or participating in a church-sponsored event. Toward this end, we recognize that the safety and well-being of our congregation as a whole must be given priority over the privileges and inclusion of an individual.

## **II: Definitions and Scope**

The policy applies to all adults while on the First UU campus or at an off-site First UU-sponsored event. We define disruptive behavior to be:

- perceived threats to the physical or emotional safety of any adult or child;
- sexual harassment;
- disruption of church activities;
- a pattern of smaller disruptions which, taken as a whole or cumulatively, can be considered a serious disruption; OR
- diminishment of the church's appeal to its potential or existing membership.

Criminal and violent behaviors are beyond the scope of this policy. In the case of such behaviors, all staff members and congregants have the authority and duty to contact the police immediately.

## **III: Confidentiality**

Silence empowers the aggressor and often engenders gossip. Due to the types of behaviors that trigger this policy, confidentiality cannot be assumed. Often the aggressor tells their own version of events. Leadership must feel free to speak the truth about these events to the extent that good judgment indicates.

## **IV: Actions**

A disruptive situation can be handled by the senior minister if they are available. However, all staff members and congregants have an interest and responsibility in the response to disruptive behavior. As such, any staff member or congregant who feels capable may handle a disruptive situation in a covenantal manner.

Usually a situation escalates from uncomfortable to disruptive. See Appendix A for examples of disruptive behavior. Make an attempt to diffuse the situation. If the situation continues to escalate, the recommended actions are:

1. Request that the offending party cease the behavior
2. Ask them to leave
3. Contact police or security to calm the situation or remove the offending person

If the senior minister does not handle the situation, the person who did so shall leave the senior minister a message immediately, followed by a detailed report within 24 hours. The initial message can be email, text, or voice mail. The report may be written or sent by email.

If the offending party is not a member or friend of our congregation, the matter is considered closed. If the offending party is a member or friend of our congregation, immediate action is taken per the Disruptive Behavior Policy. As follow-up, it is recommended that the senior minister and the board president follow the Serious Covenant Breach Policy.

## **Appendix A:**

Here are a few examples of disruptive behavior:

- perceived threats to safety: a rowdy drunk
- disruption of church activities: white person wanting to join the POC group
- diminishment of appeal: someone panhandling on the church campus
- disruption of church activities: someone on moratorium comes back to church and is asked to leave
- sexual harassment: sexual innuendos

### 3. Governance Process

The Board of Trustees of the First Unitarian Universalist Church of Austin governs on behalf of the church to realize its mission and uphold its values.

#### 3.1. Governing Style

The Board will govern lawfully and ethically, with emphasis on:

- Outward vision rather than internal preoccupation,
- Encouragement of diversity in viewpoints,
- Spiritual and strategic leadership more than administrative detail,
- Clear distinction between the role of the Board and the role of the Senior Minister,
- Collective rather than individual decisions,
- The future, rather than the past or present,
- Being proactive rather than reactive.

3.1.1 The Board shall cultivate a sense of group responsibility for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

3.1.2 The Board will carefully establish broad written policies reflecting the congregation's values and the desired ends to be achieved and means to be avoided. The Board's major policy focus will be on the desired end effects, not on the administrative or programmatic means of attaining those ends. The Board will be the initiator of policy, not merely a reactor to Executive initiatives.

3.1.3 The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as training, attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. In accordance with this discipline, the Board will address a topic or issue only after it has answered these questions:

- a. Whose issue is this, Executive or Board? Is the issue about Ends or Means? If it is about Means, does the issue affect Ends in a significant way? If so, then the Board will determine the broadest way to address the issue so that it is still under existing Board policy.
- b. Has the Board dealt with this subject in a policy? If so, what has the Board already said on this subject? How is this specific issue related? If the Board has already addressed the matter, does the Board wish to change what it has already said?

Interpretation:

The board will work for the congregation to lead the church in a proactive, ethical manner. The board will lead the church as reflected in the First UU Austin Governing Policies document. This document will be a living document, and thus be updated as deemed necessary by the board.



The board will govern as a group – not as individuals.

The board will self-enforce the leadership by focusing on the values, mission, and ends (not the means to meet the ends).

Measures:

Self reporting - Review of Board Meeting Agendas as a checklist to verify that they focus on the board role (values, mission, and ends) and the role of the executive.

Self-reporting - Of non-compliance of the role of the board.

- Review of the meeting evaluation that is completed during each board meeting
- Self-reporting - Review of the First UU Austin Governing Policies document to ensure that it reflects the role of the board and the values of the church.

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church.

The Board Meeting Agendas and the meeting evaluations demonstrate that the board is focusing on its role within the life of the church.

### 3.2. Board Job Description

Specific job outputs of the Board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. Accordingly, the Board will:

- Provide authoritative linkage between the church and the operational organization,
- Engage in long-term visioning through conversation with the congregation,
- Monitor the performance of the Senior Minister,
- Monitor the performance of the Board
- Provide assurance of successful organizational performance on Ends and Executive Limitations,
- Serve as legal representative of the Church.

3.2.1 The Board will produce written governing policies that address at the broadest levels each category of organizational decision. These policies shall include:

- a. Ends: The difference we make in the world.
- b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which executive activity and decisions must take place.
- c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
- d. Board-Executive Linkage: How authority is delegated and its proper use monitored.

3.2.2 The Board will assure Executive performance in accordance with Board policies.

Interpretation:

The Board's job includes stakeholder linkage, policy review and development, and monitoring the performance of both the executive and the board in meeting its goals. The board is a legal representative of the church.

The First UU Austin Governing Policies document defines these roles at a high level.

Measures:

Self-reporting - Verify that linkage activities have been held to gather the needs and ideas of the congregation, as needed.

Self-reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document

Self-reporting – Ongoing review and possible update of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies.

Self-reporting - Verify that the board serves as the legal representative of the church, as necessary

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church. This document also describes the monitoring to be performed by the board.

The executive performance is based on the executive's ability to meet the policies (given the limitations defined in the First UU Austin Governing Policies document).

### 3.3. Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that

- Systematically monitors and reviews Board policies,
- Completes a re-exploration of Ends,
- Continually improves Board performance through Board education, and
- Provides education and communication to enhance the congregation's understanding of policy-based governance.

3.3.1 In addition, the Board will ensure that the church engages in a cycle of Ends renewal at least every seven years.

Interpretation:

The board will define and follow an agenda to annually monitor the policies.

The board will review the church's Ends for necessary updates at least every 7 years.

The board policies and processes will be updated as needed.

The board will provide policy-based governance education to the congregation as needed.

Measures:

Self-reporting - Verify that education/training is provided on an as needed basis to new board members and to current board members.

Self-reporting - Verify that board policies and processes are updated when appropriate.

Self-reporting - Verify that the Ends are reviewed at least every 7 years.

Self-reporting - Verify that the congregation is provided with policy-based governance education, as needed.

Rationale for the Measures:

Policies and processes updates show that the board is changing as needed in order to provide continued excellence in governance.

Education or training is a means of providing an understanding of policy-based governance to both board members and the congregation.

The President ensures the integrity of the Board's process and represents the Board to congregants and occasionally to outside parties. Accordingly,

3.4.1 It is the responsibility of the President to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.

- a. Meeting discussion content will be only those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
- b. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.
- c. Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.

3.4.2 The authority of the President consists in making decisions that fall within the policies in Board Governance and Board-Executive Linkage, except where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.

- a. The President shall preside at all business meetings of the congregation.
- b. The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.
- c. The President, as an individual, has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President, as an individual, has no authority to supervise or direct the Executive.
- d. The President may represent the Board to outside parties in announcing Board- stated positions and in stating the President's own decisions and interpretations within his or her authority.
- e. The President may delegate this authority to another Board member, but remains accountable for its use.

Interpretation:

Section 3.4.1 and 3.4.2 plainly state the duties and limitations of the Board President. Board Meetings will be held in accordance with Robert's Rules and follow Policy Governance guidelines.

Measures:

Self-Reporting-Board evaluates its meeting process at every board meeting.

Rationale for the Measures:

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

## 4. Board-Executive Relationship

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Senior Minister.

### 4.1 Unity of Control

Only decisions of the Board acting as a body are binding on the Senior Minister. Accordingly,

4.1.1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Senior Minister except in rare instances when the Board has specifically authorized such exercise of authority.

4.1.2 In the case of Board members or committees requesting information or assistance without Board authorization, the Senior Minister can refuse such requests that require, in the Senior Minister's opinion, a material amount of staff time or funds, or are disruptive.

#### Interpretation:

Unless authorized by the board, individual board members do not have the authority to make decisions or provide instructions to the minister.

Unless authorized by the board, board members or committees do not have the authority to request information or assistance from the minister. As appropriate, the minister can refuse such requests.

#### Measures:

Self reporting - Review of Board Meeting minutes will determine whether or not the board has given authority to an individual board member or a committee to perform such activities.

Self-reporting by the board (i.e., we will report either compliance or non-compliance). Within the board meeting, the minister should describe any such activities that have happened.

#### Rationale for the Measures:

The board can report compliance or not within the board meeting.

The minutes of the board meeting will document any board decisions.

The board meeting is the place where conflicts between the role of the board and the role of the minister should be expressed.

### 4.2 Accountability of the Senior Minister

The Senior Minister is the Board's only link to operational achievement and conduct, so that all

authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Senior Minister.

4.2.1. The Board shall refrain from giving instructions to persons who report directly or indirectly to the Senior Minister.

4.2.2. The Board shall refrain from evaluating, either formally or informally, any staff other than the Senior Minister.

4.2.3 The Board shall view the Senior Minister's performance as identical to organizational performance, so that accomplishment of the Ends and avoidance of policy-proscribed means will be viewed as successful Senior Minister performance.

Interpretation:

The minister has sole authority and accountability of the staff. The board cannot direct or evaluate the work of the staff.

The board evaluates performance of the minister based on the performance of the church in meeting the Ends and Policies.

Measures:

Self-reporting by the board (i.e., we will report either compliance or non-compliance). Within the board meeting, the minister should describe any such activities that have happened.

Rationale for the Measures:

The board can report compliance or not within the board meeting.

The board meeting is where conflicts between the role of the board and the role of the minister should be expressed.

### 4.3 Delegation to the Senior Minister

The Board shall delegate authority to the Senior Minister through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies. Accordingly, the Board shall:

4.3.1 Develop policies instructing the Senior Minister to achieve specified results. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.

4.3.2 Develop policies that limit the latitude the Senior Minister may exercise in choosing the organizational means. These limiting policies shall describe those practices,

activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.

4.3.3 Authorize the Senior Minister to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities. Such decisions of the Senior Minister shall have full force and authority as if decided by the Board.

Interpretation:

The board develops policies to delegate authority to the minister – both Ends policies and Executive limitations policies. These are documented in the ‘First UU Austin Governing Policies’ document. The minister develops the interpretations of these policies.

Measures:

Self reporting – The board meeting minutes document the development and changes to the policies as well as the development and changes to the interpretations.

Rationale for the Measures:

The policies have been developed and will be updated as necessary. The interpretations of these policies are reviewed in the board meetings.

#### 4.4. Monitoring Senior Minister Performance

Regular and systematic monitoring of the Senior Minister’s job performance will be solely measured by accomplishment of Ends in accordance with Executive Limitations policies.

4.4.1 Monitoring determines the degree to which Board policies are being met. 4.4.2 The Board shall acquire monitoring data by one or more of the following methods:

By internal report, in which the Senior Minister discloses compliance information to the Board;

By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations;

By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.

4.4.3 In every case, the standard for compliance shall be any reasonable interpretation by the Senior Minister of the policy being monitored.

4.4.4 All policies that instruct the Senior Minister will be monitored at a frequency and

by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

Interpretation:

The board regularly monitors the minister's job performance by determining how well the Ends and Policies are being met (as reflected in the interpretations of the policies). Although policies may be monitored at any time, the regular schedule for monitoring of the policies is documented in the policies document.

Measures:

Self reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document. The monitoring will be documented in the board minutes.

Rationale for the Measures:

The policies are monitored by the board within the board meeting.



## Limitations Interpretation 2.3 – Financial Planning/Budgeting

### First UU Church of Austin

### March 4, 2021

2.3 Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy.

#### Interpretation:

This limitation refers to the proposed operating budget, which the executive presents to the board and congregation in December prior to the fiscal year to which it applies.

The church's fiscal year is the calendar year, January through December.

The budget shall be based on the church's ends.

For the purposes of this limitation, a material deviation shall be 5% of the overall budget.

"Risk fiscal jeopardy" refers to any financial practices that deviate significantly from best practices and which have an unacceptable likelihood of creating significant financial problems for the church. Such practices include non-payment of bills, non-payment of taxes, incurring debt without appropriate approvals, and the like.

#### Measures:

1. A comparison of the budget to the ends priorities.
2. Review of budget for activities likely to risk financial jeopardy.

#### Rationale for the Measures:

1. The comparison of the budget to the ends provides direct confirmation of compliance.
2. A review of the budget will reveal if the budget includes activities likely to risk financial jeopardy.

#### Evidence of Acceptable Progress – The Data

I report compliance.

The 2021 budget calls for taxes, bills, and other financial obligations to be paid in a timely way. It does not depend on financial practices that risk fiscal jeopardy.

We track expenses across four major program areas: Ministry, Music, Faith Development and Administration.

We estimated what percentages of their time each of our staff spends on each of these programs and then allocated these salaries and benefits costs accordingly to each program area. For the FTE formula, we calculated how many FTEs we dedicate to each program area and then divided it by the total FTE's we have at the church as a whole. The resulting percentage for each program area is then how we allocated costs such as utilities, janitorial services, etc. (as is standard practice for non-profits). Given circumstances with the pandemic, we have had to project the budget based upon estimates of when the church may reopen. Of course, circumstances with the pandemic are unpredictable.

Accordingly, the Senior Minister shall not allow budgeting that:

- 2.3.1 Fails to communicate a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

Interpretation:

The budget proposal shall use moderately conservative projections of revenue and expenses, grounded on the analysis of recent trends and current data. We shall present capital expenses (such as the construction of a new building), during any year that we anticipate them, separately from the operating budget.

The budget will include a narrative that explains the budget priorities.

Depending on the level of detail, planning assumptions shall be disclosed either as part of the narrative or on request. An assumption, like the discounting of pledge income by 3.5% for likely non-payment, would appear in the written proposal. Detailed line items, salaries and such on the other hand would be available by request.

Measures:

1. A comparison of the budget proposal to the previous year's budget.
2. A review of budget assumptions to confirm whether they are reasonable.

Rationale for Measures:

1. The comparison of the proposal and the previous year's budget would reveal any significant variations. Any significant variation (e.g., a 25% increase in overall revenue) would certainly merit further inquiry and explanation.
2. Budget assumptions constitute the root of specific budget numbers. Straightforward ones, such as a photocopier expense with little or no annual variation, require little effort to verify. Pledge figures, and pledge discounting, will require multiple calculations to demonstrate.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2021 budget is slightly lower than the 2020 budget in terms of both expenses and revenue, because not being in the building due to the pandemic means reduced revenue and reduced expenses.

To calculate expenses for 2021, we looked at actual expenses for 2020 and extrapolated year-end numbers, adjusted due to the pandemic.

We believe the 2021 budget to be a moderately conservative projection based upon the best available information at the time it was presented to the congregation and the board.

- 2.3.2 Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.

Interpretation:

Cost of Governance is the church's investment in our board of trustees in order to ensure it has the skills, knowledge, and dispositions necessary to effectively fulfill its role.

The executive will ensure the availability of funds for this purpose either through the operating fund (preferably) or through restricted funds that can be legitimately accessed for this purpose.

Measures:

1. The inclusion, or lack thereof, of such funds in the operating budget.

Rationale for Measures:

1. Either the budget includes such funds or it doesn't.

Evidence of Acceptable Progress – The Data

I report compliance.

The executive is making available funds, through the Living Our Mission Fund, to cover the cost of governance in 2021.

- 2.3.3 Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

Interpretation:

The executive shall not present an operating budget that exceeds available operating funds.

Measures:

1. A review of the budget proposal to confirm whether or not it has a deficit.

Rationale for Measures:

1. A simple review of the bottom line of the budget proposal suffices to determine whether or not it shows a deficit.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2021 budget does project expenses greater than revenue due to the pandemic and that we received excess revenue in 2020 that will more than fund the gap in 2021. Thus, we have funds available to cover our expenses in 2021.

*[Last updated 03/04/2021.]*

## Limitations Interpretation - 2.5 Continuous Operations Plan

First UU Church of Austin

March 10, 2020

In order to protect the church and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain a continuous operations plan.

### Interpretation:

We shall have a contingency plan that directs staff in the case of a significant unplanned absence of the senior minister. Circumstances could include death, serious illness or accident. The plan shall seek to mitigate the damage to the church and congregation that such an absence may cause. Likewise, it shall address questions of authority and responsibility so as to minimize disruption to day-to-day operations.

Although the plan will seek to minimize disruption to the board and its appropriate policy-based governance role, the sorts of circumstances that a continuous operations plan responds to require, by necessity, some action by the board. However, the senior minister may not prescribe board action. Therefore, the plan will include recommendations to the board so that its actions might also protect the congregation and mitigate any harm that the sudden loss of the senior minister could cause.

### Measures:

The existence of said plan.

### Rationale for the Measures:

This is a straightforward policy. Either we can demonstrate that it exists, or we cannot.

### Evidence of Acceptable Progress – The Data:

I report compliance.

The attached plan protects the church by laying out a clear plan of action in the case of a sudden loss of the minister. Day-to-day operations will continue with minimal disruptions, lines of authority and responsibility remain clear, and it provides clear recommendations to the board so that they might respond to such a situation in the most effective manner.

Please see, attached, our continuous operations plan.

*[Last updated on March 7, 2020.]*

## **Continuous Operations Plan**

### **First Unitarian Universalist Church of Austin**

This Continuous Operations Plan (COP) outlines operational contingencies in the unplanned absence of the Senior Minister.

Unplanned absence covers any circumstance when the Senior Minister cannot perform her scheduled duties and is not in a capacity to formally delegate authority on a temporary basis. A scheduled vacation or study leave does not qualify as unplanned. Circumstances such as incapacitation (e.g., medical emergency), amnesia, sudden resignation or dismissal qualify as unplanned.

A situation where the senior minister remains of sound mind plus is willing and able to engage in at least high-level decision-making shall be considered an unplanned partial absence. This might be, for example, serious medical condition that restricts the minister to a healthcare facility and limits the number of hours available for phone and face-to-face consultation. This COP does not apply to such a circumstance; any delegation of authority and responsibility in this scenario would be done by the minister herself.

#### **Unplanned absence on Sunday morning & worship services**

Should the person scheduled for the pulpit on any given Sunday fail to appear, whether the Senior Minister or otherwise, then the lay leader shall take on that role. There are many sermons on the First UU website that can be downloaded and read in such an emergency.

#### **Unplanned absence, short-term**

An unplanned absence will be considered short-term if:

- It can be reasonably determined by at least one staff minister that it will last less than four weeks; or
- If the length of the likely absence remains undetermined and has not yet exceeded four weeks.

During a short-term unplanned absence, the Minister for Program Development shall exercise day-to-day executive authority for routine operations (signing time sheets, authorizing expenses, and the like) and any staff Ministers will perform routine ministerial functions.

Inasmuch as possible, non-routine executive decisions should be deferred during a short-term unplanned absence. Should it be necessary to make any such decisions during this time (e.g., creating new policies, changing existing policies, making major personnel changes, and the like), then such decisions will require the approval of the staff ministers.

The Minister for Program Development shall have the responsibility for determining whether or not circumstances merit reviewing the minister's office and securing any potentially confidential documents and following through as necessary.

#### **Unplanned absence, long-term**

An unplanned absence will be considered long-term if:

- It can be reasonably determined, by both at least one staff Minister, that it will last more than four weeks; or
- If the length of the absence has exceeded four weeks.

#### NEW POLICY SUGGESTIONS UNDERLINED

2021

The long-term absence would likely pass through these phases

- 1) The Minister For Program Development, Chris Jimmerson, would take over as Acting Senior Minister.
- 2) An Interim Minister for Program Development would be hired to cover the duties formerly in the remit of the Minister for Program Development.
- 3) The UUA Trauma Team would be called in to help in case the Senior Minister's absence happened suddenly or in a traumatic way.

This policy will be revisited in case of normal changes in the ministry and ministerial staff of First UU. These are recommendations to the Board.

The long-term absence would likely pass through three phases in terms of operating authority.

- 1) Staff minister(s) as executive(s)
- 2) Temporary Interim Minister and Minister of Program Development as co-executives (executive team)
- 3) Regular Interim Minister as executive

The first phase is prescribed by this policy. Phases 2 and 3 constitute recommendations to the Board of Trustees ( as the Continuous Operations Policy cannot prescribe actions to the board).

Concurrent with phases 1 and 2, the Board of Trustees should move with all due haste to hire both a temporary interim minister and regular interim minister (described below).

#### **Phase 1: Minister of Program Support as the executive**

Phase 1 covers the time between the declaration (de facto or de jure) of a long-term unplanned absence and the hiring by the board of a temporary interim minister. Depending on a variety of factors, phase 1 could last days or months, or circumstances might allow the church to skip this phase altogether. Important factors include when the board initiates the search process for a temporary interim minister, how long that search process takes, and the availability of good candidates.

During phase 1, the **Minister of Program Support** will exercise full executive authority as the Executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. This does not include responsibility for the direct participation in non-executive activities that are specific to the minister's skill set such as giving sermons, providing pastoral care, presiding over rites of passage, and the like, though the Executive Team will have responsibility for ensuring that those activities continue to happen.

A long-term, unplanned absence would have a risk of creating damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the Executive's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of the senior minister in addition to the Executives already demanding responsibilities, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the Executive shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

In order to appropriately compensate according to responsibilities and role, and minimize the possibility of losing additional critical staff members, the Executive shall receive bonus compensation, above and beyond their regular pay, equivalent to  $\frac{1}{4}$  of the Senior Minister's salary and housing (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or interim minister arrives and begins work).

In order to minimize the possibility of losing other critical staff during a time of emergency, and in recognition of the additional responsibilities and stress that such a time create, other full-time staff shall receive 10% bonus compensation (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or the regular interim minister arrives and begins work).

The **Minister of Program Support** shall have the responsibility of reviewing the minister's office and securing any potentially confidential documents.

## 2021 proposed changes

**Phase 2: Acting Senior Minister continues as executive. Interim Minister of Program Support is hired and is the Assistant Minister. If needed, a temporary administrator may be hired so the search for the right Assistant Minister could be conducted peacefully without urgency.**

### **Phase 2: Temporary Interim Minister and Minister of Program Support as co-executives (executive team)**

Phase 2 constitutes a recommendation to the Board of Trustees as the executive cannot create policy that binds the board.

Phase 2 covers the time from the arrival of the temporary interim minister (TIM) until the arrival of the regular interim minister. Depending on a variety of factors, phase 2 could last up to 8 months. Important factors include when the board initiates the search process for a regular interim minister, how long that search process takes (including how close it is to the UUA's regular cycles), and the availability of good candidates.

During phase 2, the Board of Trustees would do well to direct the Minister of Program Support and TIM to share executive authority as an executive team, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like.

A long-term, unplanned absence would have a high risk of creating serious damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the executive team's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of two demanding, full-time professional positions, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the executive team shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

### **Phase 3: Regular Interim Minister as Executive**

Phase 3 constitutes a recommendation to the Regular Interim Minister (RIM) and Board of Trustees as the executive cannot create policy that binds her successor.

Phase 3 covers the time of the regular interim ministry, which typically lasts one to three years.

During phase 3, the board would do well to hire the regular interim minister to serve as sole executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. All staff would report to the regular interim minister. The levels of work hours and stress will likely remain high throughout the regular interim ministry period.

### **Other recommendations to the Board of Trustees**

The COP does not have the authority to implement the following. However, should the Senior Minister's absence be permanent, it recommends to the board the following additional actions to increase stability and mitigate damage to the church:

- To move with all due haste to hire a regular interim minister or a developmental minister, following the UUA's regular process.
- Because the arrival of a regular interim minister could take from one to eight months after beginning a search, to move with all due haste to hire a temporary interim minister, from available local candidates (the area has a number of under-employed and retired UU ministers who would likely be willing to work with us under these circumstances). Such a temporary minister's duties would include Sunday services, pastoral care, and helping the congregation and leaders to manage difficult circumstances appropriately. Unless the temporary minister had good credentials and experience in an executive role, that person should serve as co-executive with the Minister of Program Support, with both reporting to the board of trustees (as described above in phase 2).
- To provide strong public and private support to the staff (particularly the executive or executives). Holding the church together during a time of transition, trauma, and without its most important staff person is stressful and difficult. The board's public and private



support can prove critical for the staff's success and for keeping the congregation's expectations appropriate (mitigating negative impact during the time of transition, but not that there won't be any).

- Provide serious incentives to all senior staff to remain committed and engaged with the church rather than seeking employment elsewhere due to the stress and uncertainty that transition can cause. Such incentives could include bonus compensation (not a permanent raise, but rather a temporary increase during extraordinary times), additional paid leave, and/or other types of support.

*Rev, Meg Barnhouse, March 2020*

*Changes proposed 2021*