

## MEETING AGENDA - First UU Austin Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, November 15, 2022
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting

### RSVP

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

### Agenda

## 1. Coming Back into Covenant

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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.

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1.3. Confirm Timekeeper and Process Evaluator	Nesan Lawrence / 2 min. (6:34 PM - 6:36 PM)
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- Time Keeper: Joseph
- Process Evaluator: Suzette

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1.4. Approve Agenda and Consent Agenda	Nesan Lawrence / 2 min. (6:36 PM - 6:38 PM)
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- Minutes from Oct Meeting
- Discussion of End 1.4.3
- Monitoring - End 1.4.2
- Special Announcement regarding interim period and timeline



#### Documents

- Minutes-2022-10-18-v1.pdf 4-9
- 1.4.2 monitoring 2022.pdf 10-17
- 1.4.3 Interpretation 2021.pdf 18
- November 2022 Special Announcement .docx 19-20

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## 2. Connecting with our Moral Ownership

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2.1. Recognition of Church Volunteers and Staff Donna Carpenter / 5 min. (6:38 PM - 6:43 PM)

2.2. Moment with Rev. Chris Chris Jimmerson / 15 min. (6:43 PM - 6:58 PM)

#### Documents

- New Web Pages.pdf 21

2.3. Moment with Rev. Jonalu Jonalu Johnstone / 15 min. (6:58 PM - 7:13 PM)

2.4. Request for Consideration as an Affiliated Community Lay Minister Nesan Lawrence / 10 min. (7:13 PM - 7:23 PM)

Request from Dr. Eric Hepburn

#### Documents

- Request for Consideration as an Affiliated Community Lay Minister.pdf 22-24

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## 3. Monitoring our Progress

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3.1. FUUCA Financials Chris Jimmerson / 10 min. (7:23 PM - 7:33 PM)

#### Documents

- September2022financialreports.pdf 25-30
- pledges.pdf 31
- 2023budgetrolledup11-08-2022-22.pdf 32-33

3.2. Transitional governance Nesan Lawrence / 10 min. (7:33 PM - 7:43 PM)

Open discussion on governance style during the transition period - focus on OKRs versus monitoring of Ends

#### Documents

- OKR Cadence.pdf 34

3.3. Prep for pre-congregational meeting Nesan Lawrence / 15 min. (7:43 PM - 7:58 PM)

#### Documents

- 11-22-pre-congmaterials.pdf 35-47

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## 4. Learning & Creating the Future

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4.1. Board Book Discussion Russell Holley-Hurt / 20 min. (7:58 PM - 8:18 PM)

Do Better: Chapters 3 and 4



## 5. Adjourn

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### 5.1. Action Items and Announcements

Nesan Lawrence / 1 min. (8:18 PM - 8:19 PM)

Let's review the action items from this meeting:

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### 5.2. Assign Roles for Next Meeting

Nesan Lawrence / 2 min. (8:19 PM - 8:21 PM)

Assign roles for:

- Readings
  - Timekeeper
  - Process Evaluator
  - Snacks
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### 5.3. Process Evaluation

Suzette Emberton / 1 min. (8:21 PM - 8:22 PM)

Documents

- Board process review form.docx 48
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### 5.4. Extinguishing the Chalice and Closing Words

Dave Riehl / 2 min. (8:22 PM - 8:24 PM)

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## MEETING MINUTES - First UU Austin Board of Trustees

### Meeting

<b>Date</b>	Tuesday, October 18, 2022
<b>Started</b>	6:30 PM
<b>Ended</b>	8:40 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Nesan Lawrence
<b>Recorder</b>	Vic Cornell

### Attendance

<b>Present:</b>	Donna Carpenter, Vic Cornell, Russell Holley-Hurt, Joseph Hunt, Chris Jimmerson, Jonalu Johnstone, Jonalu Johnstone, Nesan Lawrence, Kelly Raley, Dave Riehl, Kelly Stokes, Nathan Walther
<b>Late:</b>	Suzette Emberton, Rob Hirschfeld, Mateo Kresha
<b>Regrets:</b>	Erin Walter
<b>Absent:</b>	Martha Arrendando, Shannon Posern
<b>Invited guests:</b>	Ray Amanda, Eric Olsen, Sandra Ries, Mani Subramanian

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Nesan lit the chalice while Rev. Chris read the opening words.

**Status:** Completed

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### 1.2. Reading of Board Covenant

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

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

All present read the board covenant aloud together.

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

Time Keeper: Kelly Raley

Process Evaluator: Joseph Hunt

- Time keeper: Kelly Raley
- Process evaluator: Joseph Hunt

**Status:** Completed

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### 1.4. Approve Agenda and Consent Agenda

- September Board meeting minutes
- Monitoring of End 1.4.7
- Monitoring of End 1.4.8
- Interpretation of End 1.4.2
- ....

Ends 1.4.2. report document; the measures don't match the evidence. Rev. Chris will revise the report.

Suggestion from Russell that we have a discussion about BOT duties, if we're not evaluating ends as before. Nesan will circulate his thoughts about BOT duties during this time of transition via email.

Consent agenda was approved.

**Status:** Completed

Documents

- Minutes-2022-09-20-v1.pdf
  - 1.4.7 monitoring report 2022.pdf
  - 1.4.8 Ends Interpretation 2022.pdf
  - 1.4.2 interpretation 2021.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

Amanda Ray to talk about OWL program

Visitors were Amanda Ray & Eric Olsen, to tell the board about their experiences as OWL instructors. Nathan introduced them.

- We can't do OWL virtually, so Covid hit the program hard
- We're currently doing OWL for grades 8-9
- We held the last OWL facilitator training here, which helped get the word out
- OWL demand is always higher than our current supply of facilitators
  - It's a big ask of people
  - 20 is the maximum students per class
- We would like to expand from the middle & high school focus that we currently have to include all ages
- Need the Board to help recruit facilitators and spread the word about open classes
- Kelly Stokes says that we have a plan for rotating our OWL offerings every two years, as well as collaborating with Wildflower & Live Oak

**Status:** Completed

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## 2.2. Recognition of Church Volunteers and Staff

Wayne Bockman has put in a lot of time working on the space where Rev Jonalu will be staying while in Austin

Shannon Posern did a 60 hour work week (which is obviously unsustainable)

All OWL facilitators should get thank you cards

Gillian Redfern should get a thank you card for her work on Celebration Sunday

Donna will get cards for everyone and have board members sign them.

**Status:** Completed

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## 2.3. Moment with Rev. Chris

- Rev. Chris has been doing too much, and it's been affecting his health. He is going to be saying no more often, as well as shifting some of the duties that the interim ministry team is handling.
- Kelly & Shannon have also been overloaded, and Chris is going to ask them to dial it back.
- Rev. Chris gave a training on Church Center
- We hope to have a Path to Membership page on our website soon
- The 2022 pledge statements went out
- We'll be running more KUT sponsorship spots before the holidays
- The beautification committee is prepping to give the grounds a thorough once-over
- Rev. Chris will be doing blog post(s) for the Texas Freedom Network (TFN)
- We are going to be hosting the Austin Gay Mens Chorus fundraiser. He has three tickets for anyone interested in attending.

**Status:** Completed

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## 2.4. Moment with Rev. Jonalu

- Rev. Jonalu is here to question & disrupt, trying to guide the church into learning who it is.
- The listening circles have been good so far. Will be doing more of them, hopefully younger adults and youth. Rev. Erin is working on securing a facilitator for a BIPOC listening circle.
- Will be reporting on themes learned from the circles to the board and the congregation.
- Will be leading a history wall workshop in November.
- Will be working on developing membership processes; the arc all the way from entry to deeper connections
- Will be working on rebuilding the church's lay pastoral care capacity

**Status:** Completed

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## 2.5. Approve Rev. Jonalu's Housing allowance

Rev. Jonalu has requested that \$500/month of her salary be classified as housing allowance. The board moved and approved the request.

**Status:** Completed

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# 3. Monitoring our Progress

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## 3.1. OKRs Discussion

Kelly Raley led the discussion

- It's still a document in progress. Has been refined with many people's input
- The transition committee, with board input and working with the interim ministry team, took first pass at drafting



- The interim ministry team needs to come up with a staffing plan
- The transition committee needs to figure out OKR metrics that won't overburden staff. They will need to meet with Shannon & Kelly to figure some of that out.
- The OKRs are the work that the board is currently working on, (in addition to or instead of) ends monitoring. Nesan will send email outlining how the OKRs and ends monitoring reports will be able to co-exist without overloading board members

**Status:** Completed

Documents

- Consolidated OKRs.pdf
- Major Staffing for UU Churches of a Similar Size.docx

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### 3.2. FUUCA Financials Update

Rev. Chris led the discussion

- Things are looking better overall
- Our investment accounts continue to dwindle
- The budget is written with the \$850,000 fundraising goal. If we don't meet the goal, the budget will have to be revised

**Status:** Completed

Documents

- August2022FinancialStatements.pdf
- 2023budgetrolledup10-10-22.pdf

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### 3.3. Stewardship - Pledging Trends

Nathan led the discussion

- He wanted to see trends, which is why he created all the graphs
- Surprisingly, there are no major changes from either the onset of Covid or the announcement of Meg's retirement
- Sandra Reis shared the emails going out, talked about how the stewardship drive is going so far.
- Nesan will be convening an executive session soon to look for good ideas about our possible budget shortfall. He will send email poll to find times/dates.

**Status:** Completed

Documents

- Monthly Active Donors.pdf
- Monthly Total Giving.pdf
- 2019 Histogram.pdf
- 2020 Histogram.pdf
- 2021 Histogram.pdf

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### 3.4. Update from Linkage Committee

Russell led the discussion

- The linkage committee is starting to reach out to other congregations
- The only guardrails they need to worry about are not making any commitments for the church or its individual members

**Status:** Completed

Documents



- Linkage Committee October 2022 Meeting Update.pdf
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## 4. Learning & Creating the Future

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### 4.1. Board Book Discussion

Chapters 1 and 2 of 'Do Better' by Rachel Ricketts

Nathan led the discussion

We covered the introduction and chapters 1-2.

We will read chapters 3-4 before next board meeting.

**Status:** Completed

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## 5. Adjourn

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### 5.1. Action Items and Announcements

Let's review the action items from this meeting:

- Rev. Chris will revise the Ends 1.4.2. report document
- Nesan will email his thoughts about the board focusing work on OKRs in addition to or instead of ends monitoring
- Everyone needs to spread the word about needing OWL facilitators
- We need more stewardship volunteers before it's all over
- Anyone wanting tickets to the Austin Gay Mens Chorus performance should reach out to Rev. Chris

**Status:** Completed

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### 5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks
- Readings: Dave
- Time Keeper: Joseph
- Process Evaluator: Suzette
- Snacks: Nesan
- Book Discussion: Russell

**Status:** Completed

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### 5.3. Process Evaluation

Process evaluator: Joseph Hunt

The board was satisfactory on all counts except for staying on time

**Status:** Completed

Documents

- Board process review form.docx





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#### 5.4. Extinguishing the Chalice and Closing Words

Suzette read while Nesan extinguished the chalice

**Status:** Completed

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I have moved the evidence of progress from 2019 through 2021 to an appendix to reduce the potential for confusion. I have also revised the interpretation, including measures, using change tracking so that those changes compared to prior interpretation are transparent. The content of the reporting progress is also adjusted to more closely match the interpretation and measures.

#### 1.4.2 We support and challenge one another in worship, spiritual growth and lifelong learning to practice a rich spiritual life.

##### Interpretation:

We will provide opportunities for spiritual growth through worship, small group ministries, religious education and throughout the life of the church.

By this we mean that our worship, our spiritual growth and transformation sometimes require that we be challenged, so our worship and learning, and our learning will cannot always be comfortable and comforting.

Sometimes we will be required to have the stamina to be challenged, to sit with the revelation that we may not have known as much as we thought or understood as clearly as we believed.

It is our spiritual life (whatever causes our compassion, understanding, RESILIENCE, love, sense of connection, our joy and kindness to develop) which gives us the rootedness and strength to support and be supported and to challenge and be challenged.

We cannot always promise to create a safe space. Sometimes we are called to be in a brave space.

We will support one another by listening to one another with curiosity and respect. We will model and teach this spiritual practice in church gatherings and meetings.

## Measures:

- We will provide opportunities and education on spiritual practices and development throughout the life of the church.
- We will talk individually and with church groups and gatherings regarding their experience of the church providing opportunities for developing a richer spiritual life and being supported and challenged to do so. ~~create some Executive Linkage sessions to complement the anecdotal evidence we gather in order to hear from the congregants about times they've felt supported and times they have felt challenged by sermons, readings, music, faith development classes and team projects within and outside the walls of the church.~~ talk both
- We will ~~tell about~~ share with the board the conversations we've had with congregants about the necessity of being uncomfortable with the music, worship format, and sermon content ~~at least a quarter of the times~~ sometimes in order to ensure that we are being welcoming to a wide variety of people and meeting the spiritual needs of the church as a whole.

## Evidence of Progress:

I report progress.

The co-lead minister for values and mission has had a number of individual conversations and meetings with various church groups around spiritual development and when they have been challenged. (not to mention in the receiving line or coffee hour after worship!)

The interim ministers have begun to have such communications also and have included this content in their listening sessions for the interim ministry.

We often include spiritually challenging content, such as content involving dismantling white supremacy and other forms of oppression, throughout worship and in our religious education, small group ministries and other

church activities. However, we have also provided pastoral content and support for spiritual practices and community building.

We have encouraged our congregation to view engaging in social justice to build the beloved community as a key aspect of developing a rich spiritual life.

We have had a number of conversations with folks challenged by applause and more vocal and kinetic worship and have been examining ways to provide a variety of both more contemplative aspects of worship, as well as allow for more rambunctious experiences of worship. We have conveyed that both are a part of developing a richer spiritual presence as a church and working toward becoming more multicultural and multigenerational.

We have offered opportunities for the congregation to experience different style formats and forms of worship and have begun offering a vespers service at least once a month that is not held on Sunday morning.

Several times in the new church year, worship has sometimes gone five to fifteen minutes longer than our regular one hour. This has occurred with in person worship in past years during this time of the year, as the new church year involves the re-establishment of church programs and religious education structures and the conduct of the stewardship campaign, all of which add extra elements to worship services. This year, we also new and guest worship leaders and speakers who were not familiar with our particular regular order of service. Additionally, the interim transition also sometimes had required some time during worship to update the congregation on the progress of the transition.

A few congregants have found the services going longer than usual challenging. We have taken steps regarding this and believe that as the stewardship campaign winds down, our services will begin to return to their normal time length.

Worship is intended to meet the spiritual and other needs of the church at any given time, so we are working to build an understanding among our folks that the length of the service may vary sometimes based upon those needs.

The ministers and staff are also trying to be mindful though that change itself can be challenging and to manage how much change we introduce at once.

Our chalice circle small group ministries and Wellspring spirituality program both provide spiritual support and challenge. They have both been well attended and well received. We have added additional chalice circles to meet the interest in them in the church. These programs also provide a variety of potential spiritual practices.

We have tried to infuse activities throughout the church with the idea that they are a part of our spiritual development, including fun and fellowship activities.

Many of our groups and activities either use the church covenant or have developed their own covenant. Covenant is a large part of our theology as a faith. Additionally, the ministers, staff and leadership of church groups and activities make an effort to relay how those groups and activities relate to our religious principles, values and mission.

Our chalice circle and Wellsprings programs are models for listening to one another with curiosity and respect. The use of covenants among our groups also encourages this. In our meetings and gatherings, the ministers, church staff, board members and church leaders have also modeled this behavior and gently held folks to account for adhering to it.

Our religious education programs also teach this and provide spiritual support, education challenges and practices

Most Recent Report - November 5, 2022

## Appendix – Reports from Prior Years

### Spiritual Growth:

2021

*As the pandemic continued, we kept Chalice Circles going over zoom. There were 6 of them. Wellspring also continued. The “Soul Matters” curriculum supported the chalice circles, and we also use it for our Monday spirituality newsletter and as theme suggestions for Sundays, a different theme every month.*

**Learning:** *As our RE intern, Sage, went on to college, we added Carrie Reed to the RE staff to be a partner in the program with our half time RE director, Kelly. Now the two part time leaders create the program. As we come back in person, we started with about 12 children coming back to RE outside.*

*The book discussion groups still meet, along with three women’s groups who have been meeting in people’s homes or in the courtyard of the church.*

This year, in the midst of the Pandemic, we have 7 chalice circles and two Wellspring groups. The Chalice Circles are now using the curriculum from the UU subscription service, *Soul Matters*. The Wellspring groups use the Wellspring curriculum, also a UU effort, where the expectations are more rigorous and more focused on spiritual practice than the Chalice Circles. Spiritual exercises are part of both curricula.

We have an RE intern this year, Sage Hirschfeld, who is leading a “listening circle” for Young Adults and is creating worship services for Young Adults as well.

We have two book discussion groups that still meet, a women’s spirituality groups that’s meeting remotely, and several Adult Education classes where members and friends can support and challenge one another.

**Worship:** With music and sermons, we still aim to strike the balance between support and challenge. Our music varies widely, appealing to

different groups of worshippers. The sermons and the Moment for Beloved Community aim to comfort, teach, support and challenge those who listen.

2020

**Learning:** The RE program continues remotely, with a committed 25 hour per week director, lively and committed teachers, and a small group of students for whom the meeting times and conversations are important. The Middle School group is solid and is working well. We are in one of those cycles where there aren't very many Sr. High folks. Two of the people who come most regularly to the remote meetings are from out of town, and they attend with the blessing of their ministers and their parents.

**Worship:** Sermons continue to find a balance between comfort and challenge. We are committed to becoming an anti-racist church, and we are moving at a pace that is too fast for some and too slow for others. Most of our members are able to tolerate whatever discomfort they feel. Several POC members, however, have become quite uncomfortable with what they perceive as the too-slow pace of our anti-racism work, and a few beloveds have left the church.

(2019)

We have 12 Chalice Circles this fall. Bear Qolezcua is providing the content for the lessons, This is up from 3 or 4 last year. We continue to have spiritual exercises as part of the worship service: silence, the metta meditation, and the song we use to sing the children out are all things that people can use during the week as well. Sermons address issues of spiritual growth, as do our WellSpring groups and other Adult RE offerings like the Job Bible study, the Death and Dying class, and the UU Welcome Circles.

**Learning:** We have redesigned the RE program. Now there is a half-time RE director, a youth coordinator, an OWL coordinator, and an RE chaplain who provides content for the weekly Faith Connections email and for the Chalice Circle Lessons. He and Kelly, the RE director, coordinate and sometimes teach adult RE classes. They also choose the Story for All Ages. There is an RE support team to help us think about best ways to do

things. We are hoping they will also serve as the RE Interim work support team when we start the RE interim work.

**Worship:** We have high quality sermons and music. Topics and styles of music cover a wide range. I've put together a new worship team which is looking for ways to make the worship more and more inviting, participatory, and multi-cultural. Two additions to worship have been giving the readings context, adding some information about the authors, and having a Moment for Beloved Community after the Affirmation of the Mission.

## 2021

### Comfort and Discomfort

*The Board continued the conversations, and is now planning some new conversations with congregants about what feels like welcome to them in this congregation. The "Hangouts with the Ministers" have been some Executive Monitoring efforts where conversations with members and friends are lively and wide-ranging. These would be a place where the questions could be asked about where they feel comfort and challenge in the church. I don't think we have lost any more members because of the anti-racist focus of the Moments for Beloved Community.*

## 2020

### Comfort and Discomfort

The board's linkage team has been hosting conversations for the congregation about being an anti-racist church. Perhaps it is the Pandemic, or people are "Zoomed out," but the congregational involvement in the talks has been a bit disappointing.

Because people who are uncomfortable talking about race elect not to come to smaller group discussions, we are continuing our "Moments for Beloved Community" in the service. We are trying not to have moments that will traumatize POC, but will also show those who identify as white examples of White Supremacy Culture. We also continue to give background on the authors of our readings, and we make efforts to include many POC authors. The music department is also attempting to present music by POC composers.



(2019)The board is forming linkage plans to discuss the 8<sup>th</sup> principle, and I think some questions about when people have felt comforted, uncomfortable, challenged and supported in growing resiliency could be incorporated into those sessions.

We are presenting a “moment for Beloved Community” after each affirmation of our mission, to give people a glimpse of something to think about, a seed for further thought. These are presented intentionally during the service so all of our people are exposed to anti-racism/anti-oppression issues. They are intentionally brief so that no one really has time to shut down out of guilt, white fragility, or desire to maintain the privilege of not having to think about White Supremacy Culture.

We are providing context for readings used in the service that point out the culture and the race of the authors. In this way, it is not just the authors of color who are “racialized.” This in itself is somewhat jarring, in that it causes thought about why whiteness is the norm, or the default, in that if the race of a person isn’t mentioned in our culture, the assumption is that the person is white.

In terms of spiritual growth, my evolving understanding has led me to add the word (all in caps above) “resilience” to my definition.

Interpretation 1.4.3: We engage with one another to care for the Earth and the interdependent web.

First UU Church of Austin December 2020

We engage with one another to care for the Earth and the interdependent web.

Interpretation: I take this to mean that the church is committed to caring for the Earth by being as green as possible in big and small ways. This would include recycling, green construction, supporting our green sanctuary team, and using native plants in any new landscaping. We commit to learning more about how to care for the Earth and to teaching our children how to be loving and responsible members of the interdependent web. We will hold in our minds the interconnectivity of all living beings and the planet that is our home.

Measures: We will continue to have a Green Sanctuary team which will host events encouraging the community to be greener. We will ask those planning and executing construction on our property to do it in as green a way as possible. Our rental contracts will emphasize to our renters that we value the use of sustainable materials in their events. Our children will continue to have gardens on the playground they care for.

# Special Announcement

Dear Congregants:

On behalf of the Board of Trustees, we are writing to provide more information on the interim process with greater detail on the timeline for the transition to our next settled minister.

**What we have done:** The interim ministerial team is in place, and Rev. Jonalu Johnstone and Rev. Erin Walter have held a series of listening circles to hear the congregation's views about what the church does well, where it can improve, and what it hopes for the future. Thank you to those who have participated.

**What is upcoming immediately:** After holding more listening circles, the interim ministry team will present their early findings at the December congregational meeting. On Saturday, January 14, 10 AM-12 PM we will have an event to help us remember important parts of our history. The interim ministry team will release a report in late January describing what they have learned from the January 14th event and the listening circles.. There will be a special congregational meeting in February for all of us to discuss and react to the report.

**Starting January 2023:** In early 2023 the board will start the process of forming a Ministerial Search Committee. Throughout the first quarter of 2023 the board will be contacting every individual in the church to get input on who should be on this committee. We expect that by early May the congregation will have elected a diverse and qualified Ministerial Search Committee.

**Beyond:** In the summer of 2023 the Ministerial Search Committee will prepare a search packet informed by the work we are currently doing to tell potential candidates who might become our next settled minister about our challenges, opportunities, and hopes.

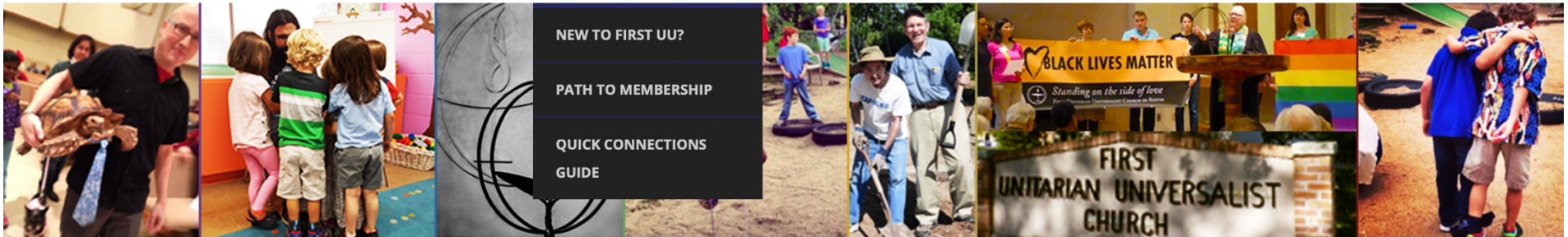
The board anticipates that in September of 2023, the Ministerial Search Committee will meet with Rev. Chris Jimmerson to discuss his candidacy. If they mutually decide that it is a good fit, the board will (by early October) announce a special meeting of the congregation to vote on Rev. Chris as our next settled minister. If the September meeting leads to the decision that the position is not a good fit or if the vote at the special congregational meeting does not result in a completed search, then the Ministerial Search Committee will post the search packet to the UUA to conduct an external search as part of its annual ministerial matching process.

The board has received feedback from many of you about our timeline. Some have thanked us for taking this time to allow all of us all to carefully consider what is best for our community. Others are concerned that we are not moving quickly enough. We hear you all and appreciate your engagement.

After careful consideration of the pros and cons of moving more quickly, the board unanimously agreed to the above timeline. However, we owe those of you with concerns more justification for our deliberate process. We believe that no one should accept the job of our next settled minister without hearing from us, the whole congregation, about what we want for our future. We need to be as clear as we can be about our expectations to provide the next minister the chance to meet them. We welcome your continuing feedback as we make our way through the interim process.

# FIRST UNITARIAN UNIVERSALIST CHURCH *of Austin*

TOGETHER WE NOURISH SOULS, TRANSFORM LIVES,  
AND DO JUSTICE TO BUILD THE BELOVED COMMUNITY.


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Links:

New to First UU?

<https://austinuu.org/wp2013/new-to-first-uu-2/>

Path to Membership

<https://austinuu.org/wp2013/path-to-membership/>

Quick Connections Guide

<https://austinuu.org/wp2013/quick-connections-guide/>

Board of Trustees & Interim Ministry Team,

I am writing this letter to formally request consideration in becoming an Affiliated Community Lay Minister with the First Unitarian Universalist Church of Austin. I spoke with Reverend Jimmerson about this possibility over the summer & he encouraged me to pursue more information and to bring it forward once we had the full team in place. I understand that there is a lot going on right now, my goal is not to detract from attention to our other challenges but to create the conditions where I can be of more help and service to the community as we evolve through these times of opportunity and challenge.

I will do everything in my power and capacity to make this process as straightforward as possible - for those who want the minimum amount of information for due diligence & for those who feel the need or desire to dig deeper. My goal is to provide the baseline in this email, with links to additional resources, and an open invitation to have 1:1 discussions with any members of the board or ministry team who wish to do so.

### **Background General**

Here is the most succinct and accurate description that I have found of the path (from <https://www.uuscm.org/page-1691261>):

*At the present time, there is no infrastructure, and there are no standards for education or accountability established by the UUA for lay people who perform community ministry. This places a special responsibility with the congregation that chooses to covenant with a lay person who is performing community ministry. The congregation in this case is accepting a responsibility to assess and recognize the ministry that a lay person is performing.*

### ***Covenanting with a Lay Person who is Performing a Community Ministry***

*Lay persons who are performing community ministries establish relationships with local congregations in various ways... ...In some cases the lay person will have come out of a local congregation as a lay leader, be trained and equipped for a specialized ministry, and then serve in a community setting while continuing a relationship with their long-time local congregation...*

### **Background Specific**

In the period from 2006 to 2014 I was in the pulpit at First UU eight times, those sermons were well enough received that I was also invited to give guest sermons at Wildflower, Hill Country (Kerrville), and San Gabriel. Although it was my desire to continue doing sermons at least once a year, Rev. Meg made the decision to only have ordained ministers in the pulpit and that put the brakes on my lay ministry for a time. Researching, writing and delivering sermons is a calling for me and an important aspect of my own spiritual growth that I can no longer neglect. My first choice would be to find a way to fulfill that need that is aligned with FirstUU Austin in a win-win orientation. I am open to conversations about how best to evaluate and strategize that alignment.

I am currently chairing our TCS (Transformation Connection Services) team, co facilitating Wellspring Sources, facilitating a chalice circle, and helping to re-start the Pagan Alliance. I have previously served on the Board, Committee on Ministries, Worship Associates Committee. stewardship, as an usher/greeter, and a member of our 2011 delegation to the Dwight Brown Leadership Experience hosted by SWUUC.

### Baseline Proposal

The Unitarian Universalist Society for Community Ministries recommends that I articulate my ministerial aims as clearly as possible, here's where I'm currently at:

1. Post-denominational ministry - In my experience 'denominational' thinking is about division, in response to that context my ministry is about reunification on a foundation of shared humanity & spirituality that respects and celebrates the many differences we bring collectively and individually to the dance of life.
2. Community based practice - I support a transition from 'driving to church' to 'walking to church' - we need to practice spirituality with our actual neighbors, building and strengthening local communities by sharing stories, experiences, and worship with each other across traditional silos.
3. Ministerial Outreach - I have been a holy-roller (Freewill Pentacostal) and a staunch atheist at different points in my own journey - I want to reach out and listen to others' journey stories and to share my own. I want to move far beyond religious tolerance to a world of evangelical sharing in its best forms. For me, this could culminate in guest spots beyond UU pulpits to other religions/denominations, and possibly a YouTube or Podcast sermon series commitment.

### Basic Steps:

If there is general support of pursuing this path together, here is a sketch of process:

1. I would request volunteers to serve as my references, one from a minister and one from a board member. I would submit these references with my application to [UUSCM](#)
2. Once approved by UUSCM, I would pay my dues and finalize that part of the process.
3. We would draft a **covenant** and **working agreement** between myself and First UU Austin that covers the expectations, limitations, etc. that we agree to. (Based on my experience with governance, I guess that it would probably go to a congregational vote once we've agreed.)
4. If the congregation approves the plan, we would finalize with a ceremony similar to those for newly called ministers.

Thank you for your time and consideration.

Sincerely,  
Eric Hepburn

(512) 694-7067

<https://ericdhepburn.medium.com/>  
<https://www.linkedin.com/in/ehepburn/>  
<https://tinyurl.com/erichepburn>

FAQ:

1. Would this make you ordained? No, I would be recognized as a 'lay minister,' not ordained as a UU minister through congregational call or through the UUA/UUMA fellowship processes.
2. Aren't there more/better processes in place for this sort of thing? Yes and No. There is a [program for UU lay ministry](#) in the East Regional Group of the UUA, but it is only open to congregations in that region. So far, no other regions (including SWUUC) have followed suit - although there are recurring conversations on the subject.
3. Why don't you go get your MDiv if you want to minister? That option is not off the table in the long run, but it does not align with my current situational possibilities.



### September 2022 Financials

We experienced pledge contributions greater than budget in September. Our net cash flow projections improved slightly.

Our cash reserve estimate remains at about 3 month's worth of expenses.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN - Budget vs. Actuals: 2022 Budget: Jan - Sept 2022<sup>26</sup>

	Sep 2022			Total			Notes
	Actual	Budget	+/-Bud	Actual	Budget	+/-Bud	
<b>Income</b>							
4100 Earned Revenue			0	0	0	0	
4110 Event Revenue		0	0	0	10,000	-10,000	1
4130 Rentals Revenue	9,781	11,500	-1,719	80,841	90,500	-9,659	
4199 Discounts/Refunds Given			0	-1,675	0	-1,675	
<b>Total 4100 Earned Revenue</b>	<b>\$ 9,781</b>	<b>\$ 11,500</b>	<b>-\$ 1,719</b>	<b>\$ 79,166</b>	<b>\$100,500</b>	<b>-\$ 21,334</b>	
4200 Contributed Revenue			0	0	0	0	
4210 Unrestricted Contributions			0	0	0	0	
4211 Pledge	58,133	55,000	3,133	445,381	483,000	-37,619	
4212 Sunday Plate	3,405	2,500	905	16,414	22,500	-6,086	2
4213 Other Gifts	5,075	3,333	1,742	85,884	29,997	55,887	3
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 66,613</b>	<b>\$ 60,833</b>	<b>\$ 5,780</b>	<b>\$ 547,678</b>	<b>\$535,497</b>	<b>\$ 12,181</b>	
4220 Restricted Contributions	19		19	13,323	0	13,323	
4221 Special Plate	1,000	833	167	9,754	7,497	2,257	
<b>Total 4220 Restricted Contributions</b>	<b>\$ 1,019</b>	<b>\$ 833</b>	<b>\$ 186</b>	<b>\$ 23,077</b>	<b>\$ 7,497</b>	<b>\$ 15,580</b>	4
4230 Grants		0	0	142,079	247,141	-105,062	5
4290 Other Contributed Revenue	275	1,000	-725	11,044	21,000	-9,956	
<b>Total 4200 Contributed Revenue</b>	<b>\$ 67,907</b>	<b>\$ 62,666</b>	<b>\$ 5,241</b>	<b>\$ 723,878</b>	<b>\$811,135</b>	<b>-\$ 87,257</b>	
<b>Total Income</b>	<b>\$ 77,688</b>	<b>\$ 74,166</b>	<b>\$ 3,522</b>	<b>\$ 803,044</b>	<b>\$911,635</b>	<b>-\$108,591</b>	
<b>Expenses</b>							
Total 6100 Payroll Expenses	\$ 50,229	\$ 58,675	-\$ 8,446	\$ 477,150	\$556,253	-\$ 79,103	
Total 6210 Charitable Giving	\$ 300	\$ 3,464	-\$ 3,164	\$ 42,775	\$ 31,185	\$ 11,590	6
Total 6220 Program Expenses	\$ 11,693	\$ 9,937	\$ 1,756	\$ 67,352	\$ 93,631	-\$ 26,279	
Total 6300 Outreach Costs	\$ 5,732	\$ 1,302	\$ 4,430	\$ 31,980	\$ 11,863	\$ 20,117	7
Total 6400 Occupancy Costs	\$ 8,629	\$ 6,606	\$ 2,023	\$ 58,228	\$ 59,579	-\$ 1,351	
Total 6600 Subscription's and Fees	\$ 1,165	\$ 1,024	\$ 141	\$ 13,585	\$ 9,232	\$ 4,353	8
Total 6700 Business Expenses	\$ 4,729	\$ 3,928	\$ 801	\$ 52,641	\$ 52,400	\$ 241	
6820 Depreciation Expense	10,993	10,671	322	97,651	96,042	1,609	
6830 Interest Expense	4,691	5,746	-1,055	42,335	51,723	-9,388	
<b>Total Expenses</b>	<b>\$ 98,161</b>	<b>\$101,353</b>	<b>-\$ 3,192</b>	<b>\$ 883,695</b>	<b>\$961,908</b>	<b>-\$ 78,213</b>	
<b>Total Other Income</b>	<b>\$ 52</b>	<b>\$ 0</b>	<b>\$ 52</b>	<b>\$ 8,715</b>	<b>\$ 0</b>	<b>\$ 8,715</b>	
<b>Net Income</b>	<b>-\$20,422</b>	<b>-\$ 27,187</b>	<b>\$ 6,765</b>	<b>-\$ 71,936</b>	<b>-\$ 50,273</b>	<b>-\$ 21,663</b>	
<b>Non-Operational Expenses</b>	<b>\$ 15,684</b>	<b>\$ 16,417</b>	<b>-\$ 733</b>	<b>\$ 139,986</b>	<b>\$147,765</b>	<b>-\$ 7,779</b>	
<b>Non-Operational Revenue</b>				<b>\$ 12,692</b>			
<b>Net Operational Income</b>	<b>-\$ 4,737</b>	<b>-\$ 10,770</b>	<b>\$ 6,033</b>	<b>\$ 55,358</b>	<b>\$ 97,492</b>	<b>-\$ 42,134</b>	

1. We were not able to do the event in the last few years because of the building being closed and then Meg's illness.
2. Sunday plate seems to be improving.
3. Includes the funds given for Meg ,staff bonuses, and KUT funds, plus unattributed gifts.
4. Some of these funds may not be used for operational expenses - adjusted below
5. \$59,000 in CARES Act funds were received at the end of last year and \$50,000 were not received due to change in law.
6. Includes UUA funds paid early in year.
7. Over due to giuft to Meg and KUT sponsorship
8. Over due to increased software subscription costs

**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**  
**Projected Year End**  
January - December 2022

	Total		
	Actual through Sept	Projected	Budget
<b>Income</b>			
4100 Earned Revenue	0		
4110 Event Revenue	0		10,000
4130 Rentals Revenue	80,841	113,788	125,000
4199 Discounts/Refunds Given	-1,675	-1,675	
<b>Total 4100 Earned Revenue</b>	<b>\$ 79,166</b>	<b>\$ 112,113</b>	<b>\$ 135,000</b>
4200 Contributed Revenue	0		
4210 Unrestricted Contributions	0		
4211 Pledge	445,381	611,841	650,929
4212 Sunday Plate	16,414	22,885	30,000
4213 Other Gifts	85,884	94,284	40,000
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 547,678</b>	<b>\$ 729,010</b>	<b>\$ 720,929</b>
4220 Restricted Contributions	13,323	14,123	
4221 Special Plate	9,754	13,006	10,000
<b>Total 4220 Restricted Contributions</b>	<b>\$ 23,077</b>	<b>\$ 27,129</b>	<b>\$ 10,000</b>
4230 Grants	142,079	142,079	247,141
4290 Other Contributed Revenue	11,044	14,725	29,000
<b>Total 4200 Contributed Revenue</b>	<b>\$ 723,878</b>	<b>\$ 912,943</b>	<b>\$ 1,007,070</b>
<b>Total Income</b>	<b>\$ 803,044</b>	<b>\$ 1,025,055</b>	<b>\$ 1,142,070</b>
<b>Total Expenses</b>	<b>\$ 785,534</b>	<b>\$ 1,249,665</b>	<b>\$ 1,289,665</b>
<b>Total Other Income</b>	<b>\$ 8,715</b>	<b>\$ 11,620</b>	<b>\$ -</b>
<b>Net Income</b>	<b>\$ (51,514)</b>	<b>\$ (212,990)</b>	<b>\$ (147,595)</b>
<b>Non-Operational Expenses</b>	<b>\$ 139,986</b>	<b>\$ 186,648</b>	<b>\$ 197,008</b>
<b>Non-Operational Income</b>	<b>\$ 12,692</b>	<b>\$ 13,000</b>	
<b>Net Operational Income</b>	<b>\$ 85,479</b>	<b>\$ (39,342)</b>	<b>\$ 49,413</b>

I will explain some of the assumptions in this report during the meeting.

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of September 30, 2022

	JUL 2022	AUG 2022	SEP 2022
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,155	575	1,170
1110 8009-THCU Checking	481,760	487,559	527,635
1120 RBank Debt Service 676	59,171	59,169	59,166
1130 RBank Construction 668	153,585	144,685	135,783
1140 THCU Money Market	0	0	0
1150 THCU Savings	38	38	38
1160 UFCU Savings	0	0	0
1170 THCU CDs	0	0	0
1189 Petty Cash	200	200	200
1710 UUCEF Permanent Endowment Acct.	269,590	261,878	245,369
1720 UUCEF Mixed Investment Account	334,667	325,094	304,599
1730 UUCEF Murr Music Account	76,022	73,847	69,192
1740 UUCEF Education	720,226	699,623	621,455
<b>Total Bank Accounts</b>	<b>\$2,096,414</b>	<b>\$2,052,668</b>	<b>\$1,964,606</b>
Accounts Receivable			
1210 Accounts Receivable	0	0	0
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Current Assets			
1199 Undeposited Funds	0	0	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	676	1,011	-1,093
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	793	1,974	433
1310 Prepaid Expenses	7,207	7,021	10,381
1490 Other Current Assets	0	0	0
<b>Total Other Current Assets</b>	<b>\$8,676</b>	<b>\$10,007</b>	<b>\$9,721</b>
<b>Total Current Assets</b>	<b>\$2,105,090</b>	<b>\$2,062,675</b>	<b>\$1,974,327</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of September 30, 2022

	JUL 2022	AUG 2022	SEP 2022
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,162	3,810,162	3,810,162
1520 Land	3,772,325	3,772,325	3,772,325
1530 Furniture & Equipment	132,994	132,994	132,994
1540 Exterior Structures & Improvements	19,350	19,350	19,350
1590 Accumulated Depreciation	-683,000	-693,994	-704,987
<b>Total 1500 Fixed Assets</b>	<b>7,051,830</b>	<b>7,040,837</b>	<b>7,029,844</b>
<b>Total Fixed Assets</b>	<b>\$7,051,830</b>	<b>\$7,040,837</b>	<b>\$7,029,844</b>
<b>TOTAL ASSETS</b>	<b>\$9,156,921</b>	<b>\$9,103,512</b>	<b>\$9,004,171</b>
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	5,097	5,090	2,771
<b>Total Accounts Payable</b>	<b>\$5,097</b>	<b>\$5,090</b>	<b>\$2,771</b>
Credit Cards			
2150 Chase Credit Card 3081	107	107	215
Credit card (2900)	302	426	563
Credit card (3081)	-18,268	-21,743	-19,006
Credit card (3115)	72	72	72
Credit card (3123)	1,109	1,109	1,109
Credit card (4576)	7,652	11,317	16,109
Credit card (8572)	7,369	9,580	12,543
Credit card (9450)	3,056	3,318	3,674
<b>Total 2150 Chase Credit Card 3081</b>	<b>1,399</b>	<b>4,186</b>	<b>15,279</b>
<b>Total Credit Cards</b>	<b>\$1,399</b>	<b>\$4,186</b>	<b>\$15,279</b>
Other Current Liabilities			
2320 Security Deposits	0	0	0
2410 Payroll Liabilities	0	0	0
2450 Sales Tax Payable	0	0	0
2500 Accrued Interest	0	0	0
2610 PPP Loan	0	0	0
Sales Tax Agency Payable	0	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$6,497</b>	<b>\$9,276</b>	<b>\$18,049</b>
Long-Term Liabilities			
2620 Construction Loan	1,216,668	1,212,468	1,208,252
<b>Total Long-Term Liabilities</b>	<b>\$1,216,668</b>	<b>\$1,212,468</b>	<b>\$1,208,252</b>
<b>Total Liabilities</b>	<b>\$1,223,165</b>	<b>\$1,221,744</b>	<b>\$1,226,301</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of September 30, 2022

	JUL 2022	AUG 2022	SEP 2022
Equity			
3110 Unrestricted Net Assets	784,140	784,140	784,140
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
3130 Unrealized Gain/Loss on Investments	-195,412	-235,474	-318,949
Opening Balance Equity	0	0	0
Net Income	-84,487	-96,413	-116,835
<b>Total Equity</b>	<b>\$7,933,756</b>	<b>\$7,881,767</b>	<b>\$7,777,870</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,156,921</b>	<b>\$9,103,512</b>	<b>\$9,004,171</b>

\$	329,902.00	pledge
\$	410,372.60	sustaining pledge
\$	740,274.60	Total
\$	18,972.86	One year of Five year pledge in reserves
\$	759,247.46	Total
\$	52,500.00	Match
\$	811,747.46	Grand Total

95.50%

Draft 2023 Budget - Interim for Full Year

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	2022 Budget	2022 Projected	2023 Budget	
Earned Revenue:Event Revenue	\$ 10,000	\$ -	\$ 7,000	Assumes event possible in 2023
Earned Revenue:Rentals Revenue	\$ 125,000	\$ 112,113	\$ 125,000	
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$ 638,268	\$ 611,841	\$ 745,000	Actual pledges to date plus factoring in a few more
Attrition	\$ (22,339)	n/a	\$ (26,075)	We may see giving from new members go up in 2023
Pledge Challenges			\$ 52,500	
New Member Pledge Giving	\$ 35,000	n/a	\$ 40,000	Assumes membership growth
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$ 30,000	\$ 22,885	\$ 24,000	Assumes growth and that text giving helps
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$ 40,000	\$ 94,284	\$ 71,000	Takes out Meg gift and staff bonuses from this year
Grants	\$ 222,036	\$ 142,079	\$ 27,000	No federal support, annual transfer from savings
Contributed Revenue:Restricted Contributions:Special Plate	\$ 10,000	\$ 13,006	\$ 13,560	
Revenue: Restricted Revenue	\$ 2,500	\$ 14,123	\$ 2,500	adjustment to 2023 based on no more capital contributions
Contributed Revenue:Other Contributed Revenue	\$ 26,500	\$ 14,725	\$ 21,000	assumes ministry teams growth, but no Paradox Players
<b>Total Revenue</b>	\$ 1,116,964	\$ 1,023,381	\$ 1,102,485	
Payroll Expenses				
Payroll Expenses:Salaries & Wages	\$ 747,700		\$ 753,355	
Labor Related Expense	\$ 8,000		\$ 8,000	



	2022 Budget	2022 Projected	2023 Budget
Total Payroll Expenses	\$ 755,700		\$ 761,355
Total Charitable Giving	\$ 41,574		\$ 44,731
Total Program Expenses	\$ 121,007		\$ 95,000
Total Outreach	\$ 15,750		\$ 38,901
Total Occupancy	\$ 79,387		\$ 91,035
Software and Dues	\$ 15,050		\$ 20,000
Insurance and Fees	\$ 64,181		\$ 75,265
Depreciation Expense	\$ 128,051		\$ 128,825
Interest Expense	\$ 68,957		\$ 56,338
Non-Cash Expenses Adjustment (Interest and depreciation)	\$ (197,007)		\$ (185,162)
Total Non-Payroll Expenses	\$ 336,949		\$ 364,932
Total Payroll Expenses	\$ 755,700		\$ 761,355
Search Team			\$ 20,000
Total Expenses	\$ 1,092,649	\$ 1,068,213	\$ 1,146,287
Total Revenue	\$ 1,142,069	\$ 1,025,282	\$ 1,102,485

Adjusted down based upon current year  
Added KUT sponsorship twice in year

Adjusted up based on current year

Five Year pledge released  
from reserve

\$ 18,973

**Net Income/Loss**      \$ 49,420      \$ (42,934)      \$ (43,802) Takes out non-operational income and adds in interest and dividends of about \$10,000

2022 projected does not currently include line item expense projections; however, these are taken into account in 2023 budget projections

**November 2022** – (OKR.2) pledged income meets at least 90% of budgeted expenses.

**December 2022** – OKR.3) at least 20% of members have participated in at least one interim activity of reflection. BIPOC, disabled, LGBTQ+ participation is documented and robust.

**January 2023** – (OKR.3) Transition team has developed a plan to contact everyone in the congregation to get input about who should be on the search committee. Implementing this plan will involve everyone on the board. The interim ministry team might give the board a preliminary version of the report that they will share with the congregation in February.

**February 2023** – (OKR.3) interim ministry team has provided congregation a report of their findings and is giving the congregation a chance to provide feedback.

**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.

**April** -- (OKR.3 and OKR.4). Search committee for next settled minister is formed. **(Who is responsible? I think this is on the board)**. Ministry team provides a plan for organizing volunteer support to achieve OKR.4 goals.

**May 2023** – (OKR.2) – staffing plan shared with congregation.

(usually the summer months are for training the board and August is focused on training the board in reading financial statements)

**September 2023** – (OKR.1 and OKR.4) Ministry team provides board with metrics of member engagement and leadership.

### **November 2022 Pre-Congregational Meeting Materials**

On November 20, 2022 at 1:30 p.m. in the sanctuary, we will hold our fall-pre-congregational meeting.

At the pre-congregational meeting, we will walk through the attached agenda and materials for the actual congregational meeting but will not take any votes.

You may attend either in person in the sanctuary at 4700 Grover Avenue or by Zoom. Masks are optional if attending in person.

Zoom Link: <https://zoom.us/my/firstuuaustin>

Passcode: 512452

Agenda – Congregational Meeting  
 First Unitarian Universalist Church of Austin  
 Sunday, December 18, 2022, 1:30 p.m.  
 In the Sanctuary at 4700 Grover Avenue, 78756  
 Or by Zoom Link: <https://zoom.us/my/firstuuaustin>  
 Passcode: 512452

- |  |      |
|--|------|
| 1. Welcome and Call to Order, Nesan Lawrence– 10 min   | 1:30 |
| a. Unison Reading of Covenant and Lighting of Chalice  |      |
| b. Introduction of Parliamentarian   |      |
| c. Adopt Consent Agenda  |      |
| • Rules of Order   |      |
| • Minutes May 2022 congregational meeting (draft version)  |      |
| d. Adopt Agenda  |      |
| 2. Update: State of the Church, Rev. Chris Jimmerson – 10 minutes                                    | 1:40 |
| 3. Interim Ministry Update, Rev. Jonalu Johnstone – 10 minutes                                       | 1:50 |
| 4. Call for return of ballots for 2023 Monthly Special Offerings,<br>Mary Overton– 5 minutes         | 2:00 |
| 5. 2022 Proposed Budget and Fiscal Discussion – 30 minutes,<br>Board of Trustees and Chris Jimmerson | 2:05 |
| 6. Joys and Concerns – 10 minutes  | 2:35 |
| 7. Closing Reading and Extinguish Chalice – 5 min  | 2:45 |
| Adjourn  | 2:50 |

## **A COVENANT OF HEALTHY RELATIONS**

**As a religious community, we promise:**

### **To Welcome and Serve**

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

### **To Nurture and Protect**

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

### **To Sustain and Build**

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

**Thus do we covenant with one another**

Approved at congregation meeting May 5, 2013

# First Unitarian Universalist Church of Austin Congregational Meeting Rules of Procedure

## 1. Order of Business

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

## 2. Remote participant attendance and communication

To accommodate a wider range of technology access, members may join by remote in a number of ways including voice, chat/text or video. The meeting will be primarily conducted by voice.

To ensure individuals can be identified: the designated vote counters have discretion on how to recognize members. These methods include, but are not limited to, system identity, voice statements, typing/chat activity and video recognition.

If a typing/chat is not available to an attendee, they may submit statements and motions by voice using the chair or a designated assistant(s) to act as proxy. The chair or assistant(s) should also read relevant chat items to help voice-only attendees.

## 3. Means of Voting

As long as a quorum is present (ten percent of voting members of the congregation), voice votes, or a show of hands, including through digital means, will be used, unless the bylaws specify otherwise. Two or more people shall be designated as vote counters by the chair at the outset of the meeting in the event that a vote count is needed. All matters will be determined by the number of votes cast by members present and voting, as long as there is a quorum.

To streamline remote meetings, the vote counters may informally canvas the membership using one or several straw polling mechanisms, show of hands (virtual or video) or other method. Clear majority and uncontested items may be voted by acclamation.

#### 4. Presentation of Items

A Board Member or the appropriate Committee Chair will move the action items as printed in the meeting notice. If updated, items will be read aloud and displayed to accommodate voice only participants.

#### 5. Amendments

No one may offer an amendment until there has been at least ten minutes of debate on the main question as moved, unless no one else wants to speak to the main question or it is a clarifying amendment. Anyone making an amendment should give it to the chair via the chat function (or proxy as per #2).

#### 6. Time limits

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

- a. No one may speak on any motion for more than two minutes or more than once as long as anyone else is waiting to speak, except that persons with special information may answer questions with the Chair's permission.
- b. No item will be discussed in the meeting for more than 30 minutes. Discussion time will be divided equally by alternating between speakers voicing pro and con positions. Speakers must state clearly if they are pro or con.
- c. No one may call the previous question if there are *both* pro and con persons waiting to speak and the time for discussion is not over. If the Chair sees no speakers for the con position, then the Chair may call for a vote.
- d. Every person must speak via voice or identify a reader for their chat/text comments.

#### 7. Budget Motions

Anyone making a motion concerning the budget should give it to the Chair via the chat function (or proxy as per #2) and must provide for reduction in specific

categories equal to any increase in spending in the motion. A simple majority vote is required to adopt motions concerning the budget.

#### 8. Items Not in the Meeting Notice

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

#### 9. Amending the Rules of Procedure

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

#### 10. Adjournment

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



## Minutes – First Unitarian Universalist Church of Austin Congregational Meeting

Sunday, May 22, 2022, 1 pm – 2 pm - Held in person and on Zoom: <https://zoom.us/my/firstuuaustin>

### 1. Welcome and Call to Order, Toni Wegner – 10 minutes

- ☐ President Toni Wegner confirmed that we had a quorum (>40 members; there were about 100 members in attendance) and called the meeting to order. She introduced our parliamentarian, Kirk Overbey, the President-elect and Secretary, the Zoom pilot, and two vote counters.
- ☐ We started with a unison reading of the Covenant of Healthy Relations; then Toni read opening words while Nesan Lawrence lit the chalice.
- ☐ There were no changes or objections to the consent agenda, which included the Rules of Procedure and Minutes of the December 19, 2021 Congregational Meeting; thus it was approved. The agenda for this meeting was approved likewise.

### 2. Update: State of the Church, Rev. Meg Barnhouse – 5 minutes

- ☐ Rev. Meg began by speaking about the upcoming transition and expressed faith that the congregation can expertly handle the transition. Adhering to the covenant of right relations can help us in this regard.
- ☐ She thanked the Board and Rev. Chris for their leadership with transition activities to date. She also thanked Kelly Stokes for the excellent work with the RE program.
- ☐ She highlighted that the church has focused on the theme of 'Feeling Welcome' this year. One way this is being addressed is via improvements to the playground area with lighting and awning to help the kids, teachers, volunteers, and parents endure the summer heat.
- ☐ She mentioned that the financial situation is healthy thanks to the pledges, legacy giving, and payments from government programs.
- ☐ Finally, she commented on declining membership this year with hopes that it would bounce back, encouraged by the number of new members presented to the congregation at the service today.

### 3. Congregational Vote on Board of Trustees Slate – 3 minutes

- ☐ Tomas Medina made the motion on behalf of the Nominating Committee to nominate Vic Cornell for the office of president elect. There being no other nominations, Vic was elected by acclamation. Vic will serve as president-elect for one year and then will succeed to the office of president for the following year.
- ☐ Tomas Medina made the motion on behalf of the Nominating Committee to nominate Donna Carpenter, Mateo Kresha and Joseph Hunt for the positions of trustee for the new term of 2022-2025. There being no other nominations, Donna, Mateo, and Joseph were elected by acclamation.

### 4. Congregational Vote on Nominating Committee Member – 2 minutes

- ☐ Tomas Medina made the motion on behalf of the Nominating Committee to nominate Becca Brennan-Luna for the open congregational position on the Nominating Committee for the 2022–2025 term. There being no other nominations, Becca was elected by acclamation.

### 5. Congregational Vote on Adopting the Unitarian Universalist 8th Principle – 10 mins

- ☐ Rev. Meg introduced the motion by clarifying that adopting the 8<sup>th</sup> principle does not legally bind us to anything specific as it relates to the UUA. This would just mean that we are adding our congregation's name to the list of other UU congregations that have already adopted the 8<sup>th</sup> principle.
- ☐ Russell Holley-Hurt made the motion to adopt the 8<sup>th</sup> principle and Elias Ponvert seconded the motion. A very brief discussion followed where congregants mostly expressed their support and excitement towards adopting the 8<sup>th</sup> principle.
- ☐ Based on a vote by a show of hands, the 8<sup>th</sup> principle was adopted successfully. All votes were in the affirmative!

#### 6. Congregational Vote on Proposed Change to the Church Bylaws – 5 mins

- ☐ Toni Wegner introduced the bylaw changes by sharing that this came forth after meeting with two representatives of the UUA regarding Rev. Meg's departure, and both noting that our bylaws needed to be amended prior to the search for a new Sr. Minister. Toni wrote the amendment, brought it to the Board, and the Board recommended it.
- ☐ Suzette Emberton made the motion to accept the changes to bylaws as written.
- ☐ In the absence of any discussion, a vote was called by a show of hands. The bylaws amendment was adopted based on more than two-thirds of the members present voting in the affirmative. Again, all votes were in the affirmative.

#### 7. Congregational Vote to confer Minister Emerita status to The Reverend Meg Barnhouse. – 5 mins

- ☐ Toni Wegner called on Sadie Lambert to present the resolution to confer Minister Emerita status to The Reverend Meg Barnhouse.
- ☐ In the absence of any discussion, the resolution was called to a voice vote and was adopted with overwhelming enthusiasm. A standing ovation followed and flowers were presented.

#### 8. Joys and Concerns – 10 min

- ☐ Congregants took turns sharing their joys and concerns from a difficult 2022 given the news of Rev. Meg's retirement.

#### 9. Closing Reading and Extinguish Chalice – 5 min

- ☐ Toni read the closing words as Nesan Lawrence extinguished the chalice. The meeting ended ahead of schedule.

#### 10. Announcements and Adjourn

- ☐ On behalf of the fellowship committee, Celeste Padilla announced that the Farewell Party for Rev. Meg is scheduled for the following Sunday, May 29.
- ☐ On behalf of Kathryn Govier, Toni Wegner shared details regarding restarting Senior Lunch.
- ☐ Finally, Nesan Lawrence provided an update on the interim search and addressed questions regarding next steps.

The attached summary budget represents our best estimate for income and expenses next year.

Here are a few notes:

- Our stewardship team and the church did an extraordinary job rising to the funding challenge we found ourselves facing for 2023. We saw a 16.7% increase in the amount pledged in 2023 over the amount pledged toward 2022. Adding in the pledge matching contributions that were offered, that rises to an increase of 25%. With the matching contributions, we are at 95.5% of our goal.
- We are seeing an increase in church membership after we lost members during the pandemic. Visitation levels remain high.
- The budget includes interim minister salaries and benefits through all of 2023.
- The budget also includes \$20,000 to fund the costs associated with the work of the search committee we will be forming.
- We continue to follow Unitarian Universalist Association (UUA) guidelines for staff salaries.
- We continue to increase our contribution to the UUA by 10% over the prior year.
- We included running a five-week sponsorship on KUT twice during 2023.
- Anyone who would more details regarding the budget, please let us know that you would like to set up a day and time to do so.

Sincerely,

Your Board of Trustees and Reverend Chris

### Draft 2023 Budget Summary

Budget Year	2021	2022	2023
INCOME	Budget	Budget	Proposed
Pledges			
Pledge	\$ 670,000	\$ 638,268	\$ 745,000
attrition	\$ (23,450)	\$ (22,339)	\$ (26,075)
Monthly Speical Offering			\$ 13,560
New Member Giving	\$ 35,000	\$ 35,000	\$ 40,000
Sunday Plate	\$ 35,000	\$ 30,000	\$ 24,000
Other Gifts	\$ 75,000	\$ 40,000	\$ 71,000
Rental	\$ 71,000	\$ 125,000	\$ 125,000
Activities			
Fundraiser	\$ 11,750	\$ 10,000	\$ 7,000
Misc. - Committees, Interest, special plate, etc.	\$ 28,050	\$ 39,000	\$ 23,500
Pledge Challenges			\$ 52,500
Released from Restricted (Murr)	\$ 1,500		
Restricted Funds Offset	\$ 3,391		
Annual Transfer from Savings	\$ 23,000	\$ 25,105	\$ 27,000
CARES act Employee Retention		\$ 222,036	
<b>Total Income</b>	<b>\$ 930,241</b>	<b>\$ 1,142,070</b>	<b>\$ 1,102,485</b>
<b>EXPENSES</b>			
<b>Ministry</b>	\$ 364,088	\$ 362,385	\$ 380,108
<b>Religious Education</b>	\$ 266,876	\$ 324,653	\$ 340,562
<b>Music</b>	\$ 258,425	\$ 300,113	\$ 314,885
<b>Administration</b>	\$ 81,663	\$ 105,500	\$ 110,731
<b>Total Expenses</b>	<b>\$ 971,052</b>	<b>\$ 1,092,651</b>	<b>\$ 1,146,287</b>
<b>Net Revenue or expense</b>	<b>\$ (40,811)</b>	<b>\$ 49,419</b>	<b>\$ (43,802)</b>

### **Securing the Future of Our Church**

We are thrilled with how the church has risen to our fiscal challenge for 2023 and want to continue to explore how we can build a more sustainable future for the church and fund the church at a level that will allow us to truly live out our mission.

Our current staffing levels are not adequate to meet the church's needs and are unsustainable for our ministers and staff, especially as our membership and participation is growing now that we have returned to in person services.

Please see the attached survey of staffing levels for churches similar in size compared to our current staffing levels.

The following is a staffing structure that would secure the future of our church.

#### Ministry

One full-time (FT) minister and two half-time (HT) interim ministers during the interim period.

After the interim period, FT senior minister and FT assistant minister if membership levels rise to 550 or more.

#### Religious Education

HT director of religious education

FT RE Coordinator

HT Adult RE and Owl Coordinator (would grow to full-time as RE grows)

#### Program Support

FT Executive Director (Budgeting, financial reports and oversight, supervising program support staff, helping with building access, etc., broad oversight of facilities and grounds)

FT Office Manager (Room scheduling, rentals, front desk, administrative support to all programs, assisting with meeting, building access, etc., supplies ordering).

Facilities Manager at 10-15 hours per week

Technical Director (video, sound, livestream) at 5 to 10 hours per week

FT Congregational Life and Membership Coordinator (would handle church communications to start but might eventually need part-time help)

Fund-Raising Consultant for Stewardship (minimal hours except during canvass, during which they might work 10 or more hours per week during July through October)

Contract accounting/bookkeeping

Contract Web Redesign

### Music

FT Director

HT Coordinator

HT Assistant

(These are the major staffing positions. We would also have the much more PT positions we currently employ such as childcare workers, section leaders, etc.).

We estimate that achieving this staffing level would require an additional \$244,223 in expenses in the first year. Please note this is a “ballpark” estimate as there are not UUA recommended salaries for some positions, and the recommended salary rates would increase if our membership rises above 500. Contract web redesign support would be a separate expense.

Additionally, in 2024, we will no longer have capital campaign funds left to pay the monthly note on the construction loan note. This will add another \$106,887 to operating expenses.

### **Survey of Major Staffing for UU Churches of a Similar Size**

2 FT Ministers plus affiliated community ministers

FT Director of Music

Music Coordinator (Some were PT)

Admin. Asst. for Music (Some were PT)

FT Director Religious Education

FT Youth (and sometimes Young Adult) Coordinator

FT or PT RE Admin. Asst.

FT Director of Operations and Finance

Administrator/Office Manager

Various ways of structuring administrative assistance

Various ways of structuring facilities staffing

Bookkeeper/Controller

FT Congregational Life/Membership Coordinator

Various ways of structuring communications assistance

PT IT staff

FT or PT Technical Director

(FT=Full-Time, PT=Part-Time)

It seems liked each of the three churches I looked at also had various very part-time staff positions such as child-care staff, music section leaders, etc. like we do)

### **Current Major First UU Church of Austin Staffing**

FT Co-Lead Minister (Also over Finance, Administration and Grounds)

PT CO-Lead, Interim Minister

PT Interim Minister

FT Director of Music

PT Assistant

PT Director of Religious Education

PT RE Coordinator

Congregational Administrator

PT Assistant

Sunday tech. staff and volunteers (Very PT)

Contract bookkeeping and IT

**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:**