

## MEETING AGENDA - First UU Austin Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, April 19, 2022
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	This meeting will be in person, room 13 Visitors may attend by Zoom, but must let us know in advance <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting

### RSVP

<b>Accepted:</b>	Suzette Emberton, Toni Wegner
<b>No response:</b>	Meg Barnhouse, Leo Collas, Rob Hirschfeld, Russell Holley-Hurt, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Shannon Posern, Kelly Raley, Dave Riehl, Kelly Stokes, Nathan Walther

### Agenda

## 1. Coming Back into Covenant

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1.1. Chalice Lighting and Opening Words	Suzette Emberton / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	/ 2 min. (6:32 PM - 6:34 PM)
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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. (6:34 PM - 6:36 PM)
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Timekeeper - Russell

Process evaluator - Sadie



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#### 1.4. Approve Agenda and Consent Agenda

/ 2 min. (6:36 PM - 6:38 PM)

Items on the consent agenda include the minutes from the March meeting, the program development report, February financial reports, April 10 meeting notes, Monitoring Committee update, and the Monitoring Committee Story Corps report.

##### Documents

- Minutes-2022-03-15-v1.pdf Pages 4-8
  - Feb2022FinancialReports.pdf 912
  - Program Development Report March 2022.pdf 13
  - FUUCA Story Corps Report - vDraft (1).pdf 14-22
  - Monitoring Committee Update\_April 2022.docx 23-24
  - April 10 Board Discussion Notes.docx 25
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### 2. Connecting with our Moral Ownership

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#### 2.1. Visitor's Forum

/ 10 min. (6:38 PM - 6:48 PM)

Celeste Padilla, Fellowship

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#### 2.2. Recognition of Church Volunteers and Staff

/ 5 min. (6:48 PM - 6:53 PM)

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#### 2.3. Moment with Rev. Meg

Meg Barnhouse / 10 min. (6:53 PM - 7:03 PM)

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### 3. Monitoring our Progress

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#### 3.1. Policies for Board Review

/ 15 min. (7:03 PM - 7:18 PM)

The Board is responsible for policies 3.0 - Governance Process and 4.0 - Board - Executive Relationship. We will review these policies, including the interpretation and measures, and discuss our performance.

##### Documents

- 3.0 Governance Process and interpretation for board discussion.docx Pages 26-34
  - 4.0 Board-Executive Relationship and interpretation for board discussion.docx 35-38
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#### 3.2. Monitoring Reports (Ends and/or Executive Limitations)

/ 10 min. (7:18 PM - 7:28 PM)

Executive Limitation 2.2 - Treatment of Staff

End 1.4.1 We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.

##### Documents

- 2.2 Treatment of Staff rev 04-09-2022.pdf Pages 39-41
  - 1.41 4-12-2022.pdf 42-48
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#### 3.3. Linkage Committee

/ 10 min. (7:28 PM - 7:38 PM)

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### 4. Learning & Creating the Future

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#### 4.1. Transition Next Steps

/ 20 min. (7:38 PM - 7:58 PM)

Two parts - discussion of interim application (Nesan), salaries (Toni)

## Documents

- Interim Application\_draft.docx Pages 49-63

## 4.2. Board Book Discussion

Kelly Raley / 15 min. (7:58 PM - 8:13 PM)

The Sum of Us Chapter 10 "The Solidarity Dividend"

## 5. Adjourn

## 5.1. Action Items and Announcements

/ 5 min. (8:13 PM - 8:18 PM)

## Announcement:

1. Pre-congregational meeting on 4/24 at 1:00 - Please attend if you can!
2. Congregational meeting 5/22 at 1:00.
3. General Assembly June 22-26, Portland (multiplatform)

## Action items from March meeting:

- Kelly will write thank you notes.
- Toni will distribute information about our process of transitioning to the next minister
- Toni to provide additional information about the bylaws change
- Toni to schedule a meeting for the Board with Christine Purcell

## Action items from this meeting:

## 5.2. Assign Roles for Next Meeting

/ 2 min. (8:18 PM - 8:20 PM)

## Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

## 5.3. Process Evaluation

Sadie Lambert / 2 min. (8:20 PM - 8:22 PM)

## Documents

- Board process review form.docx Page 64

## 5.4. Extinguishing the Chalice and Closing Words

Suzette Emberton / 2 min. (8:22 PM - 8:24 PM)



## MEETING MINUTES - First UU Austin Board of Trustees

### Meeting

<b>Date</b>	Tuesday, March 15, 2022
<b>Started</b>	6:30 PM
<b>Ended</b>	8:32 PM (EST)
<b>Location</b>	This meeting will be in person in room 13
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Toni Wegner
<b>Recorder</b>	Kelly Raley

### Attendance

<b>Present:</b>	Meg Barnhouse, Leo Collas, Suzette Emberton, Russell Holley-Hurt, Sadie Lambert, Kelly Raley, Dave Riehl, Kelly Stokes, Toni Wegner
<b>Regrets:</b>	Rob Hirschfeld, Chris Jimmerson, Nesan Lawrence, Nathan Walther
<b>Absent:</b>	Shannon Posern

### Meeting documents

- Agenda-2022-03-15-v1.pdf

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Leo Collas read the first half of "Let America be America" by Langston Hughes, a reading selected by Nathan Walter.

Toni lit a tea candle using a match

**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.

The board read the covenant together. It felt good.

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

Timekeeper - Kelly

Process evaluator - Russell

Timekeeper: Kelly Raley, who noted that the meeting started a little bit late

Process Evaluator: Russell Holley-Hurt

**Status:** Completed

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### 1.4. Approve Agenda and Consent Agenda

Items on the consent agenda include the minutes from the February meeting, the program development report, and committee reports.

Dave Riehl moved to approve the agenda. Kelly Raley seconded. The motion passed without objection.

Suzette Emberton moved to approve the consent agenda. Leo Collas seconded. The motion passed without objection.

**Status:** Completed

#### Documents

- Program Development Report Feb 2022.pdf
  - FUUCA Survey 2021 Report.pdf
  - Monitoring Committee Update\_March 2022.docx
  - Minutes-2022-02-15-v1.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

Peggy Morton, founder of the Austin Sanctuary Network, was invited to attend our visitors' forum and Russell Holley-Hurt led the interview.

Peggy described ASN activities as providing physical sanctuary, accompanying immigrants to ICE check ins and court hearings, working to get congress to provide a pathway to citizenship, extending stays of removal and obtaining work permits, reducing fines for immigrants in sanctuary.

To accomplish these goals the ASN engages in fundraising to pay for interpreters and provide those in sanctuary a living stipend.

One challenge is that membership in the network has dropped off recently. When we go back to normal (i.e. non-pandemic times) the ASN wants to conduct hybrid meetings.

There's been lot of support from the First UU Austin congregation.

Peggy requests that board members write letters in support of Alirio's application for a continued stay of removal and work permit. (Due March 23rd).

**Status:** Completed

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## 2.2. Recognition of Church Volunteers and Staff

The board recognizes Carrie Reed, who is leaving Austin, for helping with the pre-K through 5th grade religious education activities, leading kid's meditation. She is very detail oriented.

The board recognizes John Cates for his technical work for Sunday broadcasts. He's flexible in working with volunteers and takes his work seriously.

**Status:** Completed

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## 2.3. Moment with Rev. Meg

Meg informed the board about what she sees going on with the church. People have been very lovely in responding to her news about her illness and retirement. She appreciates that.

She met with the Franks about their lifespan faith development fund. The pandemic has limited our ability to invite outside speakers for this goal. Instead, interest on the fund will be used to improve the nursery and toddler room as well as the playground. The outdoor work will be performed in accordance with the landscape plan.

Choir is starting back soon.

Kiya's ordination will be April 2nd at 11 am.

**Status:** Completed

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## 2.4. Proposed items for the May 22nd Congregational Meeting

1. Voting on the 8th principle
2. Nominees from the Nominating Committee
3. Proposed bylaw change (Article XI Section 1, Senior Minister Selection)
4. Minister Emerita status

The 8th principle affirmation will come up for a congregational vote at the May meeting.

Three nominees for the board will be voted on. One person will be added to the nominations committee by congregational vote. In addition the board will appoint two people to the board. The board agreed to appoint Toni Wegner, following our past practice of appointing the immediate past president to the nominations committee, and Margaret Borden.

The congregation will be asked to vote on a change to the bylaws to help us be more consistent with UUA recommendations. Ahead of this, Toni will work to educate the congregation by distributing information about the process of searching for an interim minister and presenting this information at the end of services.

**Status:** Completed

### Documents

- Proposed Bylaw Change.docx
  - Board of Trustees Members and Nominees for 2022-2023.docx
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## 3. Monitoring our Progress

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### 3.1. Financial Report

Dave Riehl to discuss new report for Board monitoring.

Dave Riehl presented a new approach to presenting financials. The board discussed potential minor tweaks to the reporting procedures to make it easier to see the most important information.



**Status:** Completed

Documents

- January2022financialreports.pdf
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### 3.2. Discussion of Ends

End 1.4.1: We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.

Board members agreed that this was one of our most visible ends and we weren't surprised that the congregational survey identified these as the most important and the ones where we are most closely meeting expectations.

**Status:** Completed

Documents

- End 1.4.1 and interpretation for board discussion.docx
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### 3.3. Monitoring Reports (Ends and/or Executive Limitations)

Executive Limitation 2.3 Financial Planning/Budgeting

Executive Limitation 2.5 Continuous Operations Plan

The board agreed the Executive is in compliance with 2.3. Financial Planning/Budgeting limitation. The continuous operations plan exists, but it is not currently relevant given that we are in transition.

**Status:** Completed

Documents

- 2.3 Financial Planning rev 03-2022.docx
  - 2.5 Continuous Operations rev 03-2022 vs.docx
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## 4. Learning & Creating the Future

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### 4.1. Board Book Discussion

The Sum of Us Chapter 9, The Hidden Wound

The board engaged in a lively discussion of chapter 9 of "the Sum of Us".

**Status:** Completed

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### 4.2. Transition Next Steps

Current version of the slides for 3/6/22 meeting attached.

The board needs to next decide whether we will have an interim minister. Most seem inclined this way. Some would like to have a discussion with UUA representative Christine Purcell before making a final decision.

**Status:** Completed

Documents

- Special Board Meeting 03 06 2022 v2.pptx
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## 5. Adjourn

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### 5.1. Action Items and Announcements



Action items from February meeting:

- Kelly to send thank you notes.
- Rob to share the detailed survey report.
- Board will meet in-person for the March meeting

Action items from this meeting:

Kelly will write thank you notes

Toni will distribute information about our process of transitioning to next minister, including (assuming it's appropriate) searching for an interim minister

**Status:** Completed

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## 5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Book Discussion - Chapter 10 - last chapter!
- Snacks

Readings: Suzette

Timekeeper: Russell

Process Evaluator: Sadie

Book Discussion: Kelly

Snacks: Dave

**Status:** Completed

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## 5.3. Process Evaluation

Russell determined that our process was overall satisfactory

**Status:** Completed

Documents

- Board process review form.docx
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## 5.4. Extinguishing the Chalice and Closing Words

Leo concluded the meeting by reading the rest of the Langston Hughes poem.

**Status:** Completed

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## Financial Reports

Revenue exceeded expenses in February, as well as what was budgeted for February. Some individual expense line items were over or under budget. This was due to actual expenses occurring at a different time than anticipated and a few items that the bookkeeper misclassified (we have sent her a request to change these). These should even out over time, and total expenses both for the month and year to date were below budget.

We had budgeted for the second of three employee retention fund payments, this one for over \$57,000, to come in during February; however, the treasury has been backlogged. The check did come in April.

**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**  
**Budget vs. Actuals: 2022 Budget - FY22 P&L Classes**  
**January - February, 2022**

	Actual	Feb 2022 Budget	over Budget	Actual	Total YTD Budget	over Budget
<b>Income</b>						
4100 Earned Revenue			0	0	0	0
4110 Event Revenue		0	0	0	0	0
4130 Rentals Revenue	8,779	11,500	-2,721	17,137	23,000	-5,863
4199 Discounts/Refunds Given			0	-1,675	0	-1,675
<b>Total 4100 Earned Revenue</b>	<b>8,779</b>	<b>11,500</b>	<b>-2,721</b>	<b>15,462</b>	<b>23,000</b>	<b>-7,538</b>
4200 Contributed Revenue			0	0	0	0
4210 Unrestricted Contributions			0	0	0	0
4211 Pledge	87,002	57,000	30,002	131,300	115,000	16,300
4212 Sunday Plate	672	2,500	-1,828	957	5,000	-4,043
4213 Other Gifts	24,830	3,333	21,497	27,116	6,666	20,450
<b>Total 4210 Unrestricted Contributions</b>	<b>112,504</b>	<b>62,833</b>	<b>49,671</b>	<b>159,373</b>	<b>126,666</b>	<b>32,707</b>
4220 Restricted Contributions	10,100		10,100	10,692	0	10,692
4221 Special Plate	2,951	833	2,118	3,584	1,666	1,918
<b>Total 4220 Restricted Contributions</b>	<b>13,051</b>	<b>833</b>	<b>12,218</b>	<b>14,276</b>	<b>1,666</b>	<b>12,610</b>
<b>Total 4200 Contributed Revenue</b>	<b>125,555</b>	<b>64,666</b>	<b>60,889</b>	<b>173,649</b>	<b>189,576</b>	<b>-15,927</b>
<b>Total Income</b>	<b>134,334</b>	<b>76,166</b>	<b>58,168</b>	<b>189,111</b>	<b>212,576</b>	<b>-23,465</b>
<b>Expenses</b>						
Total 6100 Payroll Expenses	52,987	58,675	-5,688	105,228	117,360	-12,132
Total 6210 Charitable Giving	16,980	3,466	13,514	21,409	6,933	14,476
Total 6220 Program Expenses	2,242	9,708	-7,466	4,790	20,282	-15,492
Total 6300 Outreach Costs	2,467	1,301	1,166	2,971	2,750	221
Total 6400 Occupancy Costs	7,146	6,608	538	15,444	13,331	2,113
Total 6600 Software and Dues	1,149	1,252	-103	3,020	2,525	495
Total 6700 Fees and Insurance	5,117	17,893	-12,776	11,118	21,869	-10,751
6820 Depreciation Expense	10,671	10,671	0	21,342	21,345	-3
6830 Interest Expense	4,364	5,746	-1,382	9,228	11,501	-3
<b>Total Expenses</b>	<b>103,124</b>	<b>115,320</b>	<b>-12,196</b>	<b>200,550</b>	<b>217,896</b>	<b>-17,346</b>
<b>Net Other Income/Expense</b>	<b>546</b>	<b>0</b>	<b>546</b>	<b>1,245</b>	<b>0</b>	<b>1,245</b>
<b>Net Income</b>	<b>31,756</b>	<b>-39,154</b>	<b>70,910</b>	<b>-10,194</b>	<b>-5,320</b>	<b>-4,874</b>
<b>Non-Operation Expenses</b>	<b>15,035</b>	<b>16,417</b>	<b>-1,382</b>	<b>30,569</b>	<b>32,846</b>	<b>-2,277</b>
<b>Net Operation Cash Flow</b>	<b>16,721</b>	<b>-22,737</b>	<b>69,528</b>	<b>20,375</b>	<b>27,526</b>	<b>-7,151</b>

Note: \$59,224 in employee retention funds budgeted for this year came in last year. Carrying that forward would increase cash flow by that amount.

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of February 28, 2022

	DEC 2021	JAN 2022	FEB 2022
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	409.18	-1,996.37	-2,405.25
1110 8009-THCU Checking	471,524.51	456,832.95	486,255.01
1120 RBank Debt Service 676	59,154.14	59,156.65	59,158.92
1130 RBank Construction 668	210,537.33	204,044.03	195,144.36
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	37.67	37.67	37.67
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.	311,822.79	297,362.66	291,633.95
1720 UUCEF Mixed Investment Account	508,218.27	487,559.18	277,931.09
1730 UUCEF Murr Music Account	87,931.14	83,853.52	82,238.07
1740 UUCEF Education	727,045.30	693,330.10	880,208.28
<b>Total Bank Accounts</b>	<b>\$2,376,880.33</b>	<b>\$2,280,380.39</b>	<b>\$2,270,402.10</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>
Other Current Assets			
1199 Undeposited Funds	2,439.28	1,743.50	1,457.81
1220 VANCO - Payment Reconciliation	0.00	0.00	0.00
1230 Cash/Checks	0.00	-1,364.72	710.88
1240 VANCO - ACH/MS	0.00	0.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	5,596.37	844.72	1,842.81
1310 Prepaid Expenses	4,272.84	13,493.71	11,981.90
1490 Other Current Assets	0.00	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$12,308.49</b>	<b>\$14,717.21</b>	<b>\$15,993.40</b>
<b>Total Current Assets</b>	<b>\$2,389,188.82</b>	<b>\$2,295,097.60</b>	<b>\$2,286,395.50</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	-607,336.59	-618,007.49	-628,678.39
<b>Total 1500 Fixed Assets</b>	<b>7,108,144.23</b>	<b>7,097,473.33</b>	<b>7,086,802.43</b>
<b>Total Fixed Assets</b>	<b>\$7,108,144.23</b>	<b>\$7,097,473.33</b>	<b>\$7,086,802.43</b>
<b>TOTAL ASSETS</b>	<b>\$9,497,333.05</b>	<b>\$9,392,570.93</b>	<b>\$9,373,197.93</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of February 28, 2022

	DEC 2021	JAN 2022	FEB 2022
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	3,053.54	12,879.43	881.68
<b>Total Accounts Payable</b>	<b>\$3,053.54</b>	<b>\$12,879.43</b>	<b>\$881.68</b>
Credit Cards			
2150 Chase Credit Card 3081	1,493.69	5,208.77	298.94
<b>Total Credit Cards</b>	<b>\$1,493.69</b>	<b>\$5,208.77</b>	<b>\$298.94</b>
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	25.00	50.00
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>\$25.00</b>	<b>\$50.00</b>
<b>Total Current Liabilities</b>	<b>\$4,547.23</b>	<b>\$18,113.20</b>	<b>\$1,230.62</b>
Long-Term Liabilities			
2620 Construction Loan	1,256,229.28	1,252,185.18	1,247,642.28
<b>Total Long-Term Liabilities</b>	<b>\$1,256,229.28</b>	<b>\$1,252,185.18</b>	<b>\$1,247,642.28</b>
<b>Total Liabilities</b>	<b>\$1,260,776.51</b>	<b>\$1,270,298.38</b>	<b>\$1,248,872.90</b>
Equity			
3110 Unrestricted Net Assets	764,337.55	783,759.80	783,759.80
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
3130 Unrealized Gain/Loss on Investments	23,282.61	-49,050.89	-78,754.60
Opening Balance Equity	0.00	0.00	0.00
Net Income	19,422.25	-41,950.49	-10,194.30
<b>Total Equity</b>	<b>\$8,236,556.54</b>	<b>\$8,122,272.55</b>	<b>\$8,124,325.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,497,333.05</b>	<b>\$9,392,570.93</b>	<b>\$9,373,197.93</b>



Monthly Program Development Report  
First Unitarian Universalist Church of Austin  
March 2022

Worship Services and Gatherings

We returned to in person and livestream services in March. Attendance appears to be growing the longer we are back in person.

Building

Some groups are returning to in person or hybrid meetings. We are offering a new OWL class on Sunday mornings. We continue making some upgrades to the playground and to the nursery rooms.

Church Operations

Staff are working some from the church offices and some virtually now.

Finances

Please see the separate financial reports attached.

Warmly,

Chris



# 'Story Corps'

*by the Monitoring Committee  
(Board of Trustees)*

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## Objective

*Understand the impact of our church on our congregation*

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## ‘Story Corp’ Conversations

*Volunteer congregants with diverse backgrounds and lengths of membership were interviewed for this exercise*

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## Questions

- 1. How is the church helping you as an individual?*
- 2. How is the church empowering members to move toward the ends?*
- 3. What has the church inspired you to do differently (towards advancing the ends)?*
- 4. How has church changed your life? In what way?*







*Bio: Grew up in Asia with a non-religious background. First exposure to Christianity in high school. First exposure to UU in 1993. Been a member of our church since 1997.*

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### ***1. How is the church helping me as an individual?***

Attending our church has helped me see life through other people's experiences and interests. For example, I have never met anyone with LGBTQ orientation growing up. Now I have friends in that spectrum of life.

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### ***2. How is the church empowering members to move towards the Ends?***

While I don't focus on one particular End, I do care about End #4 which is about intergenerational community building.

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### ***3. What has the church inspired you to do differently?***

The church and our reverend have helped me realize that change is good and it's ok to be uncomfortable. I practice this in my daily life now and it has made me a better person

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### ***4. How has the church changed your life?***

The sheer number of role models in our congregation and their volunteer activism has had a big impact on my life over the years.



*Bio: Grew up in South Texas in a community dominated by Hispanic and Anglo cultures. First exposure to UU was in early 80s when kids attended pre-school nursery at the First UU Austin.*

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### ***1. How is the church helping me as an individual?***

I benefit from the exposure to a variety of religious beliefs and cultural backgrounds. The level of intellectual curiosity in the congregation is powerful and infectious. The congregation truly provides the opportunity for people with different skills to showcase their work

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### ***2. How is the church empowering members to move towards the Ends?***

The ongoing learning opportunities provided by the church help me move towards the Ends. Guest speakers with diverse experiences as well as church ministries are examples of avenues to learn and grow.

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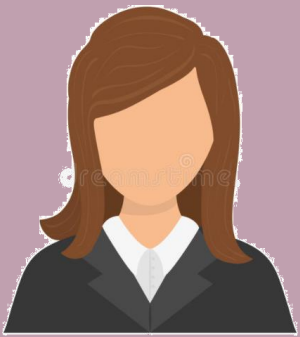
### ***3. What has the church inspired you to do differently?***

The church has inspired me to volunteer more and be more involved with the community at large. I am the state volunteer for AARP.

---

### ***4. How has the church changed your life?***

I feel that the church gave me permission to interact with the community at large.



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*Bio: Grew up volunteering and being actively engaged with my community. 2017 was the first year attending First UU Austin.*

---

### ***1. How is the church helping me as an individual?***

During this pandemic where life has been very difficult, our church helped me remember that there are people who feel just like I do. The pandemic has transformed my retirement outlook and the church has helped me seek out avenues to be of service to our community.

---

### ***2. How is the church empowering members to move towards the Ends?***

End #8 with regards to being generous with time, talent and treasure resonates the most with me. While at first it was not immediately apparent, I appreciate the level of volunteering that takes place in service of our church ministries.

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### ***3. What has the church inspired you to do differently?***

The church has inspired me to be more intentional and has heightened my level of involvement. I have been better about accepting people where they are.

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### ***4. How has the church changed your life?***

The church has made me a happier person, especially in the past few years. I feel more fulfilled and a sense of belonging.



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*Bio: I have been a Southern Baptist all my life until I joined our church ~15 years ago.*

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### ***1. How is the church helping me as an individual?***

The church has been a big part of my life for a long time. It has given me so many opportunities to volunteer both within the church and outside in the community.

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### ***2. How is the church empowering members to move towards the Ends?***

The church encourages our congregants to get to know each other. From the coffee hour to the meditation groups to the ladies group that meet every Friday morning, there are so many opportunities to meet and get to know people.

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### ***3. What has the church inspired you to do differently?***


The church has inspired me to meet people and exchange ideas. During the pandemic for example, my husband and I have invited so many couples over to our place to get to know them better and discuss current events/topics of mutual interest.

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### ***4. How has the church changed your life?***

First UU has inspired me to solidify my liberal identity. Before UU I would have never felt comfortable sharing that I might be an atheist.





*Bio: I have been part of the UU faith since high school. Member of First UU Austin since 1986 and served as Board president in the past.*

### ***1. How is the church helping me as an individual?***

The church has reinforced my core beliefs that you need not necessarily be a Bible believer to be a moral and upstanding citizen. The church and faith have taught me tolerance, and ability to speak/be heard and hear others. I like the opportunity to have intelligent conversations based on critical thinking and not based on media sound bites.

### ***2. How is the church empowering members to move towards the Ends?***

The church presents be opportunities to read and learn about topics outside the norm. The church ministries present excellent opportunities to exchange ideas. I like how the church treats our children, with respect and as equals.

### ***3. What has the church inspired you to do differently?***

The church has inspired me to view politics very differently. I try to look at underlying drivers of any topic informed via scientific reasoning. In that regard, End #6 resonates with me.

### ***4. How has the church changed your life?***

Church's presence in my life has been invaluable. Its not only a religious organization but also a secular organization that has influenced me a lot.

A large, horizontal, pink brushstroke graphic that serves as a background for the text. It has a soft, painterly texture with visible brush marks and a slightly irregular, wavy edge.

*Thank You*

## For Reference: First UU of Austin Ends

1. We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world
2. We support and challenge one another in worship, spiritual growth and lifelong learning to practice a rich spiritual life
3. We engage with one another to care for the Earth and the interdependent web
4. We care for one another in intergenerational community and connect in fun and fellowship
5. We embody the principles of Unitarian Universalism and invite people of goodwill to find a spiritual home with us
6. We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls
7. We provide leadership to and collaborate with the greater Unitarian Universalist community to expand the reach of our movement
8. We are generous with time, talent, and treasure to realize our mission

**Monitoring Committee Monthly Report –April 2022**

- The congregational survey report was finalized and distributed to the congregation.
- Story Corps discussions with congregants have been compiled into a summary PowerPoint document. Participants have reviewed their respective summaries and are good with sharing this with the broader congregation via appropriate communication mechanism (e.g., newsletter). Please refer to the attachment in the Board packet. Please send any comments to Nesan by Friday, April 22<sup>nd</sup>, so he can include feedback in the version he sends to the congregation.

**April 10, Board of Trustees Meeting to decide on transition next steps**

Attendance: Toni Wegner, Leo Collas, David Riehl, Nathan Walther, Sadie Lambert, Rob Hirschfeld, Russell Holley-Hurt, Kelly Raley, Suzette Emberton, Nesan Lawrence

Visitor(s): Margaret Borden

**Notes**

- Kelly Raley read the Board covenant
- Toni shared the objective for the meeting, which is to decide on immediate next steps following Rev. Meg's retirement at the end of May
- The Board has already discussed and is aware of the different options available to us based on conversations with the IUUA as well as internal discussions. UUA's recommendation is a 2 year interim period that includes a full search. Rev. Chris is available as the inside candidate as part of this recommendation.
- Nathan made a motion to propose that we hire a 2 year Interim Minister as a co-minister with Chris, with both reporting to the board and serving as an Executive Team. Dave seconded the motion. All in favor and the motion was passed.

### 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.

### 3.4. President's Role

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.

### 3.5. Board Code of Conduct / Board Covenant

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly, Board members shall:

- 3.5.1. Adhere to the Board Covenant
- 3.5.2. Disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict of interest.
- 3.5.3. Be loyal to the interests of the congregation. When acting in the role of Board member, this loyalty should supersede all other loyalties in order to avoid conflicts of interest.
- 3.5.4. Not attempt to exercise individual authority over the organization, except as explicitly set forth in the Board policies. The Board will speak with one voice through its adopted policies and motions.
- 3.5.5. Respect the confidentiality appropriate to issues of a sensitive nature.

**Interpretation:**

The Board Covenant is the primary vehicle for ensuring commitment of all board members to good governance as exemplified by ethical, businesslike and lawful conduct, avoidance of conflicts of interest, and loyalty to the interests of the congregation over individual interests, speaking with one voice and respecting confidentiality. A review of the Board Covenant should occur annually to ensure that it is understood by board members and continues to reflect the Code of Conduct established in this policy.

**Measures:**

- Direct observation of the meeting agendas and minutes to ensure that the Board Covenant is recited by board members at every meeting
- Self-reporting of behaviors or actions that are out of covenant
- Self-reporting of potential conflicts of interest, failure to speak with one voice and violation of confidentiality –
- A yearly review of the Board Covenant

**Rationale for the Measures:**

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

### 3.6. Board Committee Principles

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly to preserve the Board functioning as a whole, and will not interfere with delegation from Board to the Senior Minister nor speak on behalf of the Board without prior Board authorization.

**Interpretation:**

Committees are occasionally necessary to carry out board responsibilities that cannot efficiently and effectively be handled during regular board meetings. The Internal Audit Committee is an example of a board committee established to assist with board monitoring of Executive Limitations.

**Measures:**

Direct observation

**Rationale for the Measures:**

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

### 3.7. Cost of Governance

Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity. Accordingly,

- 3.7.1. Training will be used to orient new and prospective leaders, as well as to maintain and increase existing Board member skills and understandings.
- 3.7.2. Staff will make funding available for the hiring of outside assistance, at the Board's discretion. This enables the Board to exercise confident control over organizational performance.

Interpretation:

To fulfill the requirements of the above policy, the following expense items will be made available within the annual budget for governance costs.

- An on-site consultation/training session on policy based governance for trustees and/or potential trustees/other leadership with consulting and facilitation provided by persons with the appropriate professional expertise.
- Periodic one hour phone consultations on good governance with consultant and/or observation of a board meeting and written report by consultant
- An annual board strategic planning and PBG retreat organized and facilitated by an outside consultant
- Miscellaneous costs for training materials. These may include webinars, books, subscriptions, food for meetings, travel

The Board will provide details about the training needs to the Executive who will incorporate the costs of governance into the annual church budget.

Measures:

Direct observation of annual budget

Direct observation of consultation/training contract

Rationale for the Measures:

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

### 3.8. Complaint Processing Procedure

In a religious community conflict and disagreement are to be expected. Procedures spelled out below are guided by the following principles: We should listen carefully to those with whom we are in conflict, assume best motivations, and discuss differences frankly and honestly in a spirit of love, forgiveness and compassion. Furthermore, policy violations can occur for innocent reasons and can be quickly and easily rectified. Others, however, may be part of a pattern and in need of being addressed systematically. It is the intent of the Board to be accessible and responsible to the congregation and other stakeholders, but it is not a function of the Board to resolve complaints or grievances that are not directly related to the Board's policy making and policy monitoring functions.

The Board requires that complaints be submitted in written form. At the next Board meeting, the Board assesses whether there has been a policy violation, and/or whether a policy update is needed. Written complaints on the Board's agenda will be distributed to Board members and senior minister prior to the meeting. The Board may ask the Senior Minister for her interpretation of the policy. The Board assesses whether interpretation / action is beyond "any reasonable interpretation of the policy". The Board makes a

determination of one of the following:

A) No violation, no update needed: Board explains to complainant its determination and rationale.

B) No violation (including reasonable interpretation), but policy update needed: Board updates policies, and initiates Complaint Resolution Procedure, taking into account the fact that no existing policy was breached. Board explains to complainant its determination and rationale.

C) Policy violation: Board initiates Complaint Resolution Procedure. Board explains to complainant its determination and rationale.

In all cases the determination of a complaint (A, B or C) is recorded in a Board motion that identifies the policy at issue. Unless confidentiality is requested, and the Board decides to summarize the complaint, the complete written complaint will be attached to the Board meeting minutes.

Complainants may be invited to a formal or informal reconciliation process.

**Interpretation:**

The board is responsible for gathering all written complaints. After a written complaint has been received, the board will review and assess the validity of the complaint as to whether there is a policy violation. The board reviews the assessment with the complainant. All written complaints are recorded in a Board motion.

**Measures:**

Self-reporting - Review that written complaints are assessed in the next Board Meeting after they are received.

Self-reporting - Verify that the board assesses the complaint as to whether or not its policy is violated.

Self-reporting - Verify that the board reviews its assessment with the complainant.

**Rationale for the Measures:**

It follows the steps that are written in the procedure.

### 3.9. Complaint Resolution Procedure

The Board initiates this process when, according to the Complaint Processing Procedure, there has been a violation of policy, or a complaint has resulted in policy updates designed to proscribe the situation described in the complaint.

The Board judges the degree and seriousness of the complaint, taking into account the following factors:

- The nature of the complaint
- Whether this was a violation of existing policy
- Whether there is a history or pattern of policy violation
- The Senior Minister's past efforts to address policy violations

While allowing for exceptional circumstances, the following series of escalating actions will be normally be undertaken:

1. Asking the Senior Minister to present to the Board at the next Board meeting a plan to adhere to the policy in question and address the issues raised in the complaint. The plan will be attached to the Board meeting minutes.
2. Issuing a documented warning.
3. Engaging in mediation, with an external mediator acceptable to both the Board and Senior Minister.
4. Presenting to the congregation the public record of policy violations, and the efforts to address them.
5. Requesting the Senior Minister's resignation.
6. Calling a congregational meeting in compliance with the bylaws regarding removal of the Senior Minister.

Interpretation:

The board determines the best course of action to be followed when a complaint violates policy.

Measures:

Self-reporting - Verify that a complaint that violates policy is dealt in the most effective manner as determined by the board.

Self-reporting - Verify that the board documents the course of action in which these complaints are handled.

Rationale for the Measures:

If the board documents the course of action, then it can monitor whether the complaint had been fully addressed.

## 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.

##### 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 board calendar.

##### 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.

## Executive Limitation 2.2: Treatment of Staff

### April 9, 2022

With respect to the treatment of paid staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional.

Accordingly, the Senior Minister shall not:

- 2.2.1. Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.

#### Interpretation:

We will have a personnel policy manual. It will include policies such as those described in 2.2.1, in addition to others as appropriate.

Note: the manual, as a whole and by its nature, will address preferential treatment as it makes clear the set of policies that apply to staff. However, it may not address it specifically.

#### Measures:

Documentation of the personnel policy manual (providing a copy to the board), and that it includes the policies described in 2.2.1.

#### Rationale for the Measures:

Documentation provides direct evidence of the existence of procedures.

#### Evidence of Compliance – The Data

We report compliance.

The personnel manual is available online, by email request and in hardcopy at the church offices.

- 2.2.2. Fail to make available to staff a written copy of the personnel policies.

#### Interpretation:

We will distribute the personnel policy manual to staff.

#### Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. The regular audit as performed by the board of trustees (e.g., review of the receipt acknowledgement forms by staff or direct interviews of staff).

#### Rationale for the Measures:

The executive will report compliance or non-compliance. We will document receipt and distribution of the manual, which the board or its appointee may review at any time. The board may also interview staff directly to confirm compliance. These measures should make it possible to confirm compliance beyond any reasonable doubt.

#### Evidence of Compliance – The Data

We report compliance.

It continues to be our practice to give the manual to all new hires. We document that they have received it and read it by having them sign a declaration that they have done so.

Additionally, the manual and other church policies are available to all staff online.

Staff is notified whenever any changes are made to the personnel manual.

2.2.3. Prevent staff from approaching the Board when internal grievance procedures have been exhausted and the employee alleges either that:

- a. Board policy has been violated to the employee's detriment, or
- b. Board policy does not adequately protect the employee's rights.

#### Interpretation:

Staff have the right to notify the board of trustees regarding matters of board policy when it has a negative impact on them plus they have exhausted internal grievance procedures.

#### Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The absence of reports to the contrary.

#### Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually her job).
2. An interview of staff would likely reveal any failure to comply.
3. In many if not most cases, an aggrieved employee would seek redress of an extreme grievance by appealing it to the board. Thus, the absence of reports to the contrary provides an additional measure.

#### Evidence of Compliance – The Data

We report compliance.

No employee has been prevented from speaking to the board in the case of a grievance where their first avenues of redress have failed. We have also created a complaint/conflict procedure and made it available to staff on our server and church members on the church website, along

with related policies, such as the Disruptive Behaviors policy and Serious Breach of Covenant Policy.

2.2.4 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

Interpretation:

With both current and prospective staff, I will only use professional, legal criteria to evaluate their fitness for employment, continued employment, promotions, demotions, assignment of responsibilities, performance raises, and the like.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The review of written personnel evaluations and similar documentation.
4. The absence of reports to the contrary.

Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually her job).
2. An interview of staff would likely reveal any failure to comply.
3. As a general rule, documentation in an employee's file will provide justification for special privileges and disciplinary action.
4. In many cases an aggrieved employee or potential employee would seek redress against discrimination by appealing it to the board. Thus, the absence of reports to the contrary provide an additional measure.

Evidence of Compliance – The Data

We report compliance.

We do not discriminate among existing or potential staff or volunteers.

For hiring and for evaluation, we use clearly job-related criteria, individual performance, and qualifications. When we give staff evaluations or have important talks with them, those are documented.

[Last updated on April 9, 2022]

**1.4.1. We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.**

*By this we mean that we attend to Right Relationship within our congregation and in our larger community. The values of this congregation are:*

***Transcendence*** – To connect with wonder and awe of the unity of life

***Community*** – To connect with joy, sorrow, and service with those whose lives we touch

***Compassion*** – To treat ourselves and others with love

***Courage*** – To live lives of honesty, vulnerability, and beauty

***Transformation*** – To pursue the growth that changes our lives and heals our world

*In sermons, music, faith development, justice work and fellowship, we will speak about the oneness of all things and create moments where that unity might be experienced and savored. We will grow in depth of spirit so that we may be good companions and allies to those who are in joyful times or in sorrow. Service is the law of this community, and service is what love looks like in action. In sermons, music, faith development, justice work and fellowship, we will encourage one another to treat ourselves and those whose lives we touch with love, and to have the courage to live with as much honesty, vulnerability and beauty as we can. Through sermons, music, faith development, justice work and fellowship, we will inspire and nourish one another as we grow and change. Beginning in our homes, our hearts, and on the streets of our town, we will invite healing change, and in this way as well as in others, we will help make the world more whole.*

*Our children, youth and adults will learn about Unitarian and Universalist beliefs, history, and about women and men of our faith whose lives can teach and inspire us. We will pay particular attention to lifting up men and women of color in our history.*

*One of the ways we live out community, courage and compassion is to lift up an anti-racism lens as we preach and teach about these values, to all members of our congregation, including our children.*

**Measures:** Social action projects, protests, accompaniments, support of our guest in Sanctuary, faith development classes and get-togethers. We will have a Covenant of Healthy Relations and encourage people to live it at church functions and in their homes. Our Faith Development curricula will reflect this end. We will fill our classrooms and our services with stories about multi-racial community, not only pointing out injustices perpetrated against Black and Brown communities, but also celebrating the joy and accomplishments of People of the Global Majority. This dovetails with End #6.

Monitoring Report:

We report progress.

**2022 Social Action Projects** have included protests at the Capitol decrying legislation harming trans people, especially trans youth. Carrie Holley-Hurt and several of our other members have been faithfully showing up for this work. “UU the Vote” is active during most election cycles, encouraging folks to turn out to vote. There have been numerous actions for immigrants’ rights at which our Austin Sanctuary Network members have been involved. Several families in our RE department took their children to the anti-hate rally at the Capitol (photo attached.)

We have continued our **“moment for Beloved Community.”** In this moment, we give a bit of information, history, reflection or art that will invite the congregation to understand more about White Supremacy Culture. Lifting the veil of ignorance for our folks who identify as white is part of living our faith and showing those among us who are people of color that, in this congregation, the truth of our culture will not be willfully glossed over or ignored. **We do this during the service so the broadest possible section of our congregation will be present.**

**2022 The Board** has led conversations on anti-racism, and helped with the discussion on the Eighth Principle, on which we will **vote at our annual meeting.**

2021 The Change Team has been unable to do their work due to remote worship and meetings and loss of membership of the committee.

**RE** A broader variety of **children’s books** has been added to our RE library featuring people of color, and not just in books about injustice and history, but in books about everyday life.

**See attached RE report for a more detailed description of this work.**

**2022** We have continued to have a **“Faith Connections” letter** that comes out on Mondays from the RE department. Kelly Stokes and Carrie Reed, our RE staff, provide the content for this letter, drawing from our UU “Soul Matters” curriculum. Sections usually include an activity or good question for families with young children, a section for Youth, and a section for adults. The purpose of this letter is to continue Faith Development within the families (defined broadly) in our congregation, so values are lifted up, questions are asked, and our people are encouraged.

**2022 Sanctuary** work continues, both with supporting our guest as he endures his third year in sanctuary, in supporting others who are in sanctuary, and in supporting and accompanying asylum seekers who are not yet having to be in sanctuary as they go to their government appointments. **They have all been granted further stays of removal!**

2021 Alirio and Hilda have been granted a one-year stay of removal! Kudos to the Austin Sanctuary Network and all of their allies.

2021 RE classes continue, including activities, play, lessons, questions, fellowship, music, and play. On the first Sundays, families gather to have lunch together by the playground so the parents can get to know one another, and the children can just hang out in unstructured time. As Sr. Minister, I try to go to these lunches to get to know the children and their parents.

2021 All classes have been virtual this year. Attendance is down, but the teachers have been kind, energetic and faithful, and those children who do come are there often, and get a lot out of their classes.

**2022 Healthy Relations Team has been on hiatus this year. Since there has been so little interaction among members, there has been little to write about.**

2021 HRT continues to write a column for the Friday electronic newsletter about once a month, and stands ready to step in when there are conflicts between or among congregants.

**2022 Music** continues to be an enormous part of First UU culture and worship. The RE classes begin and end (often) with song. Brent Baldwin continues to broaden the musical offerings to include music from many cultures, when we have access to folks who can present that music in an authentic way, avoiding misappropriation. Most of our music has been solo or duet, as the choir has been on hiatus due to the Pandemic.

**2022 Fellowship** Celeste Padilla and her Fellowship Team have helped with several gatherings, the most recent of which was the reception for church member Kiya Heartwood's ordination.

2021 Worship is recorded and played on Sunday morning on the church Facebook page. During the week there are times every day where members can gather on Zoom to be with the ministers, to have coffee with Kami, to learn about gardening with Shannon, and the Young Adults have a Happy Hour hangout on Friday evenings.

**2022 Worship** has been presented live, either with or without a congregation, according to the Health Department's recommendations.

**Pandemic** This report is being written mostly about activities during the pandemic shutdown of 2020-22. We are working hard to continue connection with one another. RE classes happen on the Zoom platform, thanks to Kelly Stokes and our talented RE team of teachers. The Youth and Middle Schoolers also meet by Zoom with their advisors. **2022 youth are meeting in person again!**

Updated May 2022 Meg Barnhouse



## **Children and Youth**

127 Children and Youth from 71 Families have registered this school year

19 regular volunteer teachers/advisors for Sunday classes, plus occasional substitutes

### **Sunday Morning Classes** - Attendance average (median from September-December)

First Service:

- PreK-Kinder class - 5
- Children's Choir - 8
- Youth Choir - 5

Second Service:

- PreK-Kinder - 7
- 1st-5th Grade class - 8 (we recently discontinued offering a first service class because of low attendance)
- Middle School - 5
- High School - 4
- 8th-9th Grade OWL

**Sunday Classes and Groups:** All our Sunday classes use curriculum from Soul Matters.

- PreK-K and 1st-5th grade
  - Lesson relates to Story for All Ages; students only have to sit and listen once
  - We maximize the children's active time (drawing, writing, crafting, playing) rather than passive time (listening). We select activities from the Soul Matters curriculum that are the most fun and active.
  - Conor Braman is a paid lead teacher for the PreK-K class and writes the lessons.
  - There is currently no paid lead for 1st-5th. I have been writing the lessons; Jerome Mayoral may be helping me with this soon.
- M Middle School
  - Crossing Paths Curriculum from Soul Matters (New!); similar to Neighboring Faiths, explores other religions, including a visit to their place of worship (we have not done this yet)
  - As part of their covenant, we follow the students' lead, allowing them to set the pace and focus. This has been working well, allowing for some deep and interesting discussions and also plenty of time to play games together.
  - Taking their time with the curriculum - they spent two months on Judaism in the fall and began studying Christianity in January.
- H High School
  - Discussions inspired by the Soul Matters youth packet
  - Once a month they have student-led worship (New)
  - Once a month after church they stay for a Youth Listening Circle, which uses the discussion prompts from the Chalice Circles (New)
  - Students participate in local rallies in Austin, Houston, and Dallas

- Lock-ins at church three times a year
- Youth Sunday in April
- Natalie Houchins is our new paid Youth Coordinator and is doing a great job!
- Experimenting with a Centers Model
  - Different activities, or “centers,” are set up around the classroom; children self-select
  - Helpful in welcoming a wide range of abilities, interests, and needs, cutting down on the need for teachers to keep kids quiet and well-behaved, and minimizes distractions for students
  - Jules introduced this model to the 1st-5th grade classes last year, and we are now experimenting with using it in PreK-K and Middle School.

### **Family Ministry**

We provide support for families to share faith at home through:

- Weekly Faith Connections email
- Monthly Soulful Home packet (a monthly resource from Soul Matters that shares discussion topics and activities related to the monthly theme)
- Weekly take home handouts for PreK-5th graders

We try to increase parents’ feeling of connection to church through:

- Regular communication about what’s going on (emails and Facebook)
- Providing volunteer opportunities that meet their interests and abilities
- Having family lunches on the first Sunday of each month

### **Faith in Action**

We are partnering with social action initiatives already in place in the church to build more bridges between the adult church community and the kids in RE classes. We ask representatives from the project to visit the classes to share what they’re doing and why.

- October - Book Drive for People’s Community Clinic
- November - Guest at Your Table fundraiser
- December - Donation Drive for Foundation Communities
- February - CROP Hunger Walk - fundraiser and participation in walk on March 1st

### **Collaboration with other church groups**

- Social Action Committee - Faith in Action projects
- Fellowship - collaborated on the Halloween Festival, which also included other church groups that wanted to participate: Pagan Alliance, Alphabet Soup, Stewardship, Social Action volunteers for the People’s Community Clinic, The Board
- Stewardship - students decorated cards and wrote thank you notes for pledges

### **Volunteers**

- Experimenting with providing parents with a broader range of volunteer positions
- Allowing teachers to choose their own levels of responsibility and frequency (once a month vs every week; lead teacher vs support).

**Special Events**

- Halloween Festival
- Guest Storyteller & Spiral Walk in December
- Intergenerational Valentine-making party
- Easter Egg Hunt

**OWL**

- Jerome Mayoral is our new paid OWL Coordinator, handling scheduling, registration, and managing materials
- Adult OWL was offered from September-January
- 8th-9th Grade is offered for the whole school year, held during second service
- K-1 will be offered late March-May

**Adult RE****Programs organized or led by church staff**

- 72 people enrolled in 8 Chalice Circles
- First Sunday Seminars - more topics focused on spiritual practices this spring
- Bible Study with Meg in the fall
- Life & Death Questions series organized by Lee Legault from December -February
- Articles & books about spiritual practices available in foyer

**Groups and classes that run themselves**

- Book Clubs
- LGBTQ+ Community Heart Circle
- Alphabet Soup
- White Allies
- Racism Unlearning
- Wellspring
- Mindfulness Meditation Group

**Paid RE Staff**

Kelly Stokes, RE Coordinator  
Bear Qolezcua, RE Chaplain  
Sarah Summers, RE Assistant  
Jerome Mayoral, OWL Coordinator  
Natalie Houchins, Youth Coordinator  
Conor Braman, PreK-K Lead Teacher  
Yolanda Wilson, Child Care Supervisor  
4 child care staff members





#letkidsplay  
#letkidsplay  
#letkidsplay

IF YOU ATTACK  
I'VE TEXAN  
YOU ATTACK  
ALL TEXANS

SIDE WITH  
LOVE

OWO BETHUNESKY  
The  
MILK  
MILK



## Interim Application

### Congregation Life

#### **Describe your Congregation and its culture:**

Under Rev. Meg's leadership over the years, the congregation has evolved to become more loving and welcoming, while intercultural welcoming is still a work in progress. There is an orientation toward social justice and giving to the community, with many of our members involved in local area non-profits besides what the church itself does. The arts and music are a big part of our congregational culture. So are humor, fun and fellowship. A perfect example that demonstrates this aspect of our congregation is the Zoom variety show hosted by the fellowship committee last year. Through the tough pandemic years, while we have lost some membership, the long term members have continued to remain faithful to our congregation. Through the pandemic, we have also seen many new members join our church, many of them who attend only virtually and have never stepped foot in our church.

#### **Your Congregation's mission:**

Together we nourish souls, transform lives, and do justice to build the Beloved Community.

Also refer to the church's [Values, Mission, Ends and Covenant](#) page.

#### **Describe and provide examples of how your Congregation lives its values:**

Although the pandemic has dampened some church activities, many groups have continued to meet virtually throughout and some are coming back to in-person activities. Below we list many of the currently ongoing activities, but this is not an exhaustive list.

1. **Austin Sanctuary Network** - Austin Sanctuary Network (ASN) is a coalition of faith communities, immigrants and other community members that supports immigrants fleeing violence or in danger of deportation. We recently supported local refugees' successful application for a stay of deportation.
2. **Austin Area UU White Allies** - Self-identified white UUs meet to educate ourselves in order to create an intentionally anti-racist environment within our local UU congregations
3. **First UU Austin Cares Council** - The Caring Ministry's mission is to promote a closer community and nourish souls by offering a listening ear, recognition of joys and concerns, or compassionate assistance.
4. **Chalice Circles & Wellspring** - Small group ministries that offer opportunities for spiritual growth as well as a chance to get better acquainted with other church members

5. **Fellowship** - The Fellowship Committee is charged with creating opportunities for folks to gather in community. Over the past year we've held a Halloween celebration and a no rehearsal Christmas pageant.
6. **Full Moon, Religion & Worldviews, and Mind and Meaning Bookclubs** - All UU-Pagan friendly people are invited to the Full Moon Book Club, an earth-centered book club for fellowship and discussion of the monthly topic, even if they haven't read the book. Previous book selections have covered topics such as earth-based spirituality, polytheism, and Tarot. Members take turns facilitating discussion. The Religion & Worldviews Bookclub discussions cover a wide, inclusive range of fiction and nonfiction titles, all nominated and voted on by regular participants. The Mind and Meaning Book Group reads and discusses current non-fiction books and articles on a wide range of topics related to the natural world and the place of humankind in it.
7. **Gallery** - The mission of the gallery is to promote a unique venue for creativity and imagination while promoting equality and accessibility in the art community.
8. **Green Sanctuary** - Green Sanctuary is committed to integrating earth-friendly practices into our church's work, educating the congregation on environmental issues, and advocating for environmental justice in the Austin community.
9. **LGBTQ Community Heart Circle & Alphabet Soup** - Alphabet soup is for any and all persons who identify as LGBTQIA+. The goal is to provide a safe and nurturing environment for us to gather in community and nourish our souls. Community Heart Circle is designed to connect LGBTQ community members in a brave, safe, loving and kind facilitated space.
10. **Mindfulness Meditation** - We typically chat for a few minutes before bringing our focus onto our breath and begin a short period of meditation (about 10 minutes). After the meditation we read a poem (or two) and then discuss.
11. **Paradox Players & Readers Theater**
12. **People of Color** - This group is for those who identify as Black, Latinx, Asian, indigenous or multiracial.
13. **Racism Unlearning Circle** - Since the covid pandemic, we've canceled the circles at First UU and have been joining the ones Undoing White Supremacy Austin has been doing via Zoom
14. **Texas UU Justice Ministry** - TXUUJM educates and organizes member congregations to advocate effectively for public policies that uphold UU values.
15. **UU Men's Luncheon** - We meet with other UU men from the Live Oak, Wildflower and Georgetown congregations.
16. **Women's Spirituality Group** - This group is for women who are high school age and older. We are open to new members at all times.
17. **Young Adult Worship & Young Adults Group** - The former is an informal worship service for 18-35-year-olds. The latter asks member to bring a cocktail or mocktail and connect with other UU young adults. Open to anyone ages 18-35ish. Both meet once a month.

In addition, the Social Action committee organizes our monthly “second” offerings. Every December we select 12 charities that the church will support in the coming year. On second Sundays a representative of one of these groups will come to speak to the church about their activities and how to get more involved.

Finally, we have New Member Classes where newcomers are invited to sign up for a conversation with a member of the Transformation, Connection, Service team. These conversations are meant to introduce new members to others who can connect them to social and service opportunities within our complex and sometimes somewhat gangly organization.

#### **Link to your Safe Congregation policy:**

The Child and Youth Safety Policy can be accessed [here](#).

In addition, refer to Executive Limitation 2.1 in the [Board Policies](#) for the church policy on treatment of congregants, friends and visitors.

#### **Worship service schedule:**

Weekly, Sundays at 10:45 AM CST. Both in-person and virtual options available for attendees. Note: If attendance goes up, we hope to revert to two services every Sunday.

#### **Personnel**

<b>Name</b>	<b>Position</b>	<b>Paid Hours per Week</b>	<b>Year Started</b>
Abdelrehim, Monira A	Custodian	16	2019
Ahmed, Ashraf	Custodian	16	2010
Aly, Shaimaa	Custodian	16	2013
Ammon, Bethany	Guest Musician	0.5	2018
Arredondo, Martha	Dir. of Communications	8.5	2021
Baldwin, Brent D	Dir. of Music	40	1999
Barnhouse, Margaret	Senior Minister	40	2011
Cates, John	Sunday Tech. Coordinator	1.5	2016
Cornell, Kami D	Kitchen Supervisor/Sexton	31	2005
Heilrayne, Julia	Coordinator for Young Adult Small Group Ministry	0.85	2021
Jimmerson, Christopher	Minister for Program Development	40	2004
Mead, Chantel A	Children's Choir Director	1	2016

Name	Position	Paid Hours per Week	Year Started
Orlandini, Juliane	Guest Musician	0.5	2021
Posern, Shannon M	Congregational Administrator/Membership Coordinator	40	2015
Reed, Carrie A	RE Assistant	19.5	2021
Reyes, Alberta	Childcare Provider	3.25	2015
Saporsantos, Maria Katrina	Assistant to the Director of Music	21	2017
Sarmiento, Alessio G	Sunday Technical Support	2.5	2021
Serpa, Steven J	Guest Musician	0.5	2020
Stokes, Kelly L	Dir. of RE	29	2019
Thorton, Bis	Young Adult Worship Coordinator	0.5	2021

### Congregation History

**Provide your Congregation's founding history:** Refer to the Addendum I.

**Date founded:** January 24, 1961 (*Date of church dedication*)

**Describe important events in your Congregation's history:** Refer to the Addendum II.

**Commented [1]:** Nesan included a brief history of our church's founding history along with important events in the addendum

### Ministerial History

Start	End	Position	Name	Job Title
2015	Now	Contract	Chris Jimmerson	Minister for Program Development
2014	2015	Contract	Chris Jimmerson	Assistant Minister
2012	2017	Other	Marisol Caballero	Assistant Minister
2011	Now	Called	Margaret Barnhouse	Minister
2010	2011	Interim	Edward Brock	Interim Minister
2009	2010	Interim	Janet Newman	Interim Minister
2000	2009	Called	Davidson Loehr	Minister
2005	2006	Other	Amanda Beal	Youth Program Coordinator
2003	2005	Other	Amanda Beal	Child Care Provider
2001	2002	Other	Catherine Harrington	Intern Minister
1999	2000	Interim	Marjorie Bowens-Wheatley	Interim Co-Minister
1999	2000	Interim	Clyde Grubbs	Interim Co-Minister
1995	1999	Called	William Zelazny	Minister



Start	End	Position	Name	Job Title
1994	1995	Interim	Oren Peterson	Interim Minister
1990	1994	Called	W. Frederick Wooden	Minister
1989	1990	Interim	J. Scheyer	Interim Minister
1988	1989	Interim	Josiah Bartlett	Interim Minister
1979	1988	Called	Matthew McNaught	Minister
1971	1978	Called	George Beach	Minister
1966	1970	Called	Charles Howe	Minister
1958	1965	Called	Brandoch Lovely	Minister
1954	1957	Called	George Marshfield	Minister

### Membership & Finances

The data for the table below comes directly from the UUA's annual congregational certification.

Year	Total Pledge Income	Total Operating Expenses	Membership	Youth Enrollment	Avg. Attendance
2022	\$673,268	\$1,066,075	451	183	
2021	\$701,225	\$924,901	553	191	
2020	\$711,450	\$996,498	608	218	366
2019	\$722,150	\$952,990	634	216	385
2018	\$775,000	\$924,443	648	228	402
2017	\$745,323	\$909,627	606	217	403
2016	\$674,334	\$921,217	578	221	401
2015	\$634,035	\$846,113	621	251	403
2014	\$555,000	\$747,000	535	92	384
2013	\$536,000	\$690,000	500	252	320
2012	\$536,000	\$690,000	465	298	269

Demographics [<Ask Shannon for data from the Church directory>](#)

Commented [2]: Nesan to supplement survey data with potential summary from Shannon

Data gathered from 2021 congregational survey:

- Gender distribution (M/F/Other): 25/63/12
- Race Distribution: ~95% Caucasian
- Geographic Distribution: ~90% live in the Austin area
- Length of membership: 25% over 20 years

### Accessibility

**Is your Congregation's meeting space wheelchair accessible? Yes**  
**Does your Congregation provide assisted listening systems? Yes**

## Resources & Programs

**List the resources and programs your Congregation used or participated in during the past year** [Ask Shannon](#):

Commented [3]: Nesan awaiting response from Shannon

### **Describe your religious educational programs:**

Children and youth spend the first fifteen minutes in the service before going to age-based classes, using Soul Matters curriculum and led by volunteer teachers, with an emphasis on play, student choice, and community building. Year-long programs for adults include Wellspring and covenant groups (including one for emerging adults) using Soul Matters materials; in the fall we will reintroduce single session offerings and short series. OWL is being built back up to a two-year rotation for children and youth levels and three-year rotation for adult levels.

For additional details, refer to the [Children and Youth](#) program page and [Adult](#) program page.

## Surrounding Community

**Describe the character of the surrounding community, including population and demographics:** The city of Austin is a rapidly growing community of about one million people. About 48 percent of the city's population identifies as non-Hispanic White, while about a third of the population claims Latinx ancestry and 7.8 percent identifies as Black or African American. An additional 7.7 percent is Asian. Most of the remainder claim two or more races.

The Capitol of Texas – as well as the Live Music Capital of the World – and home to the University of Texas, Austin prides itself on being “weird”. Its particular brand of weirdness is a combination of rebellious independence, rejection of conformity, and entrepreneurial spirit. Just over half of Austin's population has a college degree and nearly everyone (96%) has a computer in their household. Median household income is \$50,000.

Although most people in the city vote for Democrats and think of themselves as liberal, Austin is also highly segregated socioeconomically and by race/ethnicity. The city has an unfortunate history of violence against BIPOC and the pressures and benefits

created by our current rapid growth are born unequally in our community. Housing costs are skyrocketing and our public transportation systems remain inadequate.

**Describe how your Congregation is known/perceived by the larger community:**

First UU Austin has long hosted a Public Affairs forum, which historically drew as many to our church on Sunday as did the Sunday service. Today, the Sunday service, including our strong music program, is the bigger draw. Nonetheless, many in the church continue to be deeply devoted to promoting social justice. We are often visible at political rallies at the capital, wearing bright yellow shirts reading “standing on the side of love”. We are also proud participants in the Austin Sanctuary Network and our members have played an important role in Travis county’s extraordinarily high voter registration rate.

**Describe your Congregation's religious, political, and social context from a historical and current perspective.**

We are a religiously diverse congregation respectful of each others’ varied beliefs. We appreciate thoughtful, uplifting, and challenging sermons that are interspersed with humor and joy. The social justice agenda draws many to our church and we are dedicated to becoming a welcoming church for all people pursuing a good faith search for truth and meaning.

At this moment our church is considering whether to adopt the 8th principle, which is up for a vote at our next congregational meeting. We amended our mission to support our continuing aspiration to become a more diverse community so that it now reads “Together we nourish souls, transform lives, and do justice to build the Beloved Community”. At the same time, we amended our ends to “We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls.” And every Sunday we have a moment for Beloved Community where we identify some aspect of White Supremacy culture or other structures that stand as barriers to achieving our social justice goals. This is a place of growth that can sometimes be a bit tender.

The pandemic has been difficult. Prior to COVID we had facilities to stream services online and this served us well. We have continued to offer Sunday service virtually uninterrupted (double meaning intended). Over the past two years many have joined us online and would like to continue to participate in our community virtually. Others eagerly came back to in-person services as soon as they were offered. Sadly, a large number of people left the church and have not yet returned.

Over the past decade we have grown and anticipating future growth we expanded our sanctuary in 2018. Disruption surrounding the renovation followed by the pandemic has us now smaller than we were five years ago and we are keen to resume our growth by continuing our strong programs in music, religious education, and social justice and by removing existing barriers to the participation of groups who are currently underrepresented in our community.

### Position Basics

**Anticipated Start Date:** August 2022

**Term:** 2 years

**Percent Time:** 100% Time

**Minimum Salary + Housing:** \$104,800 *(per UUA recommended midpoint for a congregation of our size and our geographic area for co-lead ministers)*. No direct housing assistance; however, ministers are allowed to claim a part of their salary as going toward housing costs, and that portion is not taxable.

**Benefits:** Church offers health, dental and long term disability. Moving allowance and professional development expenses. Ability to contribute to a retirement account is possible after 1 year of employment.

Commented [4]: Nesan - confirm with Toni/Meg whether the church financials can accommodate this salary

### Questionnaire

#### Description of minister's role in relation to other paid staff

The Interim Minister will form an Executive Team with Reverend Chris Jimmerson, our current Minister of Program Development. Both ministers will report directly to the church's Board of Trustees.

If a Senior Minister is called during the interim period, the Interim Minister will then report directly to the Senior Minister.

The Executive Team will divide the responsibilities of supervising other paid staff. The ministers should discuss a specific arrangement and propose it to the Board for approval.

**What are the top three things your next minister should focus on to have a successful ministry with you?**

Pastoral Care: This congregation and its staff will need to process and grieve our Senior Minister's retirement. Providing pastoral care should be the Interim Minister's first priority, and represents an immediate need at the time of joining this church.

Transition Management: Listen to the congregation's hopes for our next ministry and help the congregation articulate that in the search packet for a settled Senior Minister. Guiding this church through the transition process will be a critical focus for an Interim Minister.

Administration: The church will also need to both manage and simplify ongoing operations and associated processes during the interim period. As part of Executive Team responsibilities, the Interim Minister is expected to share supervisory and administrative responsibilities of the team.

#### **Desired strengths of the minister**

Excellent pastoral care and providing engaging sermons are highly desirable.

The Interim Minister will need to be highly effective as part of a collaborative Executive Team in the context of policy-based governance.

#### **Ongoing momentum we would like to continue**

This congregation has momentum around social justice issues including support for the 8th principle.

We are also a sanctuary church, and would like to continue our efforts around that.

#### **Programs and traditions we want to maintain**

We have a well-established music program and a growing Religious Education program, each with strong leadership.

#### **Trust in the congregation**

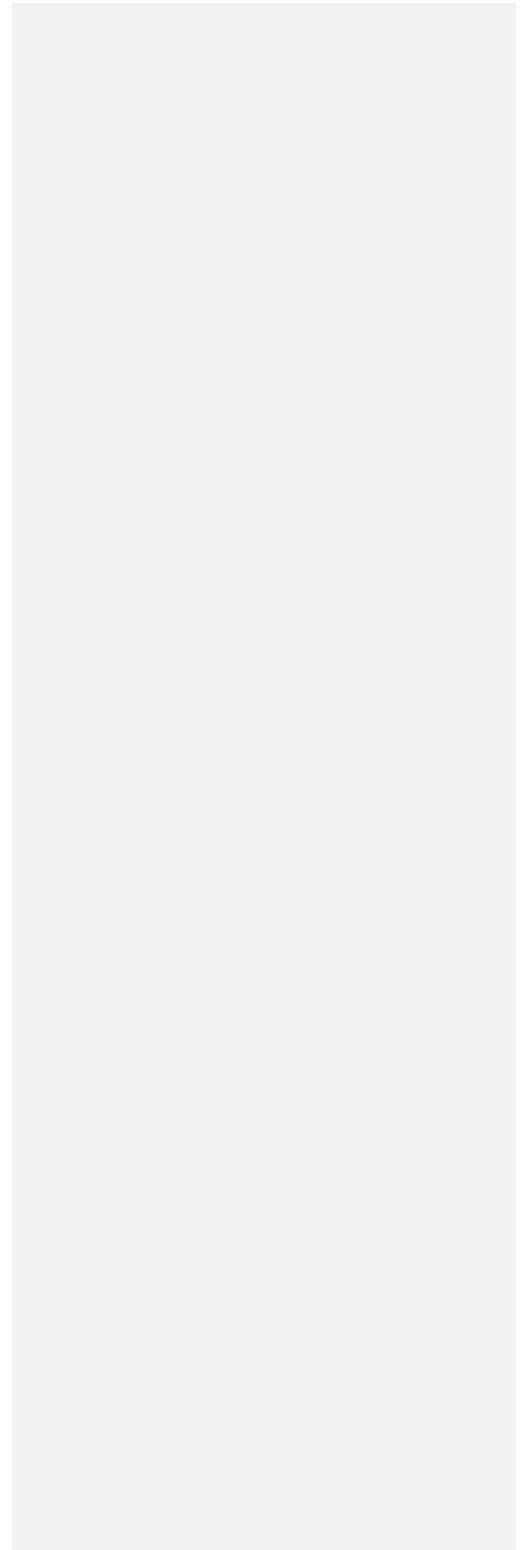
Our recent congregational surveys have not indicated any trust issues in our congregation.

**Commented [5]:** This question is broad. Should we either elaborate on survey responses or give examples of transparency and accountability?

#### **How is technology currently used in your congregation and what are the expectations of the minister around that?**

Services are both live-streamed and held in-person; AV staff are available and the minister is not expected to handle any of the technology. The church plans to continue the video streaming and providing recordings of past services to the public regardless

of pandemic conditions. Engaging in the church's social media presence is also expected.



## Addendum I

A Brief History of the First Unitarian Church of Austin, Texas  
Jerry D. Frazee, Ph.D.

The lineage of the Austin Unitarian Church goes back to 1892 when the Reverend Edwin Miller Wheelock started a ministry that met in an auditorium on Congress Avenue. Among the membership were several important Austin businessmen, the son of the famous sculptor, Elizabeth Ney, as well as trades people and farmers. E.M. Wheelock was a law and divinity graduate of Harvard. He was an early supporter of the anti-slavery movement and an outspoken Unionist. Wheelock's life and his career of public service places him among the very first rank of nineteenth century Texas heroes. He was an army chaplain, editor, Superintendent of the State School for the Blind, Councilman, advocate of labor rights, brilliant writer and highly revered human. Volumes are required to adequately deal with this remarkable man. (1)

Records from this period show that the Order of Church Service has changed but little in nine decades. The announcements of the Woman's Alliance appear. What we euphemistically call "responsive reading" and "Song 127" (congregation stand) served its minimal purposes. But life was less crowded with news, as shown by the fact that the Sermons often made the bi-weekly newspaper intact.

The magnitude of Wheelock's mind and character allowed him to form friendships with a diversity of peoples: Emerson, Parker, Svante Palm, Willima Brann, Governor Pease, Jacob Bickler, and Charles Kassel. (2)

As might be anticipated, the Unitarian movement in Austin fell into a deep decline after Wheelock's death in 1901. The group continued to meet in formal services, but the occasion and place became sporadic. (3) One of the members of this continuing membership was the late Reverend's daughter, Emilie Wheelock Howson, a gentlewoman whose main interest was her charities.

Emilie received a bequest from her brother, Charles Wheelock, a highly successful Boston insurance executive. By wise investment, she became wealthy and, having few personal wants, she was able to give the city a branch library, clinics for black children, and help to waifs.

Shortly after World War II, a confluence of people and events revived interest in non-dogmatic religion in the Capital city. After meeting for a while with other church liberals at the present Congregational Church near the university, several members decided they wanted a home for Unitarians. The David Carsons, Charles Loughtons, William Kunatscheks, and others led the dozen families in forming a fellowship. Once again, it was a church without a home of its own, meeting in diverse places (the Y.W.C.A., Federation of Women's Clubs, etc.). But the idea of a religion that did not exclude reason was the fermenting mover.

During this period a visitor to Austin fellowship would have found the Sunday morning gathering alive with conversation, activities, and not incidentally babies. The interlude music - horn, string, and voice - was like a renaissance to organ-jaded ears. A minister was called in 1954. The Reverend George W. Marshfield, modest, scholarly and with Quaker leanings, led the growing congregation with restraint and conviction.

In 1957, Emilie Wheelock Howson died at the age of 96. In her will she left the church with \$100,000 without conditions. The congregation decided to use this gift to buy the tract at 4700 Grover and to build the church with its east wing.

During this period, the Reverend Marshfield resigned (October, 1957). The Reverend Brandoch Lovely accepted the pulpit in April 1958. "Brandy" had an engaging personality and loved athletics equally with conversation. While awaiting completion of the church, services were held at Rosedale Public School.

Finally on January 24, 1961 the present church was dedicated. With a proper home and growing membership, the number of duties multiplied. Longtime members Janet McGaughey and John Sanders provided excellent music. The forum offered a liberal education under Mazie Lauderdale and Phyllis McMillan. Marie Farnum manned the always-irrasible mimeograph. Victor Gonzalez coaxed more miles from the over-worked mower. Kitty Clark and Mike Pankewich provided us with food and fellowship. The choir continued, a thing of joy and pride. Mrs. Emilia Martin supervised the school children. These mentioned few were joined by many unmentioned others who served, and often made an event, a pledge drive, and an unsecured door safe. (4)

The Reverend Lovely moved on to the Old Ship Church of Hingham Massachusetts In October 1965. He was followed by Charles A. Howe, who went from chemistry to ministry (Meadville). Charles served during the socially turbulent sixties. He could see further into a social issue and tackle it unafraid, like few others, jovial and austere, a remarkable fellow.

In 1967, Chairman J.W. Eiker gave unsparingly of his time as the \$90,000 south and west wings were added. In October 1970 our penchant for promotion was once again enhanced when Doctor Howe moved on to the famous Syracuse, New York church. From service in the ghettos of Cleveland came George Kim Beach and Barbara Beach. Reverend Beach's sermons contained as much erudition as did Barbara's dancers contain aliveness. Kim resigned in 1978 and after a long search to continue with the very best; the Pulpit Committee obtained in 1979, our present minister Matthew McNaught, previously of Scotland, Oxford, and such places. Once again, we got double service, In that Anna McNaught added her gorgeous voice to the choir.

The church has been remarkably free of controversy. It can be stated that the only issue that drew serious attention was establishing that all committees serve at the behest of the Church, and hence the Board.



As we mark our third decade as a Church and ninth decade as a liberal religious movement, It becomes clear how much this Union has meant and to so many. "Sunflower" meetings, social action, a diversity of Ideas and peoples, united by the words "seekers of truth."

-JDF

- (1) See the Magnificent Carpetbagger", by Jerry D. Frazee (Manuscript); \$15.  
\$18.00 if posted,
- (2) Kassell became attorney to the kimbell family of Fort Worth and a devoted student of Wheelock. putting many of his writings into print.
- (3) The Unitarian group became the Community Church which eventually devolved Into the Congregational Church.
- (4) Don Lauderdale, who helped Immensely In over-seeing the Church's construction, can relate several Instances when Brandoch Lovely led this church in helping to Integrate public facilities, Including Barton Springs.

## Addendum II

1892

In this year the Unitarian Society of Austin was established by the Reverend Edwin Miller Wheelock, a Harvard-educated Union Civil War chaplain who settled in Austin after the war. Wheelock served as minister until 1899. He died in 1901.

1916

After Reverend Wheelock's death, organized Unitarianism in Austin fell into decline. Some former members met in various locations over the years and became known as the Community Church of Austin. An attempt to formally reorganize failed, although in the 1920s and 1930s, a small group of people in sympathy with liberal religion met in a rented upstairs room near the Capitol.

1951

This was a landmark year for Unitarians in Austin. In April 1951, 11 people from six families met in the home of Mr. and Mrs. William Kuhatschek to form the Unitarian Fellowship of Austin. Eventually when they outgrew members' homes, they moved to the YWCA administrative offices on Brazos Street, then in 1953 moved to the Texas Federation of Women's Clubs on San Gabriel Street.

1954

In May 1954, the Unitarian fellowship applied for church status with 66 member families. Shortly thereafter, the fellowship was given full church status and called its first full-time minister since Edwin M. Wheelock: Reverend George Marshfield of Ottawa, Canada.

1957-1967

Mrs. Emily Wheelock Howson, daughter of the founder of Unitarianism in Austin, died in 1957 and bequeathed \$100,000 to the Unitarian Church "with -out conditions: Our present land site was purchased and the original church was built with the generous donation. The first sanctuary was built, which is now Howson Hall. The original church building was dedicated on January 1961, the year that the American Unitarian Association merged with the Universalist Church of America. In 1967, the religious education wing was added.

1988

By the 1980s, the church was overcrowded due to increased membership. Another sizable donation was given by Everett and Margaret DuPuy, enabling a capital fund drive that culminated in the addition of our present sanctuary, which was dedicated in 1988. The Alternate Space Gallery was also remodeled at this time, and it continues to serve as a venue for artistic displays, receptions, and meetings.

2009-2010

During these years of trouble and great change, the church engaged in extensive searching of its soul; to better understand the role of the church and the UU faith in the lives of its members, church community, and the greater Austin community of which it is a part. The process included leadership from its Board of Trustees, extensive participation of the entire congregation in focus groups, workshops and training with consultants. The process resulted in a new mission statement, a set of values, a statement of the ends these values and mission were expected to achieve, and a

covenant of healthy relations of members with each other. Church adopted a new policy -based form of governance.

2011-present

In August 2011, the First Unitarian Universalist Church of Austin welcomed Reverend Meg Barnhouse as settled minister. In the three years since, membership has nearly returned to its former peak, and is still growing.

**First UU Austin Board of Trustees  
Meeting Process Review**

Date: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Ratings: S indicates Satisfactory; NI indicates Needs Improvement; UNS indicates Unsatisfactory

**1. Preparation**

The board was prepared for this meeting.	S	NI	UNS
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**2. Action Items - Previous**

Last month's action items were completed.	S	NI	UNS
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**3. Timing**

Appropriate time was allocated and spent on agenda items.	S	NI	UNA
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**4. Policy Governance**

Policy governance was observed.	S	NI	UNS
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**5. Covenant**

The board covenant was observed.	S	NI	UNS
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**6. Participation**

All board members had the opportunity to participate in discussions and decision-making.	S	NI	UNS
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**7. Action Items - Current**

Clear action items were identified from this meeting.	S	NI	UNS
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**8. Overall**

	S	NI	UNS
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**Comments:**