



Unitarian Congregation of West Chester Annual Reports 2015-2016



UCWC Annual Meeting, June 12th

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Covenant of Right Relations

December 1, 2008

The members of the Unitarian Congregation of West Chester covenant and affirm
that in our lives together

We communicate with kindness and support.

We accept responsibility for our individual actions.

We build trust by acting with honesty, integrity, and respect.

We honor our diversity as a source of strength.

We actively minister to one another in times of need.

We challenge ourselves and each other to live the UU principles in our daily lives and to
accomplish our mission.

We serve with compassion and commitment and pledge our time, talents and treasure to
the common good of the congregation.

UCWC Vision, Mission and Goals

We are a member congregation of the Unitarian Universalist Association of Congregations. We ascribe to the Seven Principles and Sources of the UUA that can be found at <http://www.uua.org/beliefs/what-we-believe/principles>.

The following statements have been written and adopted by our own congregation and reflect what we aspire to be and how we act on those aspirations.

Our Vision Statement

“We gather aspiring to be a thriving, caring, and welcoming community that supports each person’s spiritual journey, embraces diversity, challenges us to live responsibly and is a catalyst for a just and compassionate world.” (*adopted in May 2005*)

Our Mission Statement

“As a diverse liberal faith congregation, we make a difference in our lives, our children’s lives, and the wider community by creating an environment for spiritual growth and fulfillment, building meaningful connections, and for actively advancing peace and justice in the world.” (*adopted in June, 2009*)

Goals We Have Set to Achieve Our Mission:

Pillar I: Creating an Environment for Spiritual Growth

Goal: We provide inspirational worship.

- *Our services offer (1) a variety of music and musical genres, (2) insights into our own UU identity and faith, and (3) inspiration for our members to change their lives in positive ways.*

Goal: We provide religious education for all ages.

- *Our religious education curriculum provides lessons that focus on UU history, principles, and world religions so that our youth receive a well-rounded religious education and understand UU concepts.*
- *Our adults are offered and encouraged to take part in a variety of opportunities that include interfaith exploration and dialogue, celebration of a variety of holidays and holy days, and deeper exploration into Unitarian Universalism.*

Goal: We support and provide opportunities for individual spiritual practice.

Goal: Our building and our grounds are safe, welcoming, comfortable, and accessible to all who seek their use in harmony with our mission.

Pillar II: Building Meaningful Connections

Goal: At the UCWC people feel welcome, dialogues flourish, and relationships develop through good times and bad.

- *We provide a multitude of opportunities for social engagement, mutual support, musical sharing, and shared experiences about living a meaning-filled life. Our leadership demonstrates appreciation and gratitude to members of the congregation for their contributions of time and talent and encourages this behavior as a culture throughout the congregation.*

Goal: To further the Universalist-Unitarian principles of striving for world community and accepting one another, we maintain intentional involvement with diverse populations and promote diversity within our congregation.

- *We provide a welcoming atmosphere for diverse populations in our services, events and activities.*
- *We provide opportunities to interact with diverse populations within the larger community.*

Pillar III: Advancing Peace and Justice in the World

Goal: We work to have an impact on economic, environmental, and social justice issues at the local, national and international levels.

- *Our members contribute time, talent, and donations to charitable organizations serving the needs of the local or wider community.*
- *We network with each other and with other organizations to share information and experiences and to grow from the experiences of others. We participate in public actions to influence local and national legislative efforts, to improve economic and social equity, to reduce violence and injustice, and to protect or support the ecological environment.*

Our Facilities

- *Our building and our grounds are safe, welcoming, comfortable, and accessible to all who seek their use in harmony with our mission.*

Minutes of Prior Annual Meeting, June 7th, 2015

11:20 am called to order.

Opening

Call to order and welcome

Chalice Lighting, Reading, Gratitude

“One more day to serve...”

Our long range plan was not in the annual report provided - is available for viewing later.
A moment to honor the many individuals for participating and volunteering this year.

Secretary report on quorum

Current recorded active membership of 171
35 members need be present to represent a quorum
50+ are present which represents a quorum

Appoint Time Keeper and Parliamentarian

*Wayne appointed time keeper.
Hugh appointed Parliamentarian.*

Accept agenda as reported
Agenda accepted.

Roberts Rules of Order presentation Hugh Sutherland 5 min

Done

Business
Minister Report Bill Zelazny 10 min

*Accomplished everything set out to do in the beginning of the year.
Looking to accomplish those items left on the list targeted for next year, most of which
are operational, prior to the settling of a new minister.*

Director of Religious Education Report Pam Baxter 10 min

*Provided a brief selfie:
More than 50 kids serving over 30 families.
Two new members on the committee
3 new families - 6 children
Bridging the generational congregational divide between upstairs and downstairs
Pledges are important and would like to have a budget of abundance to do some new
programs and expansion*

Receive and Vote on Nominating Committee Slate of Nominees 10 min
Slate of nominees is provided (and found at the end of these minutes).

Discussion:
No discussions.

Decision:
All in favor to accept the slate of Nominees as presented.
None opposed
No abstentions

Presentation of Facility Renovation Roadmap Michael Werner 5 min

Discussion:
Planning and implementation for building project tasks and milestones ahead was presented. Several levels occurring prior to a plan and construction begins.

Call for congregation expertise and assistance Shelly Case 5 min

Discussion:
Need leadership for this to happen in a variety of areas required.

Presentation and vote on Annual Budget Janine Galen 30 min

Last year we had a negative \$30,000 going into the year.
Now we have an abundance budget of \$18k
Pledges and gifts were up.
Mortgage eliminated

Discussion:
Q - Did review if insurance is adequate for our building?
A- Yes. Comprehensive and thorough review a month back.

Q - Does the new DRE responsibilities represent a full time position?
A - No. Just about responsibilities. 10 - 12 hours a week for music and 30 hours a week for DRE. DRE does not punch a clock, she just does the work.

Q - Pledges lost and not lost. Did people move away?
A - Pledges loss are people asked if they would pledge and declined pledging this year.

Q - Where is the general RE expenses?
A - In the committee section.

Q - Where is the cost for retreats, Women's Retreat?
A - Kept in reserves and separate as self-funded.

*Q - Building rentals income?
A - Page one - \$3853 this year.*

*Q - Increase in costs on safety program forthcoming?
A - Cost is \$20 per person downstairs over 18 years of age.*

*Q - Cooperation with other congregations to lessen cost and gain efficiencies?
A - Possible.*

Comments on budget as recommended:

Q - In support of the budget.

A - Some talk....

Move from the floor to vote on the budget.

Decision:

All but one in favor

Opposed 1

Abstentions - 0

Move "To accept the budget as presented."

Decision:

All in favor

Opposed - none

Abstentions - none

Reading and Adjourn at 12:40 PM

SLATE OF NOMINEES

Presented by Nominating Committee: Curt Hoganson, Lorrie McKinley, Pam Sapko

President: Janine Galen

Executive Treasurer: Mike Miller

Program Coordinator: Marie Steel

Nominating Committee:

Curt Hoganson Lorrie McKinley Paul Sapko (board nominee)

Board of Trustees:

Shelly Case (1 year) Heidi Frayer

Jim MacFadyen (1 year) Anthony Penzarella

Continuing on the board as voted in 2014 for 2 year term:

Rick London

David Werner

President's Annual Report

I am truly grateful for the support of this congregation over the last year. There has been a lot of uncertainty, and I have been honored to work for a caring supportive congregation with a wonderful board.

There were four primary initiatives this year for the Board to support based on decisions that were made by the congregation in 2015.

- 1) Determine possibilities for the existing building.
- 2) Establish a strategy to raise funds for renovations
- 3) Bylaws modifications to reflect our hybrid governance
- 4) Ministerial Search Committee

Possibilities for Building - A small team was chosen to continue working with Frens and Frens and engage the congregation in a plan for the building, based on our desired utilization of our existing space. They conducted focus groups that provided insight and input in how we operate in our space, and what our hopes and dreams were for future programs in the building. The program was reviewed with the congregation in January and construction drawings were presented to the congregation in May. Job descriptions for the Building Renovation team and the Move Out team were approved by the Board. Once we have detailed drawings, we will hire a general contractor and the Exec team will support the timeline and transition for the renovations.

Strategy to Raise Funds – The Board consulted with a capital consultant in January to understand the process for conducting a 3 year campaign and what type of volunteer engagement would be required. We appointed a Capital Campaign team of four members to interview several consultants and choose the one they felt most effective for our congregation. Contracts were signed with Jerry King and he conducted a brief feasibility study to gauge the congregations ability to raise the funds needed (\$600k) based on a sample of live interviews with 20 current members. A timeline was created including training for volunteer canvassers. The leadership campaign raised over \$300k and the whole congregation kickoff was held in May 2016. Members and friends were asked to provide a portion of their donations upfront in order to match the expected up-front costs for construction. Timing and operational details will be handled by the Exec Team, including the appointment of a Moving team, and finding appropriate rental space while we temporarily relocate.

Bylaws modifications – A team of members worked to comb through the bylaws to modify all necessary references to formal policy governance, and adjust them and other leadership and membership references that did not reflect how UCWC was actually functioning. The bylaws team included former Board members and past Presidents as well as others who have held leadership positions. A discussion of the bylaws proposal was held in March and a vote by the congregation was held in April to accept the revisions to the bylaws.

Ministerial Search – While the Board last year appointed the Search Committee; the process remained confidential and followed the prescribed deadlines and records required by the UUA. (See Search Committee report). The Exec team and our Interim Minister supported the Search

team to provide the Congregational Record and consulting about the interim ministry's objectives. A Negotiation team was appointed to work with the Search committee, once a candidate had been identified to negotiate details for the new minister's contract including salary, housing and benefits. Once the call was accepted, and the Search team held candidating week, the Board presided over the Congregational Meeting to call Rev Dan Schatz. The vote was successful; both parties signed the contract. Conversations with the Transitions team from the UUA and the appointment of a Committee On Ministry will be conducted over the next two months to ensure a smooth transition in Rev. Dan's first year, beginning in August 2016.

As a Congregation, we supported each other through many decisions and discussions this last year. We embraced an abundance mindset and showed great courage and strength through many important decisions about our future. I am especially proud of our ability to ensure that members and friends stayed very engaged in the processes, whether in surveys, cottage meetings, potlucks, extra congregational meetings, and feedback sessions about our plans. Your participation reminds us that while a small group of leaders may conduct the business meetings, it is the members that makeup the heart and soul of this community.

The energy in our community is on the rise. I know that both new and former members will continue to join us in these exciting times. We have another big year coming up with a new minister, and a strong capital campaign started and professional building plans. By the end of 2017, we will have accessible, safe space that provides storage and functionality for years to come. The way that we work together, as a family, and value each other's contributions, ideas, backgrounds and talents is what makes me proud to be a member here, and honored to be serving as your President in these amazing times of spiritual growth.

I look forward to the opportunities the coming year will bring to come together, renew our commitments and begin our work on a new long term plan to take us through the next 5 years.

Janine Galen



Interim Minister's Annual Report, 2016

Industrialist Henry Ford once said “If everyone is moving forward together, then success takes care of itself.” This is what the Unitarian Congregation of West Chester has been doing this past year – moving forward together. And success is obvious.

Interim Review

During the past two years we have done work together to address issues in many areas of congregational life and operations.

- By means of a listening circle we worked through feeling engendered by the departure of the settled minister.
- Through workshops, conversations and sermons we looked at UCWC's history, its unique identity, its strengths, its needs, and its challenges
- By conversations with the Board, Executive Team, committees and staff we reviewed and assessed the congregation's viability to meet current and future demands for operations and made changes in policies and processes to improve processes and procedures.
- With the reactivation of the Denominational Affairs Committee and encouragement to participate in district activities such as the Philadelphia Cluster we reenergize connections with the larger Unitarian Universalist movement.
- With our “Who are We” exercises, sermons, discussions and surveys we clarified the congregation's identity and what attributes they desired for the new settled minister.
- By various methods we strengthened stewardship, the organizational structure and governance,
- Through task forces and congregation meetings we made major decisions regarding UCWC's future.

We did all of this while engaging in the normal elements of ministry including worship, pastoral care, religious education and faith development, social justice. We also added over two dozen new members.

Accomplishments

This church year was a year of doing the things we decided to tackling last year:

- In May the congregation voted overwhelmingly to renovate 501 S. High St rather than move to a new location, and authorized a capital campaign to fund the renovations. We have:
 - Appointed the Stay Committee to overseeing the renovation project

- Completed a space needs and relationship study and schematic plans
 - Appointed the Capital Campaign Team and launched the campaign
 - Secured a \$100,000 swing loan to cover initial costs
 - Initiated planning for a temporary relocation during construction
- Elected a Minister Search Committee who presented a candidate in April who was called by the congregation on May 1
- Completed and approved revisions to the bylaws
- Established the Adult Programming Committee and held two adult religious education classes
- Expanded the music program by adding several more Sundays for the Spirit Singers to participate in services
- Engaged in a number of activities as part of the interim work to improve operations
 - Revised and updated all committee descriptions
 - Reorganizing the congregation's DropBox files
 - Initiated an archive organization project
 - Initiated an updated background check process to comply with new Pennsylvania state requirements
- Began work on developing a new UCWC website
- Refinished the lobby floor
- Established an in-house electronic communication/information advisor position

Minister Functions

Occasionally, someone will ask me what a minister does besides prepare for Sunday. A minister, whether interim or settled, has his/her days filled doing a wide variety of tasks. This is an example of what my work activities are like in a typical month.

- Attend the regular meetings of the Board of Trustees, Executive Team, Program Council, Religious Services Committee, and Transition Team
- Prepare at least three, sometimes four Sunday services including coordinating activities with the Lay Associates
- Write three or four sermons
- Prepare various reports for the Board or other groups

- Handle a variety of small and big administrative/operational matters in conjunction with the Administrator and the Executive Team
- Work on the special projects or interim task which this year included the capital campaign, developing committee descriptions, and setting the groundwork for the temporary relocation during renovations
- Meet with the President, Program Coordinator and the staff
- Meet with a committee chair or other congregation leader to discuss activities or events
- Write articles for *the Fellowtarian* and *Connections*
- Assist in the preparation of, and attend, special congregational events
- Meet with congregation members or others who wish to discuss personal matters

In addition, from time to time a wedding or memorial service, special interfaith events, minister meetings other ministers and professional training gets added to the mix. Some days are fully planned, but more often they become an ad hoc mixture of activities. Some matters are simple to handle and some are very complex. Some things are a joy with which to deal and other are vexing. All in the life of a parish minister.

Appreciation

It has been personal rewarding and a great pleasure to work with the Board of Trustees so ably led by our President, Janine Galen, the Executive Team with the Program Coordinator, Marie Steel, and Executive Treasurer, Mike Miller, the staff – Pam Baxter, Stephen Foery, Miriam Davidson, Jason Schafer-Valerius and Barry Miller, and all the committee chairs and volunteers. This congregation has the great fortune of having dedicated, knowledgeable and amiable individuals working for its welfare. I encourage you to personally thank all these hard working people.

I have greatly enjoyed the fellowship and spirit of this congregation during my two years in our association. Thank you for the privilege and honor of allowing me to your interim minister. I wish UCWC all the best in the years ahead with the new minister. Keep moving forward.

Bill Zelazny, Interim Minister

Director of Religious Education Annual Report, 2015-16

Accomplishments —

General RE:

- Welcomed twelve new families and 23 new children. Of these, six families (with 11 children) have either become members already or are regularly attending UCWC and the RE program.
- Created 18 Spirit Play story baskets. Assisted in the Spirit Play class as Storyteller..
- Led the annual RE Committee Retreat. We reviewed the floor plans for the proposed building renovations, wrote up our comments for the Stay Committee, and created a time-line for being prepared to pack up the basement and move into temporary space.
- Continued to work on finding ways to weave the generations together beyond our intergenerational services.
- Initiated a month-long collection of wish-list items for the local SPCA.
- Taught new songs for the children to sing on intergen Sundays.

Adult RE:

- Led introductory/planning meetings with the newly-formed Adult RE Committee.
- Outlined basic parameters for creating an intentional, planned A.R.E. program at UCWC. Just as parents can rely on their children having the opportunity to be involved with certain curricula (e.g., O.W.L., Neighboring Faiths, Coming of Age), we think that adults should enjoy the same sort of expectations as to what is available for them.
- Promoted/supported the new Sunday-morning Meditation sessions.

Worship:

- Co- led our Ingathering service with Rev. Bill.
- Created and led the RE Sunday intergenerational service.
- Organized and led the ornaments-making portion of our Deck the Hall celebration.
- With Rev. Bill, co-led our Bread Communion intergen, and Christmas Eve family service.
- Co-created and led the service on Animal Rights Ministry.

Nursery:

- The Nursery continues to see steady growth. Since the Nursery is the "entry point" for some families, I'm pleased to see that the building renovations include expanded space for our youngest children.

RE Space:

- Worked with RE Committee, Frens & Frens, and "Stay" Committee on RE space needs and wishes.
- Made improvements to our Children's Worship/Spirit Play area.

Activities:

At UCWC: Attended Council meetings; led SoulCollage® (introduction and workshops) for 19 women at the annual Women's Retreat. The group asked that I continue to offer SoulCollage workshops. The first session will be at UCWC on June 5. We plan to open SoulCollage to the congregation at large.

In Our District: Accepted the position of co-Vice President of JPD LREDA. Attended monthly DRE cluster meetings.

Attended the LREDA Fall Conference in Morristown, NJ, on outreach through different forms of social media.

And Beyond: Attended a Symposium in Avon, CT, on Adult Faith Formation.

It definitely takes a village! Thank you to our—

RE Committee:

- Larry Lesser (Chair)
- Kim Ellerthorpe
- Sarah Hyson
- Mindy Ross
- Jen Roth

Teachers:

- Pre-K/K/ 1st/2nd: Beth Daniels, Kimberly Ellerthorpe, Heidi Frayer, Larry Lesser
- 3rd/4th/5th: Ruth Lathe, Paul Sapko, Thomas Tolt
- 6th/7th: Gerry Giess, Emilie Reimer, Pam Sapko, Sandy Schaal, Amy Spare
- 8th/9th O.W.L. Facilitators: Lori Rataczjak, Wes Schaal, Laura Sirico, Mark Steel

Youth Advisors: Julianne O'Neil, Marie Steel

Religious Services Committee—for their help with Intergenerational Services.

Program Chair, Marie Steel, and members of Council—for being pro-active about child care and including families at congregation events.

Parents—for being Floating Volunteers, for volunteering in classrooms on Sunday mornings, and helping with special projects; especially Heidi Frayer, who lends her experience with the Montessori method and the Camphill Special School to our Spirit Play program; also Monica Moran for creating the best Halloween party ever.

And—for bringing their children. We don't have a program without them!

Membership Committee—for all the work they have done and continue to do to welcome and engage visitors, and encourage membership in our congregation.

Rev. Bill—for bringing new ideas to our congregation, looking for more ways to bring our young people into our adult services. It has been another fun and productive year.

Pam Baxter



Executive Team/Program Coordinator/Report submitted by Marie Steel-May 23, 2016

The Program Coordinator heads the Program Council (the leaders of our committees and teams) and works as the third member of the Executive Team (along with the Executive Treasurer and the minister) to insure that the activities, events, and efforts of the congregation are meeting our congregation's mission and our goals. This year Mike Miller, Stephen Foery and I have served on the Executive Team along with our interim minister Rev. Bill Zelazny. We work in collaboration with the Program Council and report monthly to the board.

This has been an eventful year filled with many first time projects and events. Bill continues to move us forward with great enthusiasm and has recommended many changes for the better. The Executive Team and Program Council contributions:

- Supported Finance team in successful active stewardship campaign and helped to change the dialogue to reflect a culture of abundance and not lack.
- Supported minister on the “Who We Are” work that he has done with us over the church year
- The bank offered a free square card reader, which allowed us to provide credit card payment at events which was used successfully at the auction. Credit Card Procedures/Policy were reviewed & congregation is now able to use credit cards for event payment.
- Service Auction was a big success with the coordination of Kathy McGinnis.
- Gerry Geiss and Hal Deal undertook the huge job of sanding and shellacking the lobby entry way with wonderful success.
- Stephen Foery has been a tremendous resource in recognizing fire safety issues with our emergency lighting and taking corrective action. Ensured that all volunteer emergency contacts were familiar with emergency procedures for Vector security and reviewed procedures. Carbon Monoxide detectors were installed in the basement furnace room as well as the hallway and on each floor.
- Installed Plumbing/Timer to save money and be more energy efficient.
- Assisted in scheduling Congregational Meeting to vote on the scope of the building and renovation project.
- There is much excitement and positive energy for the renovation plan. Reviewed Schematic and Proposal from Frens and Frens Architecture for the building renovations. Assisted the Board in appointing a Building and Renovation Team. Clarified the Executive Teams role in the construction process and our input/collaboration and also Building Team (Gerry and Hal). Started the process of selecting a Move/Out Move /In Team if the renovations start as early as January or June of 2017.
- Assisted the Emerita Team in coordinating the various aspects of appointing the Minister emerita program. Coordinated celebration dinner for Kate Rhode and the congregation.

- Lawn Service, Snow Removal Contract RFP was updated and reviewed by Mike Miller to ensure these services were performed in the most effective manner and to our expectations.
- Met with Bob Scott the new communications person to discuss his role. Working closely with him to update our current website. Participated in a UUA sponsored program to change our website saving money by switching from our current web site hosting. Bob Scott has migrated the current website to the Word Press site which will save a significant amount of money each month. We will have a small focus group take a look and give suggestions and input. Launch of new website TBD.
- Grown in numbers (app. 27 new members) as well as commitment, energy and involvement.
- The executive team from the suggestion of Rev. Bill implemented the change in Candles of Sharing and Caring working with the Pastoral Care Team to make the change.
- We organized and reached out to the outside community opening our doors to the first ever Cookies, Cocoa and Craft Event before the West Chester Old Fashioned Christmas Parade in December. We welcomed the community with music from the Rustin High School Chorus and had approximately 80 people in attendance.
- Coordinated the use of our space for Stop Hunger Now – attended MLK Day of Service.
- Launched Small Group ministries, Adult Educational Program and a pre-service meditation group.
- Organized and attended the Service Organization and Committee Fair in January. Various groups such as Habitat, and other Social Justice programs at UCWC and all the Committees had tables around the sanctuary to give information and answer any questions about getting involved.
- The first Sunday of each month was dedicated to Community Outreach with members and community groups invited to speak on their social action topic and garner volunteers from the congregation.
- Implemented Community Support & Healing in Connections. Requests will be handled by the Pastoral Care Team.
- Selected Flo Miller to take on the role of Denominational Affairs to become more connected to the UUA and the wider UU community.
- Employee contracts were reviewed and updated. Rev. Bill has completed all of the employment contracts for next year.
- We did a brief analysis and developed a feasibility Report and analyzed the results of the poll about construction. The congregation has a certified membership of 178 individuals with approximately 119 pledge units. Overall results were quite positive in moving forward and getting the needed financial support through a Capital Campaign.

- Scheduled with the board a congregational meeting to vote on hanging a banner on our property and supporting the Black Lives Matter movement. Congregation voted in favor. Helped organize and participated in Black Lives Matter event organized by SJ and Flo Miller.
- Stewardship Campaign Kickoff headed by Mike Miller and the New Member Potluck, (Barbara Long and the Membership Committee) were combined, with great enthusiasm and success.
- Organized and executed the first small group town hall after service with a Stone Soup themed lunch.
- Evaluated proposals and updated procedures for programming events, fund raising and member sponsored events in accordance with current policy on a case by case basis to ensure that it aligns with our policies, values and mission.
- Presented to the board a draft for the forming of the Committee on Ministry (COM)
- Mike Miller recruited a volunteer to take over the Income Treasurer job on the Finance Committee.
- Made the congregation aware of the Congregation Study/Social Action Issues (Social Witness Statements) that are on the agenda to be voted upon at the upcoming General Assembly this summer. A paper vote was given to and completed by the congregation.
- Organized and attended Swing Dancing Lessons offered at the auction and now open to the public.
- Assisted Social Justice in a letter writing campaign after the service. Write for Rights (Amnesty International) Letter Writers Update: VICTORY! Prisoners of conscience Phyo Phyo Aung and her husband Lin Htet Naing were released along with other protesters who had been arrested in Myanmar for their activism.
- We sent 4 delegates Bill Z., Bob S., Flo M. and Marie and Mark S. Attended the Joseph Priestly District Conference. Vote was affirmative for dissolving the district to a regionalization model. CERG Central Eastern Regional Group.
- Coordinated celebration of Pam's 15th Anniversary celebration during RE Sunday.
- Stephen F. has organized all of the historical and business documents. He will retain and electronically archive certain documents according to records retention policies.
- Requested and assisted the board in forming a Capital Campaign Team.
- Assisted in scheduling the bylaws changes vote
- Discuss and vote on the proposed Congregation Study Action Initiative due February 1st. Economic Inequality. Bill recommended that we make the congregation aware of the Congregation Study Action Initiative on Escalating Inequality that was passed in GA in 2014 and get the denominational causes more exposure in our congregation. Enlighten the congregation on the up-coming issues that will be voted upon at the coming GA this summer.
- Scheduled, coordinated and attended the Capital Campaign Kickoff Dinner for Leadership and Canvassers.

- Coordinated Intergenerational Service and RE Parent meeting for Stewardship.
- Scheduled, assisted in coordinating and attended the Buddhist Peace Walkers Potluck and discussion.
- Stephen F. with the help of the secretary membership committee organized and compiled information to include in the JPD Annual Congregational Reports.
- Assisted with the planning and events coordination of candidating week with the search team. -- meetings, potlucks, meet and greets, etc. all week long. Scheduled and planned a Religious Education (RE) and congregation wide meet and greet for Rev. Dan Schatz.
- Assisted in the planning and coordinating of the candidate run service with a Post-service pizza party meet and greet. Assisted with the planning and coordination of the candidate's final sermon and service followed by the unanimous vote during the Congregational Meeting. Attendance was at an all-time high and cake was enjoyed by all.
- Spoke with new minister about planning the Installation in the fall and will select an Installation Team.
- Planned and organized Sunday June 19th Bill's last service and farewell.

*Submitted By
Marie Steel
May 23, 2016*



Report of the Finance Committee for the Annual Meeting of UCWC - June 12, 2016

The Finance Committee consists chiefly of the following people:

Executive Treasurer – Mike Miller
Income Treasurer – Terry Bradley
Expense Treasurer – Stephen Foery
Administrative Treasurer – Cyndy Bullaughey

Plus numerous people who participated in fund raisers and accounting practices such as:
Service Auction: Kathy McGinnis (Chair)
Grocery Card Sales: Cyndy Bullaughey (Chair)
Plate Tally Counters: Wayne Bullaughey (Chair)

Unfortunately, space does not allow the listing of all who have helped, but thank you to the chairs and all the people involved. Special thanks to Tom Townsend who turned over the Income Treasurer's job to Terry Bradley after 6 years on the job and to Rob Sartain who held down the Grocery Card post for many years.

The Finance Committee is responsible for maintaining the financial records of the church, for raising adequate funds to meet the needs of the congregation, for providing timely financial information to the congregation at large, to the Board and Committee Chairs, and to individual members, for writing financial policies and procedures, and for preparing the annual budget.

2015-16 Budget Report (Current)

Line item detail of Income and Expense is provided in the *Appendix* showing the 2015-16 Budget and Projected Actual as of the period ending June 30, 2016. Also given is the Actual Income and Expense as of April 30, 2016. Due to better than budgeted pledge receipts and lower than budgeted expenses, we expect to finish the year with a surplus without having to dip into the carry-over from the 2014-15 fiscal year. This has important implications for the 2016-17 Budget.

The 2016-17 Stewardship Campaign

The Stewardship Campaign is essentially complete. We have received 121 pledges for a total commitment of \$208,260. This amount is approximately \$1,000 less than the amount pledged for the 2015-16 fiscal year at the same time last year. Details of the pledges are shown in the following table:

| Stewardship Campaign as of 6/1/2016 | | | |
|--|------------|----------------|----------------|
| Status | Number | Total | Change |
| The Same | 49 | 111,896 | - |
| Decreased | 24 | 15,144 | (29,594) |
| New | 10 | 6,760 | 6,760 |
| Increased | 38 | 74,460 | 17,866 |
| Total | 121 | 208,260 | (4,968) |

There seems little doubt that the concurrent Capital Campaign had a negative impact on the Stewardship Campaign as evidenced the large number of pledges staying the same as last year as well as the number of pledges that decreased. Of the 25 pledges that decreased, 14 were completely lost for a total of \$19,210, but the losses were due to a variety of factors, not necessarily related to the Capital Campaign. The Income and Administrative Treasurers will be sending out pledge statements in June to remind people to complete pledges for this year and to confirm pledges for next year. Any additional income from this year's pledge will likely be accounted for as "Previous Pledges" in the 2016-17 fiscal year.

The 2016-17 Proposed Budget

A line item detail of income and expenses is provided in the Appendix at the end of this report for: a) the 2015-16 Budget, b) the 2015-16 Actual as of 4/30/2016, c) an estimate of income and expense as of the end of our fiscal year, 6/30/2016, and d) a proposed budget for 2016-17. Due to the disappointing results of the Stewardship Campaign and the significant increase in projected expenses for 2016-17, it should surprise no one that the proposed budget is significantly out of balance.

Summary of Major Expense Categories

A short summary of major expense categories is as follows.

| | Current Expense Budget 2015-2016 | | Projected Expense 2015-16 | Proposed Expense Budget 2016-2017 | | Change | |
|--------------------------------|----------------------------------|---------------|---------------------------|-----------------------------------|---------------|---------------|-------------|
| | Amount, \$ | % of Budget | Amount, \$ | Amount, \$ | % of Budget | \$ | % |
| Salaries & Benefits | 177,740 | 70.6% | 175,961 | 203,280 | 73.7% | 25,540 | 14.4% |
| Facilities | 24,200 | 9.6% | 22,185 | 27,630 | 10.0% | 3,430 | 14.2% |
| Office/Admin | 13,700 | 5.4% | 14,113 | 14,150 | 5.1% | 450 | 3.3% |
| Wider Comm. | 15,109 | 6.0% | 15,109 | 16,688 | 6.0% | 1,579 | 10.5% |
| Program | 21,000 | 8.3% | 17,600 | 14,100 | 5.1% | (6,900) | -32.9% |
| Total | 251,749 | 100.0% | 244,968 | 275,848 | 100.0% | 24,099 | 9.6% |

Salaries and Benefits:

The increase of 14.4% is due to 1) an increase in the compensation to the new minister and 2) the second half of increases for the Director of Lifespan Faith Development and the Music Director that were approved at last year’s annual meeting, and 3) a necessary increase for our pianist and summer pianist to keep up with new programs devised by the Music Director.

Facilities:

Addition of \$2,500 for Debt Service and \$2,500 for temporarily relocation during renovation. This may be totally inadequate, but the amounts needed are currently unknown. These amounts are partially offset by saving in the cost of utilities.

Office/Administration:

Virtually no change. Adding \$900 for office equipment.

Wider Community

Increase caused by increased number of members. The dues per member remained the same.

Program (Committee Support):

Increases provided to Music and Social Justice, the latter for UU PLAN membership. These amounts are offset by the reduction of expense for the Search Committee. Note that at the end of the year, the Search Committee is expected to have a balance of \$2,140. This will carry over to the Search Committee budget for next year to fund installation ceremonies for our new minister.

Summary of Income Categories and Carry-Over

The table below summarizes expected income for the end of this year and the projected income for next year.

| Account | Budget 2015 - 16 | Actual as of 4/30/16 | Est EoY 6/30/16 | % Diff vs Budget | Proposed 2016-17 | % Diff vs 2015-16 |
|------------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|-----------------------------|------------------------------|
| Revenues | | | | | | |
| SubTotal Gifts & Grants | 3,200 | 6,309.68 | 6,310 | 97.2% | 3,200 | 0.0% |
| SubTotal Operating Pledges | 196,800 | 187,778.72 | 216,866 | 10.2% | 196,960 | 0.1% |
| SubTotal Other Income | 28,600 | 23,271.24 | 29,670 | 3.7% | 26,500 | -7.3% |
| Total Revenues | 228,600 | 217,359.64 | 252,846 | 10.6% | 226,660 | -0.8% |
| Total Expenses | 251,949 | 199,934 | 244,968 | -2.8% | 275,848 | 9.5 |
| Difference | -23,349 | 17,425 | 7,878 | | -49,188 | |
| Cumulative Carry-over | 39,990 | | 47,868 | | -1,321 | |

Thanks to the successful “Burn the Mortgage” campaign in the fall of 2014, the carry-over from the 2014-15 budget was exceptionally large, \$39,990. Since this years’ income is expected to exceed expenses, none of this carry-over was used, and in fact it has been augmented by a current year surplus of \$7,878 giving us a cumulative carry-over of \$47,868 going into next year. Therefore, in spite of a mediocre Stewardship Campaign and larges increases in expenses, the budget for 2016-17 is not so out of balance as might be expected. Assuming that our projections are near correct, we project a deficit of only \$1,321. Essentially, this is a balanced budget.

Given this outcome, the Treasurer and Finance Committee recommend that the Congregation accept the proposed budget as presented.

A Word to the Future.

Think of the Carry-over as savings. The availability of the large amount of savings this year is fortuitous and will help us meet the financial challenges of the coming year. But most of those challenges, such as higher staff salaries and benefits and debt service, will be with us for some years to come while the savings will most likely not be there for much more than the next 12 months. This observation should be considered when making projections for future fiscal years.

Capital Campaign

The Finance Committee worked with the Capital Campaign Team and the Treasurer became an ex-officio member of the team. Most of this work involved making financial projections and providing help with documents and lists.

As of May 31, 2016, 57 pledges had been made to the Capital Campaign for a total of \$449,328. In addition, we have \$131,400 “in the bank,” with the prospect of another \$20,000 to \$30,000 before the end of June. Most of these pledges were raised from the leadership group, but the general campaign is now swinging into gear to canvass the congregation at large.

This is an encouraging outcome which is the result of good advice from our Campaign Consultant, Jerry King, and a lot of hard work by the Capital Campaign Team and other volunteers too numerous to mention. After making a feasibility study through interviews with two dozen UCWC’ers, Jerry told us that our goal of raising \$600,000 was achievable, and that we should expect to raise 2/3 of that total from the Leadership group. He’s been spot on so far and we expect to continue that success. Jerry conducted training sessions for canvassers on April 8-10 2016 and May 7-8 2016. These sessions led up to kick-off events for the leadership campaign on April 15th at the Chester County Historical Society and for the general campaign on 15th in the sanctuary. The general kick-off event was catered by Limoncello of West Chester and hosted over 100 people. Heidi Frayer chaired the leadership kick-off and Mark and Marie Steel chaired the general kick-off event. Many thanks go to them and their many helpers.

Bank Loan

The Board charged the Finance Committee with the task of obtaining a \$200,000 line of credit to finance our renovation projects. Starting in February, we made application for a loan of \$200,000 with Penn Liberty Bank. The bank declined to offer permanent financing on our project without specific information as to the construct cost, the project schedule and a projection of income from our capital campaign which we were unable to offer at that time. Instead they extended a 365 day term loan of \$100,000 to cover initial expenses for architects’ fees and other up-front costs. As the name implies, a term loan is for a fixed period of time and must be completely repaid by the end of the term. Given that we already have over \$100,000 available from our capital campaign, it is unlikely that we will exercise this loan, thereby avoiding interest payments. The loan offer expires after 75 days, but can be extended with authorization by the bank’s loan committee.

Penn Liberty was one bank that did not required audited statements from a CPA for the grant of a loan. This included loans from the UUA. At the time we were seeking the loan, we did not think we had the time to get such statements, and it was also income tax time and most CPA’s were busy. Since we have more time we will be investigating the cost of audited statements and what benefits having them might bring to the procurement of a \$200,000 loan.

The above reports and projections are snapshots of our finances as of the end of April 2016 or the middle of May 2016. They will change as we get closer to the end of the fiscal year. The Finance Committee asks the Congregation to approve the proposed 2016-17 Budget with the understanding that we may make minor adjustments to the budget as the final numbers for 2015-16 become known.

Respectfully submitted, Mike Miller, Executive Treasurer

| Appendix - Budget Comparison | Budget | Actual as | Est EoY | Proposed | % Diff vs |
|---|----------------|-------------------|----------------|----------------|--------------|
| Account | 2015 - 16 | of 4/30/16 | 6/30/16 | 2016-17 | 2015-16 |
| Revenues | | | | | |
| Gifts & Grants | | | | | |
| Gifts In Kind | 0 | 2,136.42 | 2,136 | 0 | |
| One-Time Gifts | 1,200 | 1,300.00 | 1,300 | 1,200 | 0.0% |
| Unpledged Gifts | 2,000 | 2,873.26 | 2,873 | 2,000 | 0.0% |
| SubTotal Gifts & Grants | 3,200 | 6,309.68 | 6,310 | 3,200 | 0.0% |
| Operating Pledges | | | | | |
| Current Pledges | 190,800 | 176,441.72 | 205,000 | 189,960 | -0.4% |
| New Pledges | 2,000 | 4,771.00 | 5,300 | 3,000 | 50.0% |
| Previous Pledges | 4,000 | 6,566.00 | 6,566 | 4,000 | 0.0% |
| SubTotal Operating Pledges | 196,800 | 187,778.72 | 216,866 | 196,960 | 0.1% |
| Other Income | | | | | |
| Plate (incl. Share the Plate) | 9,000 | 7,513.74 | 9,800 | 9,000 | 0.0% |
| Rentals | 4,200 | 3,362.50 | 3,600 | 2,000 | -52.4% |
| Fund Raisers | 15,400 | 11,375.00 | 15,250 | 15,500 | 0.6% |
| Investment Income | 0 | 1,020.00 | 1,020 | 0 | |
| SubTotal Other Income | 28,600 | 23,271.24 | 29,670 | 26,500 | -7.3% |
| Total Revenues | 228,600 | 217,359.64 | 252,846 | 226,660 | -0.8% |
| Expenditures | | | | | |
| Administration | | | | | |
| Administrator | 11,600 | 9,168 | 11,600 | 11,600 | 0.0% |
| Administrator Benefits (Dental Insurance) | | | 0 | 350 | |
| Board Contingency | 200 | 2,565 | 2,565 | 300 | 50.0% |
| Employer Expenses | 5,400 | 3,401 | 4,100 | 4,600 | -14.8% |
| Fellowtarian | 450 | 446 | 530 | 700 | 55.6% |
| Finance | 2,000 | 1,558 | 1,700 | 1,800 | -10.0% |
| Leadership Training | 1,250 | 500 | 500 | 1,250 | 0.0% |
| Office Expenses | 2,000 | 1,915 | 2,200 | 2,900 | 45.0% |
| Telephone & Internet Service | 2,400 | 2,140 | 2,500 | 2,600 | 8.3% |
| SubTotal Administration | 25,300 | 21,693 | 25,695 | 26,100 | 3.2 |
| Building | | | | | |
| Building Loan | | | | 2,500 | |
| Temporary Relocation | | | | 2,500 | |
| Alarm System | 500 | 344 | 400 | 400 | -20.0% |
| Equipment & Furnishings | 1,800 | 637 | 900 | 1,500 | -16.7% |
| Insurance | 3,500 | 3,240 | 3,885 | 4,230 | 20.9% |
| Janitorial Services | 8,900 | 6,790 | 8,400 | 8,900 | 0.0% |
| Maintenance & Cap Improvements | 1,500 | 2,342 | 2,700 | 1,500 | 0.0% |
| Supplies (garden/housekpg/decorating) | 700 | 412 | 500 | 600 | -14.3% |
| Utilities | | | | | |
| Electricity | 2,400 | 1,567 | 2,100 | 2,000 | -16.7% |
| Natural Gas | 4,000 | 1,741 | 2,400 | 2,500 | -37.5% |
| Water & Sewer | 900 | 646 | 900 | 1,000 | 11.1% |
| SubTotal Building | 24,200 | 17,719 | 22,185 | 27,630 | 14.2% |

| Account | Budget 2015 - 16 | Actual as of 4/30/16 | Est EoY 6/30/16 | Proposed 2016-17 | % Diff vs 2015-16 |
|--|-----------------------------|---------------------------------|----------------------------|-----------------------------|------------------------------|
| Denom & Community Support | | | | | |
| Denominational Support | 14,784 | 12,118 | 14,784 | 15,488 | 4.8% |
| Local Community Support | 325 | 50 | 325 | 1,200 | 269.2% |
| SubTotal Denomination & Community Su | 15,109 | 12,168 | 15,109 | 16,688 | 10.5% |
| Lifelong Spiritual Growth & Learning | | | | | |
| Choir Director | 9,718 | 7,986 | 9,718 | 12,243 | 26.0% |
| Pianist | 3,500 | 3,038 | 4,000 | 4,500 | 28.6% |
| Pianist in Summer | 225 | 225 | 225 | 750 | 233.3% |
| RE Director Benefits | | | | | |
| 401k contribution | 3,638 | 3,032 | 3,638 | 3,938 | 8.2% |
| Dental Insurance | 431 | 336 | 431 | 475 | 10.2% |
| Life Insurance | 239 | 199 | 239 | 280 | 17.2% |
| Medical Insurance | 10,824 | 9,213 | 11,000 | 11,900 | 9.9% |
| RE Director Professional Expenses | 3,638 | 2,663 | 3,638 | 3,938 | 8.2% |
| RE Director Salary | 36,381 | 30,318 | 36,381 | 39,381 | 8.2% |
| SubTotal Lifelong Spiritual Growth & Le | 68,594 | 57,009 | 69,270 | 77,405 | 12.8% |
| Minister | | | | | |
| Benefits | | | | | |
| 401k contribution | 7,200 | 6,000 | 7,200 | 7,955 | 10.5% |
| Dental Insurance | 437 | 0 | 1,082 | 672 | 53.8% |
| Life Insurance | 470 | 340 | 470 | 610 | 29.8% |
| Medical Insurance | 4,731 | 3,817 | 4,731 | 10,620 | 124.5% |
| Long Term Disability Insurance | | | | 477 | |
| Housing Allowance | 24,000 | 20,000 | 24,000 | 36,000 | 50.0% |
| Salary | 48,000 | 40,000 | 48,000 | 43,550 | -9.3% |
| In Lieu of Employer Share of FICA | 5,508 | 4,590 | 5,508 | 6,086 | 10.5% |
| Professional Expenses | 7,200 | 2,189 | 4,100 | 7,955 | 10.5% |
| SubTotal Minister | 97,546 | 76,935 | 95,091 | 113,925 | 16.8% |
| Miscellaneous Expenses | 200 | 18 | 18 | 0 | -100.0% |
| Committee Support | | | | | |
| Adult RE | 100 | 0 | 0 | 200 | 100.0% |
| Communication & Publicit | 2,000 | 970 | 1,400 | 1,800 | -10.0% |
| Fun & Fellowship | 300 | -336 | 0 | 300 | 0.0% |
| Hospitality | 700 | 180 | 350 | 700 | 0.0% |
| Membership | 300 | 355 | 400 | 300 | 0.0% |
| Music * | 1,000 | 1,327 | 1,000 | 2,000 | 100.0% |
| Pastoral Care | 100 | 0 | 0 | 100 | 0.0% |
| Religious Education * | 2,500 | 2,698 | 2,500 | 2,700 | 8.0% |
| Religious Services | 1,200 | 1,083 | 1,200 | 1,400 | 16.7% |
| Search | 10,000 | 7,842 | 10,000 | 900 | -91.0% |
| Social Justice | 300 | 52 | 300 | 1,200 | 300.0% |
| Stewardship | 2,000 | 164 | 300 | 2,000 | 0.0% |
| Youth Group | 500 | 58 | 150 | 500 | 0.0% |
| Subtotal Committee Expenses | 21,000 | 14,391 | 17,600 | 14,100 | -32.9% |
| Total Expenditures | 251,949 | 199,934 | 244,968 | 275,848 | 9.5 |
| Difference | -23,349 | 17,425 | 7,878 | -49,188 | |
| Cumulative Carry Over | 39,990 | | 47,868 | -1,321 | |

Pastoral Care Team Annual Report 2016

The Pastoral Care Team provides ministry to the congregation when in need as an adjunct to the Minister. Our goal is to educate the congregation about what Pastoral Care does and invite anyone to call upon the PC Team for confidential support. We also provide hospital visits, phone calls, coordinating of meals or rides, information about area resources and general support. We maintain a list of members who have volunteered to provide meals and rides.

Co-Chairs: Fatima Patel and Diane Cohle

Members:

Barbara Dallara, Sheila Grant, Cindy Heck, Eleahn Kahn, Sharon Mayer-Conroy, Carrie Sandler, Mark Steele, Cathy Vogt, Diane Cohle, Fatima Patel

Accomplishment:

Cards of sharing process was improved. Every Sunday during the service, the contact person reads the cards of sharing to the attendees. The cards are then transcribed and sent to the Office Administrator to be published in the weekly Connections under the Joys/Sorrow Caring Corner. By posting the cards of sharing in the Connections, members who are busy taking care of religious education downstairs and also those who were not able to attend the service on a particular Sunday are kept informed about the joys/concerns expressed during the service.

List of goals and their current status:

We achieved our goals of: providing/coordinating meals, rides, hospital/home visits; sending out cards of caring and concerns and connecting with members by phone or email; reading cards of sharing at Sunday service and forwarding to Office Administrator for posting in Connections; performing other activities and functions as needed to provide support and care to congregation members.

What challenges faced this year? No major challenges to report.

Is there anyone you would like to thank this year?

We would like to thank Amy Spare who was the co-chair and Jim MacFadyen, both of whom resigned from the committee this year. Their commitment and support is deeply appreciated.

Religious Education (RE) Committee Report

Committee Chair and/or Co-chairs: Larry Lesser

Members' Names:

Jen Roth (leaving committee at end of school year)
Mindy Ross (left committee 4/2016)
Sarah Hyson
Kim Ellerthorpe (joined 2/2016)
Lauren Kelly (joined 4/2016)

Why is your committee important to the goals of our congregation?

The RE Committee provides relevance and significance of our faith to the children and families of our congregation, as well as addressing physical and environmental needs and week-to-week operations. We help connect families to the goals of our congregation as follows:

- 1) Inspirational Worship: Each Sunday, RE starts with Children's Worship. This is a place where children come together in much the same way as adults in the main sanctuary, learning and reciting tenets of our faith. Children are also provided the opportunity to share meaningful experiences from their week, as with cards of sharing in the adult service.
- 2) Religious Education: Pam Baxter, our DLFD, implements and adjusts an RE curriculum designed for each grade level, such as Spirit Play for grades K-2. Each Spirit Play story emphasizes one of the seven UU Principles or explores one of our six Sources, and asks questions of the children that encourage thoughtfulness and consideration of the ideas presented. Higher grade levels receive more in-depth exploration of our Principles and Sources, such as with the Neighboring Faiths curriculum. This program explores other religious traditions and their relevance to Unitarian Universalism, and includes a group visit to another house of worship during its services. In these ways, we help ensure our children gain an increased understanding of our own faith, and increased respect for others. The RE Committee also helps coordinate volunteer teachers and schedules with the DLFD.
- 3) Safe and Welcoming Environment: We have been developing an RE Greeter position to greet new/visiting families on Sunday mornings, and a process by which visitors may be contacted to answer questions and address their needs and concerns. Our DLFD follows up with new families, and RE committee members are available to help new children feel more comfortable in the RE process. In addition, our snack process has changed to provide healthier food options.
- 4) Work with Charitable Organizations: Since most organizations are not open on Sundays and many have an age requirement that prohibits direct participation by children, we look for ways to make a contribution that we can accomplish on a Sunday morning during the service. Each year, on Mother's Day Sunday, the children in RE prepare the meal to be served that evening to the residents at Safe Harbor homeless shelter. This year, after learning about ASPCA founder and Unitarian Henry Bergh, the children helped mount a collection of wish-list items for

the Brandywine Valley SPCA in West Chester. Many of our families and youth participate in the annual MLK Day of Service.

- 5) Welcoming and Inclusiveness: We continue to find ways to make the kids feel at home at UCWC and part of the life of the congregation, e.g., through the Halloween Party during the annual Auction, and "pajama party, popcorn, and movie" during the Capital Campaign Kickoff Dinner. We've noticed more families attending congregational events, and that is great to see.

Current Year

What were the three biggest accomplishments you feel your committee made toward our congregation's mission this year?

Our biggest accomplishments for the 2015/16 year:

- 1) Welcoming 12 families with 23 children. Of these, 6 families (11 children) have either become members already or are regularly attending UCWC and the RE program.
- 2) Providing critical input on the upcoming building renovations, and developing a plan and timeline for moving out of the building during the renovation work and conducting RE off-site.
- 3) Developing a system for RE greeters

Did you feel you accomplished the goals you thought you would at the beginning of the year?

We accomplished these goals, although we are still in the process of solidifying the RE Greeter position – specifically, ensuring that we have volunteers available.

What were your three biggest challenges this year to achieving the goals you feel your committee set?

As noted above, volunteers are at a premium in a smaller congregation such as ours. This has been an occasional hindrance in securing new committee members, additional teachers, and greeters.

Is there anyone else you would like to thank who was critical to your committee work this year, along with the members of your committee?

We offer many, many thanks to Pam Baxter, whose years of work in developing the RE program have made this possible. We would also like to thank former RE chair Heidi Frayer, whose years of service provided invaluable guidance to many of us as we became Committee members.

Building

We are a group of people who address building issues instructed & as skills allow.

Chair: Gerry Giess sort of organizes in as much as he is able

Members: Hal Deal, Keith Dallara, Alan Pittenger, Curt Hoganson, Jamie Ingram,
Tilo Stahl, Kathy McGinnis, Dexter Chisholm, Josh Munz

This year we accomplished renovation of the foyer including sanding & refinishing of the foyer floor and painting of the foyer walls.

We strive to have a regular, monthly work party.

Membership Committee 2015-2016 Annual Report – Barbara Long

Barbara Long chairs the committee, comprised of herself and Cindy Rosenthal, Connie Eichenberg, Mira Tryon, Callie Durner, Jeanie Matteson, Ruth Lathe, Monica Moran, and Cyndy Bullaughey as a consulting member.

Our new committee members this year were Callie, Jeanie, Ruth and Monica. Mira returned this year. Welcome! Sandy Gera resigned due to her involvement in other committees. And Cyndy Bullaughey stepped back but we retained her for her knowledge of the membership data base.

Mira is the Greeter Team coordinator. She led a refresher course in greeting in April. Throughout the year, we held five Getting to Know UU sessions with 16 attendees throughout the year. Our Fall and Spring Path to Membership classes had 28 attendees. And we welcomed 27 new members:

| | | | |
|---------------------|--------------------|----------------|----------------|
| Keet Leibowitz | Dexter Chisholm | Kathy McGinnis | Karen McKelvey |
| Elizabeth Munz | Joan Odell | Tammy Spencer | Rachel Lane |
| Joshua Munz | Mark Matteson | Pam Summerhill | Steffi Pugh |
| John Guardiani | Jeanie Matteson | Carrie Sandler | |
| Christie Judge | Catherine McCarthy | Amelia Sandler | |
| Matthew Zencey | Maureen McCarthy | Ruth Lathe | |
| Brooke Kline | Fred Matt | Sandy Richey | |
| Melissa Trant-Kline | Mary Matt | Anne LaCorte | |

Each new member received a personal welcome letter. Twenty-three UCWC Volunteer Skills/Services forms were completed. Abbreviated surveys were given to Council for this past year's Path to Membership

We created a Seven Principles book mark to be given out at Getting to Know UU's. We created a Seven Principles parchment scroll given as a gift on Signing Sunday.

We called the entire membership for Picnic at Hoop's Park. We called entire membership for New Member Dinner Celebration — with over 100 attendees.

We acknowledged a letter of resignation from Rick & Sandy Marts.

MUSIC COMMITTEE ANNUAL REPORT 2015-2016

With the leadership of the Music Director, the support of the co-chairs, the accompanist and the guidance of the Minister, the Music Committee implements the musical components of Sunday Services as well as oversees various musical happenings at the church, i.e., concerts, coffeehouses, dances, et al.

Chair(s): Miriam Davidson, Music Director, Mira Tryon, Hugh Sutherland,
co-chairs

Members: Jason Schafer-Valerius, Accompanist, Marie Steel, Abby McGillivray,
Debby Kern, Janet Gill

ACCOMPLISHMENTS/EVENTS

- Created the new position of Music Director to enhance the performing, planning and coordinating of Sunday service music and to expand the music programming in general. We added an additional 5 Sundays a year that the choir would sing to our regular schedule of one Sunday a month. We are experimenting with ways to help lead the congregation in song, from having a song leader to moving the choir out into the congregation to lead from within.
- Programmed and executed two special music services, Christmas Eve and Music Sunday. For the Christmas Eve service we engaged the services of professional musicians (one of whom a congregant) and spent the better part of 2 months in preparation. This service in particular is always a rewarding one to plan as it is one of the spiritual centers of worship here and the expectations of the congregation are high.

- Hosted several concerts open to church members and the community at large.
 1. December -- Cookies, Cocoa and Craft Open House Event with Rustin High School Chorus. Raised \$206/80 people in attendance
 2. February, 2015
Valentine's Day Dance with Who Needs Nigel
Raised \$150/56 people in attendance
 3. July, 2015
David Roth Concert
Raised approximately \$614/ 30 people in attendance
 4. Roy Zimmerman Concert
October 9, 2015, 7 pm
Marie Steel coordinating
Raised approximately \$636/25 People in attendance

- Choir Director and one Music Committee person continue to be registered with the UU Musician's Network to ensure the supply of up to date resources and source materials.

GOALS AND OBJECTIVES

The monthly coffeehouse series was on hiatus this past year. While it has been a successful program in the past, the planners felt that some time was needed to re-organize and re-group. We are exploring partnering with area UUs to grow a network of concert venues for musicians traveling on the circuit. By piggybacking onto each other's concert dates we can create a 'go to' area in our part of the tristate, to help build an exciting concert series for several area communities and UU congregation

The Music Committee met on an as-need basis, usually every other month, to formulate a plan for integrating additional musicians into Sunday services, creating and organizing a contact list of said musicians and accessing their interest and availability. Work for the coming year involves coordinating and implementing this program with the goal that several services a month have additional support music.

We are also exploring ways to engage our already vocal congregation to participating more in organized singing; either by actively recruiting choir members who have the flexibility to participate in weekly rehearsals, as well as those who may just want to sing on Sunday mornings.

Our annual Music Sunday service on May 15, involved members of the choir, the congregation and church staff, with the theme of moving forward into these exciting times for UCWC. The anticipation of working with a new minister who is an accomplished and well respected musician brings with it the potential of wonderful programming in the coming year.

CHALLENGES

Our biggest challenge this year is having enough resources to build the music program. With our submission of this year's budget request, we asked for a reasonable increase to allow for growth. We currently operate with the same budget that we have had since a budget reduction in 2011. While we have been successful in maintaining the status quo, we are looking to the future and the exciting plans that are in the works, the building face-lift and our new minister, a chance to build congregational membership. This is the time to look at growing the music program to keep up with the changes happening here at UCWC. Our goals would be to

- Grow our music library
- Hire quality musicians to augment our programming for special events and services
- Pay for outside musicians at Sunday services
- Increase special music events

The flexibility in programming generated by having enough resources is the key to building an exciting and complimentary music program - to getting more people involved in music making at UCWC. It is also our hope that the renovation process will include an enhanced and updated sound system which would help support not only our own usage but add to the viability of UCWC as a concert destination. We have been told that the quality of professionalism and musicianship here at UCWC was a big draw for Rev. Schatz and we would like to have all our resources at the forefront to keep our standards high and continue to strive for excellence.

OUR SUPPORT TEAM

Jason Schafer-Valerius continues to be a fabulous support to the music program. His feel for the service and his ability to provide appropriate music to enhance the worship experience is greatly appreciated. His already robust and comprehensive repertoire is ever expanding and his flexibility to change course as needed is welcome skill. Since he continues to be unavailable during the summer, He will not be available for summer, substitute pianists will be coordinated by Hugh Sutherland and Mira Tryon. Elaine Friedlander continues to send excellent students to play on Sundays and special events.

Thanks to Debby Kern for bringing the drumming group to several services, to Abby McGillivray for continuing to be a passionate voice for creativity and musical diversity and for stepping up to lead the congregation in song, to Janet and Kenny Gill, Helen Meacham, Tom Buglio, Connie Eichenberg, Laura Reimer, Rick London, Fred Matt, Pam Baxter, Steve Wilcox, Paul Sapko, Dr. Richard Veleta, Curt Hoganson, Fred Frayer, Rhonda Price, Wes Schaal and Hugh Sutherland for sharing their talents and instrumental prowess in services throughout the year.

Miriam Davidson

Youth Group Report June 2016

The group provides youth (ages 14-18 - High School) with the opportunity to find support and growth in a team atmosphere led by adult advisors. Activities are directed and built around our UU Principles.

Adult Advisors: Marie Steel; Julianne O'Neil

We bridged 2 senior youth to Young Adulthood last year and were left with a small group of regular monthly participants. Due to the small amount of participation we opted to meet only once a month. There were several incoming 9th graders who are taking OWL Classes during the service. Also we invited the high school aged OWL Class members, however, they met each week at the same time as Youth Group and we were never able to connect.

Due to space issues downstairs the Youth Group was asked to give up their space for the large Our Whole Lives class. The YG graciously gave up the space and Rev. Bill offered them the use of his office for our meetings.

We started each monthly meeting by lighting the chalice at the beginning of service and then adjourned to our meeting.

ACTIVITIES:

November – One youth and one adult advisor attended BAT Con (Being a Teen) in Annapolis, MD where they learned about and discussed Consent for Intimacy which was presented by a speaker from the Annapolis Naval Academy. We were introduced to the new Central Eastern Regional Group Team who has restructured the Joseph Priestly District Youth Steering Committee and enhanced and re-emphasized the rules of Con to create a continuing safe atmosphere for our Youth.

December – Cookies and Craft Open House at UCWC for Old Fashioned Christmas Parade with our of our own youth group playing her clarinet along with the entire Rustin High School Chorus.

January - Community Service Project - Martin Luther King Day of Service – Packaged over 10,000 meals for “Stop Hunger Now”.

March – 3 Youth participated in our annual Safe Harbor Dinner preparation and serving at Safe Harbor in West Chester.

May 22, 2016 RE Sunday – No bridgers this year. Last Youth Group Event of the Year.

Social Justice Annual Report 2015-2016

| | |
|---|---|
| Name of Group/Project | Social Justice Coordinating Committee |
| Leader(s) | Linda Sander, Chair, Steve Sander, Co-chair |
| Group Members | Mike Stevens, Beth Daniels, John Gribbin, Flo Miller, Ruth MacFadyen, Kathy McGinnis, Amy Spare, Steven Lathe, Mary Yeager, Kim Ellerthorpe,, Sharon Mayer Conroy, Ed Cohle, Shelly Case, David Long, Barbara Long, Sandy Gera, Lori Ratajczak, Matt Zencey, Pam Sapko, Lorrie McKinley, Diane Maguire, Ruth Lathe, Tom Buglio, and Jon McCormack |
| New Group Members *new UCWC members | Flo Miller, Ruth MacFadyen, Matt Zencey*, Ruth Lathe*, Steven Lathe, Barbara Long |

Why is your committee important to the goals of our congregation? **(<http://ucwc.org/our-mission>)**

The Social Justice (Coordinating) Committee oversees, supports, encourages, and coordinates the activities of the UCWC subgroups and projects working to advance peace and justice in the world and build meaningful connections in the community.

We lead UCWC efforts to help people in the local community, support animal ministry, promote sustainable living, and support justice in the state, nation, and around the world. See individual group reports and/or the SJ web pages for details.

The Social Justice Coordinating Committee itself does not manage any of the individual program activities, though it does engage in *ad hoc* activities in conjunction with other community organizations.

CURRENT YEAR

What were the three biggest accomplishments you feel your committee made toward our congregation's mission this year?

Producing and hanging the Black Lives Matter banner, securing congregational approval of the resolution in support of the UUA Statement of Immediate Witness: Black Lives Matter, and creating the Black Lives Matter Committee.

We have two new liaisons: LGBT Liaison to UUPLAN and Climate Justice Liaison to the CC Chapter of Citizen's Climate Lobby. Both are new members.

We became an important part of the West Chester Refugee Resettlement Project. We have donated over \$4,000. Our members head three of the project committees, at least 15 UCWC members are on committees, and we helped recruit other churches to join the coalition.

Did you feel you accomplished the goals you thought you would at the beginning of the year?

Yes. The Coordination Committee is mostly about facilitating communications and empowering members to act.

In addition to supporting and encouraging the new initiatives listed above, we held the annual meeting to choose Share the Plate and Social Action Trust Fund recipients, and we held several online email votes. Steve made many beautiful posters and kept the bulletin board looking good. I attended the Refugee Resettlement Project meetings and communicated to the congregation, Rev. Bill, Council and Finance.

What were your three biggest challenges this year to achieving the goals you feel your committee set?

I am not always able to attend Council Meetings, and it is difficult to impossible to find a substitute.

Is there anyone you would like to thank that was critical to your committee work this year, along with the members of your committee?

Rev. Bill helped recruit new committee members and supported Christmas Eve and special collections for the Refugee Resettlement Project. He is very supportive of our efforts, as is Stephen Foery. Stephen is an important part of our communications, internal and external. Thank you Stephen for printing posters, sending posts to lists, your patience and help with Connections and Order of Service announcements, and more.



Black Lives Matter Group

Here the latter part of our congregation mission statement clearly applies, to “be a catalyst for a just and compassionate world.”

Leaders: Flo Miller and Ruth MacFadyen

Group Members: Flo Miller, Ruth MacFadyen, Ed Cohle, Linda Sander, Debbie Kern, Janet Hutchinson

The group was new this year. We had a very successful celebration to hang the banner. We led a congregational read of Bryan Stevenson’s story of our broken system of justice Just Mercy. We are still exploring other activities for our group. We have developed a “contact” list of interested outside parties.

Considering our group just formed in March, we have achieved many goals. We still face the challenge of developing a meaningful program for our congregation and engaging the community in an understanding of what Black Lives Matter means.

Critical Thanks

Cathy Palmquist was very helpful in contacting other churches in the Religious Council. She has asked to be informed of our progress but because of other obligations does not wish to be an active member of our committee. Thank you to Linda and Steve Sander for producing the banner and to Hal Deal, Gerry Giess and Stephen Foery for hoisting it.

Diversity Book Group

Building awareness and understanding around diversity topics.

Leaders: Pam Sapko and Lorrie McKinley

Group Members: E-mail list of 44; Karen McKelvey was a new member this year.

Generally, 8-10 attend the monthly meetings. 2 meetings were held in members’ homes this year. We revisited several classics such as Grapes of Wrath and To Kill a Mockingbird.

MLK Day of Service

We partner with St. Paul's Baptist Church to honor the memory and work of Martin Luther King Jr. by doing service projects in and around the West Chester area. We are one of more than 20 organizations that partner with St. Paul's on the Day. UCWC members and friends are encouraged to participate in service projects of their choice.

This activity is officially chaired by members of St. Paul's Baptist Church.

Local Organizers: Shelly Case attended planning sessions at St. Paul's and acts as liaison.
Ed Cohle arranged the food drive at local super markets.

Ed Cohle led a group of volunteers at local supermarkets and gathered over a ton of food for the West Chester Food Cupboard. Cindy Heck and Matt Zencey led volunteers at UCWC packing 22,000 meals for Stop Hunger Now. This year, the Social Justice Committee supported the Stop Hunger Now with \$3,092 gathered mostly from the Social Action Trust Fund.

Our goal is to continue our involvement with the Day each year and encourage participation from our congregation. Thanks to the Social Justice Committee for providing financial support. Thanks to the all the UCWC volunteers that supported the MLK day of service.



Unitarian Universalist Service Committee (UUSC)

We educate UCWC members and mobilize their support for UUSC. UUSC works for justice on a global level, empowering local partners and looking out for those who are left behind in humanitarian crises. In addition UUSC works with other organizations like the UU College of Social Justice and Commit2Change to provide opportunities for learning and advocacy. Our committee informs the congregation of opportunities from UUSC to learn about social justice issues both in the US and world-wide. We encourage our congregation to take action as well as donate financially.

Leaders: Linda Sander, Kathy McGinnis

Group Members: Tom Townsend, Cyndy and Wayne Bullaughey (Team)

Kathy McGinnis led an entertaining and informative Justice Sunday service on Worker Rights with a focus on UUSC's work with the Arkansas poultry workers organization. The service included an original children's play written and directed by Monica Moran, musical performances by several members, and high impact short videos.

Wayne and Cyndy Bullaughey visited UUSC's water projects in Ecuador and met with project partners. They shared their slide show at the UCWC Service Fair.

Wayne Bullaughey led the special collection for UUSC's Ecuador Earthquake relief. UUSC is working with our partners at the Asociación Movimiento Mi Cometa in Ecuador to provide immediate relief to affected communities, paying special attention to such vulnerable groups as ethnic and tribal minorities, refugees, women, and children. Wayne and Cyndy met with these partners on their trip.

Our goals were to get more children involved, educate people about UCWC's work, and increase membership to 100%. Kathy did involve the children in Justice Sunday, and Pam Baxter involved the in Guest at Your Table.

We did three educational projects, Guest at Your Table, the UCWC service fair, and Justice Sunday. Justice Sunday was well attended and we think that people had a positive experience and are better informed about UUSC's work as a result. We also had monthly columns in *the Fellowtarian* newsletter. We are waiting for membership numbers, but 100% membership is a lofty goal, and probably not attainable this year.

The challenge is to make the topic of UUSC one that people are drawn to rather than view with dread. Laying a depressing, heavy experience on people about what is wrong with the world will not excite people to get involved to make a difference. Our approach has been to make it interesting and fun and bring people along on the journey to a better tomorrow. How to make it fun and interesting is a real challenge. It is great that we have so many talented musicians to help us.

Our very busy congregation seems to read Connections but not *the Fellowtarian* as much. Given that information, though I think we would be wise to be careful using Connections for UUSC

related communications because we don't want people avoiding reading Connections because they feel like there might be something depressing or demanding in there.

Maybe a solution is to put UUSC stuff into a certain place – say at the very bottom – so if people want to read it they know where to find it. If they want to avoid it, they know not to read that far down. Or just to keep most of it in *the Fellowtarian* and see how our UUSC membership numbers go.

Rev. Bill led a special collection for UUSC Refugee Relief in September. Pam Baxter and Rev. Bill led the Guest At Your Table kick-off in November. Pam always includes the RE children in GAYT. Rev. Bill suggested videos for Kathy's Justice Sunday service. Monica Moran wrote and directed the children's play. Stephen Foery helped with messages in Connections and Orders of Service, many last minute, and printing posters. Steve Sander designed our posters. Thank you to all those who helped with the Justice Sunday service.

Search

The Search Committee was commissioned by the Board of Trustees to prepare for the call of the congregation's next settled minister.

Chair(s): Michael Werner, Chair, Amanda Lipnack co-chair

Members: Amanda Lipnack, Janet Hutchison, JoAnn Gibson, Jon McCormack, Joshua Sweet, Ed Cohle, Michael Werner

The goal of this committee is to evaluate interested ministers and select the best candidate available for the congregation. With that goal in mind, the Search Committee was entirely successful in their mission as Rev. Dan Schatz was called to be UCWC's next settled minister on May 1, 2016.

Over the course of the year, the Search Committee worked together to create UCWC's Congregational Record. This record is made available to all ministers who are interested in engaging in the search for a new congregation. The Search Committee received interest from 15 ministers. We conducted Skype interviews with 4 ministers and extended offers for pre-candidating to 3.

After meeting with our 3 candidates, the committee deliberated and decided to select Dan Schatz to be our candidate. Candidating week was held from April 24 to May 1 with the congregational vote held on May 1. The vote resulted in 114 yes votes and 2 abstentions to call Rev. Schatz to be the next settled minister of UCWC.

The sole objective of this committee was to prepare for, interview and select a potential new minister for UCWC. All tasks for the committee have been completed and the committee has been dissolved.

The biggest challenge for this committee is primarily the amount of work that needs to be done in the time allowed. Luckily, the committee was very dedicated and worked well together to meet all deadlines and stay on schedule.

The committee would first like to thank the board for their trust in us. Secondly, there are so many who provided materials about what their committee did, sat for videos that were used in the creation of our search website and for everyone who participated in the survey and cottage meetings. The committee is also grateful for the congregation's respect of the process and understood and respected the level of confidentiality that was required for this process. We are so grateful for the opportunity to serve UCWC in this capacity and are so excited for Dan's ministry.

Communications Coordinator Report

This role was created to work with all committees and leaders to help improve procedures, tools and roles for communication both internal and external at UCWC.

Coordinator: Bob Scott

Stephen Foery in the office and Steve Sander both contribute greatly to communications activities throughout the year through Connections updates, *the Fellowtarian*, and web edits.

The year was spent exploring where things worked well, and where bottlenecks existed. Two areas of focus emerged – more robust file management and sharing, and more flexible and inexpensive web-sites where needed.

Web update – UUA produced a WordPress template that many other congregations have adopted, we decided to adopt it at UCWC. Steve Sander is nearly finished porting our existing web content to this new template, we'll spend another month or two reviewing as well as getting it hosted well and will be launching the new site during the quiet of the summer. Watch for announcement.

File Management – Dropbox will eventually be replaced by use of Office 365 license, which as a non-profit UCWC has access to at very inexpensive rates. We will transition existing documents over the summer and train leadership in its use. Other gains from this switch will include the ability to use skype for business for conference call meetings when needed, and the ability to have group areas for committees to share documents, discussions and calendars.

The goal of these combined upgrades will be to make it easier for us to keep each other informed, and perhaps more importantly to improve our ability to reach out into the community and draw people to participate in the good things happening at UCWC

Respectfully submitted
Bob Scott

the Fellowtarian

Continues to produce the issues in a timely manner with enhanced use of graphics and color.



The Fellowtarian is published monthly by e-mail. If you want to receive *the Fellowtarian* by e-mail, contact the editors fellowtarian@ucwc.org. If you'd like to receive it by "snail" mail, contact office@ucwc.org.

Linda and I thank all those who contribute, especially those who respect the deadline and article size guidelines.

Steve & Linda Sander

Office Administrator's Note

Learning Data Science by the Johns Hopkins Bloomberg School of Public Health on Coursera this year really helped with survey processing at UCWC and it doubtless will help with future tasks. Many thanks to Rev. Bill, Janine, and Mike Miller for respecting professional development as a benefit in the Office Administrator position.

Objectives set are: improving communication and implementing the new web-site with use-analysis and users' observations, and incorporating archive documents via Microsoft Office 365.

Some challenges faced this year include: fulfilling pop-up requests within the scope of present policies and systems, exploring the spirit of polity, and establishing and using the archive.

Thank you Rev. Bill, Pam, Cyndy, Mike, Flo, Barbara, Fatima, Kathy, Abby, Julianne, Marie and each and all of you UCWC.

Stephen Foery

Building Renovation Committee (Stay Committee)

Committee appointed to work with Frens & Frens to finalize the Schematic Designs, Budget, Timeline, and oversee the construction phases.

Chair: David Werner

Members: Sarah Hyson, Erach Patel, Wayne Bullaughey

During the 2015-2016 Church Year, the current Building Renovation Team (Stay Committee) changed hands from the previous team of Heidi Frayer, Rose Werner, and Cindy Heck, who worked with Frens & Frens (F&F) to complete The Program. The Program laid the groundwork for the Schematic Design Phase, which is currently underway.

The current Stay committee has been tasked with the specific long-term goal of overseeing the completion of the building renovation project. It is a 2 to 3 year project (from the time it started in June of 2015 until it is completed). Until now, we have worked with the other committees of the congregation to revise the first draft of the plans to ensure the new space meets the needs of the congregation to the best of our abilities given the limitations of the physical structure. We have done a round of questions and comments with F&F to revise the plans to something close to the final result, and presented those written changes to the congregation at large.

The Stay Committee is continuing to work with F&F to finalize the Schematic Designs, and to develop the overall project budget, construction documents, timeline, and planned start date. We are planning to break ground on the renovation of the building no sooner than January of 2017, with a completion date approximately 9 months later.

The biggest challenge we have faced this year is trying to keep transparency with the congregation on the progress of the project. We have not been able to develop a good plan for sharing the latest plans with the congregation.

We would like to take this opportunity to thank everyone that was involved in the "Stay or Go" decision up until the congregational vote to "Stay" in June of 2015, as well as everyone that met with F&F to develop The Program that they worked from in order to develop the Schematic Designs. While there have been a few minor changes over the course of the revision process, they are not as severe as they would have been had we not been started with The Program as the foundation.

*Thank You
David Werner and the Building Renovation Team*



Rev. Bill boards the “Joseph Priestley” Special