

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, April 18, 2023
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

Accepted:	Vic Cornell, Joseph Hunt, Chris Jimmerson, Nesan Lawrence, Dave Riehl, Nathan Walther
No response:	Donna Carpenter, Suzette Emberton, Rob Hirschfeld, Russell Holley-Hurt, Jonalu Johnstone, Jonalu Johnstone, Mateo Kresha, Sasha Lorenzo, Shannon Posern, Kelly Raley, Kelly Stokes, Erin Walter

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Dave Riehl / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	Nesan Lawrence / 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.

1.3. Confirm Timekeeper and Process Evaluator	Nesan Lawrence / 2 min. (6:34 PM - 6:36 PM)
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Time keeper: Kelly Raley

Process evaluator: Joseph Hunt

1.4. Approve Agenda and Consent Agenda	Nesan Lawrence / 2 min. (6:36 PM - 6:38 PM)
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- March Board meeting minutes
- Interpretation of Executive Limitation 3.0 and 4.0
- Monitoring of End 1.4.1



Documents

- Minutes-2023-03-21-v1.pdf 4-9
- 3.0-Governance-Process-2021-2022_monitoring report.docx 10-22
- 4.0-Board-Executive Relationship-2021-2022_monitoring report.docx 23-28
- 1.4.1 2023.pdf 29-30

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

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

Mary Overton, the new chair of the Stewardship Committee

Documents

- Stewardship Analysis - 2023 Campaign 4 12 23.pdf 31-33

2.2. Recognition of Church Volunteers and Staff

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

2.3. Moment with Rev. Chris

Chris Jimmerson / 10 min. (6:53 PM - 7:03 PM)

2.4. Moment with Rev. Jonalu

Jonalu Johnstone / 10 min. (7:03 PM - 7:13 PM)

3. Monitoring our Progress

3.1. FUUCA Financials Update

Chris Jimmerson / 10 min. (7:13 PM - 7:23 PM)

Documents

- February2023financials.pdf 34-39

3.2. Monitoring of Interim OKR

Kelly Raley / 10 min. (7:23 PM - 7:33 PM)

OKR.3 - Search committee for next settled minister is formed (Transitions Committee)

OKR.4 - Ministry team provides a plan for organizing volunteer support to achieve OKR.4 goals (Interim Ministers)

Documents

- OKR 4 Plan-Report.pdf 40-42

3.3. Interim Search Committee update

Vic Cornell / 10 min. (7:33 PM - 7:43 PM)

Documents

- 2023 Interim Application.docx.pdf 43-61

4. Learning & Creating the Future

4.1. Board Book Discussion

Mateo Kresha / 15 min. (7:43 PM - 7:58 PM)

Do Better, Chapters 15-17

5. Adjourn

5.1. Action Items and Announcements

Nesan Lawrence / 2 min. (7:58 PM - 8:00 PM)



Let's review the action items from this meeting:

5.2. Assign Roles for Next Meeting

Nesan Lawrence / 2 min. (8:00 PM - 8:02 PM)

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

5.3. Process Evaluation 62

Joseph Hunt / 2 min. (8:02 PM - 8:04 PM)

5.4. Extinguishing the Chalice and Closing Words

Dave Riehl / 2 min. (8:04 PM - 8:06 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, March 21, 2023
Started	6:31 PM
Ended	8:11 PM (CST)
Location	Zoom - https://zoom.us/j/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting
Chaired by	Nesan Lawrence
Recorder	Vic Cornell

Attendance

Present:	Donna Carpenter, Vic Cornell, Suzette Emberton, Russell Holley-Hurt, Joseph Hunt, Chris Jimmerson, Nesan Lawrence, Shannon Posern, Kelly Raley, Dave Riehl, Nathan Walther
Late:	Jonalu Johnstone, Mateo Kresha, Erin Walter
Regrets:	Rob Hirschfeld
Absent:	Jonalu Johnstone, Sasha Lorenzo, Kelly Stokes
Invited guests:	Tomas Medina

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Donna read opening words (Rev. Scott Taylor) while Nesan lit the chalice.

Status: Completed

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.

All present read the board covenant together.

Status: Completed



1.3. Confirm Timekeeper and Process Evaluator

- Timekeeper - Joseph
- Process Evaluator - Nathan

Time keeper: Joseph

Process evaluator: Nathan

Status: Completed

1.4. Approve Agenda and Consent Agenda

- February Board meeting minutes
- Interpretation of End 1.4.1
- Monitoring - 2.3 Financial Planning/Budgeting
- Monitoring - 2.5 Continuous Operations Plan

Russell suggested changes to the Interpretation of End 1.4.1. Chris will make the appropriate changes.

The agenda & consent agenda were approved unanimously.

Status: Completed

Documents

- Minutes-2023-02-21-v1.pdf
 - 1.4.1 2022.docx
 - 2.3 Financial Planning rev 03-2023.pdf
 - 2.5 Continuous Operations rev 03-2023 vs.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Tomas Medina will join us to discuss the nominating committee process this year.

Russell introduced Tomas Medina to speak about the nominating committee.

- It's currently nominations season.
- Looking for three people total (2 for the board [including a president elect], 1 for the nominating committee).
- There are five current members of the nominating committee.
- We already have two offers out, but haven't heard back from them yet.
- We have a pool of ~12 candidates to choose from.
- It's going quicker and smoother than previous years.
- Want everyone lined up before the pre-congregational meeting in April for the election.
- We've maintained a non-competitive election process, and probably don't want to change that.
- Hoping to diversify the board as much as possible (women are currently under-represented, as well as people of color).
- The selection criteria is mostly about candidates being thoughtful, cooperative, and willing to speak their opinions (rather than particular skills).

Status: Completed

2.2. Recognition of Church Volunteers and Staff

Donna passed thank-you cards around for signatures.

New suggestions: the people that have been doing the grounds work. Leo Collas & the other facilitator of the Trans Inclusion Workshop.

Erik Hepburn led an Equinox Star gathering. He's already getting a card in current batch; Donna will add a note.

Status: Completed

2.3. Moment with Rev. Chris

- Rev. Chris introduced newly promoted Executive Director, Shannon!
- Lots of people have been calling for a peer-grief-support group. Chris will be getting it going.
- Lots of people have been having depression & anxiety a lot lately that have been approaching Rev. Chris for pastoral care. He's looking into resources for those folks.
- Lots of people caring for elderly parents, might be setting up a peer group around that.
- New Office Manager, Sasha, has been doing great and taking a lot of work off Rev. Chris' and Shannon's plates.
- The visiting ministers have had really good things to say about church staff.
- New members appear to be getting more deeply involved/engaged earlier than in previous years.
- We have a small but growing online-only church community, never coming to the grounds, but online every Sunday. Some members of Chalice Circles have asked for them to be more online, less in person.
- Rev. Chris will be leaving for a few weeks leave starting Monday 3/27. Our current co-lead minister setup is helpful for his absence.
- Kelly Stokes is having health issues, and will be stepping back her hours to under 20/week. She won't be taking on any new projects.

Status: Completed

2.4. Moment with Rev. Jonalu

- Rev. Jonalu & Rev. Erin have been stirring up some grief. Folks are feeling things now that they had put off during the pandemic.
- Part of the church's caring function is dealing with and taking care of people going through these emotions. Leadership & staff need to be more aware of things people are saying, if it feels like a touch-point of caring, we should ask if we can share it with one of the ministers.
- The ministerial team is trying to work some of these caring opportunities into the sermons and newsletters, so that people will know how they can help each other.
- Kelly Stokes won't be able to handle any adult RE, Rev. Jonalu will be picking up some of that work, but we will need more dedicated work on it.
- Rev. Erin pointed out that the current legislative session is in full swing and people will be needing support & care from what people are hearing at some of the hearings.

Status: Completed

3. Monitoring our Progress

3.1. FUUCA Financials Update

Rev. Chris presented the financial reports.

- The 2022 final numbers are in. We did better than we expected, finishing with a positive cash flow.
- Expenses were not as bad as we feared in several areas.
- The January 2023 financial statements are in, but there is no year-end projection yet.
- Experimenting with formatting and ways of doing the financial reporting.
- Shannon will be giving the financial reports next month along with Rev. Chris.
- February 2023 numbers are going to look fabulous, just bear in mind that all of the money that came in at one time will be getting spent down over the next several months.
- Russell asked about the pledge numbers being over-budget. A lot of people have updated their recurring annual pledges, and several people just paid their entire year's pledge in one lump sum.



Status: Completed

Documents

- 2022financialstatements.pdf
- Jan2023financialstatements.pdf

3.2. Monitoring of Interim OKR.2

March 2023 – (OKR.2) Ministry team provides board a draft of a revised staffing plan sufficient to support the mission of the church with budget implications.

Rev. Chris presented the revised staffing plan.

- No major changes since the December congregational meeting staffing presentation.
- We now have our Executive Director and Office Manager in place.
- The UUA has changed how the church is supposed to calculate salaries, but the process hasn't been clarified yet. It should increase salaries.
- The cost of living in Austin is so high that the church might get moved to a higher COL index (which would also increase the salaries). If we get enough new members to get back to large church status, that will also increase the salaries.
- Kelly R would like Chris to put together a list of who we're currently missing from the staffing plan.
- If we're trying to staff for growth, we need to plan ahead and staff more than current needs.
- Russell would like to have the staffing plan divided into pressing needs vs long-term planning. Rev. Chris will try to put something like together before the next presentation to the congregation of the staffing plan.

Status: Completed

Documents

- RevisedStaffingPlan.pdf

3.3. Transitions Committee Update

Kelly Raley presented on the Transitions Committee

- The sample ballot has been shared.
- There are 10 candidates for 7 open positions. Competitive election.
- Will be putting a poster up in Howson Hall with all the ballot information.
- The election will be held on April 30th (after the 4/23 congregational meeting). It will not be a formal congregational meeting.
- It will be both in-person and online, with ranked choice voting.
- We will have computers and tablets available the day of, and we will try to help people as much as possible.

Status: Completed

Documents

- AnnounceSearchCommitteeCandidates.docx
- SearchCommitteeBallot.pdf

3.4. Interim Search Committee Update

Victor presented on the Interim Search Committee

- The first Committee call is Thu 3/23.
- The Committee is comprised of Vic, Nathan (who was on the committee last year as well), and Russell.
- The three of them have been granted access to the UUA interim ministry search portal.
- The earliest we can turn in our posting is 4/6, the latest we can turn it in is 4/20.
- We're hoping to mostly copy the application from last year, with minor changes.

Status: Completed



4. Learning & Creating the Future

4.1. Board Book Discussion

Mateo led the book discussion (Chapters 13-14), "Do Better" by Rachel Ricketts.

- FUUCA has definitely participated in some of the activities that the author called out in these chapters.
- There is much disagreement about some of the things she said, about who should be leading/centered in some of these trainings.
- Was the chapter on ally-ship helpful or not? People like the notion of considering your motives and values. Being an ally is a state of being rather than a thing one does.
- There is a risk involved with giving up control and letting impacted people be the center/voice.

Status: Completed

5. Adjourn

5.1. Action Items and Announcements

Let's review the action items from this meeting:

- Rev. Chris will make adjustments to the wording for the Interpretation of End 1.4.1.
- Rev. Chris will send a list of which positions from the staffing plan are currently unfilled.
- Rev. Chris will try to give more detail to the staffing plan, including long-term, short-term needs, and other factors.

Status: Completed

5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

Time keeper: Kelly R.

Process evaluator: Joseph

Book discussion: Mateo (chapters 15-17)

Readings: Dave

Snacks: Unassigned

Status: Completed

5.3. Process Evaluation

Nathan found the board satisfactory on all counts.

Status: Completed

Documents

- Board process review form.docx



5.4. Extinguishing the Chalice and Closing Words

Donna read (unknown author) while Nesan extinguished the chalice.

The board went into Executive Session after adjournment.

Status: Completed

3.0 Governance Process Monitoring Report

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.

For next year, check the policy for clear and consistent use of Sr. Minister/Executive/CEO.

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?

3.1 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.

Evidence of Compliance – 2021

The Board reported compliance.

- Board Meeting Agendas continue to have a focus on the Board role focusing on values, mission, and ends distinct from the role of the executive.
- Board reviewed the First UU Austin Governing Policies document in preparing this policy interpretation.
- Review of meeting evaluations demonstrates consistent adherence with and support for policy governance principles of decision making, and appropriate board/executive relationship

Evidence of Compliance – 2022

The Board reported compliance.

- Board Meeting Agendas continue to have a focus on the Board role focusing on values, mission, and ends distinct from the role of the executive.
- Board reviewed the First UU Austin Governing Policies document in preparing this policy interpretation.
- Review of meeting evaluations demonstrates consistent adherence with and support for policy governance principles of decision making, and appropriate board/executive relationship

Looking forward, we would like to see a more meaningful process evaluation at the end of each Board meeting to better ensure compliance with Governing Policies

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.

3.2 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).

Evidence of Compliance – 2021

The Board reports compliance.

- The Board conducted a survey to measure our congregation's assessment of how well First UU is living its mission.
- The Board performed linkage to gain insight into our community's understanding of Beloved Community and efforts to that end
- The Board continues monitoring as defined in the First UU Austin Governing Policies document and as documented in meeting agendas and minutes.
- The Board continues ongoing review and consideration of possible updates of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies. This year members of the Board proposed a change to the bylaws to provide for taking positions of public record. This was tabled from the Spring 2020 Congregational meeting; it was discussed and voted on but not adopted by the congregation in the Winter 2020 Congregational meeting. Further, we amended the Board Policies to remove references to appendices no longer present in the document. Finally, the Board proposed changes to the bylaws explicitly allowing virtual meetings and we are in the process of reviewing corresponding changes to the Board Policies.
- The Board continues to serve as the legal representative of the church, as necessary.
- Monitoring of executive limitations on the treatment of staff were conducted via staff interviews by the Monitoring committee

Evidence of Compliance – 2022

The Board reports compliance.

- The Board conducted a survey to measure our congregation's assessment of how well First UU is living its mission and Ends and distributed the results to the congregation.
- The Board performed linkage to gain insight into our community's understanding of "welcoming."
- The Board invited various staff and representatives of committees/groups within the church to the Visitor's Forum to increase linkage.
- The Board continues monitoring as defined in the First UU Austin Governing Policies document and as documented in meeting agendas and minutes.
- The Board gathered and shared stories from members of the congregation (Story Corps) to understand the impact of the Church and its ends on the congregation (monitoring).
- The Board reviewed and discussed each of the Ends prior to submission of the monitoring reports by the Executive, to reflect on and share how we view the Ends.
- The Board continues ongoing review and consideration of possible updates of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies. Although we did not have a formal Policy Committee, a proposed bylaw change related to the selection of a Sr. Minister is being presented for vote at the May 2022 Congregational Meeting.

- The Board continues to serve as the legal representative of the church, as necessary.

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,
- 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.

3.3 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.

Evidence of Compliance – 2022

The Board reports compliance.

A three-part virtual Board member training and retreat was held in June 2021 using a Unity Consulting consultant.

The Board annual calendar was updated with objectives for the 2021-2022 year; monitoring & linkage objectives were met. Two of three board engagement objectives were met. Monitoring of the Ends and Executive Limitations were included in the calendar and followed as scheduled.

Articles on each of the Ends were included in the Friday email to educate the congregation about the Ends and policy-based governance.

Board members went above and beyond with extra meetings to determine a path forward with regard to an Interim Minister.

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.

3. 4 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.

Evidence of Compliance – 2021

The Board reports compliance.

- Board meeting agendas and minutes document continued use of the meeting evaluation process to monitor that meetings are in compliance with these policies.
- In 2020 we adopted a new, simpler and more direct meeting evaluation template

Evidence of Compliance – 2022

The Board reports compliance.

- Board meeting agendas and minutes document continued use of the meeting evaluation process to monitor that meetings are in compliance with these policies.
- ***Meeting evaluation template remained in use, however, the 2022 board would like to consider a more robust evaluation process in the future.***

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.

3.5 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.

Evidence of Compliance – 2021

The Board reports partial compliance.

- Board meeting agendas and minutes document that the Board Covenant were recited by board members at every meeting which was held in person. All were held via Zoom because of the pandemic requiring remote meetings, so the Board President or another Board member recited the Covenant on behalf of all members
- No instances of behaviors out of Covenant occurred
- No instances of potential conflicts of interest occurred
- No instances of a failure to speak with one voice occurred
- No instances of a violation of confidentiality occurred
- The Board did not review or update its current covenant in the 2020-2021 year

Evidence of Compliance – 2022

The Board reports compliance.

- Board meeting agendas and minutes document that the Board Covenant were recited by board members at every meeting which was held in person. All were held via Zoom because of the pandemic requiring remote meetings, so the Board President or another Board member recited the Covenant on behalf of all members
- No instances of behaviors out of Covenant occurred
- No instances of potential conflicts of interest occurred
- No instances of a failure to speak with one voice occurred
- No instances of a violation of confidentiality occurred
- The Board reviewed its current covenant at the September meeting. No changes were made.

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.

Evidence of Compliance – 2021

The Board reports compliance.

The Board has used committees to preserve the Board functioning as a whole. Committees have not interfered with delegation from Board to the Senior Minister nor spoken on behalf of the Board without the Board's knowledge and approval. In Linkage meetings, all intentions of the Board were in the script reviewed by the Board beforehand.

This year there were four Board committees: Policy, Monitoring, Linkage and Board Engagement. Each committee had tasks which were delegated to it by the Board.

Evidence of Compliance – 2022

The Board reports compliance.

The Board has used committees to preserve the Board functioning as a whole. Committees have not interfered with delegation from Board to the Senior Minister nor spoken on behalf of the Board without the Board's knowledge and approval.

This year there were three Board committees: Policy, Monitoring, Linkage and Board Engagement. Each committee had tasks which were delegated to it by the Board.

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.

3.7 Interpretation:

To fulfill the requirements of the above policy, the following expense items will be required 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.

Evidence of Compliance – 2021

The Board reports compliance.

- A board retreat/training event was held virtually in June 2020 for all board members, led by a member of Unity Consulting. In addition to training on policy based governance a strategic plan was laid out for the Board's year during that retreat/training event. Food was provided for all attendees at the event.
- During the year, the board discussed the book, My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies. The book was provided to board members as needed by the church.

Evidence of Compliance – 2022

The Board reports compliance.

- A series of board retreat/training events was held virtually in August 2021 for all board members, led by a member of Unity Consulting. In addition to training on policy-based governance a strategic plan was laid out for the Board's year during one of the sessions.

- During the year, the board discussed the book *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together*.

The language of 3.7.2 was changed from “Outside assistance will be arranged so that the Board can exercise confident control...” to “Staff will make funding available for the hiring of outside assistance, at the Board's discretion. This enables the Board to exercise confident control...”

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.

3.8 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.

Evidence of Compliance – 2021

No event for compliance reporting.

No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2022

No event for compliance reporting. The Board reports compliance.

No formal complaint has been received requiring use of a complaint resolution 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
7. Senior Minister.

3.9 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.

Evidence of Compliance – 2021

No event for compliance reporting.

No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2022

No event for compliance reporting. The Board reports compliance.

No formal complaint has been received requiring use of a complaint resolution procedure.

4.0 Board-Executive Relationship

Monitoring Report

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

For next year, check the policy for clear and consistent use of Sr. Minister/Executive/CEO.

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.

4.1 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.

Evidence of Compliance -- 2021

FUUCA Board of Trustees reports compliance with 4.1 Unity of Control policy.

For the period 6/1/2020– 5/15/2021, the board has received no reports of individual board members or board committees making decisions or providing instructions to the Senior Minister without authorization of the board acting as a body.

Evidence of Compliance – 2022

The Board of Trustees reports compliance.

For the period of 5/15/2021 to 5/3/2022, the board has received no reports of individual board members or board committees making decisions or providing instructions to the Senior Minister without authorization of the board acting as a body.

During this period, the senior minister did provide feedback on an individual board member request. The board member did reverse course after advice from the minister.

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.

4.2 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.

Evidence of Compliance -- 2021

- The Board of Trustees reports compliance with 4.2 Accountability of the Senior Minister policy.
- For the period 6/1/2020 – 5/15/2021 the Board has received no reports of the board giving instructions to persons who report directly or indirectly to the Senior Minister.
- - For the period 6/1/2020 – 5/15/2021 the Board has refrained from evaluating, either formally or informally, any staff other than the Senior Minister.
 - For the period 6/1/2019 – 5/15/2020 the Board has considered the Senior Minister's performance as identical to organizational performance. The accomplishment of Ends and avoidance of policy-proscribed means have been viewed as successful Senior Minister performance.

Evidence of Compliance – 2022

The Board of Trustees reports compliance with 4.2 Accountability of the Senior Minister policy.

- For the period 5/15/2021 to 5/3/2022 the Board has received no reports of the board giving instructions to persons who report directly or indirectly to the Senior Minister.
- For the period 5/15/2021 to 5/3/2022 the Board has refrained from evaluating, either formally or informally, any staff other than the Senior Minister.
- For the period 5/15/2021 to 5/3/2022 the Board has considered the Senior Minister's performance as identical to organizational performance. The accomplishment of Ends and avoidance of policy-proscribed means have been viewed as successful Senior Minister performance.

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.

4.3 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.

Evidence of Compliance -- 2021

The Board of Trustees reports compliance with 4.3 Delegation to the Senior Minister policy.

- For the period 6/1/2020 –5/15/2020 the Board has delegated authority to the Senior Minister through written policies that prescribe the organization Ends to be achieved and described organizational situations and actions to be avoided. The Board has written interpretations from the Senior Minister regarding the Board’s written Ends, which were provided to a previous Board.
- The current Board of Trustees has utilized and monitored Executive Limitation policies developed by previous Boards that limit the latitude the Senior Minister may exercise in choosing the organization means to achieve the Church’s Ends.
- The limiting policies describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective.
The Board of Trustees has authorized 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 not specifically proscribed the Executive Limitations policies. Based on the delegation of authority set out in this policy, such decisions of the Senior Minister have been considered to have the full force and authority as if decided by the Board.

Evidence of Compliance – 2022

The Board reports compliance with 4.3 Delegation to the Senior Minister policy.

- For the period 5/15/2021 to 5/3/2022 the Board has delegated authority to the Senior Minister through written policies that prescribe the organization Ends to be achieved and described organizational situations and actions to be avoided. The Board has written interpretations from the Senior Minister regarding the Board’s written Ends, which were provided to a previous Board.
- The current Board of Trustees has utilized and monitored Executive Limitation policies developed by previous Boards that limit the latitude the Senior Minister may exercise in choosing the organization means to achieve the Church’s Ends.
- The limiting policies describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective.

The Board of Trustees has authorized 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 not specifically proscribed the Executive Limitations policies. Based on the delegation of authority set out in this policy, such decisions of the Senior Minister have been considered to have the full force and authority as if decided by the Board.

4.4. Monitoring Senior Minister Performance

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

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

- By internal report, in which the Senior Minister discloses compliance information to the Board,
- By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations,
- By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.

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

4.4.4 All policies that instruct the Senior Minister will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

4.4 Interpretation:

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

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance -- 2021

- The Board of Trustees reports compliance with 4.4 Monitoring Senior Minister Performance.
- The Board has used monitoring of the policies to determine the degree to which Board policies are being met.

- For the period 6/1/2020 –5/15/2021 the Board has acquired monitoring data by internal report, in which the Senior Minister has disclosed compliance information to the Board and by direct inspection (Board committee conducted a survey of the congregation of achievement of Ends).
- The Board Monitoring committee conducted direct inspection of the executive limitation on treatment of staff via staff interviews, finding the executive to be in compliance with the limitations.
- The Board continues to follow a regular schedule of monitoring all policies that instruct the Senior Minister. The Board is aware that while it is following a regular schedule of monitoring, it can at any time monitor any policy.

Evidence of Compliance – 2022

- The Board of Trustees reports compliance with 4.4 Monitoring Senior Minister Performance.
- The Board has used monitoring of the policies to determine the degree to which Board policies are being met.
- For the period 5/15/2021 to 5/3/2022 the Board has acquired monitoring data by internal report, in which the Senior Minister has disclosed compliance information to the Board and by direct inspection (Board committee conducted a survey of the congregation of achievement of Ends).
- The Board Monitoring Committee has conducted its annual survey and compared survey data with the two previous years' surveys
- The Board continues to follow a regular schedule of monitoring all policies that instruct the Senior Minister. The Board is aware that while it is following a regular schedule of monitoring, it can at any time monitor any policy.

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, 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.

We have been a very active presence at the state capital, advocating for LGBTQ rights, reproductive justice, environmental issues, public schools and more. The church has also been very involved in UU the Vote.

Several of our church members attended online training from our UU Side with Love campaign on organizing for reproductive justice and have formed an active reproductive justice team within social action.

Our board has continued a shared reading on anti-racism.

We have revitalized our social action team and the several pillars that it encompasses, as well as our healthy relations team.

We have brought in numerous guest worship leaders to provide a wider spectrum of styles and personal identities and have presented a great number of worship services related to our UU identity, commitment to social and environmental justice, our UU principles, and our church values and mission.

We have diversified our readings, stories for all ages, and music to represent a wider diversity of identities and worldviews.

We have invited in outside expertise to provide training and wider perspectives for our congregants in a variety of these topics.

We approved the 8th principle in May of 2022. Several of folks have engaged in anti-racism book reads and in anti-racism advocacy.

The church management team is engaging the “Widening the Circle of Concern” to engage theological support for living out the 8th principle, and we will be asking other church teams to engage other aspects of the report.

Our religious education curricula continue to address our UU identity, social justice and environmental justice, and anti-racism/anti-oppression/multiculturalism.

We offered a trans inclusion in congregations adult religious education course in 2023. In general, we have expanded adult religious education offerings related to our faith,

Our fellowship team has actively provided opportunities for us develop relationships that bind us more deeply to our UU identities.

We have revitalized our Healthy Relations Team, our First UU Cares and memorial services team, our membership team and our grounds (Earth Keepers) team to more fully live our values. Our Green Sanctuary Team continues to be very active and has launched a Spring into Action campaign regarding the climate crisis.

Our minsters have sent out a video blog that often addresses UU identity, faith, and encourages involvement in social justice. We have addressed both UU and church history through several of our worship services and the church history/timeline workshop.

Stewardship Analysis - 2023

April 12, 2023

1. Total Results

2023 represents the first significant increase in pledge dollars since 2017. It is the largest increase in dollars, percentage increase in donors, and largest average pledge amount since at least 2015!

Pledge Year	Amount	% Change in Amount	Number	% Change in Number	Average Reg. Pledge	% Change in Avg. Pledge	Special Efforts	Total Including Special
2015	\$661,669		405		\$1,634			
2016	\$675,147	2.0%	400	-1.2%	\$1,688	3.3%	\$48,788	\$723,935
2017	\$743,959	10.2%	399	-0.2%	\$1,865	10.5%	\$10,820	\$754,779
2018	\$665,462	-10.6%	341	-14.5%	\$1,952	4.7%	\$15,000	\$680,462
2019	\$669,613	0.6%	309	-9.4%	\$2,167	11.0%		
2020	\$684,214	2.2%	312	1.0%	\$2,193	2.8%		
2021	\$662,554	-3.2%	304	-2.6%	\$2,179	-0.6%		
2022	\$631,872	-4.6%	290	-4.6%	\$2,179	0.0%		
2023	\$763,027	20.8%	310	6.9%	\$2,461	13.0%	\$52,500	\$815,527

(Note - one pledging unit was manually added because they are in a separate, 5 year campaign. Amount is \$18,972.86 per year beginning with 2021)
Special pledge in 2023 represent matching gift challenges (one-time gifts)

2. Change in Pledges - Dollars

The increase represents a strong increase in recurring pledge amounts, new pledges, and retention.

Pledge Year	Prior Year	Plus Change in Recurring	Plus New	Minus Lapsed	= Current Year Total
2016	\$661,669	\$46,178	\$49,341	-\$82,042	\$675,147
2017	\$675,147	\$71,744	\$60,321	-\$63,253	\$743,959
2018	\$743,959	\$10,871	\$35,777	-\$125,145	\$665,462
2019	\$665,462	\$25,859	\$83,180	-\$93,288	\$681,212
2020	\$669,613	\$25,509	\$62,438	-\$62,415	\$684,214
2021	\$684,214	-\$12,518	\$54,804	-\$63,945	\$662,554
2022	\$661,984	\$9,163	\$28,883	-\$68,158	\$631,872
2023	\$631,872	\$99,100	\$81,002	-\$48,947	\$763,027

3. Change in Pledges - Count

For the first time in several years the number of pledgers increased. New pledges exceeded lapsed pledges by 20, the largest net gain since at least 2015.

Pledge Year	Prior Year	Plus New	Minus Lapsed	= Current Year Total
2016	405	73	-78	400
2017	400	73	-74	399
2018	399	45	-103	341
2019	341	68	-91	318
2020	309	65	-62	312
2021	312	49	-57	304
2022	308	33	-51	290
2023	290	58	-38	310

4. Recurring Pledges

The percentage of pledges that renewed is the highest in at least 8 years, and the percentage increase from renewing pledges also set a record.

Pledge Year	Prior Year Total Pledges	Number Recurring	Percent Recurring	Dollars from Recurring	Change in Recurring Pledges		Average Recurring Pledge
					Dollars	Percent	
2016	405	327	80.7%	\$625,806	\$46,178	7.4%	\$1,914
2017	400	326	81.5%	\$683,638	\$71,744	10.5%	\$2,097
2018	399	296	74.2%	\$629,685	\$10,871	1.7%	\$2,127
2019	341	250	73.3%	\$598,032	\$25,859	4.3%	\$2,392
2020	309	247	79.9%	\$632,707	\$25,509	4.0%	\$2,562
2021	312	256	82.1%	\$607,750	-\$24,957	-3.9%	\$2,374
2022	308	257	83.4%	\$602,989	-\$4,761	-0.8%	\$2,346
2023	290	251	86.6%	\$663,053	\$99,100	17.6%	\$2,642

5. Lapsed Pledges

We had far fewer lapsed pledges than in the past, and as a result fewer lapsed dollars.

Pledge Year	Prior Year Total Pledges	Number Lapsing	Percent Lapsing	Total Lapsed Dollars	Average Lapsed Pledge
2016	405	78	19.3%	\$82,042	\$1,052
2017	400	74	18.5%	\$63,253	\$855
2018	399	103	25.8%	\$125,145	\$1,215
2019	341	91	26.7%	\$93,288	\$1,025
2020	309	62	20.1%	\$62,415	\$1,007
2021	312	57	18.3%	\$63,945	\$1,122
2022	308	51	16.6%	\$68,158	\$1,336
2023	290	38	13.1%	\$48,947	\$1,288

6. New Pledges

We had more new pledgers than in the 2021 and 2022 campaigns, which were affected by COVID. But we had fewer new pledgers than in the years before COVID.

The average new pledge was higher than in past years.

Pledge Year	Prior Year Total Pledges	Number New	Percent New	Total New Dollars	Average New Pledge
2016	405	73	18.0%	\$49,341	\$676
2017	400	73	18.3%	\$60,321	\$826
2018	399	45	11.3%	\$35,777	\$795
2019	341	68	19.9%	\$83,180	\$1,223
2020	309	65	21.0%	\$62,438	\$961
2021	312	49	15.7%	\$54,804	\$1,118
2022	308	33	10.7%	\$28,883	\$875
2023	290	58	20.0%	\$81,002	\$1,397

February 2023 Financial Reports

Income exceeded expenses and net revenue exceeded budget in February and year to date; however, this is mainly because we received large checks for the pledge match challenge and the annual transfer from savings. Overall expenses have also been under budget also.

Our cash reserves are at about 3.5 months.

It is too earlier to project year end numbers yet.

On the balance sheet, I will be speaking with our accountants about the accounts payables for our credit cards on the balance sheet. I will comment more on this at the meeting.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

Budget vs. Actuals: Jan - Feb 2023

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	Feb 2023			Total			
	Actual	Budget	over Budget	Actual	Budget	over Budget	Notes
Income							
4100 Earned Revenue							
4110 Event Revenue	813		813	4,013	0	4,013	
4120 Admissions/Ticket Revenue		0	0	0	0	0	
4130 Rentals Revenue	3,607	10,417	-6,810	12,549	20,833	-8,284	1
Total 4100 Earned Revenue	\$ 4,420	\$ 10,417	-\$ 5,997	\$ 16,562	\$ 20,833	-\$ 4,271	
4200 Contributed Revenue			0	0	0	0	
4210 Unrestricted Contributions			0	0	0	0	
4211 Pledge	119,013	64,650	54,363	193,272	134,650	58,622	2
4212 Sunday Plate	2,041	2,000	41	3,991	4,000	-9	
4213 Other Gifts	3,208	5,916	-2,708	11,881	11,832	49	
Total 4210 Unrestricted Contributions	\$124,262	\$ 72,566	\$ 51,696	\$209,144	\$150,482	\$ 58,662	
4220 Restricted Contributions	39	0	39	160	0	160	
4221 Special Plate	2,096	1,130	966	3,539	2,260	1,279	
Total 4220 Restricted Contributions	\$ 2,136	\$ 1,130	\$ 1,006	\$ 3,700	\$ 2,260	\$ 1,440	
4290 Other Contributed Revenue	28,565	1,750	26,815	28,565	3,500	25,065	3
Total 4200 Contributed Revenue	\$154,962	\$ 75,446	\$ 79,516	\$241,408	\$156,242	\$ 85,166	
Total Income	\$159,382	\$ 85,863	\$ 73,519	\$257,970	\$177,075	\$ 80,895	
Expenses							
Total 6100 Payroll Expenses	\$ 56,882	\$ 61,008	-\$ 4,126	\$108,239	\$122,016	-\$ 13,777	
Total 6210 Charitable Giving	\$ 3,582	\$ 16,622	-\$ 13,040	\$ 24,904	\$ 22,744	\$ 2,160	4
Total 6220 Program Expenses	\$ 9,864	\$ 6,502	\$ 3,362	\$ 19,258	\$ 12,986	\$ 6,272	5
Total 6300 Outreach Costs	\$ 268	\$ 3,833	-\$ 3,565	\$ 4,474	\$ 18,571	-\$ 14,097	6
Total 6400 Occupancy Costs	\$ 11,052	\$ 7,541	\$ 3,511	\$ 21,004	\$ 15,625	\$ 5,379	7
Total 6600 Subscription's and Fees	\$ 3,260	\$ 1,667	\$ 1,593	\$ 3,999	\$ 3,330	\$ 669	
Total 6700 Business Expenses	\$ 4,167	\$ 6,270	-\$ 2,103	\$ 9,256	\$ 12,545	-\$ 3,289	
6820 Depreciation Expense	10,993	10,735	258	21,987	21,475	512	
6830 Interest Expense	4,749	4,695	54	9,375	9,388	-13	
Total Expenses	\$104,818	\$ 118,873	-\$ 14,055	\$222,496	\$238,680	-\$ 16,184	
Total Other Income	\$ 50	\$ 0	\$ 50	\$ 101	\$ 0	\$ 101	
Net Income	\$ 54,614	-\$ 33,010	\$ 87,624	\$ 35,575	-\$ 61,605	\$ 97,180	
Non-Operational Expenses	\$15,743	\$15,430	\$313	\$31,361	\$30,863	\$498	
Net Operational Income	\$70,357	-\$17,580	\$87,937	\$66,937	-\$30,742	\$97,679	

Notes to February 2023 to Budget

1. Rental revenue was below budget due to one rental check from the school having not yet been received.
2. Pledge revenue was over budget due mostly to receiving the \$50,000 special pledge challenge check. This was budgeted under “other gifts” and will be moved there by the next set of financials, which will reduce pledge contributions and increase other gifts.
3. Other contributed revenue was over budget due primarily to receiving the annual transfer from savings earlier than budgeted.
4. Under for the month but almost in balance for YTD because of difference in when we paid the MSO recipients versus when we had budgeted for them to be paid.
5. Program expenses are slightly over budget due mostly to travel and professional development expenses occurring earlier than anticipated. Supplies and postage have also run over, so we will monitor those expenses.
6. Outreach costs are under budget because we have not yet been fully billed for the KUT sponsorship.
7. Occupancy costs are over budget due to unanticipated repair expenses and equipment need for livestreaming.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of February 28, 2023

	DEC 2022	JAN 2023	FEB 2023
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	2,822.72	2,375.53	1,185.53
1110 8009-THCU Checking	512,515.57	521,165.05	595,477.81
1120 RBank Debt Service 676	59,183.90	59,186.49	59,188.76
1130 RBank Construction 668	109,076.15	101,323.45	92,419.90
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.	260,843.41	276,482.07	268,509.02
1720 UUCEF Mixed Investment Account	323,808.87	343,222.58	310,395.26
1730 UUCEF Murr Music Account	73,555.42	77,965.38	75,717.05
1740 UUCEF Education	660,648.87	700,257.56	680,063.88
Total Bank Accounts	\$2,002,692.58	\$2,082,215.78	\$2,083,194.88
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	6,017.00
1220 VANCO - Payment Reconciliation	0.00	0.00	0.00
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	0.00	0.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	8,226.88	910.73	2,189.83
1310 Prepaid Expenses	3,539.17	18,001.81	16,377.45
1490 Other Current Assets	0.00	0.00	0.00
Total Other Current Assets	\$11,766.05	\$18,912.54	\$24,584.28
Total Current Assets	\$2,014,458.63	\$2,101,128.32	\$2,107,779.16

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of February 28, 2023

	DEC 2022	JAN 2023	FEB 2023
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
1540 Exterior Structures & Improvements	19,350.00	19,350.00	19,350.00
1590 Accumulated Depreciation	-737,967.39	-748,960.79	-759,954.19
Total 1500 Fixed Assets	6,996,863.43	6,985,870.03	6,974,876.63
Total Fixed Assets	\$6,996,863.43	\$6,985,870.03	\$6,974,876.63
TOTAL ASSETS	\$9,011,322.06	\$9,086,998.35	\$9,082,655.79
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	6,016.25	29,992.03	18,181.25
Total Accounts Payable	\$6,016.25	\$29,992.03	\$18,181.25
Credit Cards			
2150 Chase Credit Card 3081	215.35	215.35	215.35
Credit card (1319)	455.82	717.65	717.65
Credit card (2900)	934.81	1,068.92	1,208.44
Credit card (3030)	915.62	944.83	1,428.70
Credit card (3081)	-43,869.12	-47,288.38	-62,603.47
Credit card (3115)	72.16	72.16	72.16
Credit card (3123)	1,108.79	1,108.79	1,108.79
Credit card (4576)	25,470.61	28,579.56	32,413.45
Credit card (8572)	15,467.91	16,616.69	19,406.41
Credit card (9450)	5,232.77	6,573.24	8,656.69
Total 2150 Chase Credit Card 3081	6,004.72	8,608.81	2,624.17
Total Credit Cards	\$6,004.72	\$8,608.81	\$2,624.17
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2500 Accrued Interest	0.00	0.00	0.00
2610 PPP Loan	0.00	0.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$12,020.97	\$38,600.84	\$20,805.42

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of February 28, 2023

	DEC 2022	JAN 2023	FEB 2023
Long-Term Liabilities			
2620 Construction Loan	1,195,211.51	1,190,929.60	1,186,633.42
Total Long-Term Liabilities	\$1,195,211.51	\$1,190,929.60	\$1,186,633.42
Total Liabilities	\$1,207,232.48	\$1,229,530.44	\$1,207,438.84
Equity			
3110 Unrestricted Net Assets	784,139.80	615,282.40	615,282.40
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
3130 Unrealized Gain/Loss on Investments	-240,706.95	-161,635.93	-224,878.31
Opening Balance Equity	0.00	0.00	0.00
Net Income	-168,857.40	-25,692.69	55,298.73
Total Equity	\$7,804,089.58	\$7,857,467.91	\$7,875,216.95
TOTAL LIABILITIES AND EQUITY	\$9,011,322.06	\$9,086,998.35	\$9,082,655.79

OKR 4 Report/Planning

1. Cultivate lay leadership

Relates to:

1.4.8. We are generous with time, talent, and treasure to realize our mission.

This will really be related to all of our ends as, depending on in what area people volunteer, they will be helping to carry out one or more of the other ends.

It also relates to the broader UU value of shared ministry and the “priesthood of all believers.”

Key Results:

To our knowledge, all leadership positions with church ministry teams have been filled. We will continue to work with the leaders of our groups to make sure we are planning for successive leadership, as well as single-time and on-going volunteer opportunities to extend to members. Our major ministry teams have one or more ministers and/or staff members working with them.

100 or more members contribute their time or talent on behalf of the church, either focused internally within the church or externally within the community

Just within the groups in Church Center, our groups have over 400 folks participating. Another several hundred folks have registered for one time church events.

As previously reported, attendance at the interim listening circles and interim report sessions was excellent and well over 100 participated.

We continue to struggle with collecting the data for this category for a number of reasons.

The database does not have a good way for us to filter for people who have signed up for multiple groups and registrations.

Some of our lay leaders have not yet begun to use the attendance feature within Church Center.

For events that do not lend themselves to using Church Center, we had tried to set up a system wherein our staff member, Kinsey, could collect and track

OKR 4 Report/Planning

attendance reporting from the leaders of such events. She was not able to continue this though because it quickly became too time consuming, primarily because of needing to track down such reports.

All lay-led ministries have engaged and enthusiastic volunteer leadership and leadership development plans

We have leaders in place for all of our ministry teams. Several our teams have not only revitalized but have reimagined their work. Examples include the membership team, First UU Cares and the memorial services team, the Healthy Relations Team and Social Justice. Several sub-groups (or “Pillars”) have also formed under social justice, such as the reproductive justice team and the anti-racism team.

We have instituted regular meetings of the team leaders (about three times yearly) where they keep each other and staff updated on their activities, find mutual opportunities, and engage in leadership development. At the most recent of these, Shannon Posern provided training on using Church Center to coordinate their activities.

Several of our lay team leaders have begun to document their activities and procedures to make it easier for new leadership to assume their roles when they have served their terms.

We have also brought in outside expertise for leadership development such as Rev. Chris Long, who met with some of our BIPOC folks, Sara Green, who held a workshop on imagination and our land, and a planned 8th principle workshop for our lay team leaders on July 2 with Rev. Julica Hermann (still being confirmed).

Planning:

- Continue to offer leadership development opportunities for lay team leaders both from outside expertise and within regular lay team leader meetings.
- Examples of potential future leadership development topics:
 - Family system theory
 - Healthy conflict management
 - Crucial conversations
 - Further anti-racism and anti-oppression trainings.
- Connect lay team leaders with leaders of similar groups in other local churches.
- Encourage all lay team leaders to document their activities and procedures.

OKR 4 Report/Planning

- The new interim minister might play a lead role in providing the types of leadership development listed above.

20 new volunteer members who did not participate beyond Sunday Services prior to the pandemic.

We have struggled somewhat with this measure also because we do not have baseline data on folks who attend Sunday worship but do not participate beyond that. Anecdotally, it appears this is becoming rarer; however, by their nature, we do not collect names of those attending worship and a number of other church activities, making this difficult to quantify.

Just based upon new and returning members (after the pandemic), we know of at least 30 folks who have become involved in church activities beyond worship.

Again, anecdotally, we have observed that new members seem to be getting involved in more activities more quickly than in the past.

Interim Application

Congregation Life

Describe your Congregation and its culture:

Under Rev. Meg Barnhouse's leadership, the congregation 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 in 2021. Through the tough pandemic years we lost some membership, while many long-term members remained faithful to our congregation. Recovering from the pandemic, we have seen a large number of new members and visitors to the church, many of whom attend only virtually.

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:

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. **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.
3. **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.
4. **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.
5. **Religion & Worldviews and Mind and Meaning Bookclubs** — 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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **Paradox Players & Readers Theater** — A volunteer led local theater production company.

11. **People of Color** — This group is for those who identify as Black, Latinx, Asian, indigenous or multiracial.
12. **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
13. **UU Men's Luncheon** — We meet with other UU men from the Live Oak, Wildflower and Georgetown congregations.
14. **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.
15. **Young Adult Worship & Emerging Adult Covenant Group** — The former is an informal worship service for 18-35-year-olds. The latter is covenanted groups of 15-25 year olds. Both meet once a month on zoom.
16. **Religious Education classes** — PreK-Kinder Class, First-Fifth Grade Class, and Middle School Youth Group meet every Sunday.
17. **UU The Vote** — during the pandemic we participated in postcard writing campaigns to encourage individuals to check their voter registration status and to vote.
18. **Second Sunday 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.
19. **New Member Classes** — Those interested in joining the church as members are introduced to our faith and the expectations of membership. 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.
20. **Trans Inclusive Congregation Trainings** — A small but dedicated group of members has been participating in the Trans Inclusive Congregation training program developed by the UUA. This is one of many examples of the congregations' dedication to LGBTQ+ rights.

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. Both in-person and virtual options available for attendees. If attendance goes up, we hope to revert to two services every Sunday.

Personnel

Name	Position	Paid Hours per Week	Year Started
Abdelrehim, Monira A	Custodian	16	2019
Ahmed, Ashraf	Custodian	16	2010
Aly, Shaimaa	Custodian	16	2013
Ammon, Bethany	Guest Musician	0.5	2018
Dia, Benjamin	Guest Musician	1	2017
Baldwin, Brent D	Dir. of Music	40	1999
Cates, John	Sunday Tech. Coordinator	1.5	2016
Jimmerson, Christopher	Co-Lead Minister, Minister for Values & Mission	40	2004
Lorenzo, Sasha	Office Manager	40	2023
Mead, Chantel A	Youth Choir Director	1	2016
Orlandini, Julianne	Guest Musician	0.5	2021
Posern, Shannon M	Congregational Executive Director	40	2015
Shackelford, Kinsey	RE Assistant, Membership Coordinator	40	2021
Reyes, Alberta	Childcare Provider	3.25	2015
Saporsantos, Maria Katrina	Assistant to the Director of Music, Children's Choir Director	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

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.

Ministerial History

Start	End	Position	Name	Job Title
2022	Now	Contract	Chris Jimmerson	Co-Lead Minister for Values and Mission
2014	2022	Contract	Chris Jimmerson	Assistant Minister, Minister for Program Development
2022	2023	Contract	Jonalu Johnstone	Co-Lead Interim Minister of Reflection & Discovery
2022	2023	Contract	Erin Walter	Assistant Interim Minister of Joy and Justice
2011	2022	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
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

Data gathered from 2021 & 2022 congregational surveys:

- Gender distribution (M/F/Other): 25/63/12%
- Race Distribution: ~80% Caucasian
- Geographic Distribution: ~90% live in the Austin area
- Length of membership: 27% 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:

Our church uses resources from WellSpring, Soul Matters, OWL and OWL Training. The church is also active with the Texas UU Justice Ministry. Delegates and non-delegates from the church attend the General Assembly

each year and also participate in UU regional retreats to discuss the future of the RE program.

Describe your religious educational programs:

On Sundays, Children and youth spend the first fifteen minutes in the service before going to age-based classes. Classes use Soul Matters curriculum are led by volunteer teachers, and have 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. OWL is on a two-year rotation for children and youth levels and three-year rotation for adult levels with classes active for lower elementary and middle school ages now.

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 Capital 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 “side with 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. Church also participates in iACT activities.

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.

The church adopted the 8th principle last year. 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.

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 2023

Term: 1 year

Percent Time: 100% Time

Minimum Salary + Housing: \$TBD (*per UUA recommended midpoint for a congregation of our size and our geographic area for co-lead ministers*) + 7.65% SECA. 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.

Questionnaire

Describe the 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 as the Executive Team, and share their responsibilities around administration and continuous operations of the church. With respect to shared responsibilities, the Executive Team is expected to discuss a specific arrangement and propose it to the Board for approval.

Rev. Chris Jimmerson will be considered as an inside candidate for called Sr. Minister. The interim minister will serve a one year term regardless of the outcome of Rev. Chris's candidacy and will report to the Board of Trustees for their entire tenure.

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

Pastoral Care: With the church facing the choice to call a long-serving minister as an inside candidate, the interim minister must be prepared to have open and honest conversations with congregants who may disagree with the direction recommended by the Search Committee. Once a decision is reached on a future direction, the interim minister may need to heal hurt feelings and build consensus.

Transition Management: It will be critical for the Interim minister to guide this church through the transition process. This will include listening to the congregation's hopes for our next ministry, holding up a mirror to the congregation, and supporting the Search Committee. Additionally, members of the ministerial team are due extended leave for sabbatical. The interim minister will need to guide the church as lead minister during this time.

Engaging Sermons: This congregation highly values the quality of the sermons from their ministers. As such, providing engaging sermons that promote attendance is highly desired.

List and describe the desired strengths for the minister:

In addition to providing outstanding pastoral care and engaging sermons, the Interim Minister will need to be highly effective as part of a collaborative Executive Team in the context of policy-based governance.

Ability to listen to the congregants with empathy and pull the congregation together with an inward focus are desirable traits.

Describe any ongoing momentum at your Congregation which the minister should continue:

The church experienced unprecedented membership growth in the 2022-2023 church year and had its most successful fellowship pledge drive ever. Youth participation has increased, with RE engagement way up and multiple successful OWL programs running. Church volunteer programs are also rebounding, with several groups restarting from pandemic hiatus and others rejuvenated by new members. These changes are a result of energy invested by the interim ministry team and staff to rebuild from COVID. Maintaining this momentum will be key to enable the church to fulfill its mission, prepare for a healthy financial future, and build strength going into the new called minister's tenure.

The congregation also has momentum around social justice issues, having recently passed the 8th principle and with strong engagement around LGBTQ and reproductive rights.

Describe any programs or traditions which the minister should maintain:

The church is known for its well-established and exciting music program. The growing Religious Education program is also a high priority for the church. Both of these have strong leadership from existing staff.

The interim ministry team has introduced successful programs for congregational care that should be sustained during the interim period and beyond.

How has your ministry changed since COVID began? Where do you see decline? What have you let go of? Where do you see fresh energy?

The church's membership was in decline in the lead up to the pandemic. This downward trend intensified due to COVID restrictions. The church was lucky to have the resources and knowledge to produce high-quality online services

for the duration of the pandemic, which helped retain some congregational energy. Many programs and groups continued to meet remotely, though participation was down across the board, especially among youth.

In 2022 and early 2023, the church rebounded significantly with membership numbers trending up and program activity returning to pre-pandemic levels. Some activities and programs have changed during the pandemic, but much of the staff remained the same. The church intends to maintain continuity with previous traditions and rebuild the church to at least pre-pandemic membership and attendance levels.

Have you passed the Eighth Principle, or is the congregation in process of moving to a congregational vote?

Yes, the church unanimously adopted the 8th Principle in May 2022. No formal policy or process changes have been made since the principle was adopted.

How is trust in your congregation right now?

In our annual survey of congregants the large majority indicate that they are highly likely to recommend First UU Austin to others. This is one indicator of the trust we have in each other and in the ministers. Another indicator comes from a board direct observation of the “treatment of staff” executive limitation, where it became clear that the staff deeply trust the Senior Minister.

How did the last ministry end (or how is it ending)? How is the congregation doing with this time of transition?

Rev. Meg’s tenure ended when she retired due to illness in May 2022. Rev. Meg was a beloved and strong leader for the congregation and her departure was unexpected, so the congregation was saddened by the change. However, the congregation maintained a healthy relationship with

Rev. Meg and the church had competent staff and another trusted minister, so the congregation bore the departure in stride.

Revs. Jonalu Johnstone and Erin Walter agreed to serve one year terms as part-time interim ministers for the 2022-2023 church year. Their tenure has successfully managed the transition away from Rev. Meg. While they are still serving their terms, the congregation is aware of their upcoming departure and accepts this change as a necessary step on the path to a called minister.

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 is continuing 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 Laughtons, 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-irascible mimeograph. Victor Gonzalez coaxed more miles from the overworked 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 in

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. The 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 2014 the church engaged in a capital campaign to expand the sanctuary. In 2018 we commenced renovations. Until the pandemic in 2020, membership grew to the highest levels that the church has witnessed in its history. Rev. Meg brought the congregation into a greater covenant and Right Relationship. She is being bestowed with the Minister Emerita status.

**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: