

# First Unitarian Universalist Church of Winnipeg

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# Annual General Meeting Agenda

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**Kristin Jimmy**

1. Opening Words
2. Confirmation of Quorum
3. Approval of Agenda
4. Approval of Minutes from October AGM
5. Nominating Committee
6. Board Acknowledgement
7. Acceptance of Annual Committee Reports
8. Status of Financials
9. Update on parking lot
10. Discussion of town hall and the upcoming year
11. Closing Words

# 2019 AGM Minutes

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October 6, 2019; Call to order: 12:49

1. Opening Words – Rev. Meghann Robern
2. Confirmation of Quorum – Esther Kathryn confirmed quorum
3. Approval of Agenda
  - a. Amendments:
    - i. Change Item 4 from “Roll Call” to “Roll Call of Remembrance”
    - ii. Change Item 9 to include a status of financial reports as well.
    - iii. Change of Item 10 from 2020 to 2022.
  - b. Motion to accept the agenda as amended.
    - i. First: Marjorie Doyle
    - ii. Second: Mary Warmbrod
    - iii. Motion passed
4. Roll Call of Remembrance
5. Approval of Minutes from previous AGM on May 26, 2019
  - a. Nominating committee - Paula Wachs already off the board, Stephanie Harvey & Esther Kathryn were appointed to the board.
  - b. Motion to accept the minutes as amended
    - i. First: Dylan Fijal
    - ii. Second: Odell Havsdottir
    - iii. Motion passed
6. Change of Procedures for AGMs
  - a. Next year reports will be due in June meeting to better align the end of year reports with the end of the programming year.
  - b. Motion to accept change of AGM time to spring and when reports are due.
    - i. Marlene Schellenburg
    - ii. Second: Paula Kierstead
    - iii. Motion passed
7. Board Acknowledgement
  - a. Thank you cards presented to departing board members: Jon Cowtan, Tanya Brothers, Paula Wachs, Odell Havsdottir
8. Acceptance of Annual Committee Reports
  - a. Fundraising committee report did not make it into the package but a physical copy was provided at the meeting. Steve Lennon summarized the report.
  - b. Question: (Linda Henderson) Is there a spot on the agenda to talk about new equipment (projector)? Answer: This will be in the spring meeting reports.

- c. Statement: (Paula Keirstead): We have done a ton of great work within our committees - thank you!
  - d. Motion to accept the committee reports.
    - i. First: Laurie Marcella
    - ii. Second: Linda Henderson
    - iii. Motion passed
9. Status of Capital Projects & Financial Reports
- a. Peter Hill Carroll reviewed the reports.
  - b. Capital campaign will be ramped up. Volunteers are needed to make calls and ask for donations.
  - c. Correction to spelling of name in report: Katy Simons
  - d. Questions:
    - i. Norman Meyer: Why was the endowment fund \$0 in 2017-18?
      - 1. Answer: It was double one year and \$0 the following year due to timing.
    - ii. Norman Meyer: Re. Payroll: Minister's benefit pension dropped, yet the salary increased continually.
      - 1. Answer: Could be due to the timing of Rev. Millie leaving, and an overlap between Rev. Meghann and Rev. Nicoline for two weeks.
    - iii. Sharon Wickman: Engaging engineering firm for parking lot, what is this \$10,500?
      - 1. Answer: That's for doing drawing, tender packages, following up on it, etc. The actual cost to do the parking lot is not yet finalized.
    - iv. Gini Martin: We have a line for flower expenses. Why is it \$0?
      - 1. Answer: It was previously used for pastoral care with donations directly for this use. Now we don't use it, but the account has not yet been closed.
    - v. Paula Keirstead: Doesn't see AIM team on the budget.
      - 1. Answer: Peter Hill Carroll said it was an accidental omission. He will straighten it out.
  - e. Statement:
    - i. Don Bailey: Thank you to Peter Hill Carroll who saved us \$40,000+ with his hard work doing the electrical and heating work.
  - f. Motion to accept last year's finance report as presented.
    - i. First: Jim Watson
    - ii. Second: Odell Havsdottir
    - iii. Motion passed
10. Discussion of CUC National Conference 2022
- a. We have been asked to host the 2022 CUC National Conference. Rev. Meghann showed

a PowerPoint presentation with information as to what this entails as a host committee. Participants from across the country and the world would be coming to Winnipeg. The CUC does most of the planning work, and we are involved as follows: host committee co-chairs, liaison to program planning committee, secretary & treasurer positions, local volunteers, CanUUdle support, opening ceremony coordination, music/choir, gatherings, communications, welcoming, etc. Financing is provided by CUC, and we are not expected to use our own funds. It requires a lot of focus and volunteers from our congregation. We would have national involvement, develop and share our skills, and increase UU awareness.

b. Questions/Statements:

- i. Liz Redston: Thinks it's an awesome opportunity.
  - ii. Margaret Friesen: When is it?
    1. May 2022
  - iii. Marjorie Doyle: Girl Guides is hosting a conference in June of that year. Maybe we can coordinate some resources, especially for accommodations. Could do an outing together?
  - iv. It's a great idea to look into.
  - v. Marlene Schellenberg: Would parking lot/building renovations be done by then?
    1. Answer: The only events at the church would be CanUUdle, Parking lot should be done by then, elevator might be in progress.
  - vi. Steve Lennon: Previously the facilities were not accessible. This needs to be incorporated/thought about in advance.
    1. We are the first Canadian congregation to work toward accessibility
  - vii. Linda Henderson: She helped coordinate in 1991. They used a downtown hotel which was accessible. Campus facilities tend to not be accessible.
  - viii. Paula Kierstead: She is willing to sit on a committee as an accessibility coordinator.
- c. The majority of people in the room raised hand to signify they're excited for this opportunity and would like to proceed with this.

11. Closing Words – Rev. Meghann Robern

12. Motion to adjourn

- i. First: Debbie Lake
- ii. Second: Bonnie Theissen
- iii. Motion passed
- iv. Meeting adjourned at 13:46

# Budget

First UU Church of Winnipeg	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Approved 2019-2020	Proposed 2020-2021
<b>REVENUE</b>							
Pledge Donations	219,408	249,755	252,277	278,915	283,727.62	287,500	261,000
Open Plate Donations	2,851	7,845	12,083	11,241	13,052.23	14,000	4,000
Miscellaneous Donations	236	3,790	6,073	5,099	5,066.78	5,000	5,000
Endowment Fund Rev	1,600	1,223	7,434	0	2,593.44	2,600	3,600
Miscellaneous Income	1,955	3,131	53	2,980	350	320	320
Interest Income	0	2,050	1,045	1,770	2,343.72	2,000	1,000
Sunday Service Coffee Receipts	1,747	1,642	1,507	1,274	1,147.07	1,420	0
Fundraising Committee Profit	19,809	22,945	18,462	18,581	16,311	12,500	2,000
125 Committee Net Revenue		-674	750				
Committee Events Net Revenue	0	-1,433	0	0	0	0	
Building Rentals Net Revenue	21,084	29,419	39,771	47,922	49,440	46,229	4,000
Adult Programming Fees	405	1,260	306	464	217.56	0	
Marg Benedictson Mem. Rev	2,005	2,099	2,331	2,539	2,763	2,500	2,000
<b>Operating REVENUE</b>	<b>271,100</b>	<b>323,052</b>	<b>342,092</b>	<b>370,787</b>	<b>377,013</b>	<b>374,069</b>	<b>282,920</b>
<b>EXPENSES</b>							
Monthly Mortgage & Loans	34,480	25,000	25,000	25,173	30,976	33,480	45,600
Payroll	156,864	160,169	163,319	186,604	190,757	190,415	159,838
Administration	16,129	33,649	16,041	18,877	21,819	25,689	17,625
Property Expense	47,168	46,745	48,791	43,280	47,929	54,826	36,875
Programs Expense	26,308	24,662	27,982	31,579	33,269	39,211	13,095
CUC & UUA Fees	14,295	17,920	16,764	17,754	21,400	21,450	17,950
Board	592	-98	427	1,713	1,709	1,950	200
Minister's Discretionary Fund Exp	687	0	50	1,000	3,111.65	0	
Share the Plate			6,040	6,051	6,338	7,000	2,000
Ministers moving, search, legal costs		1,918	15,608	10,200	0	0	
<b>Operating EXPENSES</b>	<b>296,523</b>	<b>309,965</b>	<b>320,022</b>	<b>342,231</b>	<b>357,309</b>	<b>374,021</b>	<b>293,183</b>
<b>Net Operating Income</b>	<b>-25,423</b>	<b>13,087</b>	<b>22,070</b>	<b>28,556</b>	<b>19,704</b>	<b>48</b>	<b>-10,263</b>

Note: this budget will be reviewed and amended as needed in November, 2020.

# Finance Committee

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**Janet Toews**

## Mandate

1. Develop and implement procedures for the church's annual budget by:

a) Soliciting budget requests from all committees and spending estimates from staff responsible for expenditures (payroll, utilities, fees, etc.);

b) Preparing a target budget for the Stewardship Committee;

c) Revising the target budget in accordance with results of the Stewardship Committee pledge campaign;

d) Presenting a recommended budget to the Church Board for their review and eventual recommendation to the congregation at the annual budget meeting;

e) Monitoring and enforcing approved budget provisions;

f) Offering advice to any committee, member, friend of the church or staff about the budget process and compliance with spending and fundraising policies of the church

2. Develop and review guidelines for monitoring budget compliance by:

a) Advising, chairs of all committees and other leaders, at the beginning of the fiscal year, of the details of their approved budget and their responsibilities regarding the managing and compliance with it;

b) Conducting quarterly review expenditures to date by all committees;

c) Advising chairs when 80% of their committee's budget is used;

d) Freezing spending of a non-compliant committee if spending exceeds their approved budget, unless the over-expenditure has been approved by the Board.

3. Survey and develop long-term budget goals based on church needs and/or external requirements by:

a) requesting long term plans and spending estimates from committees and staff;

b) Analyzing financial implications of long-term plans for church growth and responsibilities;

c) Developing finance strategies to meet long-term plans; and

d) Seeking guidance from the Board respecting priorities of long-term plans.

## What have we been up to?

Well at times it seems as if our primary role is to do up next year's budget.

This year was no exception. Then COVID-19 intervened. The budget had to be drastically adjusted by the Treasurer: Peter Hill-Carroll, committee and the board.

We will be voting on that today. Pledges of 260000 received

Drastic cuts to programs, salaries, etc. Not a good news budget.

The current year to date (Jul-2019-Mar 2020) has operating revenue of 271000 versus operating expenses 293000. Shortfall of 22000. Apr, May and June is of course still to come.

Otherwise we continue to monitor all financial monthly activity, making the committee more of a year round entity than it recently was, as well as looking to maintain more contact with other committees and their adherence to budgets.

## **Membership & Contact**

The Finance Committee Chair is Janet Toewsm but the preferred title is contact person.

The Finance Committee chair or contact person is a member of the Finance Committee. The committee chair works in consultation with all committee chairs and staff.

The committee members are Janet Toews, Craig Edwards, David Livingstone and Peter Hill-Carroll (Treasurer) and our newest member Norm Mayer.



# Endowment Fund

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**Jim Watson**

## Mandate

Oversee the Endowment Fund, ensure it is invested appropriately, remit the fund's income to the Church. The Endowment Fund's mandate is outlined in the church's bylaws.

Membership: Linda Henderson, David Livingstone, James Watson

Report for the nine months ended March 31, 2020:

Starting value: \$126,054 (\$63,273 in equities, \$51,683 in GICs, and \$11,098 in cash/other).

Ending value: \$116,335 (\$56,639 in equities, \$51,683 in GICs, and \$8,013 in cash/other).

Income earned from investments during the year, payable to the church: \$3,234 (\$2,673.12 prior year) from GIC interest and equity income after costs, will be remitted to the church in fiscal year 2020-21.

Contributions from July to March totalled \$1,620 and thereafter a \$15,466.30 contribution was received. (\$1,500 prior year).

One-year return from equities (dividends and capital appreciation): -10.9%.  
Compound return of 4.99% since inception of November 27, 2009.

GIC rates range from 2.25% - 3.00%.

Investment Policy: target of 50% equities (of which 35% is Canada, 15% US), 50% fixed income. The equity portion is invested in low-fee index funds and an

Ethical Fund. The fixed income portion is invested in 5-year GICs with maturities "laddered" in each of the next five years; maturing certificates are rolled over each year into a new GIC at the prevailing rate. Income from investments is remitted to the church annually.

## Accomplishments

The process has been started to increase our laddered GICs up to \$11,000 each.

Trustees are also in the process of creating a dedicated First Unitarian Universalist Church of Winnipeg Endowment Fund within The Winnipeg Foundation. This will allow people to know that monies donated via the fund will remain supporting the church in perpetuity. With our church's name on it, this fund will also provide more visibility for the church to the wider community and further diversify our portfolio. The current COVID-19 restrictions have lengthened this process which we had expected to be finalized by now.

## Comments

As stated in previous years, the investment policy is functioning as planned.

Despite on-going low interest rates, laddering GICs continue to earn average rates better than currently available. Equities markets have dropped recently due to the COVID-19 pandemic; this comes after a rise in late 2019 and early 2020 and thus the Fund's market value will fluctuate.

We thank the congregation's members for their trust.

## Thank You

We wish to acknowledge donors during the year (if you donated and weren't recognized, please let us know): Carol and Mahlon Harvey, Jacqueline Brignall, Linda Henderson (2), James and Sonya Watson, Jon Cowtan, Doug Wasyliw, Verna and David Livingstone, Rosemary George, Elsa Strelkov, Gini Martin (3), Ditte and Paul Cloutier, David Parker, Victoria Johnston and Nadia Hanuschak, Patricia Coates, Angela Haig and the estate of Robert (Bob) and Margaret Ferguson.

# Minister's Report: The Year That Was

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**Rev. Meghann Robern**

Our Operations Team led us to a professional assessment of our building internet access and reliability and supervised the installation of a unified system. Before COVID-19 hit, this significantly increased staff ability to function in the building and for both staff and lay leaders to provide lifespan faith development programming. When we are able to reopen the building, this will continue to enhance our ministries and what we can do with our resources in the building and reaching beyond to those who cannot be in the building for whatever reason.

At our meeting in October, we affirmed our desire as a congregation to be the host congregation for the CUC ACM in 2022. This year's ACM was meant to be in Halifax. Due to COVID-19, at a meeting hosted by the CUC, leaders, ministers, and religious educators from across the country advised the CUC that we felt the in-person gatherings should be shifted by one year. That means that Halifax will once again attempt to host the in-person ACM in 2021, assuming travel and meeting restrictions are lifted, and that we will host the ACM in 2023.

The Climate Strike on September 27th was huge -- the legislative lawn was packed and it took them a full half hour to move the crowd into the streets for the march. Our UU presence was strong, and the multifaith service I participated in beforehand was standing room only. It is good to know that our values around climate change and putting work into this issue is shared with the city at large.

Our Inquiring Minds: Dialogue on Death community education week is done and it was far more successful than any of us on

the planning team dared to hope. Our two Sunday services were packed, many workshops were overflowing (I had nearly twice the number of people show up at my memorial planning workshop than had registered) and we got thousands of dollars of free press coverage, all of it focused on how we as a congregation embrace diversity and choose to ask difficult questions in order to live better lives. This whole week started with an idea from Liz Redston and Kay Gardiner and they put hundreds of hours of work into making it a reality, along with Bonnie Theissen. Our CUC even honoured the team with the annual Shining Lights award!

One of the big takeaways that I was hoping for with this event is a realization for the congregation that our outreach and mission in serving Winnipeg and Manitoba can be education and community building events as well as our strong social justice activism. I am hoping that the energy from this year's Inquiring Minds will keep the door open for us to ask, "What can we give to the city next?"

Christmas Eve 2019 was our second year of splitting into two services due to both severe overcrowding and copious feedback about content and atmosphere. Because we can only do these services once a year, our "experiment" phase is much longer than with other changes in services. That said, this year we saw a 100% increase in attendance for the second (9pm), which tells us that the timing is good and we will be staying at 9pm going forward for 2020. The earlier service attendance stayed about the same from 2018, and the feedback about the service itself was good, so we are adjusting the time for 2020 to be 6:30pm. This is the latest the earlier service can be without moving the time for the 9pm

service, and has the added benefit of providing a “crossover” time between the folks enjoying fellowship after the early service engaging with folks arriving for the later service.

2020 saw the debut of our new website template, which was designed by web experts at the UUA, including Canadian minister the Rev. Christopher Wulff. As with any new website launch, there will be a lot of tweaks and updates as we figure out what works for us and what needs to be adjusted. While teams will submit their own text (and pictures meeting technical specifications when desired), decisions about structure and organization are the purview of the Communications Committee.

We have added a number of new pages to our website since isolation began. The speed at which we were able to create and publish these pages, in addition to how easily they can be updated with new information, is due to our investment in the UUA Wordpress theme and all the work Karin Carlson did moving the site over and establishing posting and formatting guidelines with the Communication Committee.

The new pages are:

- ▶ Zoom Connections: <https://uuwinnipeg.mb.ca/connection/zoom-connections/>
- ▶ Resources during physical distancing and isolation: <https://uuwinnipeg.mb.ca/blog/resources-during-physical-distancing-and-isolation/>
- ▶ Sunday Order of Service: <https://uuwinnipeg.mb.ca/oos/> (Each Sunday the information in the OOS is archived including announcements with links.)
- ▶ Evening Vespers Orders of Service: <https://uuwinnipeg.mb.ca/category/vespers/>

Late winter/early spring brought us a number of staffing changes. Ray Aikens, our custodian, asked to go down to three days/nine hours a week. Rob Lindey, our former accompanist, resigned for personal family reasons. Pamela Johnson, our office administrator, announced her retirement and has just completed her service with us on May 29th; her role will be filled by a volunteer team until we can increase the budget to fill her position. Also due to budget restrictions, we have laid off our childcare workers and our event supervisors. Our Rentals Director, Lauren Lischka, and our Lifespan Faith Development Assistant, Carol Lindsey, will be laid off on June 30th. Their remaining time with us over the next few weeks is helping transition to lay leaders taking over their tasks. I ask for your patience and grace during this summer, and even into the fall, as we figure out how everyone can best do their work and coordinate many volunteers now doing the work of a few specialists.

One of the items I worked on during Andrea’s sabbatical, to complement and support her research on congregants serving, is updated and accurate role descriptions for service positions, particularly in the connecting & engaging team (hospitality, greeters, ushers) as we reimagine it. The initial meeting of folks interested in the Connecting and Engaging Team went really well, with a lot of wisdom, experience, and information shared for us to build on. Staff were in the middle of finalizing service role descriptions when the pandemic hit.

With Ray asking to go down to three days a week, we on the Board and the staffing team have begun to explore the future of our custodian position. Before the COVID-19 shutdown, we were in the process of adjusting the custodian position in the future to move a certain number of custodian weekday hours to Sundays and include certain Sunday service functions in

the role. This would solve a number of concerns/issues that have been a focus of our energy in the last few years:

- ▶ Reliable hospitality service -- this can be done by one person who is paid
- ▶ Snow shovelling on Sunday mornings -  
- no more searching/asking for volunteers
- ▶ opening/closing the church/  
coordinating with later meetings and rentals on Sundays, so worship coordinator can focus on the service itself
- ▶ Non-worship team Staff presence in the building on Sundays to handle issues
- ▶ Allows congregation service positions to focus on greeting, ushering, welcoming, connecting, pastoral care, etc.

During times on Sundays when the custodian is not doing these tasks, they would be doing other aspects of their position, removing the assumption of only Monday-Friday custodian hours. Again, this plan is on hold while our building is closed, but it is part of leadership's discussion moving forward to improve and enhance the Sunday in-person experience for all.

We have purchased two Business-level Zoom accounts through the Unitarian Universalist Association and are in the process of using them exclusively, as our previous Pro account (more expensive with fewer features) expires at the end of June. If, as the congregation begins to use Zoom more and more in this brave new world, we find we need the third room, we can purchase additional rooms through the UUA. This changeover means that some existing links you have saved may change; we will distribute updates widely. The most current links will always be on our Zoom Connections page on our website.

One of the things we are taking into account with our brainstorming and planning is that with work and school meetings also taking place by Zoom, some folks do not want another Zoom meeting on their schedule. It's a delicate balance in our discussions. That said, committees and teams in the congregation have begun booking our Zoom rooms for their meetings, which is excellent news! I and your staff team are working on plans for next year, for (1) as long as the building remains closed or safety reasons and (2) if and when we deem it safe enough to reopen. There are many congregations who are anticipating their buildings being closed for the entire coming fiscal and programming year. We would do well to prepare for the worst, AND hope for and work for the best. Ultimately, however, the safety of those in our community, especially the most vulnerable among us, is paramount.

One of the things that is required of me as a UU minister that is often invisible to you as a congregation is my work participating in and supporting our living tradition at the provincial, national, and continental level. Since last October, I have participated in:

- ▶ CUC Western Region Fall Gathering
- ▶ Ordination of the Rev. Danielle Webber
- ▶ Wood Buffalo UU Clergy Cluster Annual Gathering
- ▶ Liberal Religious Educators' Association Annual Conference
- ▶ Installation of the Rev. Julie Conrady
- ▶ Represented UUism at Government House for the ceremony and reception of the Lieutenant Governor's Award for the Advancement of Interreligious Understanding to the Reverend Sensei Fredrich Ulrich. My colleague, the Rev. Stefan Jonasson, was also in attendance.
- ▶ Completed service as the Secretary for the UU Ministers of Canada, and have

now been asked to serve a term as Vice-President.

- ▶ Completed two years of service on the CUC Polyamory Task Force. Our full report is available in the CUC Annual Packet.
- ▶ Co-lead the CUC National Sunday Service on May 17, 2020 with the Rev. Karen Fraser-Gitlitz and the Rev. Norm Horofker
- ▶ Co-led the UUMOC Ministry Days 2020 virtually with the UUMOC Executive Team

I have submitted four appendices with this report, which you will find at the end of the packet:

- ▶ Appendix A: a resubmission of my report from early 2018 with the learning I brought back from the stewardship and fundraising track at the UU Institute for Excellence in Ministry in Jan 2018.
- ▶ Appendix B: one example of how a congregation moved to year-round giving
- ▶ Appendix C: the message from UUA President Rev. Susan Frederick-Gray regarding staying closed for the foreseeable future even as we are pressured to reopen.
- ▶ Appendix D: My colleague, the Rev Steven Epperson, who is retiring this year after decades of service, shared these remarks at the opening of our UU Canadian Ministry Days in May and I immediately wished to share them with you. He speaks to a time when Canadian UUism was also in a state of panic and despair, during the Depression, and what we did as congregations and as a movement to invest in our future.

# Director of Lifespan Faith Development Report

**Andrea James**

The 2019-20 church year was already unprecedented before the COVID-19 pandemic. We had multiple new initiatives and, for the first time, FUUW supported a sabbatical for our professional religious educator. This signals good health in our system.

## New Initiatives

The Religious Exploration (RE) committee hosted a multi-team conversation about the first 15-20 minutes on worship, which was very engaging and positively received, and resulted in some new experiments. I lift up the collaborative approach and creativity it generated.

We moved forward with a Welcoming and Engaging team - a new way of envisioning Sunday mornings and beyond, for newcomers and long-timers alike.

We offered a Coming of Age program for youth - a first in the last 12 years at least - which helps young people transition from our children's programs into youth group, and fosters deeper theological exploration. We also had our largest Youth Advisor team in years.

Inquiring Minds: Dialogue on Death - a nine-day, multigenerational, multi-ministry, larger-community-welcoming invitation to normalize talking about dying, death, and grief. The concept is to run other such themed events, under the banner of Inquiring Minds. Many of the events/programs we offered will be incorporated into future Faith Development plans.

We offered developmental workshops on special topics for our RE volunteers throughout the year.

I had a four-month sabbatical - a first in our congregation for religious professionals other than the minister.

I entered the Religious Education Credentialing Program (RECP), a path of study and process of mastering core competencies.

And of course, we pivoted abruptly in the spring as the COVID-19 pandemic closed our doors (but not the church!), and we looked at how to provide faith development to all ages, online. Several new concepts were offered.

## Faith Development Stats

Through engagement with Faith Development programs our congregation ministered to and with\*

- ▶ 34 families
- ▶ 54 children and 6 youth
- ▶ 27 adults across 4 adult faith development programs
- ▶ Thank you to the 26 volunteers who served these core ministries.

\* Because I'm writing this from home, and don't have access to some paper documents, these numbers may be lower than they should be.

Over 400 people, most of them from the larger community, engaged with our Inquiring Minds programs

We onboarded 3 new members of our faith development staff team.

We offered Our Whole Lives sexuality education to our 10 and 11 years olds, but

had to end the program prematurely, due to the pandemic.

## Challenges

We face an ongoing gap between the number of people needed to serve the congregation well, and the number of people serving. The RE committee and I are exploring new models for a more sustainable RE program.

As a whole, our congregation struggles to find volunteers as we increase involvement in church life each fall. I wonder about shifting our culture to making commitments each spring for how we will serve over the coming year. Imagine moving into August and September knowing our teams are full and we are ready to welcome new people and serve and engage with one another, and the larger community.

The pandemic will continue to challenge our traditional ways of gathering. I'm looking at online Faith Development programs next year.

The congregation faces a significant financial shortfall for the 2020-21 year, and as of this writing, staffing for Faith Development is unknown.

## Looking Forward

I look forward to

- ▶ continuing our movement through the Accessibility and Inclusion Ministries (AIM) program
- ▶ making our way toward becoming a Green Sanctuary congregation
- ▶ recertifying as a Welcoming Congregation (2SLGBTQ+ ministries)
- ▶ creating new ways of serving, growing, and engaging together.

The building may be closed, but the church is not. Much love to you all.



# Board of Directors

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## Lauren Bailey

The Board of Directors has faced a challenging spring season. On Friday, March 13, we met to officially close the building to both church functions and to all renters, and make the pivot to entirely online ministry, with two days notice. The Board would especially like to thank Reverend Meghann and the rest of the Sunday Services team for continuing to make Zoom Sunday services engaging, fulfilling, and meaningful while we all attend from our personal spaces.

Thank you also to the congregation who have all had to make changes and challenge themselves to use Zoom as their primary means of church life. Currently, the UUA recommends (and the CUC agrees) that we not look to in-person gatherings until Spring, 2021, as church life, with singing, and hugging, and close proximity, can be a highly contagious event, and many of our members are in high-risk categories. The Board of Directors for First UU Winnipeg has agreed to stay within the guidelines, while also paying attention to the unique situation in Manitoba. We hope for adequate testing, tracing, and an effective vaccine.

At our retreat in October, 2019, the Board determined that one of our large goals for the near future was redefining our church mission and vision. These were last updated over a decade ago, and, while the current statements are still relevant, we feel that refreshing these will help determine our church's work both internally and with the larger Winnipeg community. We are working with Linda Thompson of the CUC to bring information to the congregation in town halls in the future.

Following the adaptation of the mission and vision, Board liaisons will work with their committees to more closely tailor their individual mandates to what we as a community have chosen. This exercise will ensure we are all moving in the same direction, as well as working cross-committee to achieve larger projects.

In that vein, the Board encourages everyone to work with other committees to keep achieving our goals, even as we are physically separate. All committees and groups are encouraged to put their Zoom meetings on the church calendar so others may join. Different perspectives and ideas bring diversity and a new energy to long-term projects.

## Staffing

It is with heavy hearts that the Board has had to lay off our part-time staff of childcare and event supervisors, along with our Lifespan Faith Development Assistant Carol Lindsey and Rentals Director Lauren Lischka, who will both be leaving us at the start of the July church year. We had hoped that the COVID-19 crisis would not affect us in this way, but this has not been the case. We hope to bring our staff back in full complement as soon as we are able.

Additionally, 2019-2020 has seen the retirement of both Rob Lindey as our Accompanist and Pamela Johnson as our Office Administrator. Currently, we are not looking for a replacement for Rob until we can meet again in person, and a cadre of amazing volunteers have taken over both Pamela and Lauren Lischka's roles through December, while we reorganize.

## Budget

Individual pledging was up this year, but we lost some larger individual pledges, as well as our rentals income. The Board will be presenting a deficit budget with the hope that rentals will return in the spring of 2021 to make up for the deficit, or we will increase the mortgage. A review of the budget will also happen in December, to keep us on track.

## Board Membership

The membership of the Board of Directors and their roles for 2019-2020 has seen changes. As in last year this was partly due to roles changing throughout the year and also the move of the Board appointments from the Fall AGM to a Spring Congregational Meeting. This move more closely aligns the board member term with the church's program and physical year. So during this past year, membership on the board included:

Mary Warmbrod as Member at Large

Bonnie Thiessen as Member at Large

Esther Kathryn as Member at Large

Stephanie Harvey as Member at Large

Kristin Jimmy as Secretary

Peter Hill-Carroll as Treasurer

Peter Miller as Vice-President

Lauren Bailey as President

This spring sees the following members leaving the Board:

Bonnie Thiessen

Mary Warmbrod

Peter Hill-Carroll

The Board thanks all three of these departing members and looks forward to working with them in other capacities, and to letting them have their Tuesday evenings free again!

This spring also sees the following people joining the Board:

MC (Cate) Ziegler

Heather Emberley

Peter Miller has also accepted a renewal of his term. Board roles for the 2020-2021 year will be determined after the June 7 meeting, and announced in the weekly email, and the July Communicator.

# Nominations Committee

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## Craig Edwards & Sonya Watson

The Nominations Committee is pleased to report that the following individuals have agreed to stand for election to our Board of Directors for the following terms:

<b>Name</b>	<b>Term</b>	<b>Remaining time in office</b>
Peter Miller	May 2020 - May 2023	3 years in 2nd term
Esther Kathryn	May 2019 – May 2022	2 years in 1st term
Lauren Bailey	May 2019 – May 2022	2 years in 1st term
Stephanie Harvey	May 2019 – May 2022	2 years in 1st term
Cate Ziegler	May 2020 - May 2023	3 years in 1st term
Kristen Jimmy	May 2018 – May 2021	1 year in 1st term
Heather Emberley	May 2020 – May 2023	3 years in 1st term

Our bylaws stipulate the following:

The Board of Directors of the Church shall consist of a minimum of 7 and a maximum of 9 directors.

A director shall be a member of the church for at least 12 months, who is at least 18 years of age and not bankrupt.

The term of office of a director shall normally be three years. The term of office of a director may be one year if they are serving as Past President immediately after completing all or part of one or two three-year terms.

### Important note

After speaking to 7 people qualified to take over the Treasurer's position and finding none of them interested, the Nominations Team suggests that the Finance Committee review the scope of duties for the UU Treasurer. This review is especially timely due to the current reduction in budget resources for staff.

A big Thank You to Peter Hill-Carroll who has coordinated and guided the very difficult budget process this year as Treasurer.

# Get to know the new nominees to the board of directors!

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## Peter Miller

Peter has already completed one term on the Board of Directors and has agreed to be nominated for a three-year term. Peter is a retired philosophy prof at the University of Winnipeg. He has worked on environmental and resource theory, policy and practical engagement before and after retirement. Over the years he has played a role in a number of non-profits and advisory bodies including, for example, Time to Respect Earth's Ecosystems (TREE – a forest ENGO), Manitoba Model Forest, the Manitoba Round Table on Sustainable Development, and Green Action Centre, where he currently writes policy briefs.

Peter and his wife, Carolyn Garlich, have three adult children. One, Micah Garlich-Miller, lives in Winnipeg with his family. The other two, Joel and Maria, live in Alaska and Oregon, respectively, with their families. They family moved from the Quakers to the Unitarian Church around 1970 and were active in the Banning Street church while their children were growing up. Carolyn and Peter have been involved in our church's Green Action Committee (GAC) since its founding a decade ago. Carolyn served as chair or sometime acting chair for the past nine years. Currently Peter co-chairs GAC with Marg Friesen.

## Cate Ziegler

M. C. Ziegler (Monica Catherine, who goes by "Cate") recently retired from a 30 year career in the insurance industry, with focused experience in organizational and process efficiency, communication and leadership development. Cate is a lifelong Unitarian Universalist and was raised a UU in her native New Jersey. She became a member of First UU Winnipeg in November, 2016. Cate is involved in numerous committees including Sunday Services Committee, the Social Justice Team of which she was Chair for 3 years, the Share the Plate Working Team, the Green Action Committee where she is the Green Sanctuary point person, the UU Writers Group, and was a member of the Stewardship Study group for 2 years.

Cate believes Unitarian Universalists must always be willing to evolve and ask questions. She finds First UU Winnipeg a place which fosters conversations of depth and significance, in our search to craft lives of purpose and meaning. Cate believes our church would benefit from the journey of a new vision and mission statement, and then pursuing that vision wholeheartedly. She sees areas of growth in forming relationships with the greater community, and networking as we face the challenging issues of our times.

Cate is passionate about climate justice, social justice, and animal rights issues. She is a lifelong learner with wide areas of interests including meditation, creative writing, and the Celtic harp. She is an avid walker, finding solace in nature.

# A-Team

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**Diane Pearce**

## Terms of Reference

To support/assist the board in making the installation of a lift/elevator a reality.

To implement all the phases of the Accessibility and Inclusion Ministry Certificate Program to broaden the access and inclusiveness of all who enter our church and participate in our activities.

## Background

Our first meeting was held on September 26, 2018. We used zoom meeting format to facilitate access for our members. Our initial mandate of advancing the elevator project evolved into a more comprehensive accessibility one. Rev Meghann introduced us to the principles of the Accessibility and Inclusion Ministry and the certification process for UU congregations.

We all embraced the idea of a more comprehensive approach to accessibility and inclusion. We quickly sought board approval to apply for AIM certification at our meeting in October. Subsequently becoming the first Canadian congregation to apply for AIM certification.

The certification process is a comprehensive and thoughtful process that requires short and long-term commitment from our church. We were assigned a support/advisory team in early 2019. We met monthly via zoom and have input from our advisory team at our meetings.

There are three phases to AIM. We have completed the first phase by providing general information about our congregation, describing our AIM committee, and obtaining board approval.

## Activities

**Short accessibility audit:** We launched the second phase by carrying out the short accessibility audit which involved having a number of congregants fill out the audit form to understand how congregants viewed our level of accessibility and inclusion, as well as what congregants were not aware of what is needed to be fully accessible and inclusive. The results gave us a better picture of where congregants were at regarding knowledge

**Detailed Accessibility:** Audit Most of our work the end of 2019/early 2020 was focused on carrying out the detailed accessibility and inclusion audit outlined in Phase Two of the AIM program. Individual members of the A Team took the lead on conducting the audit with various teams, committees, and staff. This detailed audit addressed specific accessibility and inclusion items related to each area and activity in our church. We plan on presenting a list of suggested priorities to the board in this year.

**Grant Subcommittee:** A grant subcommittee was formed early in our mandate as the committee wished to try and help with fundraising to make the elevator a reality. As the parking lot needed to be completed prior to the lift we were asked to write a grant submission. The group rallied and did a submission to the Winnipeg Foundation with assistance from the minister and treasurer. We were successful in obtaining \$20,000 from the Winnipeg Foundation toward the costs of paving the parking lot.

**Sunday Service December 1, 2019.** The A Team organized the Sunday service focussed on celebrating the UN

International Day of Persons With Disabilities (Dec. 3). This service included a video about the establishment of this special day, as well as four guest speakers living with disabilities who shared about their lives. The service was well received by the congregation.

**Cancelled Workshop and Service:** Our plan for our budget (that had been generously provided by other committees) was to cover costs related to bringing Rev Helen McFadyen Administrative Director of AIM, to conduct another disability focussed church service and to conduct a half day workshop with members of the congregation on How to Make All Congregants feel Welcome to and in our church. The A Team was also going to take this opportunity to meet with Rev Helen to discuss our future work. However due to the COVID-19 pandemic these activities have had to be delayed.

## Future Goals

To develop and carry out activities that will highlight the priorities set by the detailed audit.

To continue assisting the board with finding funds for the elevator.

Lots of exciting initiatives to come!

National Access Ability Week (NAAW) is a time when accessibility and inclusion are promoted across communities and workplaces, and a time to celebrate the contributions of Canadians with disabilities. It is also an opportunity to recognize the efforts of Canadians who are actively removing barriers and ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society.

# Adult Programming Committee

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**Sonya Watson**

## Accomplishments

Local film-makers Leif Kaldor and Leslea Mair showed their documentary 'Losing Our Religion' about preachers who are not believers, and took questions, on October 22. This resource was identified by Heather.

APC provided three facilitators (Gord, Jill and Sonya) for the Dialogue on Death week book study October 28.

Brief programs were initiated and speakers contacted for the Elders' Group by Sonya on behalf of APC. The monthly Elders' Group is co-ordinated by the Pastoral Care Team.

Jill organized and convened the Scrabble program once monthly.

A self-directed Meditation group was convened by Janet Toews with participants volunteering to facilitate sessions twice a month. Special thanks to Janet for continuing to organize meditations for the group online this spring.

Rodney Bodner's local documentary, 'Methamphetamine: Community Under Siege' was shown January 28 to a good crowd, including many community members who were new to us. The movie presentation was organized and promoted by Michael, Heather and Harry.

A request was made by APC in March to the Communications Team to do training on the new projector. This is on hold due to Covid-19.

The book study organized for late April was postponed due to Covid-19. Thanks to Barb Rudyk for agreeing to facilitate in

April. APC has three copies of Rev. Dr. John Pentland's 'Fishing Tips: How Curiosity Transformed a Community of Faith' to lend to participants.

The APC windup will be held June 3 in the church back yard, with a focus on reconnecting and visiting. Members will bring their own chairs and personal picnics, and maintain physical distancing. Program ideas will be brainstormed, with plans to be solidified as the church re-opens.

## Membership

New members Gord Clark, Heather Emberley, Harry Peters and Michael Thiessen were welcomed to APC this year. They joined members Shannon Breckman, Jill Moats, Doreen Stroud and Sonya Watson.

# BUCUP (Building Use Care Upkeep and Planning)

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**Liz Redston**

## Mission

BUCUP is a working group that evaluates, strategizes and supports development to ensure our physical space represents the values and diversity of our faith community and that our building and property are well managed and cared for in order to meet our short and long term needs.

## Mandate

Functions as the prime liaison group for all building and property related topics

Recommend short and long term guidelines and policies with regards to building use, care, upkeep and planning

Develops operational routines and processes for building use, care, upkeep and planning and replacement of inventory

Responsible for communications with Board, Stakeholder groups, and congregation as appropriate for feedback, approvals, education and awareness

Makes recommendations to the Board for ongoing building and property maintenance, development and refurbishment priorities and projects

BUCUP was formed in the fall of 2017 and reports to the Board. This new group meets our need for stronger strategic planning for our building and property with enhanced collaboration amongst key committees and stakeholders.

## Accomplishments

Tracking the completion and finances for basement completion and heating project.

June 2019 Hosted new All Church Clean up annual event day – first Saturday in June. Great success with good participation and lots of work done inside and outside

Recommendations to the Board on engaging engineer support for the tendering of parking lot paving project for fall 2019.

Completed process with WSP Engineers, City permits in place, project tenders received and Maple Leaf Construction awarded contract. Project to begin end of May with completion by end of June.

Working with newly established Refurbishment budget allocated from 5% of net rental revenues

Purchased new projection system with the assistance of Jim Gardiner. The system was a huge improvement and big help during the Dialogue on Death events. REcommendation that the new system be for internal use only not for rentals.

Participation of BUCUP members on the AIM group and pursuit of grants for funding Capital Projects

Shared drive created and repository of key documents including sub folders for House Committee and Properties to establish greater continuity of knowledge and operational management

Liz Redston stepped down as Chair in late fall.



## Goals

Re-establish BUCUP meetings ( no meetings since fall 2019)

Continue the Building Use Inventories and Assessments, create room guides to help people better use and care for the space, identify inventories as applicable to the space

Develop a Building Operational Guide – details on what is done and when

Support the Elevator project team with exploration of options for funding grants

Undertake a review of the caretaker role

## BUCUP Membership

Janet Toews/ Lynn Clark - House Committee, Larry Phillips & Liz Redston – Capital Projects, Micheal Theissen - Properties, Peter Miller- Board and Green Action, Steve Lennon-Fundraising and Sunday Services, Peter Hill Carroll – Heating Project / Finance , Rev. Meghann Robern – staff liaison

# Building Rentals

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**Lauren Lischka**

Rental events are an opportunity to increase revenues while creating and strengthening bonds within the community. They allow members to use the space for important life events, as well as making the space more accessible to the general public. Offering the church as a rentable space allows the public to enjoy a space that is welcoming, accepting, and beautiful.

I have been working in the capacity of rentals director for three years now. Within this time, I have proposed changes to policies and property, which led to an increase in new renters, as well as improving relationships with established renters. These changes are also meant to beautify the church for the benefit of members and aid in the overall maintenance and upkeep of the building.

## Year in Review

This was the third year in which I acted in the position of Rentals Director. Within this year I intended to increase revenue for the church, diversify the types of rentals the church attracts, and maintain congruency between the image of the church as a rentable space and the ideology of the UU Church as a whole.

Rental numbers as a whole have increased from the previous year. April 2019 was our busiest rental month ever, with thirty-one rentals during the course of the month. In the last year, we have added three additional regular renters, (Akman Property Management, Peanut Park Heritage Conservation Group, and the Institute for International Women's Rights), in addition to many one-time rentals, which have increased both the number of rentals and the diversity of renters.

Rentals may not increase at the rate it has due to COVID-19, and apprehensions that the public has about meeting in large groups. The past few months have been hard for rentals.

# Capital Projects

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**Peter Hill-Carroll**

## Mandate

In 2014 the board approved the creation of the Capital Projects Committee to oversee the construction of a retaining wall and front steps at the front of the church house and to surface the parking lot.

## Background

In 2016 we completed the front patio paving and rebuilding the front stairs and garden area.

In 2018 we completed the overhead lighting in the parking lot and electrical plug-ins for staff parking area.

## Accomplishments

Worked with the engineering firm of WSP to complete the tendering process.

Obtained three bids in January 2020 and recommended Maple Leaf Construction as the preferred bidder.

Worked with board and treasurer to develop a funding plan.

Received board approval to proceed with parking lot construction in spring/summer 2020.

## Goals

Continue to support AIM with the pursuit of grant funding options

Evaluate options on next steps for installation of elevator as next Capital Project for completion after parking lot

# Choir Committee

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**Kathie Beach Nelson**

## Mandate

The mandate of the Choir Committee is to support the choir in its role as part of the music ministry, specifically by:

Providing choral opportunities for the congregation

Contributing leadership during the worship service

Offering a musical contribution to the service

Enhancing the congregation's musical participation, especially singing

## Review of the Past Year

Organized social events and supported choir members and leaders with gifts, flowers, and/or cards when appropriate

Sang about twice a month at Sunday morning services

Maintained our music library, membership lists, and member communications

Our accompanist, Rob Lindey, took a leave of absence in the Fall to be with his brother who is ill. Rob has now resigned permanently as he continues to care for his brother in Ontario.

Since last Fall, Paul Rodermond has accompanied the choir

Jill Moats resigned from the choir and the Choir Committee in February

As a result of the COVID-19 pandemic, choir practices have been cancelled

Church services have continued on-line, and include hymns sung by PJ Buchan & Rev. Meaghann Robern, with the words displayed on the screen, enabling members at home to sing the hymns as well

PJ Buchan has organized a zoom meeting of choir members Thursday evenings at 7:30, providing an opportunity for members to stay in touch

## Challenges

As we continue to live with the challenges and uncertainties regarding COVID-19, planning for the future is difficult

Choir members are missing our weekly practices – singing, laughing, and connecting while working toward a common goal

## Accomplishments and Acknowledgements

We thank our excellent leaders: Music Director PJ Buchan, accompanist Paul Roderman, and librarian Kathleen Tomy.

Choir members appreciate the opportunity to connect on zoom Thursday evenings

Special thanks to PJ Buchan, Paul Roderman, Meaghan Robern, Andrea James, and Josh Robern for collaborating to present music for our on-line services. We are grateful for your expertise and commitment

## Committee Membership

Cheryl Simmonds

Kathie Beach Nelson

# Communications Team

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**Lauren Bailey**

## Mandate

We work together to aid other committees and groups within the congregation to communicate more effectively. We strive to use in-person, electronic and paper means to ensure all internal and external information is clear, concise and consistent.

The Communications Committee is the official resource for all official congregation-based communication needs both inside and outside of the First Unitarian Universalist Church of Winnipeg. Using this committee and the resources it provides, members of the church can distribute information quickly and across all required platforms.

## Report

Meeting and communication between the entire team has been sporadic this year, and members have defined roles. Cross training between committee members has not happened, but we hope to facilitate that in the future.

Marjorie Doyle continues to efficiently and excellently produce the Communicator for 11 issues per year.

Karin Carlson has developed and launched the new website using the UUA WordPress template. The new site is easier to update and easier to find information, and is more accessible for all readers.

Up until the church went completely digital due to the COVID-19 restrictions, Odell Havsdotter and Lauren Bailey continued to record the sermon portions of Sunday services for simultaneous broadcast on Facebook Live. Although the “view” numbers on each video can not be assured as a full view of the video, our engagement numbers reached over 100 each week, and double that for particularly anticipated sermons. During the summer months, online sermon engagement was double or triple the attendance of physical presence in the church.

Members of Comm Comm are either in training to or currently helping with our digital Zoom services on Sunday mornings and Wednesday evenings.

## Membership

Odell Havsdotter, Lauren Bailey (chair), Marjorie Doyle, Karin Carlson, Rev. Meghann Robern (advisory), Andrea James (advisory)

# Craftivism

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**Liz Redston**

## Mandate

Strengthen congregational connections and build community through shared craft activities in support of social justice and action.

Aligns to our principles and values for social justice and action

Aligns to our mission by bringing together people of all ages from our church and broader community with engaging crafting activities that support causes and issues important to our faith community.

## Accomplishments

First meeting held January 2020 on a Saturday morning for the 25 Million Stitch initiative

25 people attended and 75% were external to the church community

The event was advertised in the Winnipeg Free Press Events Calendar and through various sewing groups

People were keen to continue regular meetings and pursue a variety of projects

Good feedback on the Saturday morning meeting time

COVID-19 prevented additional meetings however several emails were sent to the full group following up on the project

We received 14 completed projects for submission to 25 Million Stitches – mailed to the organization for inclusion in the art installation and travelling exhibit

Launched a new church collaborative art project asking people to create 12 X 12 squares for part of a quilt art wall hanging reflecting UU images and/or feelings about this time of social isolation and physical distancing

## Goals for 2020

Find ways to connect within church community to pursue craft related projects online or in person when appropriate

Continue with open meetings for broader community when appropriate

## Committee Structure

Craftivism Club is a brand new ad hoc group "interest" group that falls under the Social Justice Cluster but also aligns well with Lifespan Learning and Faith Development, by living our values together and building community. Darlene Payne and Liz Redston are the current leads on this project.

# Friends of Refuge

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**Debby Lake**

## Mandate

To sponsor (or partner with other community or family groups to sponsor) prospective UNHCR refugee applicants to Canada.

To provide support in assembling and completing applications to the Canadian Government.

To collect financial donations and donations in kind for financial support of newcomers.

To provide financial support as required by the Canadian Government to refugees when they arrive in Winnipeg and throughout their first year.

To organize volunteers for settlement activities to assist newcomers in accessing the services they need and successfully integrating into their new life in Canada.

To maintain financial records and report as required to the church and the Canadian Government.

## Accomplishments

Updated our mandate and submitted it for board approval.

Continued to support the newcomers who in arrived 2018 (6 from Syria, 8 from Burundi, and 2 new babies!) as they became more independent and settled in Winnipeg.

Compiled applications to sponsor 8 refugees from Burundi: 4 men (currently in Kigali Rwanda) who were part of the Unitarian Church in Bujumbura Burundi, and 4 brothers (currently in Kampala Uganda) of the Burundian family who arrived here in 2018.

Raised funds through “Corn for a Cause” in fall 2019 (net \$2733), “An Evening in Africa” dinner on 27 Dec 2019 (net \$1538), a waffle brunch on 23 Feb 2020 (net \$1060), and selling rain barrels via [rainbarrel.ca/UUWinnipeg](http://rainbarrel.ca/UUWinnipeg) (29 May 2020, net TBA).

Managed correspondence with government offices, cosponsors, newcomers and refugees.

Responded to new requests for information about refugee sponsorship and support.

Informed the church board and congregation of our plans and activities through announcements, presentations, and publications.

## **Future Plans**

Submit applications for new refugee sponsorships and plan for their settlement.

Collect furniture, clothing and household items for the newly sponsored refugees.

Continue fundraising by raising and selling corn again this summer, canvassing donors, and hosting other events.

Offer support to our settled newcomer families as needed.

Feedback and suggestions are gratefully received by any member of our team.

## **Membership**

Thanks to members of our team this year: Adina Lyon, Cate Ziegler, Dale Alderson, Donna MacKinnon, Fran Russell, Kathie Beach Nelson, Kent Klostreich, Lynn Clark, and Marian Siemens. Thanks also to Bonnie Thiessen (Board Liaison) and many others who contributed ideas, money, items, time and energy to our work together.



# Green Action Committee

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**Margaret Friesen, Peter Miller**

## Mandate

In support of our seventh principle, the purpose of the Green Action Committee is to engage cooperatively with other committees and members of the congregation to make our church a greener place by enhancing our congregational and individual awareness and practices, and to make our church a catalyst for environmentally sustainable change in the broader community.

Responsibilities: 1. Make periodic environmental audits and surveys of the practices of the congregation and post them on the website 2. Identify and recommend improvements 3. Provide liaisons to other committees 4. Education on environmental issues and green practices 5. Participation in and support for other environmental groups in the community 6. Research into best practices 7. Initiate green projects in our church, e.g. composting, garden, and support for local farmers 8. Public advocacy through letters briefs, presentations, participation in demonstrations 8. Annual reporting.

## Meetings

September to February 2019 GAC met the third Sunday of every month after the Sunday service. Since then it met twice (April 17th and May 4th) via teleconferencing (video and phone) due to COVID-19 restrictions. The latter two meetings addressed Green Sanctuary as well.

## Regular, On-going and Special Activities

**Garbage and recycling:** Kitchen users and Harvest, backed up by custodian, are responsible for emptying garbage and recycling containers into the appropriate city bins outside. Winnipeg's curbside pickup cycle requires congregational members (or custodian, since COVID-19) set out garbage and recycling bins for pickup Mondays. We now manage 1 small and 1 large garbage cart and 1 small and 2 large recycling carts. Many members of the committee and congregation volunteer for this activity. Coordinator Carolyn Garlich sent out a "Rules for setting out carts and church" email on December 24, 2019.

**Recycling of small batteries, pop tin tabs:** receptacles are in the kitchen. Wendy Bowman oversees that containers are emptied, and contents recycled.

**Composting:** Kitchen users and Harvest are responsible for emptying the compost pails and compostable produce into a designated compost bin outside. GAC members and other volunteers layer the compost with leaves, turn it, and, when mature, spread on flower beds. Jennifer oversees the composting.

**Gardens, landscape, rain barrels, bird feeders.** GAC members have performed or coordinated activities to plant and maintain flower beds, install and fill bird feeders, trim and weed vegetation. Michael and Jennifer oversee much of this work. Jennifer and Wendy attend the birdfeeders.

**Trees:** Joe, Peter Hill-Carroll and Jim Watson cleaned up damaged and fallen branches from the fall ice storm in early December.

**Window hits** by birds have been an on going-concern. In consultation with Properties (Michael) Jennifer Johnsen and Kevin Macdonald installed a pilot zen curtain on one sanctuary window for assessment.

**Raised vegetable beds:** GAC, GS and the Social Justice Team (SJT) have submitted a proposal to the Board to construct and maintain raised vegetable beds in the NE corner of our back yard.

**Sunday Services:** Two services were prepared: 1) November 10, 2019: “Are we there yet? Becoming a UU Green Sanctuary” with Peter and 2) April 19, 2020: “Lake Winnipeg: Challenges and solutions”: with Marlo Campbell, Lake Winnipeg Foundation (on ZOOM).

**Children’s Activities** – On-going discussion. Curtailed because of COVID-19 restrictions.

**UU Environmental Monitoring Committee** – Inactive but Carolyn Garlich continues as the representative.

Some short announcements by GAC members before services – either announcements of upcoming activities or Green Tips.

**Web presence:** still in progress. Suggested headings for landing page in Feb.21 email from Peter.

Public Meetings on Environmental Issues. None were hosted.

**Dialogue on Death series**– Peter Miller was part of planning committee and presented “Greener Burial Options” on October 29th, 2019. It was a very successful multi-day event.. Peter also submitted a brief to a provincial consultation on bereavement legislation.

**Green Sanctuary Accreditation:** “Green Sanctuary is a UU accreditation program (sponsored by UUA) intended to galvanize congregation-wide green understanding and action coupled with social justice. It is a way in which congregations can express commitment to our seventh principle: “Respect for the interdependent web of all existence of which we are a part.” That expression has four focus areas: social action to promote environmental justice, worship and celebration, religious education, and sustainable living. About 30% of UU congregations in Canada and the U.S. have a Green Sanctuary designation. Five stages are identified. Stages 1: Team Building and Congregational Education; 2: Congregational Assessment; 3: Creating an Action Plan; 4: Applying to be a Green Sanctuary Congregation; 5: Gaining Green Sanctuary Recognition.”

Cate established contact with GS coordinator, Karen Brammer, established a Winnipeg group at [createclimatejustice.net](http://createclimatejustice.net), and joined their zoom meetings. We have included GS topics within our GAC meetings and are currently reviewing a set of questions in pursuit of stage 2. above, Congregational Assessment. GAC/GS would like to roll Stage 3. Creating an Action Plan into the church planning exercise.

## Other News

1) UU Newcomers, Social Action Information Session for New Members: Marg represented GAC.

2) Candle lighting at meetings: We're trying alternatives e.g. a "singing bowl" and humming (as a group).

3) Climate Strike – September 27th – attended by Rev. Meghann and other UU church members

4) Video, "Room to Grow" watched by several GAC members

**Some issues/topics raised:** Short report on the high energy consumption of Information Communications Technology (ICT) e.g. the Internet, relevant to Climate Change prepared by Marg.; Joe Matula's letter in the Winnipeg Free Press on electric vehicles and incentives; Marg Friesen's article in the Manitoba Eco-Journal "Opportunities and Risks of 5G Technology" and related talk on 5G in Winnipeg on January 25th which attracted considerable local news coverage.

**Future Activities:** Green Sanctuary accreditation; improved web presence and communication; printer cartridge recycling; Memorial Gardens; Faithful Footprints (an ecumenical initiative to green church buildings); possible service on environmental ethics; work with the A team on accessibility issues; artificial intelligence (AI) and environmental implications; possible public forum on state-of-the-science health, the environment and wireless radiation with keynote speaker Dr. Meg Sears Ph.D. of Prevent Cancer Now.

## Membership

Regular GAC attendees: Marg Friesen and Peter Miller (co-chairs), Carolyn Garlich, Kitana Degen, Jennifer Johnsen, Joe Matula, Cate Ziegler, Wendy Bowman, (Michael Thiessen is a 'silent member/partner' opting to do various outdoor ground activates rather than spend time at a GAC meeting indoors.); Green Sanctuary (an augmented GAC lead by Cate, Marlene Schellenberg, Brent Kroeker, Lara Hunter, Lynn Clark, Bonnie Thiessen, Heather Emberley. Many other members of the congregation assisted with the activities listed below. Board liaison: Bonnie Thiessen. Guests: Peter Hill-Carroll.

Newcomers welcome. Committee members welcome questions about the committee and its activities.

# Harvest Food Bank Committee

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**Brian Klowak**

The Church hosts the food bank on Thursday mornings, providing a safe space for clients to sit and chat, and provide a telephone, tea and coffee. Starting at 8 a.m. clients set up tables and later along with the volunteers unload the food truck when it arrives from Harvest and bag and sort the food. Volunteers then determine food allocations based on family size and then distribute - fresh produce and milk, packaged and canned goods, baby diapers, formula and baby food, and various hygiene products as they are available.

This past year the number of food clients coming weekly has been more unpredictable. There may be between 35 to 60 individuals/families per week which can represent food for up to 180 people including up to 70 children. There are also a number of 'walk-ins' who attend which are usually in the single digits.

Operations changed quite dramatically with the COVID-19 outbreak. A number of our volunteers rightfully chose to take a leave of absence for health safety reasons. Winnipeg Harvest began sending pre-packaged bags or boxes of food which made the process much simpler and required far fewer volunteers. It has been a learning experience to ensure we create a safe environment for our volunteers and clients, and allowing for food distribution to be accomplished honouring the six foot distancing guideline.

For the first time in the history of our food bank we will be operating throughout the summer. This is possible because of the availability and willingness of volunteers, and because the food bank can operate with as little as six volunteers.

St. Mary's Academy students continue to volunteer at the food bank. Starting after the Thanksgiving weekend until exam time in spring, about six (different) students volunteer at the food outlet for an hour each week. This fulfills the community action requirement for a religious studies class.

This past year we welcomed Jenny Gerbasi to our volunteer ranks.

Before Christmas, 'orange appeal' donations from our Congregation allowed us to gift each family unit one or more boxes of mandarin oranges based on family size. This gift was very much appreciated by the clients. This appeal was started by June Gislason, in the early days of our food bank and has continued annually. Any left over money goes towards providing powdered milk throughout the year. The Church Harvest Committee is very grateful for the support of the Congregation in this initiative.

As a committee we meet on a monthly basis after the food bank where we discuss any matters that arise that need attention. Here we brainstorm ideas to better manage any issues, guided by practicality and facilitating personal responsibility of the clients and volunteers who attend our food bank.

Before the COVID-19 we continued to distribute cloth shopping bags made by our volunteers. These are given out in a draw on weeks that they are available and are a fun addition to our morning activities.

The clients include individuals of varied ages and ethnicities. The food outlet would have difficulty operating without, and are grateful for, the volunteer assistance of the

clients in setting up the tables, sorting food and unloading the truck. Having the clients participate in the operation is an integral part of making our food bank work. Three of the clients take on significant roles in managing the kitchen and other duties every week.

While we do distribute food, we view the food bank as a community outreach and social action endeavor. We realize the value of the work we do is not simply in providing food but also in nurturing relationships, creating a safe and welcoming space, and hopefully empowering the clients through their involvement.

## **Membership**

Brian Klowak (Chairperson), Barb Fuller, Liz Harris, Debby Lake, Linda Meckling, Anne Morton, Lawrence Pauls, Kelly Seifert, Cheryl Simmonds, Lyn Stevenson, Anne Morton, Jon Cowtan, Linda Buffie, Craig Edwards, Evelyn Braun, Judy McLean, Al Reisacher, Jenny Gerbasi, and Don Milne.

# House Committee

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## Liz Redston

House Committee fulfills the mission of our church by ensuring we have a lovely space to gather and worship in and supports community building through hospitality with a well-stocked and cared for kitchen.

### Mandate

Work with BUCUP to identify needs

Aesthetics and upkeep of the interior of house and sanctuary

Seasonal decorating in sanctuary

Garden planning and care

Rental team collaboration on care and upkeep matters

Partner with Properties team for care and upkeep matters

Weekly plant care

Weekly kitchen clean

Laundry

Coffee supplies – coordination and purchasing

Open Doors Winnipeg event (profiles our building and attracts potential new friends)

### Accomplishments

Completed/in progress “Re-organizing and Labelling of kitchen drawers and cabinets”

Purchased 2 new larger garbage and recycling bins

Continued strategic review of house refurbishment for aged and costly items

Work with Andrea for lower level furnishings in newly finished Junior Youth Room

Assist with strategic review of space use options in house and church

Could not host Cleaning Bee and annual Clean Up Inside/Outside events and explore options for expanded /new Cleaning Bee events due to COVID-19 lockdown.

### Challenges

More work than people, limited funds to properly plan for refurbishment

### Working Group Structure

Lead Coordinator and Liaison – Liz Redston

Kitchen Team - Janet Toews & Lynn Clark

Laundry Team –Shar Lyn

Cleaning Bee Team – vacant (!)

Plant Care Team – Lorie Battershill

Outside Garden Team – Michael and Green Action Team friends

Sunday Hospitality –Frances Edye

# Lay Chaplaincy Committee

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## Barb Shearer

I continue to serve as Lay Chaplain with pleasure and with a deep commitment to the program. As sole Lay Chaplain, I have been able to respond to requests for Lay Chaplaincy services. You will notice that the numbers of Ceremonies of Significance are down, the COVID-19 quarantine being one of many factors.

### Accomplishments

1. There has been a reinstatement of the Lay Chaplaincy Team.

Team members are Darlene Payne (a past Lay Chaplain) and Emily Muller.

2. Terms of Reference dated February 20, 2020 presented to the board for adoption. See Terms of Reference below.

3. A congregational service highlighting the work of the Lay Chaplain was held on March 8, 2020. It was entitled "Lifting Each Other". It is our plan to conduct such a service each year. One of the goals of this service was to let the congregation know that a succession plan is needed to train and replace the current Lay Chaplain by November 15, 2021. Our goal was to instruct and inform folks about the work and qualities of a Lay Chaplain so that folks could consider if they themselves may want to fill the next opening and or work with the team. Two members came forward and were interested in pursuing the next training session. Unfortunately the training was postponed because of COVID-19. One other congregant came forward expressing an interest in working with the team.

4. Memorial service Honouring the Life Abram Thiessen was held at The First Unitarian Universalist Church of Winnipeg

on December 13th at 1 PM. Abram Thiessen was the husband of Bonnie Thiessen, Barb Shearer Officiating.

### Goals

1. To follow up with the folks who are interested in becoming involved with the team or pursuing training for the lay Chaplaincy position becoming available November 15, 2021. Funds for training once again not used this year.

### Goals brought forward from last year:

1. A larger profile of the LC program within the congregation with perhaps a display in the foyer

2. The creation of some promotional materials that could be used to outreach to the larger community.

# Appendix: Lay Chaplaincy Team Terms of Reference Update

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Updated as of February, 2020.

## Mandate

To ensure that there is an active and well supported Lay Chaplain(s) performing Ceremonies of Significance for non-congregant persons or at the discretion of the minister.

To be noted:

a. The roles and responsibilities of the Congregational Lay Chaplaincy Team are guided by The CLC Committee which is responsible for overseeing the Lay Chaplaincy Program Nationally. The LC team is obliged to follow the CUC guidelines, policies and mandates found in the CUC Manual. [cuc.ca/wpcontent/uploads/2018/04/CongregationalLayChaplaincyManual2010Sep13](http://cuc.ca/wpcontent/uploads/2018/04/CongregationalLayChaplaincyManual2010Sep13).

(Revised 2010 version)

b. The appointment and term limits of the Lay Chaplaincy position is governed by the by-laws of the First Unitarian Universalist Church of Winnipeg and can be found in Article 6 (last amended October 2017).

## Responsibilities

1. The LC team will seek to establish specific and measurable goals for the September to June church year and will try to finalize those goals in the spring of the year.

2. The LC team will review procedures and policies in relation to the operation of the LC program, establishing clear and healthy boundaries within the UU community.

3. The LC team will express acknowledgment and gratitude when members leave the team, and attention will be given towards nurturing the needs of the team members through such commitments as book study, PD, worship or other spiritual practices of nurturance.

4. The LC team will refer to the work of the LC as “Ceremonies of Significance” and will document the Ceremonies of Significance for the LC and the Minister

5. The LC team will revise and renew the local digitalized LC Manual yearly.

6. The LC team will ensure that the LC pastoral needs will be well supported by the church minister.

7. The LC team will ensure that communications are maintained with office/administrative personnel, webmaster, outside agencies, the CUC Lay Chaplaincy (Nationally and Western liaison), the Board and the Minister.

## Team Chair

The team chair will be the current active Lay Chaplain.

The current active Lay Chaplain in 2019-2020 is Barb Shearer

Barb Shearer’s 6 year mandate to serve is Spring of 2016 to Spring of 2022.

## Team Membership

2 other members are recommended.

Members to be made up of (whenever possible): past Lay Chaplain, eager



congregants, and or aspiring Lay Chaplains.

One team member acts as designate to the Western Canada liaison.

## Ad hoc Teams

Ad hoc teams may be formed from the LC team membership or larger congregation to work on special projects/events related to the larger work of the Chaplaincy Program.

## Responsibilities of Team Chair

1. To call a January/February meeting to:

a. Review and update the local LC Policies Manual.

b. Review and monitor all of the record keeping.

c. Review communications and outreach with the congregation and the wider community.

d. Review and handle any potential conflict of interest situations

e. Assess the Lay Chaplaincy Program by asking:

Does the LC feel supported by the Minister, the team and the structures in place?

Are there any structures/supports that need to change?

Are there additional structures/ supports that are required?

Are there structures/supports that can be removed?

Is the budget adequate to meet the needs of the LC Program?

2. To call an April/May meeting to:

a. Review and/or conduct if needed: evaluations, performing searches, inductions and/or retirements of LC.

b. Review and update the documentation of the “Ceremonies of Significance” performed by LC and the minister.

c. Review and Monitor the growth and/or “health” of the program, making recommendations to The Board if determined.

3. To call additional meetings if and when they are needed as issues arise out of the mandate.

## Timed Items:

Report annually and quarterly to the board, cluster liaisons and submit an annual budget.

Recommend the appointments and re appointments of LC

Register documents with the CUC Office in a timely manner:

## Timeline

The team is ongoing. The service of the Lay Chaplain is limited to 6 years.

## Meetings

The LC team meets two times a year (January or February and April or May) and/or as needed.

## Reporting Relationship

The LC team reports to the Board of Directors through the Board Liaison for their Team Cluster according to the church organization chart.

## Review

The LC team terms of reference will be reviewed annually by the team for approval by the Board of Directors.

# Pastoral Care Team

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**Bonnie Thiessen**

## Mandate

The Mandate of the Pastoral Care Team is to work collaboratively with the Minister in order to coordinate appropriate, effective responses to address the pastoral care needs of members and friends of our church. The Pastoral Care Team is responsible to the Board of Directors through the Board Liaison for the committee cluster based on the church organization chart. The Pastoral Care Team, in keeping with our covenant “to accept and care for each other” has a primary goal of supporting and encouraging members and friends of the church in their efforts to function as a Caring Community – to know that they will be cared for and to care for others.

Members of the Pastoral Care Team are dedicated to providing compassionate support. They seek to be genuinely present when serving - whether as host at our table on Sunday morning, or in any other capacity. They respect the confidentiality of all people and share information to the appropriate Pastoral Care Team personnel only as necessary to provide this support. When specifically requested by the person involved or their family, they may also pass on information to the members and friends of Our Caring Community.

## Our Caring Community

**Associates** – A small team of dedicated and trained volunteers who, together with our minister, offer one-on-one support to members and friends of our caring community. Training is provided both in an ongoing fashion at our monthly meetings and in special training sessions offered by our minister. All Associates must successfully pass a Vulnerable Sector Check (an enhanced Criminal Record Check).

**Candles of Caring** – A small team of volunteers who seek to support our caring community’s desire to be there for each other. They do this through compassionate listening and respectful sharing of candles that mark our challenges, difficulties, celebrations and everything in between. This year, in response to the COVID-19 crisis, we developed a virtual ritual using stones and the ripples they make as they are dropped into water to mark the sharing out to our whole caring community.

**Greeting Cards** – A small team of volunteers who wish to support our caring community’s desire to connect with others by providing quality greeting cards that members and friends may send to anyone who might appreciate support and encouragement. During the COVID-19 crisis, when we could not provide cards, we encouraged everyone to reach out to others with phone calls, cards and notes on their own.

**Elders Gatherings** – The gatherings provide an opportunity for elders, their care partners and family members to get together and connect with others in a friendly, welcoming setting. We also offer a short informative and inspiring program

and provide light refreshments each month. We also prepare a monthly newsletter, “Checking In” that contains news especial for our elders (our wise ones).

**Elders Zoom** – We have often wanted to support more in-depth elder’s discussions. Having to postpone our on-site Elder’s Gatherings gave us the push we needed and Faith Development and Pastoral Care are collaborating to offer a virtual group for elders. Elders Zoom is not intended to replace our regular Elders Gatherings but it might prove to be an important way for many of our elders to connect. Time will tell.

**Telephone Connections** – As we practiced “physical distancing” during the COVID-19 crisis, many folks felt a need for more connection with others. In response, we also formed a “Phone Tree” – a low-tech response that fit the bill for quite a few – especially those who live on their own and/or don’t have ready access to a computer. Once a week they connect to share church news and to have a wee visit. It’s been a big success and may be another program we want to consider maintaining after the crisis is over.

**Email Group** – Our Caring Community Email Group connects members and friends in a meaningful way – even when they cannot attend church. It’s a platform where we can share what’s in our hearts and allows us to “be there” for each other by listening and offering support as we’re able. It has been very helpful in addressing pressing needs; such a rides, food and other practical supports. It is greatly appreciated by many for the way it keeps us all connected and “in the know” about each other and about ways we can help and support one other. Our 105 members found it helped keep us socially connected even as we were physically apart. This program was nominated for the Shining Lights Award by the CUC and will be shared via Zoom with other UUs on June 9th.

## Training

Rev. Meghann continued to offer the “How Can I Help” course.

Regular monthly, case-specific training and support for our Associates.

Ongoing training and support for members of other teams as necessary.

## Personnel

Keeping meeting time to a minimum: Associates meet via Zoom. Meetings are time sensitive. Other teams meet only as necessary, usually brief (15 minutes or less).

We are building greater team capacity by sharing openly between our various associates so that in case of sickness or other absence we are able to fill in for each other.

## Resources

Over the years we have created an exhaustive Pastoral Care Handbook that is an excellent team resource. It is updated with current information in an ongoing fashion. It allows members of our Associates Team to fill in for each other as necessary.

A resource directory was developed this year after conducting our A-Team’s accessibility survey. It has proved helpful in identifying reputable community services that members of our Caring Community might find helpful.

We have locally sourced & affordable bees-wax candles and collaborated with other teams to find the best option for candle lighting during the service.

We have a locally sourced & affordable supplier for blank greeting cards. Cards feature church photographs and our logo.

## Communication

When serving in their Pastoral Care capacity, Associates seek to be present authentically and to listen deeply to members and friends of our community.

“How Can I Help?”, was offered by Rev. Meghann Robern. This class is for all who wish to deepen their skills of listening and engaging with others in meaningful ways – creating the web of the community that keeps us in covenant with each other.

“Candles of Caring” and “Our Caring Community Group” are now both sharing candles that are lit on Sunday morning.

Our Elders Gathering continued year-round until COVID-19 shut us down. We continued to send out “Checking In”, our monthly newsletter for our Elders. Our very first Elders Zoom will be held in May with Andrea.

We also organized Phone Connections in response to the crisis. It’s a low-tech way to connect that is greatly appreciated by a number of folks.

We invite members and friends of the church to reach out to us when you feel a need for support. We offer a compassionate listening ear as well as provide support in long-term illnesses, etc. We can also provide information about other supports that may be available. Contact us at [pastoralcare@uuwinnipeg.mb.ca](mailto:pastoralcare@uuwinnipeg.mb.ca).

We are always open to constructive feedback and we welcome your ideas!

## Future Directions

Some of our plans for the future are indicated above. Our goal is simply to be responsive to your needs and find ways to strengthen and support our faith community as best we can. We are partners in this endeavour.

## Budget Items Purchased

\$220 – Vulnerable Sector Police Record Checks (for those who do one-on-one visiting)

\$340 – Bees Wax Candles

\$200 – Greeting Cards

\$140 – Elder’s Gathering Supplies

## **Our Caring Community Personnel**

### **Minister**

- ▶ Rev. Meghann Robern

### **Associates**

- ▶ Bonnie Thiessen, Coordinator
- ▶ Lynn Clark
- ▶ Esmat Elhami
- ▶ Marlene Schellenberg
- ▶ Sarah Paisley
- ▶ Carolyn Hill-Carroll

### **Candles of Caring**

- ▶ Marlene Schellenberg, Coordinator
- ▶ Ashlyn Noble
- ▶ Odell Havsdotter
- ▶ Kitana Degen
- ▶ Anass Sebbahi
- ▶ Sarah Paisley
- ▶ Bonnie Thiessen

### **Greeting Card Table**

- ▶ Esmat Elhami, Coordinator
- ▶ Cheryl Simmonds
- ▶ Fran Russell
- ▶ Emily Muller
- ▶ Barb Rudyk
- ▶ Paula Kierstead

### **Elders Gatherings**

- ▶ Lynn Clark, Coordinator
- ▶ Bonnie Thiessen
- ▶ Esmat Elhami
- ▶ Marlene Schellenberg

with assistance from

- ▶ Adult Programming, Sonya Watson
- ▶ What 4 Chalice Group, hospitality

### **Telephone Connections**

- ▶ Carolyn Hill-Carroll, Coordinator

### **Elders Zoom**

- ▶ Andrea James, DLSFD
- ▶ Bonnie Thiessen
- ▶ Marlene Schellenberg

### **Email Group**

- ▶ Bonnie Thiessen, Coordinator
- ▶ Ashlyn Noble
- ▶ Odell Havsdotter
- ▶ Heather Emberley

# Properties Committee

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**Larry Phillips, Jim Watson**

## Mandate

Maintenance of the 603 Wellington Crescent property excluding responsibilities assigned to the House Committee.

Liaison with the House Committee where appropriate.

Develop a record of procedures re property maintenance and a log of activities undertaken for regular maintenance.

Security of the building – locks, key control, etc.

Safety issues- fire alarms, fire extinguishers, fire drills, being familiar with safety codes etc.

Keeping the congregation informed about issues related to the use of the property.

## Meetings

Work parties are scheduled as required to complete maintenance and improvement activities.

Members who are handy or would like to learn are always welcome.

The Properties Chair(s) attends BUCUP meetings [if BUCUP convenes].

Properties and A/V don't hold regular meetings or keep minutes, but individuals discuss problems with one another as they arise and often contribute their own time, equipment and purchased items to address the problems.

James Watson resigned as Properties Chair in August. Michael Thiessen agreed to replace him in the fall but was ineligible to assume the role until he became a church member in March.

## Church renovations

This year our attempt at finishing the work of the heating system installation has involved working on the radiator covers. This is still a work in progress. Thanks to Jim Watson and Clarence Geisbrect for their help with this.

There are still many small jobs that need doing so if you have a free afternoon or 2 we could show what needs doing. Call Peter at 204-791-0370.

In addition, there was a new WIFI system installed at the church. Don Bailey, Larry Phillips, Jon Cowtan and Jim Watson were involved in this work.

## Garbage and Recycling Carts

In December, the City took back several carts, which they deemed excess to our entitlement. This created a capacity crunch with the remaining carts unable to contain all the cardboard and garbage produced by our rentals and Harvest.

The problem was resolved by

The City returning one large recycling cart in response to an appeal by the Harvest volunteers, and

Education and implementation of better waste separation protocols in rentals and Harvest, so that more recyclables ended in the recycling carts thereby reducing garbage.

## Exterior

Peter Hill-Carroll, Jim Watson and Joe Matula removed trees and limbs damaged by the October ice storm.

Peter Hill-Carroll and Jim Watson removed two dead or dying trees adjacent to parking lot in preparation for resurfacing.

Michael Thiessen and Heather Emberley are working on flower beds. Michael will take a lead role in a raised vegetable bed project in the backyard with the Green Action, Green Sanctuary and Social Justice Teams.

Discarded cigarette butts in and around the flower beds is an issue. Signage and additional containers for butts are potential remedies.

Parking lot drainage and resurfacing project is underway (May 23). See Capital Projects report for details.

## Audio/Visual

Audio/Visual volunteers maintain and operate the church sound system and

projection equipment. Larry Phillips looks after the sound board volunteers when in town and Don Bailey backs him up. Lately it has been difficult to recruit volunteers.

Current sound board volunteers include Michael Thiessen, Gordon Clark, Alvin Yee, and Dylan Fijal.

Under normal circumstances, sound operators record CDs for the first 75 minutes of each service (to avoid potential “overflow” at maximum 80 minutes). Pam then copies these as needed.

### CD recording issues:

Services often exceed 75 minute CD capacity.

Only 1 or 2 people use the CD service and they lack digital players for streaming.

CD storage is a growing problem with hundreds archived in the office.

Digital recording would resolve the time and storage issues, but

New digital recording equipment is expensive and current CD recipients lack play back equipment.

The church acquired a new projector through the auspices of Jim Gardiner but ultimately paid for it from the new church refurbishment account derived from rental revenue.

The audio system should be considered a very important function of the church. Can you imagine trying to hold a Sunday service without it?

### Desirable improvements:

New digital recording system

Move sound board to northwest corner of the sanctuary away from the window and build a proper container for the current

system and future setup that allows video streaming of services and events held at the church. Pastoral care would like to change places and occupy the window area where the sound board is now located.

Don Bailey would like to pass the torch to someone younger and has begun conversations.

## **Goals: Assessment & Planning**

Our church facilities owe their upkeep and operations to a team of dedicated can-do volunteers, who, through informal contact, conversation and their own observations identify problems to be solved and needs to be met and then fix what needs fixing.

The BUCUP Committee (Building Use, Care, Upkeep and Planning) enabled a more systematic review of facility needs and solutions, but it currently lacks leadership and is not operational.

There may be a need for further planning to identify, explore and prioritize emergent facilities issues and potential solutions. Several examples are (a) ensuring our building is accessible, including an elevator, (b) meeting church A/V equipment and placement needs, (c) identifying further opportunities for energy efficiency, (d) preparing for HVAC replacement, as green as possible, for the sanctuary building, and (e) examining efflorescence on the stone near the front door, signifying potential damage from moisture.

## **Membership**

Current members: Peter Hill-Carroll, David Livingstone, Larry Philips, Don Bailey, Bill Bennett, James Watson, Michael Thiessen (chair) (plus additional A/V members Alvin Yee and Jim Gardiner).



# Religious Exploration Committee

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**Pat Lane, Barb Shearer**

## Mandate

The RE committee serves the mission of the church by ministering to and with the children, youth, their families, and the volunteers serving them.

## Accomplishments

a. The RE committee invited members and representatives of the Sunday Services Committee, the Shared Ministry Team, Accessibility and Inclusion Ministries, Rev. Meghann Robern, PJ Buchan (music director), and Andrea James (DLFD) to a meeting held August 14th, 2020. The goal of this meeting was to co-create a vision of a welcoming and engaging Sunday morning experience, inclusive of all stakeholders. We limited our exploration to the first 15 minutes of our standard Sunday Service. The RE committee initiated this discussion because we wanted to work with other stakeholders in the congregation. We wanted to cease working as a silo regarding this topic of the first 15 minutes of the Sunday Service. Committees and personnel mentioned above have initiated a new working group to act and explore the recommendations.

b. Part two of a session called “Managing behaviors of children and how we can guide them effectively” was held on January 19, 2020. Numerous RE Guides and parents attended. Hard copies and electronic copies of the workshop are available from Barb Shearer, who led the workshops.

c. The RE Committee added an additional meeting to our 4 meeting mandate to address the additional roles and responsibilities we will assume as a committee when our Ex-officio member-

Andrea James DLFD is on sabbatical beginning December 1, 2019 to March 30, 2020. Various roles and responsibilities were divided amongst the group and Andrea put together a documented plan as to how the RE Sunday mornings would continue to thrive in her absence.

d. We began to engage in goal setting for 2020-2021 RE programming. (This was before the realities of the COVID-19 Quarantine.) We explored ideas and the possibilities for making changes to the way we structure the RE Programming on Sunday mornings based upon the following:

“Andrea and the RE committee will investigate a model shift in RE; such as creating a UU Montessori environment. Andrea offered to send information to the RE committee through “Spirit Play photos “Rob offered training in Montessori approach to learning. Training in UU Montessori environment and philosophy would be needed for RE guides to implement.”

These ideas are still brewing, but are on hold because of COVID-19. We are optimistic that a refresh of the programming models may draw new folks into participating directly with the children or supporting the program.

e. The RE committee convened a Zoom meeting on April 8, 2020. We discussed and shared the sabbatical season and worked with Andrea to brainstorm ways in which the needs of the children might be met during the COVID-19 quarantine.

f. The Spring RE committee meeting will take place by Zoom sometime in June,

2020. As yet, we do not know how things will be regarding the quarantine.

## **Challenges**

We could do more if we had more volunteers. The volunteers on this committee are occupied directly in RE programming to a greater extent than in strategic planning for future programs.

We could still use two more members for the existing committee.

## **Goals**

The goals for next year will be considered in June 2020.

## **Membership**

Members: Barb Shearer (chair); Ex-officio member- Andrea James DLFD; Pat Lane; Carolyn Hill-Carroll ; Emily Muller , Rob Malo

# APPENDIX: Religious Education Committee New Terms of Reference

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## Mandate

The RE committee serves the mission of the church by ministering to and with the children, youth, their families and the volunteers serving them.

## Responsibilities

The RE committee is responsible for the following:

1. The RE committee will seek to establish specific and measurable goals for the September to June church year and will try to finalize those goals in the months of March and April.
2. The RE Committee will create and review procedures and policies in relation to the operation of the RE programs including policies for unaccompanied children or youth, registration requirements, and permission forms.
3. The RE Committee will participate in the decision making process around the selection of curriculums, themes, and events connected to our mission.
4. The RE Committee will express acknowledgment and gratitude when members leave the committee, and future attention will be given towards nurturing the needs of the committee members through such commitments as book study, PD, worship or other spiritual practices of nurturance.

## Committee Chair

The committee will select the chair from the committee membership. The committee chair will serve a one year term, and following their service as chair will become the Past Chair and remain on the committee. The committee chair will work in consultation with committee members and will communicate with the Board Liaison for their Committee Cluster according to the church organization chart.

## Responsibilities of Committee Chair

- ▶ Be a presence in the church by attending Sunday Services regularly.
- ▶ Be a presence in the church by attending all congregational meetings.
- ▶ Hold regular meetings of the Committee; which will be four meetings a year.
- ▶ Advise Board Liaison of Committee meeting dates.
- ▶ Review the Committee Terms of Reference annually.
- ▶ Set Committee goals for the year.
- ▶ Set and Manage event expenses.
- ▶ Keep minutes of meetings and submit copies to your Board Liaison and Administrative Assistant in time for Board meetings.
- ▶ Inform Board Liaison of any significant issue requiring board involvement, advice, or approval.
- ▶ Submit information for the Board agenda by the Thursday prior to the Board meeting.
- ▶ The RE Budget is constructed and submitted to the Finance Committee by the DLFD by mid-January.

- ▶ Prepare an Annual Report for the Congregation each year (due October).
- ▶ Participate in an annual meeting with other Committees in their Cluster Group.
- ▶ Recruit Committee members and leaders.
- ▶ Advise Board Liaison, Webmaster, and Administrative Assistant of any changes in Committee membership or leadership.

## Committee Membership Parameters

Chair- one year term

Past Chair- holds position for one year

Ex-officio member- Andrea James DLFD

Other members- a maximum of a 6 year term.

Other members will be sought at the invitation of the committee.

Membership is open to adults and youth of the congregation and 5-6 members is seen as a workable number. We seek a varied membership to contribute knowledge about the needs of children, youth, families, volunteers, and the larger congregation. A 5-year term maximum for all committee members has been set as we seek to have staggered terms for continuity and renewal of the committee.

## Subcommittees

Subcommittees may be formed from the membership to work on special projects/ events on an ad hoc basis. Additionally, a minute taker will serve for a one year term in preparation for perhaps moving into the chairperson position.

## Timeline

The committee is ongoing.

## Meetings

Meetings will be held at the call of the committee chair, preferably on a Tuesday or Wednesday at a time that is convenient and limited to 2 hours. Meetings to be held at the church or by “zoom” four times during each church year as follows:

1. August meeting: main agenda item - fall kick off of programming
2. October meeting: main agenda items- to look at integrating new families, preparing for OWL and getting ready for December planning
3. End of January meeting: main agenda items -committee team building, a start on goal setting which provides insight into curricular evaluation and selection as preparation for March meeting
4. March/April meeting: main agenda items – decisions about age groupings and curriculum for the next year

## Reporting Relationship

The RE Committee reports to the Board of Directors through the Board Liaison for their Committee Cluster according to the church organization chart.

## Review

The committee's terms of reference will be reviewed annually by the committee for approval by the Board of Directors.

Adopted: (February 19, 2019) Revised: (February 6, 2020)

# Share the Plate

## Lara Hunter

The offering, on a Sunday morning, is a ritual part of the service reminding us that we must still keep our capacity to give. Through Share the Plate, even a dollar or two from each of us is an opportunity to make a difference in the wider community and to practice that form of love we call generosity. Each week we share our open plate, cash offering equally with a community charity selected by the members of the Social Justice Team.

Information about the work of each organization is included in church e-mails and announcements and each is invited to send a representative to share their story in person with our congregation during the month.

Charities were selected, based on the following criteria:

- ▶ That the organization be local
- ▶ Be a registered non-profit and have a charitable tax ID Number
- ▶ Have values congruent with our Unitarian Universalist principles
- ▶ Benefit from our relatively small financial donation
- ▶ Form relationships with the congregation

The list of charities with which we partnered in 2019/2020, and the amount each received as its half of our Share the Plate Program is as follows:

Month	Partnered charity	Amount
July/ August 2019	RAY Resource Assistance to Youth	\$386.60
September 2019	CCPA	\$473.00
October 2019	Dying with Dignity	\$431.00
November 2019	Elizabeth Fry Society	\$273.00
December 2019	St. Boniface Street Links Inc.	\$548.00
January 2020	North End women's Resource Center	\$651.00
February 2020	Jocelyn House	\$587.00
March 2020	Ndinawemaagang Endaawaad	\$212.00
April 2020	Climate Change Connections	234.00
May 2020	The Autism Society of Manitoba	
June 2020	Main Street Project	
Total 2019/2020		\$3,795.60

**Resource Assistance for Youth, Inc.** (RaY) is a non-profit street-level agency working with street-entrenched and homeless youth up to the age of 29. RaY is non-judgmental and non-partisan, employing a harm reduction approach to all interactions with youth in need.

**The Canadian Centre for Policy Alternatives** (CCPA) is an independent, non-partisan research institute concerned with issues of social, economic and environmental justice. Founded in 1980, the CCPA is one of Canada's leading progressive voices in public policy debates.

The CCPA produces the research and analysis necessary for policymakers, activists, and everyday Canadians to make informed decisions and press for social change.

**Dying With Dignity Canada** (DWDC) is a national human-rights charity committed to improving quality of dying, protecting end-of-life rights, and helping Canadians avoid unwanted suffering. Founded in 1980, we provide personal support to adults suffering greatly from a grievous and irremediable medical condition who wish to die on their own terms. We educate Canadians about all of their legal end-of-life options, and the importance of advance care planning. And we support healthcare practitioners who assess for and provide MAID.

**The Elizabeth Fry Society** is an Indigenous non-profit community agency that assists and offers support to women who are, have been, or may be at risk of becoming in conflict with the criminal justice system. We provide advocacy, access to resources and support to these women as they address their criminal offences and histories which can include addiction, physical, mental and sexual abuse, poverty, marginalization, mental health and physical health issues and many other forms of discrimination.

**St. Boniface Street Links** works to end homelessness, reduce poverty and support crime prevention through social development as a "best practice" for successful community development. Our success is linked to our strong, supportive relationships with all Winnipeg-based end-homelessness and anti-poverty organizations. Through our comprehensive working network with others, we are able to link homeless and other vulnerable citizens to existing programs and services here in St. Boniface and elsewhere in the city of Winnipeg. St. Boniface Street Links has 3 Initiatives: Morberg House, Outreach, and Patrol.

**The North End Women's Centre** has been serving women and their families for since 1984. We are a registered non-profit organization governed by a Board of Directors elected by the membership.

Our purpose is to provide a friendly atmosphere, where women can receive the understanding, support, and resources they need to make informed choices about their lives. Resources include, but are not limited to, information, referrals, counselling, outreach, employment programs, transitional housing, groups, and volunteer opportunities. These services are determined by the community through feedback from staff and participants.

**Jocelyn House Hospice** staff and volunteers provide care for people living the end of their lives in a home like environment on a beautiful naturally-wooded riverside property in Winnipeg.

Our Mission is to carry on the dream of Jocelyn Hutton: adding life to final days for the terminally ill, and their loved ones, by providing care and comfort in a home-like setting.

**Ndinawemaaganag Endaawaad** (Ndinawe) is a not-for-profit organization dedicated to helping at-risk youth in Winnipeg.

Since 1993, our integrated services have been connecting vulnerable children and youth aged 13–24 with the shelter, culture, recreation, education, outreach and support they need for safe and healthy lives.

Open every day of the year, Ndinawe is an immediate and reliable place of safety, connection and support for youth during times of high risk when other resources are unavailable to them.

**Climate Change Connection** is a program of the Manitoba Eco Network.

We are a non-government organization working to educate Manitobans about climate change facilitate climate change solutions

**The Autism Society of Manitoba** mission is to promote the quality of life for peoples with Autism Spectrum Disorder (ASD) and their families. Located at 825 Sherbrook Street, The Autism Society strives to raise public awareness concerning persons with ASD, advocate for their needs in areas of community health, education and labour, network as a resource, foster the integration of persons with Autism into the community, and act through a variety of groups, programs and events.

**The Main Street Project** is serving the needs of Winnipeg's most vulnerable residents since 1972, Main Street Project offers programming and services to help our community members build stability. Working under a housing first philosophy, we work with each individual to support positive changes and transition them towards stable, permanent housing. They help their community as a whole by providing safe spaces and essentials of life and also work with each individual involved in our organization to build personal stability.

# Social Justice

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**Kitana Degen and Lara Hunter**

*"Our lives begin to end the day we become silent about things that matter."*

This quote has been widely attributed to Martin Luther King, Jr.

## Purpose

The purpose of the Social Justice Team is to celebrate and affirm the Unitarian Universalist seven principles by fostering awareness, education, conversation, support, inspiration and action for social justice type issues. The Social Justice Team meetings occur on a monthly basis and are open to all. The number of attendees at a Social Justice Team meeting varies from 3 to 13, with six as an average. The current Social Justice Team has been meeting since September 2016.

## Focus Areas, Activities and Responsibilities

The Social Justice Team's scope is large and focus areas include, but are not limited to social justice issues of hunger, poverty, drug addiction, mental health, electoral reform, disability advocacy, environment, water justice, and reconciliation with indigenous peoples. The Social Justice Team:

Is responsible for the Share The Plate program and a subgroup of the Social Justice Team forms the Share The Plate Working Group. The Share The Plate Working Group gives updates to the Social Justice Team. See separate report for Share The Plate program prepared by coordinator Lara Hunter.

Is responsible for registering and paying fee for church participation in the Winnipeg Pride Parade and providing the UU Parade Marshall, and bringing and maintaining church banners.

The group will have coordinated and led two Social Justice Team service one on Feb. 16, 2020 and the other on May 17, 2020. The speaker for Feb 16 was Vinh Huynh and he gave a talk titled. "A Sojourner's Reflection from the Mekong Delta to the Red River Valley". On May 17 Devon and Pearlene Clunis will give a talk titled, "Does a Pandemic Discriminate?"

The group worked with the church webmaster to enlarge the Social Justice presence on the UU website.

The group created an open Social Justice calendar on the UU website that organizes and communicates opportunities for engagement in social justice issues such as



attending events, educational opportunities, discussions, rallies, walking with the Bear Clan Patrol.

Members often attend or volunteer at forums and social justice type events, including but not limited to a Social Justice fair hosted by U of W, local documentary about Methamphetamine usage and effects on the community, and Bear Clan Patrol walks.

## **Continued and Future Initiatives**

Enlarging the Social Justice Team presence on the UU website

Update the Social Justice Calendar accessible through the UU website

Social Justice table, wall or area in the church to communicate and raise the profile of social justice issues and initiatives in accordance with living our seven principles

Continuing to build a social justice calendar that showcases organizing and communicating opportunities for engagement in social justice issues such as attending events, educational opportunities, discussions, rallies, walking with the Bear Clan Patrol.

Engaging in types of reconciliation such as Bear Clan Patrol walks.

Working on a proposal to create a Green Sanctuary at First UU, in concert with the Green Action Committee and wider church community.

## **Membership**

Thanks to those who worked with our team this year: Adina Lyon, Brent Kroeker, Heather Emberley, Kitana Degen, Lynn Clark, Marg Friesen, Marlene Schellenberg, Michael Thiessen, Cate Ziegler, Paula Keirstead, and Shar Lynn.

# Summer Camp

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**Liz Redston**

UU Summer Camp is a self-managed project group with the purpose of planning and running the annual Summer Camp weekend for church members and friends.

## Accomplishments for 2019 / Planning for 2020

Shifted reporting line for this group to fall directly under Andrea James, DLFD rather than part of RE Committee.

Established new shared drive folder for coordinating team access and continuity of file management and knowledge

Creation of Operational Guide to coordinating Family Camp

Hosted the annual spring Pot-Luck supper in April 2019

Hosted the 9th annual UU 2019 Summer Camp weekend August 23 - 25 at Hnausa Centre

The weekend included 28 adults and 13 kids and youth

Two new families joined this year and again Heather and children from Thunder Bay Lakehead Fellowship

Serious issues with cleanliness at the camp and discussed with Harold Danielson post event

Camp fees pay for the registration costs at Hnausa Centre and some of the food costs. Much of the food is cooperatively planned via an online sign up process to bring specific items.

## Financials

- ▶ Revenue from 2019 camper fees \$1120
- ▶ Food costs \$460
- ▶ Deposit paid for 2020 \$200
- ▶ Surplus \$460 ( to cover 2020 camp fee and other costs)

## COVID-19 UPDATE: 2020 – 10th Year Anniversary of Summer Camp

Requested refund of camp deposit and cancellation of reservation ( no response yet)

Church calendar booked for August 21- 23 to host a 603 Wellington Camp Out Event if possible

Open to planning an online event if we are not able to meet in person

# Sunday Services Committee

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**Steve Lennon**

It was a challenging year for Sunserv (Sunday Services Team), especially with the impact of the COVID-19 precautions beginning in March. Yet our wonderful crew of dedicated and enthusiastic members worked hard to continue to offer meaningful, insightful, and connective services to our congregation every Sunday.

## Mandate

The mandate of the Sunday Services Committee is to provide quality Sunday services throughout the year, as well as Remembrance Day and Christmas Eve Services. This includes leading and coordinating Sunday services, coordinating Religious Exploration in intergenerational services in concert with the DLFD, ensuring an appropriate music component in cooperation with the Music Director, and confirming input into the service from Pastoral Care, Audio Technicians, Ushers, Greeters, Welcoming Committee, AIM (accessibility) Team, Green Action, Social Justice, Coffee Crew, Stewardship, other committees, and the Board.

Service Coordinators also provide information on upcoming services for the Website, Communicator, Winnipeg Free Press and social media. The Committee is responsible to the Board of Directors and accepts feedback from every member of the congregation. This feedback is discussed at every monthly meeting. Challenges included ensuring that every Sunday had a speaker of note to impart a significant message and provide some spiritual element to the congregation. Our member feedback told us that this was accomplished fairly well throughout the year. Other challenges were in trying to accommodate the needs and expectations of a very diverse congregation.

## Accomplishments

Implemented Sunday Services via Zoom, starting in March, thanks mainly to tech work by Rev. Meghann, Andrea James, Carol Lindsey, P.J. Buchan, & others.

P.J. Buchan, Rev. Meghann and pianist Paul Rodermond recorded a number of hymns for Zoom services, so that members of the congregation can sing along in their own homes.

Attracted a number of new participants to the Zoom services, and several members who are usually unable to physically come to the church.

Facilitated members to reconnect with small after-service chat rooms.

Implemented Wednesday evening Vespers Services, via Zoom.

Supported a well-deserved 4-month sabbatical for DLFD Andrea.

Worked with accessibility issues in the sanctuary, including developing a large print order of service.

On main doors, changed the automatic opening/closing delay from 10 to 22 seconds, to allow more time for people to come in or go out.

Produced a new Sanctuary Set-up Manual, complete with photos and diagrams.

Worked on issues with RE, AIM Team, Audio Technicians, Pastoral Care, Hospitality Team, and Ushers Team, Music Team, Properties, other teams.

Changed number of Gathering Hymns from 3 to 1, responding to feedback.

Hosted a wide variety of interesting speakers for Story Wisdom.

Provided “Faith Page Blurbs” on upcoming services for Winnipeg Free Press and UU Church media.

Made plans for better chalice accessibility.

Expanded online Worship Resources.

Arranged for back-up sermons to be available at the pulpit.

Arranged for Sunday morning snow removals.

Arranged 55 services, incl. a Remembrance Day, and 2 Christmas Eve Services.

In addition to services delivered by Rev. Meghann (many with Andrea James, DLFD), five were led by other pastors, three by speakers from the community, six by members and committees of the congregation, and eleven by Sunserv coordinators (two were Faith Rocket services).

Kept well within our budget.

Reworked the Welcome, Announcements, Offering, Story Wisdom, Order of Service, and other parts of the service.

Coordinators became more involved in constructing services.

Held Worship Arts and Design workshop, with the idea of creating and sustaining worship associates.

Approved funding (\$56.22) for Lorie Battershill to repair damaged hymn books.

## Goals

We look forward to another exciting year with the congregation, the community and this excellent team.

## Membership

Reverend Meghann Robern, Andrea James, DLFD (assisted by Carol Lindsey), Music Director P.J. Buchan, and 5 Service Coordinators: Odell Havsdotter, Marian Siemens, Dylan Fijal, M.C. (Cate) Ziegler, Steve Lennon. The team rotated the Chair from month to month among the 5 Service Coordinators.

# Website

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**Karin Carlson**

## Website Migration

In 2019 our website was recreated from the old site, built with Joomla!, to a new site, built with WordPress. This happened largely in December, 2019, but the process started much sooner, and the process is ongoing as additional content is rewritten and added.

Reverend Robern was instrumental in the decision-making and processes of this move. It was her brainchild, she discovered and chose the UUA WordPress theme that we are currently using, and she took the lead on making decisions on content.

Laying the groundwork for the move

I'd like to give a larger overview of the project which started in 2017, when we began putting the pieces into place, and continued through 2020.

### Phase 1: GSuite and email

(2017/2018)

Prior to the 2019 website move, many pieces needed to be put in place. The first phase of the move, which began in 2017, was implementing the Google Suite of services. This included registering the church as a non-profit with Google so we wouldn't be charged for the service, setting up GSuite email addresses for staff and some committees (e.g., finance, fundraising), migrating all church email addresses and address books to the new Gmail addresses (which use Google's platform but still use our domain, i.e., @uuwinnipeg.mb.ca), and setting up calendars for staff and some teams. The unforeseen bump in the move to GSuite was that many documents that the staff had

in the cloud needed to be manually moved over to the new Google drive space. Overall, staff and committees have reported positively to the change. This work is largely complete, but as the evolution of the church is a moving target, remains ongoing. For example, new committees or projects need new Gmail addresses.

### Phase 2: Calendar

March, 2019

The church calendar used software that we would be unable to use with WordPress, and which was outdated. Because Google calendars could be used on both sites, we decided to move all events etc. into a Google calendar and begin using it on the old site, well in advance of the move to the new website. This worked to plan -- when we did the move, all events were already in the new calendar and I was able to move it smoothly and without issue. Doing this as a separate process also allowed the Church Administrator time to learn the new interface, separate from any other changes with the website.

### Phase 3: Website Inventory

Summer/Fall, 2019

Because of the large scope of such a move, before I could begin the "moving" phase, I took an inventory of the old site's content. Then Rev. Meghann and DLFD Andrea, with input from me, and guidance from the UUA's example sites and other church's websites, made decisions about what to move, what to leave behind until it could be looked at more carefully by a committee or person, what to leave behind

until it could be re-written, and what to abandon.

## Phase 4: Content Migration

December 2019

There isn't a reliable tool for automatically moving content – it was essentially copying and pasting content from the old to the new. When we didn't have content, or it was seriously outdated, we used the pre-written content from the UUA template, which is provided to churches both as an example of church website content, and a starting place for our own customizations. We may replace or enhance some of this content in the future, where appropriate. We have followed the UUA guidance on content placement in the site as well, for example, mirroring their menu structure where appropriate, and the general organization of content. Note that the old site still exists so we can still go back and retrieve content if necessary.

## Website Template

One of the most visible parts of the website is its template, which is the part of the website which controls (among other things) where content is on the page, colours, background graphics, etc. I envision modifying the template in the future to make it “more our own,” for example, including a background pattern that incorporates our chalice, or the harp from one of our windows.

## Website Accessibility

The template we use was designed by the UUA to be accessible, which means that the site is more usable by people with visual, cognitive, and motor impairments. Because of my experience in teaching website accessibility and professional accessibility testing experience, I've been able to provide guidance to the UUA web development team to improve the template to make it even more accessible, so we can

look forward to more accessibility in the future. I've met with the church's AIM team and we've shared ideas for improvements.

In 2020/2021, I think it's very important that we ensure that all electronic communications coming from the church are accessible. This includes the website, but also includes the Communicator, church email, documentation (such as Board minutes or brochures we produce), Facebook etc. I hope to provide training materials, classes, and guidance for staff and members who produce content, as well as several seminars to raise awareness generally of accessibility for digital content.

## Miscellaneous Duties for past and ongoing/future

Additional tasks from the last year and duties I continue to look after include:

Creating website-enabled forms: In 2019, I created forms for both the old site and the new site. I worked with Stewardship to create the online pledging form, and with the Communications Committee to create a form people can use to request publicity (website, Facebook, etc.) for church functions.

Monitoring security of the site: To enhance security of the site, I've installed several plug-ins. For example, the “I'm not a robot” checkbox on the Contact form, and a brute-force attack monitoring system. I oversee regular backups of the site, periodically deal with spam and email issues, and monitor the secure log-in system we have in place on the site for members.

Posting the Sunday Services, the minister's column, news items, and other periodic content, including sourcing images where needed.

Working with committees to include content on the site that pertains to their particular committee. Decisions about content inclusion are made outside of the role of webmaster, although I may be the person to implement them.

Monitoring the image library on the site, including ensuring alternative text for accessibility, proper naming conventions, appropriate image sizes, and removal of duplicate images and documents.

Providing training where needed to staff and volunteers for creating content for the website.

Creating several guideline documents for staff (how to add content, how to add images and work with the image library, how to write accessible content, etc.), the development of which is ongoing.

# Minister's Appendix A: Stewardship & Fundraising Track, UU Institute for Excellence

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*This is a resubmission of the report I offered the Board, the former Stewardship Learning Group, and the Pledge Drive Team in early 2018.*

The track I was on at the 2018 UUMA Institute for Excellence and Ministry was “Spiritual Leadership for Stewardship and Fundraising”. It was three days of intensive workshop and small group sessions, led by three of the top experts on stewardship and fundraising for churches and non-profits in North America. The leaders of this track bring in millions of dollars for their organizations each year in addition to sharing their knowledge with others in trainings such as this one.

This report is my attempt to turn those notes and my memories into a coherent share for congregational leadership. Some things, however, I might have failed to explain fully for someone who wasn't present, so I expect the need for conversations to clarify and expand where necessary. I also expect this to inform our stewardship and financing for the next five years or more, as that is the timeline experts say it takes to shift a culture of giving in a congregation.

## Starting before the ask: laying the groundwork

This section is not necessarily about year-round pledging, although that is a model some congregations have moved to to take stress off the pledge drive each year. However, a once-a-year-pledge drive that does not have people setting it up the rest of the year will be less successful than it could be. So this section will be cobbling together the ways we can prepare and enrich the process before the drive. Additionally, the book “Creating Congregations of Generous People” includes a year-round timeline for preparing for the pledge drive that I think we could find useful.

One of the most important takeaways from this week was that not all congregations should do stewardship and fundraising the same way, and that any best practices should be adapted to the culture of the congregation while also challenging them to think about how and why they give. Rev. Nicoline, during her time here as interim, identified that this congregation loves to show up for big, one-off events that celebrate fellowship and usually include a meal/potluck. This is something we can build on when it comes to stewardship and fundraising.

## From my notes on laying groundwork:

Who has come before us? What gifts did they give us? What choices can we make now to continue the legacy of what our loved ones taught us, what they gave us?

How old were you when you learned how much money your parents made?



How and when do you tell your money story so you can help others?

What is the framework of values, faith (trust), and philanthropy (love of humankind) that precedes fundraising?

The limits of our physical universe -- lifespan, the planet and its ecology -- are finite. We cannot and should not ignore that reality. But our spiritual gifts, and our abilities to be generous, are infinite.

Seeding and supporting a process of stewardship and fundraising that comes from a perspective of co-creation and generative mindsets leads us into generosity.

The worst mistake we can ever do is approach stewardship and fundraising from a perspective, and/or a narrative when communicating with the congregation, of scarcity. People do not give generously when they are given a story of scarcity. It promotes fear and mistrust. This is the message not just from this workshop, but from all the other books I've read on the topic.

One of the most important aspects of laying the groundwork year-round is helping teach and guide folks into knowing their own money story and being in right relationship with all their stuff. In our modern age and culture of late-stage capitalism and consumerism, this is becoming a thing churches are actively doing. If a church (or any religious gathering) is not adapting to what the people need to help them live into their values, they are becoming irrelevant. Andrea James and I are discussing offering a curriculum every year having to do with money, rotating every year for a few years before starting over again. This would be in addition to the preaching I do on money and how we use it and live it from the pulpit. Another recommendation is to find ways to share the stories of those who give

and why they do it in addition to the stories of those who have received gifts.

Another thing that came up regarding year-round finances is the explicit instruction to "Stop defaulting to all accountants on finance committees and other financial visioning roles like Treasurer. You're duplicating perspectives and skillsets and limiting creativity and vision." We are already moving out of this model with electing Paula Wachs as our Treasurer, and I hope to see this trend continue with support from leadership.

We were also warned multiple times to beware the trap of stagnating or cutting staff salaries first when budget decisions are made: "Fewer people paid less does not equal better services, better programs, or better justice. Unfair compensation is artificially keeping the budget low just for the appearance of it, with willful ignorance of the real human consequences." Staff salaries are a huge percentage of the budget, yes, and that must be considered against what is not happening when the staff are not there. Personnel is the largest percentage of the budget because they bring the most value for the investment.

There is also a lot of information from many sources on how/when to present a budget in relation to the pledge drive and showing folks where the money is going. It's too much for me to summarize, so I'm happy to share in detail in addition to what I'm sure lots of folks already know (narrative budget, no budget during pledge drive, etc.).

## Who is Giving What, When, Why, and How

### The Strongest Stool

The strongest stool has four legs: Annual Fund, Capital Campaigns, Major Gifts, and Legacy Giving. A congregation with a healthy fundraising and stewardship culture knows that bringing in money is about both/and all four legs, not either/or.

### Generous vs. Amounts

The amount of one's pledge is not an indication of how generous they are to the church. And we know from data that the more income folks have, the less generous they are. This is because those who have less money are greater attuned to the need based on their own direct experience. So someone whose pledge is "only" 5K but is 10% of their income is more generous to the church than someone whose 10K pledge is only 2% of their income.

The other aspect of this is that we can only know for sure what people are giving to the church. We cannot make any assumptions about how they are being generous to other organizations. The onus is on us to show them that we are worthy of them trusting us with their generosity. If we are not one of the top three priorities for giving each year, we need to be brave enough to ask them why.

The workshop leaders said this: "The best thing you can do when you see someone in your congregation giving elsewhere is write a thank you note. 'Thank you for your support of [organisation] and living into our aspirations of generosity. Would you teach me how they earned your trust?'" Now, in some rare cases, the response might be that this other organization accepted their gifts with strings of control, of interference in mission. This is the kind of financial gift we must resist. But, most of the time, this will lead to greater transparency,

understanding, learning, and most important: relationship.

### Large Donors

Of course we love large donors, but they can also be a huge problem if the entirety of their giving is to the annual fund/pledge drive. What happens to the congregation if they stop pledging, for whatever reason? The recommendation is that we red-flag any donors whose annual pledge is more than 7% of the endowment, and have intentional conversations with them around stepping down their pledge and spreading their yearly generosity beyond the annual fund and into major gifts, legacy giving, capital campaigns, and even matching gifts to entice others during the pledge drive.

### Generational differences

"Stop isolating generations as if they are canned goods."

Boomers and Gen Xers are the generations in our congregations that are serving two other generations as parents and as children. This affects their perspectives and how they view giving.

Millennials are more debt laden and yet just as generous as the generations before, possibly more -- just not to our churches.

### Digital revolution

"We should not be proud if we say we are doing things the same as 25 years ago." Digital/electronic commerce makes up 67% of the market and is only increasing. We must be willing to adapt to this new reality, even if it means bringing in procedures that have fees. The money we lose out on because of lack of electronic convenience is guaranteed to be more than what we would pay (and budget for) in fees to collect that money.

## Mission & Vision

The repeated message in the workshops and small group, and in all the materials I've been reading before and since then, is that without a strong mission and vision that the congregation believes in, stewardship and fundraising will always be a struggle. Rev. Mary Katherine Morn in the UUA Stewardship Office went so far as to say that "If you do not have mission and purpose, you shouldn't be fundraising." (This is also linked to our struggle with volunteer recruitment and burnout). Part of the anxious response to this in the system is to try to get the minister to take on the work. The response to that from our workshop leaders was to remind us that "Every time the minister takes on a role, they are depriving someone in the congregation from participating in ministry and offering their gifts."

So I am reiterating once again that I believe the big thing we should focus on is creating a new mission and vision. If we do not this soon, and do it well, the ongoing struggles with stewardship and fundraising, and volunteer and leadership development, will not go away. The frustration with that will eventually be projected on me even though I cannot fix it singlehandedly. I love this congregation and hope to serve it for a long time, but if I become the "identified patient" for areas where the congregation doesn't do the work it needs to, I will have to move on.

I also think it's important to note that UU congregations need to do mission and vision work more often because we are free from creeds and dogmas. While a Christian church can often get by for decades on a mission based in Biblical commands of Jesus (heal the sick, feed the poor, care for each other), our freedom from canonical texts means that we must put the effort into articulating our shared morals, and the ethics that arise from those shared morals, into mission and vision.

I had lots of thoughts and ideas during this week, most of which are still fledgling. This one, however, I have organized. It ties together the impetus to show gratitude to those who give with our congregational culture of meal-based events:

Visioning idea: year-round Gratitude Team that arranges thank you gatherings for the following groups:

- ▶ Largest donors (by amount)
- ▶ Generous donors (10% or more of income; self-identified)
- ▶ All congregational volunteers (my home congregation did this every year and it was a huge success)
- ▶ First-time donors
- ▶ Legacy Circle members
- ▶ Committee/Team leaders
- ▶ Talent contributions: folks who participate in the coffee houses and/or congregants who share their artistic talents in worship (would include all choir members)

Naturally, there will be crossover between these groups.

You may also have heard about the three elements of stewardship: Time, Talent, Treasure. In our workshop, we discussed how often folks try to exchange them out, when in fact a true culture of giving would be that we offer all three as we are able. The workshop leaders also brought up a fourth that is essential: Testimony. We already have a Share the Plate testimonial in worship, and Sunday Services has approved the addition of a once-a-month volunteer testimonial. I am brainstorming what other kinds of testimonials we could do to fill all the Sundays -- for instance, what would having Stewardship testimonials year-round do for our groundwork leading up to the pledge drive?

## Important Quotes & Questions

- ▶ “What is the difference you are called to make?”
- ▶ “How will you know when you are making that difference?”
- ▶ “The act of giving is called philanthropy, which translates as ‘love of humankind’. This should be the core message around how and why we ask people to give.”
- ▶ “What I have found is that people open their wallets when we invite them into a story they can live.”
- ▶ “If we do not take what we have been given and change a life with it, then what does it matter?”
- ▶ “When was the last time you experienced radical generosity? When was the last time you offered radical generosity?”
- ▶ “Beware of unchecked empathy -- becoming so obsessed with making people content that we bend away from mission.”
- ▶ “Not every financial gift is a good gift.”
- ▶ “Stewardship is managing the resources you have. Fundraising is bringing it in.”

## Minister's Appendix B: Year-Round Giving Example

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*Just one example of the move to year-round giving offered by one of my colleagues. There are multiple models, as each congregation is unique and adapts to their unique community of people, cultures, etc.*

I mentioned that our congregation is "getting rid of pledging" on another thread, and [...] and a few others were very curious about it, so I'll share more here ...

essentially, our 10-year old congregation of ~275 set ourselves up with a deficit budget for both the previous and current fiscal years (June to July). we've got no endowment and only a couple months worth of expenses in reserves, so without an increase in giving, we could only responsibly run the church on this deficit budget for about a year and a half. big risk.

we closed out the last fiscal year at a deficit, but a smaller one than predicted. because we're paying such close attention to revenues, we noticed a couple things:

a) average per-household giving in our congregation hasn't changed... like, at all... in about 5 years.

b) pledge attrition was worse than usual (typically around 6-8%, but last year was more like 12%. (we're growing and going through lots of changes as a congregation, and a couple key folks may not be coming along for the ride).

c) we still did better than what was budgeted in terms of giving revenue, because new folks did show up, join, and give.

d) very few people actually increased their giving when it came time to ask for

pledges each fall. **however** people **did** increase their giving at other times. (i.e. one family told us they are giving more now because of the congregation's emerging voice on justice issues; a number of households increased giving when we announced plans to add staff; one of our leaders doubled their household's already substantial pledge after attending our first-ever strategic retreat for leaders in the Fall.)

in the midst of all this change, we realized pledge numbers may not be the most reliable way to build our revenue projections moving forward. we also realized that asking for pledges is probably not the most powerful motivator for folks who give to the church.

people are motivated to give on *their* schedule -- either because of something we've done that calls them to respond with generosity, or because some money-related circumstance changes in their lives. also, literally everyone hates the pledging process... the Board hates how waiting for the info hamstrings long-term planning for the budget; the Stewardship Team hates managing the paperwork, hounding folks to get their pledges in, and tracking the whole thing during the year; and the congregation doesn't love the idea that we ask them to give more, at the same time each year, on *our* schedule, because it happens to be "when the Board needs the information to budget for the coming year." that doesn't connect their giving to a spirit of generosity they might authentically feel towards their community -- it connects it to our institutional needs.

so, we skipped the pledge campaign this past Fall. we let people know that our Stewardship Team was becoming our

Generosity & Gratitude Team, that folks' regular giving still mattered to us, that we hoped they would continue it, and that we'd have more info at the end of the year.

in December, we announced that we weren't going to conduct pledge drives any more (emphasizing the whole "we value your giving, thrive thanks to your generosity, and don't want you to ask you to make your giving decisions on our schedule," theme above). told folks we weren't going to ask them to make a pledge for 2017 -- instead, we asked them to "make a plan now, for your giving in 2017." lots of communication in lots of different formats, with different tweaks to the message each time (including humor) to get it across. gave concrete examples like "if you know your household likes to give by check in April and December each year, then make a note on your calendar now." or, "automated giving is the easiest way to share your resources with our community [inserting links to the automated giving site, and the instruction sheet for all the ways to give to the congregation]." we held our breath in January and... giving came in \$3K over budget.

moving forward, our Generosity & Gratitude Team sees its work now as essentially dividing up the congregation's households and making sure that a member of that team takes each household out for coffee once a year to ask them what motivates their giving to our church, answer any questions about how their resources are used, priorities for the future, etc. the team will never ask for info on how much the household gives (unless the giver happens to want to share) because the amount isn't the point. based on what they start to learn from those conversations, they'll find ways to build opportunities for folks to share gratitude with our congregation financially into our community's regular life, in a way that's actually connected to why people are motivated to give. the idea is that we will still talk about giving -- but we can do it at different times throughout the year, in a way that connects even better with our members.

# Minister's Appendix C: Guidance For Gathering

**Rev. Susan Frederick-Gray**

Dear Leaders,

Over the past several weeks, the UUA has consulted with multiple public health officials in order to update the guidance we provided on March 12 recommending congregations stop gathering in person.

Based on advice from experts, we continue to recommend that congregations not gather in person. We also recommend that congregations begin planning for virtual operations for the next year (through May 2021).

Take a moment to breathe. I know this is significant.

While there is much public conversation about “reopening,” the reality is public health officials consistently predict a long trajectory for this pandemic. A majority of our congregational members, leaders, and staff members are in high-risk categories. Our care for the well-being and safety of our members and staff must be a priority in this pandemic.

Additionally, religious gatherings are considered highly contagious events. The acts of singing, the familiarity of people across households, the multigenerational community of children, youth, adults and seniors—the things that make our congregations so special—also create more risk for spreading the virus.

Given that so much uncertainty and risk remain, anticipating a year of virtual operations allows for more creative long-term planning, while still being flexible if conditions change significantly. We recognize that with time, and depending on the specific conditions and recommendations of local public health

officials, small in-person groups of people and limited staff activities onsite may become possible while wearing masks, observing social distancing guidelines, and following diligent cleaning practices.

In making our recommendations, we are guided by science and our deepest held values. This pandemic teaches us that our actions directly impact the health and well-being of our neighbors and so it is imperative that we make choices that keep our congregations and larger community safer. As COVID-19 disproportionately impacts people with disabilities, Black people, Indigenous communities, Latinx people, the elderly, and essential workers, a majority of whom are women and women of color, religious communities have a moral responsibility to do all we can to reduce risks for those already at such high risk.

Public health officials are clear. There will need to be multiple weeks of reduction in infections, adequate testing, sufficient personal protective equipment available, contact tracing programs and perhaps a vaccine before it will be safe for many of our congregations to fully gather in person again.

All this said, our ministries are essential services. I am moved by congregations who are increasing their services and generosity to the larger community during this pandemic. I am inspired by those who are keeping their “virtual” doors open. Many congregations have committed to keeping their services widely accessible and available to new people and visitors, while also creating more opportunities for virtual small groups to tend to the social, spiritual, emotional, and material needs of their members.

We hope that a vaccine or an effective treatment will be found soon to change this timeline. In the meantime, being able to plan the longer horizon of virtual services offers an opportunity to be creative in planning for life-giving, essential ministry across physical distance.

Our detailed UUA Guidelines on Gathering In Person as COVID-19 Subsides include specific questions for congregations to ask to determine risk assessment and readiness plans before beginning any moves to gather in person. We will continue to update them as more information becomes available. As always, we encourage you to reach out to UUA regional staff if you need support in your planning.

I continue to hold you, your community, and all of our people in my heart and in my prayers. I know adjusting to this new reality is heartbreaking. I also believe congregations who continue to lean into their mission and life-saving ministry will find ways to thrive in this time. Ministry is so deeply needed. As is moral leadership rooted in community care and in science. May we keep offering this to our communities.

Yours in love and gratitude,

Susan

May 14, 2020



# Minister's Appendix D: Embracing the Future

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## Rev. Steven Epperson

Imagine with me, picture in your mind's eye the following: it's 1935; the nations of Europe and North America are mired in a deep economic Depression. In Canada we called it the Dirty Thirties. Nearly 40% of our labour force is out of work. Our total national income has fallen by 55%--worse than any other major nation. Overall, one fifth of our population is dependent on meagre government assistance, and two thirds in rural areas of the Prairies are on relief. There's no national health or employment insurance. Successive federal governments had refused to offer large-scale aid or relief to the provinces, and with reluctance only began to respond to the crisis with New Deal like legislation when it became clear that the entrenched enormity of the Depression was not going to be lifted by half-measures.

What happened back then—that widespread misery—ultimately transformed our nation by triggering the birth of social welfare, populist political movements, and a more active role for the government in the economy.

It's no surprise that at the same time, religions in Canada generally, and UUs in particular, struggled with meagre resources and low morale. Our congregations had become isolated enclaves, heavily dependent on subsidies from Unitarians in the US and Great Britain, with little sense of connection to the wider community. In Vancouver and Ottawa, we were lucky to have forty people showing up for Sunday services in our dilapidated buildings. The Calgary, Edmonton and Victoria Unitarian churches had thrown in the towel and closed shop. And while an unprecedented economic and social crisis was raging outside, the Toronto and Montreal congregations were still following forms of

worship written in 1862 in England (by the Rev James Martineau), reciting the Lord's Prayer, singing "God Save the King," and being served by aged ministers giving eloquent sermons on British Romantic poetry.

"Defeatism," writes Rev. Phillip Hewett, "hung like a cloud over Canadian Unitarianism." Departing from a troubled tenure as minister in Ottawa, Rev. Norman Dowd expressed the belief that there was not much hope for the Ottawa church, no need or justification for the Unitarian Church in Canada, and he believed that all the Canadian churches were on the way out.

And it wasn't much better in the States, where our congregations, also suffering from the Depression, were gripped with decline. One nation-wide study ominously observed: "we have a dangerously low level of morale.... There are a great many discouraged Unitarians today, and many disheartened Unitarian churches.... Have we sufficient faith in our future to warrant undertaking the task of making ourselves fit to survive these times?"

And then, beginning in 1937, something extraordinary happened: we threw something like the New Deal at our own denomination; it was called "Unitarian Advance." "We've got to face a new age," said the likes of Frederick May Eliot and James Luther Adams. "For a group that has so long been accustomed to [individualism] we must learn to act cooperatively." And so, they got to work. Several examples:

First came new forms of worship. Congregations and ministers were encouraged to bring into their sanctuaries

fresh, realistic language, updated symbolism and music that engaged with growing edges of the sciences and the deeply shared quest for justice and meaning.

Religious education was overhauled, especially for children through the creation of the New Beacon Series—a groundbreaking curriculum informed by progressive education theory and child development, liberal theology and honest, critical engagement with the Bible and world religions.

And third, Unitarians launched innumerable grassroots social justice programs, and the denomination formed the Unitarian Service Committee to meet the calls for international efforts that were becoming more pressing in the light of the rise of fascism reckoning that “a religion that does not express itself through social justice action in human society is not in any true sense a religion at all.”

Though it took a few years to sink in and ramp up, UUs in Canada understood what they had to do.

In short order, the Montreal, Ottawa, Toronto and Vancouver congregations called a cadre of young Canadian ministers in their twenties and thirties, and just out of divinity schools, to work with them to update their worship and education and to instigate social justice outreach. Each of these young ministers was an aggressive advocate for the “Unitarian Advance”—our denomination’s theological and programmatic “New Deal.” As well, adept at communications, they took to the radio in order to reach remote congregations in Manitoba, Saskatchewan and Ontario, began publishing a near monthly national newsletter, and paid for “paragraph pulpit” advertising in newspapers.

It took courage to believe that a new UUism could flourish—the kind of courage and trust that had been called for on so many crucial moments in our histories. And it was a stunning success. The work of the “Unitarian Advance” carried out by congregations with their ministers in the States and in Canada laid the foundations for what one historian has called a “Unitarian Renaissance” that, in the 1940s and 50s, saw burgeoning growth, high spirits, and the creation of new congregations and fellowships.

In sum, at a time of economic and cultural crisis, low morale and declining numbers and relevance, Unitarians in the 1930s and 40s embraced their future and wrote the terms of its success that lasted for decades.

We’re in the midst of a pandemic that’s stressing our society, our governance, our economy and our way of being with one another. We’re worried for our families, livelihoods and our nation—and with good cause.

And I don’t know what’s going to happen for sure. But the fact that we’re all dealing with this at the same time and, for the most part, with good will, grace, skill and courage gives me a lot of hope. And because this moment has also helped reveal and magnify existing social crises and injustices and proved that governments and people can act decisively for the common good when the will is there, also gives me hope.

I don’t know what’s going to happen in the future; but I know that we have one—a future as individuals, families and as a congregation. Of that I’m certain, because my hope for our future is grounded in trust, and that our future is worth embracing. Our trust based on experience with one another, that we know and try to care for one another; trust because we know our ancestors in this faith believed they had a future—and the future is us. We’re proof

that their faith, their hope and trust were not naïve nor misplaced. We're the result of their courage, back in the 30s, to believe that Unitarianism and Universalism could flourish in this country; and they were mostly right, for here we are.

Who will be our future? Looking back at us and these times, what generation will it be that will say: "back then, in 2020, our Unitarian Universalist ancestors lived in a time of crisis and uncertainty, and yet they trusted in the future, they believed in us and that we and our faith were worthy of their devotion and generosity."

And may it be so.

May 18, 2020

UUMOC

# Budget Appendix

## Administration & Payroll

ADMINISTRATION	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Approved 2019-2020	Proposed 2020-2021
Professional Fees	0	20,110	0	0	0	0	0
Accountant's Fee	3,424	2,982	3,271	3,669	3834.31	4000	4000
Bookkeeper					3343.84	8064	0
Office Supplies	1,450	1,038	1,004	1,802	1811.78	1300	1300
Postage	1,283	822	751	530	877.23	850	850
Photocopier	3,241	3,213	3,071	2,647	2675.58	3300	3300
Bank Charges	500	963	446	557	691.56	1000	1000
Licenses	50	115	25	205	234.5	170	170
Misc Expenses	3,387	1,366	1,176	3,543	901.13	150	150
Software/Maintenance	0	735	1,552	1,004	1821.53	1800	1800
Website Maintenance	2,794	2,305	4,745	4,920	5627.43	5055	5055
<b>TOTAL</b>	<b>16,129</b>	<b>33,649</b>	<b>16,041</b>	<b>18,877</b>	<b>21,819</b>	<b>25,689</b>	<b>17,625</b>

PAYROLL	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Approved 2019-2020	Proposed 2020-2021
Minister's Salary	68,834	68,834	64,414	76,432	77,012	78,167	\$81,000.00
DLFD Salary	30,043	30,043	31,203	32,965	33,984	34,551	\$34,551.00
LFDA				6,494	8,487	8,010	0
Office Administrator	32,780	32,780	33,125	33,506	34,214	34,588	\$17,235.00
Subtotal Salaries/Wages	131,657	131,657	128,742	149,396	153,697	155,316	\$132,786.00
Minister Benefits - Pension	6,619	6,324	7,094	8,133	7,701	7,817	\$8,100.00
Minister Prof. Dev.	5,897	6,373	7,285	8,485	10,445	7,817	\$8,100.00
Minister Mileage	1,483	1,447	1,488	0	-	-	\$0.00
DLFD Prof. Dev.	2,668	4,055	4,261	4,127	2,943	3,455	\$800.00
DLFD ASS Pro Dev					348	350	
DLFD Mileage	394	396	396	0	-	-	\$0.00
Office Administrator Prof. Dev.		0	40	227	51	400	
Workers Compensation		408	864	759	746	808	\$808.00
Other Benefits		0	1,074	3,474	3,590	3,640	
Subtotal Employee Benefits	17,061	19,003	22,502	25,205	25,824	24,287	17,808
CPP	5,202	5,977	5,910	7,633	7,170.73	6,915.18	5,912.07
EI	2,944	3,532	3,450	4,370	4,064.82	3,897.59	3,332.21
Subtotal Employer Share	8,146	9,509	9,360	12,003	11,236	10,813	9,244
<b>TOTAL PAYROLL EXPENSE</b>	<b>156,864</b>	<b>160,169</b>	<b>160,604</b>	<b>186,604</b>	<b>190,757</b>	<b>190,415</b>	<b>159,838</b>

# Budget Appendix

## Mortgage & Properties

<b>MORTGAGE</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017	<b>Actual</b> 2017-2018	<b>Actual</b> 2018-2019	<b>Approved</b> 2019-2020	<b>Proposed</b> 2020-2021
Mortgage Interest & Principal	29,880	20,400	20,400	20,573	26,376	28,880	41,246
Member loan repayment	4,000	4,000	4,000	4,000	4,000	4,000	
Member Loan Interest	600	600	600	600	600	600	
Loan to cover outstanding pledges							4,354
<b>Total</b>	<b>34,480</b>	<b>25,000</b>	<b>25,000</b>	<b>25,173</b>	<b>30,976</b>	<b>33,480</b>	<b>45,600</b>

  

<b>PROPERTIES</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017	<b>Actual</b> 2017-2018	<b>Actual</b> 2018-2019	<b>Approved</b> 2019-2020	<b>Proposed</b> 2020-2021
Telephone	1,835	2,548	2,219	1,853	1780.07	1920	1560
Internet	795	992	848	917	971.23	1020	1095
Electricity	3,331	3,483	4,249	4,236	3222.06	4566	3000
Natural Gas	5,514	6,828	5,200	4,639	5520.34	5400	4000
Sewer & Water	1,087	1,063	1,452	3,092	1593.77	1800	1500
Security	370	390	466	373	446.76	400	500
Caretaking	9,999	9,595	11,861	12,614	12492.3	13200	6200
Yard Maintainance	1,738	3,199	2,194	1,816	1767	2000	1000
Properties Maintainance	4,061	2,808	4,644	5,611	4172.9	7600	3000
Supplies	1,315	1,223	1,360	1,198	1886.53	1600	1000
Property Appraisal			0	0	0	0	0
Insurance	14,976	10,395	12,354	5,211	11630.52	12000	13000
Street Renewal Levy	653	818	818	818	817.5	820	820
BUCUP	0	0	0	0	200	200	200
House & Furnishings	1,494	3,403	1,126	901	1427.72	1800	0
AIM						500	
<b>TOTAL</b>	<b>47,168</b>	<b>46,745</b>	<b>48,791</b>	<b>43,280</b>	<b>47,929</b>	<b>54,826</b>	<b>36,875</b>



# Budget Appendix

## Fundraising

<b>FUNDRAISING COMMITTEE</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017	<b>Actual</b> 2017-2018	<b>Actual</b> 2018-2019	<b>Approved</b> 2019-2020	<b>Proposed</b> 2020-2021
<b>REVENUE</b>							
Gift Shop	6,726	6,899	7,612	4814	4286.37	4900	
Service Sales	5,506	2,699	3,034	3407.5	2260	3000	2000
Yard Sale	9,812	14,931	12,069	12284.05	9434.6	7200	
Events & Concessions	3,483	2,197	2,387	2494.2	5370.96	2000	
Revenue Subtotal	25,527	26,726	25,102	23,000	21,352	17,100	2,000
<b>EXPENSE</b>							
Gift Shop	4,032	3,596	4,492	2152.33	2250.1	2900	0
Service Sale	0	0	0	0	140	0	0
Yard Sale	141	185	139	178.79	200.12	200	0
Events & Concessions	1,545	0	2,009	2087.25	2450.66	1500	0
Expense Subtotal	5,718	3,781	6,640	4,418	5,041	4,600	0
<b>PROFIT</b>	<b>19,809</b>	<b>22,945</b>	<b>18,462</b>	<b>18,581</b>	<b>16,311</b>	<b>12,500</b>	<b>2,000</b>

<b>BUILDING RENTAL REV/EXP</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017	<b>Actual</b> 2017-2018	<b>Actual</b> 2018-2019	<b>Approved</b> 2019-2020	<b>Proposed</b> 2020-2021
<b>TOTAL REVENUE</b>	31,385	39,292	52,064	63,902	75898.75	69000	4000
Event Caretaking	240	45	83	0	0	744	
Event Supervision/Church	0	0	0	0	0	0	
Event Supervision/Rentals	10,061	9,828	12,210	15,980	23856.28	19527	
R&R Contingency Fund					2602.1	2500	
<b>TOTAL EXPENSE</b>	<b>10,301</b>	<b>9,873</b>	<b>12,293</b>	<b>15,980</b>	<b>26,458</b>	<b>22,771</b>	<b>0</b>
<b>NET</b>	<b>21,084</b>	<b>29,419</b>	<b>39,771</b>	<b>47,922</b>	<b>49,440</b>	<b>46,229</b>	<b>4,000</b>

<b>125 COMMITTEE</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017
Revenue	0	3081	2090
Expenses	0	3755	1340
<b>TOTAL</b>	<b>0</b>	<b>-674</b>	<b>750</b>

<b>OTHER COMMITTEE EVENTS</b>	<b>Actual</b> 2014-2015	<b>Actual</b> 2015-2016	<b>Actual</b> 2016-2017	<b>Actual</b> 2017-2018	<b>Actual</b> 2018-2019	<b>Approved</b> 2019-2020	<b>Proposed</b> 2020-2021
Revenue	0			0	0	0	0
Expenses	0	1,433		0	0	0	0
<b>PROFIT</b>	<b>0</b>	<b>-1,433</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Budget Appendix

## Programs

PROGRAMS	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Approved 2019-2020	Proposed 2020-2021
Worship							
Sunday Services	3,929	3,330	1,768	1,926	2200	2850	2000
Sunday Service Coffee	1,739	1,429	1,470	1,388	1197.31	1200	
Music Director - 10mths	7,090	7,090	7,090	7,090	7090	7285	5000
Music Director PD	87	0	123	0	0	400	
Accompanist - 9mths	3,105	3,195	3,105	3,105	3105	3142	3142
Accompanists - Casual		900	3,895	3,669	3300	3650	
Choir Music	100	205	222	592	152.96	600	
Minister's Sabbatical (Jan 1-April 30)	0		0	0	0	0	0
Life Span Faith Development							
YRUU	1,000		0	1,108	2322.65	2500	0
Youth Leadership Dev.	0	984	1,167	200	250	0	0
Religious Exploration supplies & curriculum	2,611	3,259	3,463	5,600	4989.78	5800	500
RE OWL and Adult	0	317	387	578	1798.07	2200	0
Child Care	2,484	2,285	3,256	2,999	3831.67	3750	0
Theme-based Ministry			0	300	800	800	800
Adult Programming	18	153	172	268	212.62	400	0
<b>Committees</b>							
Lay Chaplaincy	129	290	825	125	260	125	0
Lay Chaplaincy - Training	126	545		0	0	1000	0
Lay Chaplaincy Outreach	0	0	0	0	0	200	0
Stewardship Campaign	1,198	0		400	77.21	400	200
Archives	148	0		104	0	180	0
Communicator	419	359	355	391	476.85	400	200
Library Committee	312	11	88	0	25	0	0
Communications				133	0	50	0
Membership	51	89	71	125	0	200	0
Pastoral Care	433	69	9	391	690.93	800	500
Welcoming Congregation	0	102	0	0	0	0	0
Endowment Trustee Com.	0		0	50	0	50	50
Green Action	0	50	0	150	239.4	610	284
Public Relations	0	0	0	161	0	0	0
Publicity	299	0	147	350	0	0	0
Global Outreach	1,030	0	0	0	0	0	0
Shared Ministry	0	0	0	0	100	0	0
Social Justice Team			369	376	150	619	219
AIM							200
<b>TOTAL Programs</b>	<b>26,308</b>	<b>24,662</b>	<b>27,982</b>	<b>31,579</b>	<b>33,269</b>	<b>39,211</b>	<b>13,095</b>

# Budget Appendix

## Other

<b>FEES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
CUC Fees	14,013	17,670	16,464	17,454	21050	21050	17550
UUA Member Fees	282	250	300	300	350	400	400
<b>TOTAL</b>	<b>14,295</b>	<b>17,920</b>	<b>16,764</b>	<b>17,754</b>	<b>21,400</b>	<b>21,450</b>	<b>17,950</b>
<b>BOARD OF DIRECTORS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Staff Appreciation - lunch + gifts	592		427	458	450	350	200
Congregational PD					0	0	0
Hopitality				911	739	800	0
Holiday Message				0	0	0	0
Retreats				105	208.11	400	0
Board PD				238	312	400	0
Vision Mission					0	0	0
Program Contingency Fund				0	0	0	0
<b>TOTAL</b>	<b>592</b>	<b>-98</b>	<b>427</b>	<b>1,713</b>	<b>1,709</b>	<b>1,950</b>	<b>200</b>
<b>PROPERTY DEVELOPMENT</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Property Development	0		0	0	0	0	0
<b>TOTAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>