

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

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| 1. Welcome and Call to Order, Nesan Lawrence– 10 min | 1:30 |
| a. Unison Reading of Covenant and Lighting of Chalice Page 2 | |
| b. Introduction of Parliamentarian | |
| c. Adopt Consent Agenda | |
| • Rules of Procedure 3-5 | |
| • Minutes May 2022 congregational meeting 6-7 | |
| 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,
Mary Overton– 5 minutes | 2:00 |
| 5. 2022 Proposed Budget and Fiscal Discussion – 30 minutes,
Board of Trustees and Chris Jimmerson 8-13 | 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 8th 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 8th principle.
- Russell Holley-Hurt made the motion to adopt the 8th principle and Elias Ponvert seconded the motion. A very brief discussion followed where congregants mostly expressed their support and excitement towards adopting the 8th principle.
- Based on a vote by a show of hands, the 8th 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 Special 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	
Total Income	\$ 930,241	\$ 1,142,070	\$ 1,102,485

EXPENSES

Ministry	\$ 364,088	\$ 362,385	\$ 380,108
Religious Education	\$ 266,876	\$ 324,653	\$ 340,562
Music	\$ 258,425	\$ 300,113	\$ 314,885
Administration	\$ 81,663	\$ 105,500	\$ 110,731
Total Expenses	\$ 971,052	\$ 1,092,651	\$ 1,146,287
Net Revenue or expense	\$ (40,811)	\$ 49,419	\$ (43,802)

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