

Agenda – Congregational Meeting
 First Unitarian Universalist Church of Austin
 Sunday, December 17, 2023, 1:00 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, Gretchen Riehl – 10 min | 1:00 |
| a. Unison Reading of Covenant and Lighting of Chalice, page 2 | |
| b. Introduction of Parliamentarian | |
| c. Adopt Consent Agenda | |
| <input type="checkbox"/> Rules of Order, pages 3-5 | |
| <input type="checkbox"/> Minutes May 2023 congregational meeting, page 6 | |
| d. Adopt Agenda | |
| 2. Update: State of the Church, Co-Ministry Team, 10 min | 1:10 |
| 3. Call for return of ballots for 2024 Monthly Special Offerings, Mary Overton, 5 min | 1:20 |
| 4. Proposed Changes to the Church Bylaws to Allow for Co-Lead Ministry Team - Gretchen Riehl, 20 min, page 7-9 | 1:25 |
| 5. 2024 Proposed Budget, Shannon Posern, Co-Ministry Team, Board of Trustees, 20 min, page 10 | 1:45 |
| 6. Proposed Revisions to the Church Covenant of Healthy Relations, Healthy Relations Team, 15 min, page 11 | 2:05 |
| 7. Joys and Concerns – 10 minutes | 2:20 |
| 8. Closing Reading and Extinguish Chalice – 5 min | 2:30 |
| Adjourn | 2:35 |

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.

Agenda – Congregational Meeting
 First Unitarian Universalist Church of Austin
 Sunday, May 21, 2023, 1:30 pm – 3:00pm in the Sanctuary and on Zoom:
<https://zoom.us/my/firstuuaustin>, Password is 512452

Meeting Minutes

- Welcome and Call to Order, Nesan Lawrence
 - Unison Reading of Covenant
 - All present read the Covenant together.
- Lighting of Chalice
 - Vic Cornell read opening words while Dave Riehl lit the chalice.
- Adopt Consent Agenda
 - Rules of Procedure
 - Minutes of December 2022 congregational meeting
 - The consent agenda was adopted without dissent.
- Adopt Agenda
 - The agenda was adopted without dissent.
- Update: State of the Church, Rev. Chris Jimmerson Rev. Jonalu Johnstone, and Rev. Erin Walter
 - The ministry team updated everyone on the current state of the church.
- Congregational Vote on Board of Trustees Nominations, Nominating Committee
 - The Nominating Committee, represented by Tomas Medina, nominated Gretchen Riehl as President Elect (term = 1 year as President Elect, 1 year as President, 1 year on Nominating Committee).
 - There being no other nominations, Gretchen was elected by acclamation.
 - The Nominating Committee, represented by Tomas Medina, nominated Evan Mahoney as board member at large (term = 3 years).
 - There being no other nominations, Evan was elected by acclamation.
- Congregational Vote on Nominating Committee Member Nominations, Nominating Committee
 - The Nominating Committee, represented by Tomas Medina, nominated Art Carter for membership on the Nominating Committee (term = 3 years).
 - There being no other nominations, Art was elected by acclamation.
- Securing Our Church's Future Report, Nesan Lawrence and David Riehl
 - Nesan Lawrence & Dave Riehl gave a presentation on securing the church's financial future (attached), followed by Q&A.
- Joys/Concerns/Intentions
 - Those present that needed to expressed their joys & concerns.
- Closing Reading and Extinguish Chalice
 - Dave Riehl read closing words while Victor Cornell extinguished the chalice.
- Adjourn

ARTICLE V: AUTHORITY

Section 1: Congregational Authority

The members of the Congregation, acting together in accordance with the procedures laid out in these bylaws, are the ultimate authority of the church, with the power to:

- A. Call or dismiss a ~~Senior~~ Settled Minister;
- B. Approve the annual operating budget;
- C. Buy, sell or encumber any real estate that is or is intended to be the main meeting place of the church; except that the Executive, with the approval of a majority vote of the board of trustees, may sell any other real estate gifted to the church.
- D. Mortgage, encumber, or commit any asset owned by the Congregation; and
- E. Assert the congregational authority laid out in any other section of these bylaws.

Section 2: Board of Trustees

Subject to the limitations contained in these bylaws, the business and affairs of the church are managed under the direction of the Board of Trustees, in accordance with the Board’s Policies.

Section 3: Executive

~~The Executive Leadership of the Church shall be The Senior Minister shall function as the executive for the church unless otherwise~~ designated by the Board of Trustees through a majority vote of the Trustees present at any regular or called meeting at which a quorum is present.

Section 4: Board Delegation

The Board maintains control of policies and discerns congregational mission and ends and delegates to the Executive reasonable latitude to determine the means by which they are carried out. The Board’s direction, oversight, and supervision of the Executive are accomplished by:

- A. Adopting written policies providing for limitations on the Executive, and
- B. Holding the Executive accountable for acting within these executive limitations.
- ~~B-C.~~ C. Monitoring progress toward ends.

Section 5: Ministry Teams

To carry on the work of the Congregation, the Executive, acting within the scope of the executive limitations adopted by the Board, establishes Ministry Teams, consisting of members and friends of the Congregation and/or members of the staff.

ARTICLE XI: ~~SENIOR-SETTLED~~ MINISTER(S)

Section 1: Selection

In the event of a vacancy in the position of ~~senior-settled~~ minister, the congregation shall follow the current recommendations of the UUA for a called ministry search process, subject to modifications approved by the Board of Trustees, unless the Board decides to pursue an alternative to a called settled minister. Election to the position of ~~senior-settled~~ minister shall be by an affirmative vote of 90% of the members of the church present and voting at a regular or special meeting.

Section 2: Tenure

The tenure of the ~~senior-settled~~ minister shall be

indefinite. Section 3: Resignation

In the event that ~~the a senior-settled~~ minister resigns, ~~he or she~~ the minister shall give the church not less than three months' notice, unless the Board of Trustees shall waive this requirement.

Section 4: Termination

A majority vote of those present and voting at a called meeting of the membership shall be necessary for ~~the a senior-settled~~ minister's dismissal.

Section 5: Accountability and Authority of the ~~Senior Minister~~ Executive Leadership

- A. The ~~Senior~~ Minister(s) shall provide religious leadership and pastoral care for the Congregation and shall have the responsibility for Sunday services.
- B. Acting as the Executive (or as a member of an Executive Team as may be decided by the ~~C.~~ Board of Trustees), the ~~Senior~~ Minister-(s) shall:
 1. be accountable for the hiring, supervision and dismissal of staff;
 2. be accountable for the coordination and oversight of ministry teams and volunteers;
 3. be accountable for the business affairs and day to day operational and fiscal matters of the church;
 4. ensure that church records are maintained in an up to date manner and held within a proper repository.

~~D.C.~~ The ~~Senior~~ Minister(s) shall make a report to the Congregation at annual meetings.

~~E.D.~~ The ~~Senior Minister~~ Executive Leadership shall bring to the Board of Trustees all matters which the ~~Senior~~

~~F.~~ ~~Minister~~ Executive ~~deems~~deems necessary and proper or that is requested by the Board of Trustees as a part of annual monitoring.

~~G.E.~~ The ~~Senior Minister~~ Executive shall be accountable to the Board of Trustees for the reasonable interpretation of and compliance with board established

policies.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
Proposed 2024 Budget

	2023 Budget	2024 Budget
Income		
Earned Revenue:Event Revenue	\$7,000	\$15,000
Earned Revenue:Rentals Revenue	\$125,000	\$140,000
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$763,973	\$781,000
Attrition	-\$26,075	-\$27,335
Pledge Challenges	\$52,500	
New Member Pledge Giving	\$40,000	\$50,000
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$24,000	\$30,000
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$71,000	\$120,000
Annual transfer from savings	\$27,000	\$23,000
Contributed Revenue:Restricted Contributions:Special Plate	\$13,560	\$18,000
Revenue: Restricted Revenue	\$2,500	\$2,500
Contributed Revenue:Other Contributed Revenue	\$21,000	
Transfer from Restricted Funds to pay Construction Loan		\$106,887
Transfer from Education Fund		\$20,000
Total Revenue	\$1,121,458	\$1,279,052
Total Payroll Expenses	\$789,516	\$848,380
Total Charitable Giving	\$44,731	\$55,154
Total Program Expenses	\$95,000	\$92,271
Total Outreach	\$38,901	\$12,799
Total Occupancy	\$91,035	\$209,645
Software and Dues	\$20,000	\$17,000
Insurance and Fees	\$75,265	\$57,665
Total Non-Payroll Expenses	\$364,932	\$444,534
Total Expenses	\$1,154,448	\$1,292,914
Total Revenue	\$1,121,458	\$1,279,052
Net Income/Loss	-\$32,990	-\$13,862

Proposed Updates to the Covenant of Healthy Relations

As a religious community, we promise to:

To Welcome and Serve by:

- Being intentionally hospitable to all people of goodwill
- Celebrating all aspects of diversity
- Treating others as they wish to be treated
- Being present with one another through life's transitions
- 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 goodwill
- ensuring those who wish to speak are heard
- speaking when silence would inhibit progress
- disagreeing from a place of curiosity and respect
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