

THE FIRST UNITARIAN UNIVERSALIST  
CHURCH OF NASHVILLE

ANNUAL REPORTS  
2019 - 2020



**Lead Minister**

The Reverend Gail Seavey

**Assistant Minister of Congregational Engagement**

The Reverend Denise Gyauch

**Director of Lifespan Religious Education**

Marguerite Mills, CRE

**Board President**

Hal Potts

# Annual Reports 2020

June 14, 2020

## Staff Reports

Lead Minister  
Assistant Minister  
Director of Lifespan Religious Education  
Administrator  
Director of Communication  
Music Director  
Childcare Coordinator

## Board of Directors Reports

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Treasurer: Steve Jones

## Council and Committee Reports

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Personnel Committee  
Stewardship Committee

Ministerial Council: Chelsea Henry, Chair

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## **2019-20 Annual Report from Lead Minister May 22, 2020 Gail S. Seavey**

### ***Overview:***

My goal this church year was to minister to change. I had no idea that this would require many of us to spend two months in emergency room mode. The first was in September when affiliated minister Jason Shelton broke covenant with the congregation, thereby ending his affiliated relationship with us. A ministry team was quickly formed to execute and enact a care plan to minister to those hurt by his misuse of power, and the Board of Directors lead with firm decisions and clear communication. All in all, the skillful response contained the harm done.

The second month of intensity began in March with the Tornado and continued into April as we responded to the safer at home orders necessitated by the Covid19 pandemic. Both those emergencies built upon all the work administrative, financial, program and communications teams had done in the past few years to improve our electronic capabilities including the upgraded computer and phone systems, Breeze data-base, electronic locks and door bells, live streaming services, up to date social media and web-site. All of this became the base to reinvent church. We were able to keep in touch with members and moved our programming on line that first month. It took research and imagination to basically co-create a new way to ‘do church.’ Every week we learn more, such as how do an on-line memorial service and reception, but we are no longer in emergency room mode. Most of us on staff were able to replace one set of duties with another somewhat parallel set, except for our Director of Communications. Her work radically increased for 6 weeks. She has earned serious vacation time. The Stewardship Team chaired by Bob Day pulled off another miracle by pivoting mid-commitment drive and still raising a record amount. Treasurer Steve Jones had already spent hours of devoted volunteer time improving our financial procedures, but then he successfully completed the paperwork so that the church would receive Federal pandemic aid to pay staff, which brought a stability to our teamwork – another miracle during this rapid change. This congregation has been privileged for the most part and has responded with great generosity, donating money (together with Greater Nashville UU) for direct aid to tornado victims, and for members and friends who are suffering from the economic impact of the pandemic. I would not have been able to do any of this without the amazing teamwork of the whole staff – both paid and volunteer. I feel very grateful.

Until March I was able to tend to transition and saying goodbye as planned with the Lead Minister’s Advisory Comm., Board and Staff. I was having goodbye lunches and brunches, joined 3 different dinner for 9 evenings, and assigned staff to different duties so that they could transition knowledge into the following year. I focused on the Board Governance Retreat, First Steps Weekend with UUA Stewardship Consultant Barry Finkelstein and the Every-member Stewardship Canvas and was enjoying my face to face visits very much. Since then visits have become phone calls, dinners have become zoom calls, virtual bulletin boards and receptions are being planned and I have profoundly grieved not being able to give goodbye hugs to you all. Instead we will have a car parade and I am hoping my final worship services can virtually communicate my deep love for this congregation and gratitude for our 15 years together.

### ***Deaths and Memorial Services***

December 22, ‘19: Interment of Jean Dedman’s ashes in Columbarium

December 28, ‘19: Memorial Service for Malcolm Carnahan (husband of member Joanna Carnahan)

March 8, '20; Memorial Service for Sara Beth Alexander, (daughter of recently moved long-time member, Lynetta Alexander)

May 12; Columbarium Interment for Lynetta Alexander's daughter Sara with masks, gloves, social distancing and fewer than 10 people outside only.

May 16; Memorial Service (WebinarJam) for Joan Smartt (a long-time member who had moved away to live in a nursing home near her daughter a few years ago.) Followed by a Zoom reception.

### ***Weddings***

June 28, '19; officiated at wedding of Dylan Thomas Hunter Adams and Kourtney Jane Knoch, who met here in youth group 5 years ago.

August 30, '19; signed wedding certificate of Jessica Stein and Anthony White, witnessed by Jess's sister Danielle and parents, Jeff and Brenda Stein.

September 21, '19; Officiated at Wedding of Tina Dunn (member) and John Benites

### ***Child Dedications*** December 24:

Charles, child of Maria and Adam Cottingham

August Rose, child of Nick and Emily Tataryn,

Bianka, child of Shannon and Brandon Hayeskins

### ***UUMA, Students and Greater Community***

Attended the Southeast UU Minister's retreat in the fall to say goodbye to my colleagues and continue to serve as mentor to Rev. Sam Teitle at the Church of the River in Memphis.

Served on intern committee of member Jennifer Hackett doing CPE residency at VA Hospital.

Supervised Vanderbilt Div. School student Elisabeth Geschiere for her Field Placement here.

Rev. Sara Green affiliated with the congregation in Oct. In Nov. Laurel Cassidy renewed her affiliated minister status.

In January the congregation voted to offer ordination to Mary Early-Zald upon receiving preliminary fellowship from the UUA, still in process.

In the Spring, the board voted to sponsor Rachel Rogers as she begins to path to become a UU minister.

Two other sponsored students, Lore Stevens and Damien Domenack stayed in touch with me about their studies.

I continue to be involved with members in the greater community with NOAH, Nashville Organized for Action and Hope, completing goal of hiring 2 community organizers for NOAH

I finished my term on the TN Advisory Committee to the U.S. Civil Rights Council this spring.

## **2019-20 Annual Report**

**Assistant Minister of Congregational Engagement, Denise Gyauch**

**May 21, 2020**

### New Members

We had two membership cycles during this church year (the third was replaced by the pandemic experience in which we're all currently immersed!). 24 prospective members attended New Member Classes, and 23 new members signed our membership book in September, January, and February.

The cultivation of new members depends on the contributions of the Membership Hospitality Team (who were reclassified from a board committee to a team this winter, at their request), and I am deeply grateful for their work in hosting Meet the Minister lunches for newcomers, nourishing participants and facilitators at our New Member Classes, and helping us all to celebrate on Signing Sundays.

As the church year ends, my attention is focused on revamping our membership process to be more widely accessible and flexible, exploring formats which also turn out to work better under pandemic conditions.

### Welcome Team

I have been responsible for recruiting, training, scheduling, and supporting the Welcome Team, comprised of almost 50 dedicated volunteers who provide numerous services to support our congregation every time it gathers for worship.

### Pastoral Care and Worship

In the role of Assistant Minister, I provide pastoral coverage and worship coordination or support as necessary when lead minister Gail Seavey is out of town (notably throughout July) and engage with both areas throughout the year, attending a few meetings annually of the Worship and Lay Ministry teams.

In addition to being a regular presence on Sunday mornings, I planned and led two worship services in collaboration with staff colleagues and volunteer worship leaders.

I officiated at the off-site wedding of congregant and affiliated minister Holly Mueller to Justin Rothbart on October 19, 2019.

Pastoral care and worship unexpectedly filled more of my time this year, as we all pivoted to meet unexpected challenges and learned to leverage remote communications technologies ranging from pen, paper, and stamps to online meeting and webinar platforms.

### Other

I served as the staff liaison to the Building for our Future Task Force, as well as a Visiting Steward for our annual stewardship drive. Learning and leveraging the capabilities of our database (often in cooperation with Bob Day) continued to be an ongoing project.

### Professional Development & Service

Deeply grateful for our congregation's support of professional development, I have connected with colleagues and resources on local, regional, and national levels, participating in Ministry Days and the General Assembly of the UUA, Southeast UU Ministers Association retreats, and regular meetings with an online peer discernment circle and local UU ministerial colleagues and progressive clergy.

In December, the Ministerial Fellowship Committee of the UUA granted the first of three required renewals of my preliminary fellowship as a UU minister.

In service to our wider movement, I continue to volunteer as an Advocate for those filing misconduct complaints against ministers with the UUA and as a retreat leader and chapter liaison for the UU Ministers Association's Ministerial Formation Network.



## **Annual Report—Director of Lifespan Religious Education**

Submitted by Marguerite Mills

21 May 2020

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### **July—February**

- Children’s Religious Education (CRE). All was as usual for both summer and the academic year, including:
  - Volunteer recruitment and training.
  - Registration for children and youth.
  - Curriculum selection and scheduling.
  - Monthly publicity.
  - Weekly communication with committee members, teachers, and TAs.
  - Wrote lesson plans on special topics (e.g., stewardship) and on various world religions.
  - Annual CRE Community Conversation and CRE Committee Mega-meeting (to assess and continue long range planning).
- Faith Development. All was as usual, including:
  - Testimonials and registration for Covenant Groups and Nonviolent Communication Practice Groups.
  - Monthly meetings with Covenant Group Facilitators, including writing session plans.
  - Planning for Wednesday evening and Sunday morning classes.
  - Monthly publicity.
- Safe Congregation Panel
  - Regular meetings, as well as rotating calendar of policy review, went by the wayside; more structure and reliability are needed.
- Program Council. Monthly meetings, as usual.
- Worship
  - Told stories at least once a month.
  - Participated in planning and offering three multigenerational services, and two Christmas Eve services.
  - Recruited congregants for several Stewardship Moments, and worked with them on same.
- Miscellaneous
  - Participated in two New Member classes.
  - Worked in a pastoral capacity with several congregants.
  - Consulted with local psychologist related to pastoral issue.
  - Worked cooperatively with nursery staff on Sunday mornings.
  - Worked with Karina Daza to bring music into classrooms.
  - Worked with ENACT to plan some programming for CRE, which, unfortunately, did not happen due to the campus closure.
  - Helped Children’s Choir to develop a covenant.
  - Tightened procedure around parental approval for children’s participation in OWL programs.

- Supervision. Worked closely with Jonah Eller-Isaacs (see his attached report).
- Professional Development
  - Attended LREDA (Liberal Religious Educators Association, my professional association) Fall Con, where I served as a chaplain.
  - Member of the Southern Region Adjunct Team, which meets monthly, and which provides opportunities to do weekend workshops with other UU churches on mission/vision, new minister start-up, conflict, etc.
  - Member of the Guild of Interim Religious Educators (GIRE), which meets monthly and included a series of three workshops on past, present, and future of the role of the religious educator.
  - Completed Professional Interim Training.
  - Participated in the Southern Region's *Leadership Path Development in Congregations* webinar.
- Began participation on Governance Task Force.

### **March—Present**

When COVID-19 turned the world upside down and Zoom (which I'm learning much more about) took over...

- As of the first week that campus was closed, started Song & Story, a multigenerational gathering at 10:30 on Sunday mornings, with the help of Karina Daza and Jonah Eller-Isaacs.
- Continued my meetings with Covenant Group Facilitators, and four of five continued meetings with their groups. Now working on creating new groups for those who want to connect online.
- Governance Task Force was already meeting via Zoom, so this transition was seamless. I have been doing progressively more work on things like Google sheets and wonky outlines (which I love).
- Organized two multigenerational services—Flower Communion and Religious Education Sunday—including homilies for both, as well as learning how to use WebinarJam.
- Planning summer Faith Development offerings.
- Planning a different pedagogical approach to CRE for the academic year, one that will more readily and effectively run online (hint: Harry Potter may be involved).
- Considering how to offer OWL online.
- Continuing professional development with:
  - A common read through NOAH.
  - A Larry Peers training through GIRE.
  - A Video Ministry Academy training, with Denise Gyauch and Jaie Tiefenbrunn.

## **Religious Education (RE) Coordinator Report**

May 20, 2020

**Submitted by Jonah Eller-Isaacs, RE Coordinator**

### **Children's RE (CRE)**

On Sundays, I continued to provide regular support of CRE programs, both on location through February and on our family-focused "Story & Song" gatherings via Zoom since early March. I participated in, and provided digital content for, multigenerational services on WebinarJam, including slideshows, animations and interactive word cloud.

### **Our Whole Lives (OWL)**

I oversaw OWL programs for Kindergarten-1st Grade & 4th-5th Grade, as well as our first offering of OWL for Adults in some years. Our 4th-5th class was at capacity, but we were able to accommodate everyone on the initial waiting list. Thankfully all classes were completed before our March campus shutdown. As is the case with so many of our programs, we're currently evaluating whether/how OWL classes can succeed with a virtual classroom. Before the shift, I focused this year on making permanent versions of any repeat-use materials via lamination/card stock printing. We also now offer a credit card purchasing option when selling OWL textbooks.

### **Administrative**

I completed background checks of all CRE, OWL & Youth volunteers, as well as CRE Committee members. This batch will get checked again in three years. We'll also run rolling checks as new volunteers join our programs.

By November, 100% of regularly participating families had registered using Breeze online database - encouraging stats for just the second year of our new system.

Since Zoom videoconferencing will be at least a part of our foreseeable future, I've spent some time getting to know the program. I also plan to get trained as a WebinarJam administrator to provide another back-end operator option for Sunday services.

**Note:** given the dramatic upheaval of the last few months, I thought it prudent to delay my departure from Nashville. I'm grateful the church allowed me to rescind my resignation and sign back on as RE Coordinator.

**2019-2020 Annual Report**  
**Administrator**  
**Mary Lindsay**

Overview: The role of the office administrator continues to change. This year has certainly been one of change. We began the year discussing a new way of governing. We continued the year with preparing for Rev. Gail's retirement and welcoming a new lead minister for next year. We find ourselves finishing the year in a pandemic learning to work remotely while still being able to be effective and perform to the best of our abilities.

Adjusting to working remotely has made me realize the time I spent on the following projects over the last 2 years was time well spent considering this new way of work

- Auto door entry / locks and being able to control them remotely via phone app
- Ring doorbell – being able to see and talk to someone at the office door while working remotely
- Switching to Microsoft / the cloud
- Online calendaring / reservation program
- Online database (breeze)
- New phone system that forwards office voicemails via email
- Switching to direct deposit payroll
- Free online timesheet
- Setting up Amazon Prime

Below is a brief synopsis of some highlights from the year.

Office

- I renegotiated a new contract for our copier. The new one is more efficient and is saving the church with a lower monthly lease amount.

Grounds, Maintenance and Security

- A coded lock was added to the church building and has been a huge asset. The coded lock on the Morgan House was switched out to one that holds more codes to be able to service all of the various groups that meet there. We attempted to use the old coded lock on the shop, however it just couldn't seem to work right so we switched back to the key system.
- Things continue to be moved and not returned to their original place, as well as, things like turning up the AC, setting the fan to 'On' (verses Auto) and not returning the system before leaving the building causing us to pay for electric, plus putting more wear and tear on the HVAC units. Until the church decides to hire a full time staff to oversee the buildings during use this will continue to be a problem.

Facility Use/Calendar

The use of the church campus for both church use as well as external users encompasses a great deal of office time.

- We've had 1 wedding take place.
- Six memorials have taken place.
- The church campus has been booked 3 times for private events.
- Over 200 meetings have been held by 10 different external groups.

### HR /Staffing/Personnel

- With the transitions of the personnel committee I am once again performing my HR duties in assisting with hiring of lower tiered employee roles.
- A weak area of the church is having enough staff hours and resources to stay up to date on the ever changing Human Resource items.
- I continue to oversee and support the custodian. The streamlining of his duties from the previous year have proved helpful in him being able to perform his duties well. During this time of campus closure he has deep cleaned all church spaces and attempted to disinfect areas as he has become aware of people entering those spaces. The operations chair is now working along side him to give him additional duties that he can perform filling his 30 hours weekly.
- The FUUN Zone childcare and nursery program continued to do well this year. They have a strong team with a strong leader in our Childcare Coordinator.

### Volunteers

- We continue to have wonderful office volunteers and are missing them dearly as we have closed.

**Annual Report to the Board of Directors**  
**From the Director of Communication, Sheri DiGiovanna**  
July 2019 - June 2020

Communication at FUUN continues to thrive, taking on extra work during this physically distancing time. Our news is disseminated weekly via our weekly Tuesday email, our digital signage (both in the social hall and on our live-stream broadcast), pulpit announcements, our website blogs, our social media (Twitter, Instagram, and Facebook) posts and events, our closed Facebook Groups (Outdoors, TransAffirming, Summer Camp, Leadership and so on), occasional posters/flyers, our newsletter, and our live-streaming. Our monthly newsletter moved from timely announcements to more testimonials, stories, and inspiring information and was published every other month. Our printed weekly Sunday bulletin was suspended in March due to Covid-19.

We filled our brochure cabinet and expanded our bulletin board use this year to disseminate UU information and increase our exposure to interested visitors on Sundays, and to those non-members using our facilities during the week who might not know anything about us.

We switched our **emergency texting system from “Rained Out” to Breeze**. We have not had to use it; I am happy to report.

**Livestreaming and social media at FUUN are vibrant and successful.** Even before Covid-19, from June 2019-Mar. 15, 2020 (our last in person service), **there were more people watching online than attended in person for 55.81% of our services**. We use both YouTube (at 9 am before Covid-19) and Facebook (at 11 am before and during Covid-19) to stream our services. We have **281 subscribers to our YouTube channel** (up from 170 reported at this time last year) and (before Covid-19 services) had regular success in livestreaming our 9 am services to our Channel (and we showed the live broadcast in the social hall during services on our TV monitor when we were physically meeting). March 22, our first Covid-19 online only service, has been viewed by 614 people so far. It’s important to note that the viewing number likely indicates families, or that more than one person is tuning in. We have no way to count that. There are **174 live-streamed YouTube videos** in our channel library for folks to watch any time and the average views for 2019-2020 are 50 with a high of 190 views for one video.

	Average	Highest #
Adults in sanctuary	154	243
Facebook	148	424
YouTube	50	190
WebinarJam	62	82

Facebook is even more successful for us. We have **2,055 followers on Facebook** (up from 1,905 last year) and have **201 live-streamed** videos on our Facebook page. Our average views per video on Facebook in 2019-20 were 148.

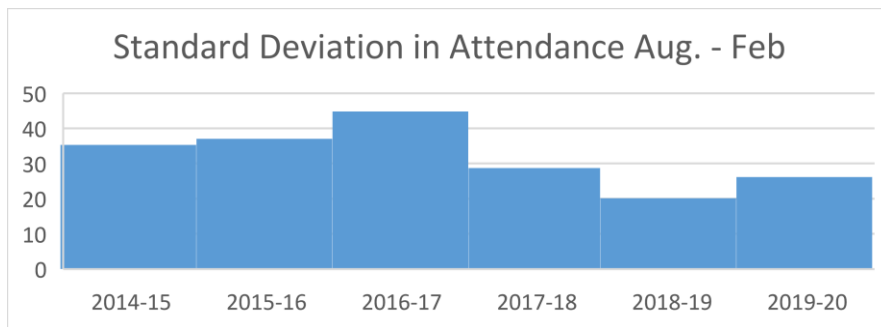
**Our Communication Team** is strong with continued help from volunteers with special thanks this year to **Jeannie Haman, Arthur Smith, Scott Winston, Jenny Blair, Paul Yoder, Kate Hyde, Trigg, Lisa Andersen, Richard Bird, Beth Gwinn, Colin Guerrette, Carol Copple, and Emma Thompson**.

**Our website [www.Firstuunash.org](http://www.Firstuunash.org)** is updated daily and according to Google analytics has 3,000-10,000 visits monthly. Our website is made up of 82 pages of information and is constantly being improved. On the site, we have:

- **Blog Posts:** We shared 227 announcement posts (News, Events, Engagement Opportunities) since the new website started in July, with over 100 currently published on the site.
- **Comments:** Interaction via comments on our website has decreased. We have had 35 comments (down from 118 comments last year) from viewers on our website. Most viewers find our direct contact information on the site and email us directly instead of leaving a public comment, so this decrease is not concerning. And I keep most “unpublished” and instead, respond directly.

- **Files/Media:** There are 709 media files (images, pdfs) on our website (much better than the 2,409 we had slowing our old site down; other files have been placed in our archive (newsletters, weekly bulletins, reports, and so on) in our OneDrive. Our archive needs work so I hope to find time to attend to it this new year.
- **Online Forms:** We have a total of 73 (up from 63 last year) interactive online forms on our website (not including our bank's credit card payment form). These are posted and activated as needed such as signing up for the Nashville Pledge Program or our Seder.

We tried something new this past year: **not announcing the sermon topics. I studied the deviation in attendance** to see if not announcing our sermon topics ahead of time would have a positive effect on attendance. The change was made August of 2019, so I captured the data from Aug-Feb of the 5 years prior. Minus the outlier of 2018-2019, data indicates that it does lessen the fluctuation.

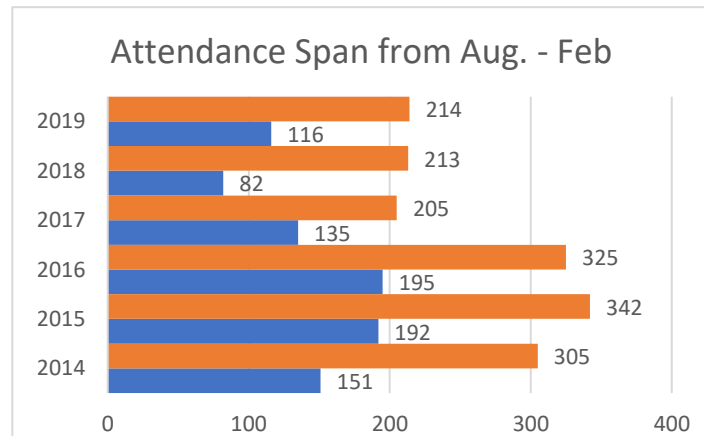


2014-15	35
2015-16	37
2016-17	45
2017-18	29
2018-19	20
2019-20	26

**Attendance Span** (difference in largest to smallest). The lower the span, the better. Fluctuations were trending upward up until 2017 but going up or down by as many as 195 people on any given Sunday.

**Attendance Span**

	span	highest	lowest
2014	151	305	154
2015	192	342	150
2016	195	325	130
2017	135	205	70
2018	82	213	131
2019	116	214	98



The church is a busy place with 20-40 announcements disseminated via almost a dozen avenues weekly. There is always more work that can be done on our social media and the website, especially creating graphics to accompany all posts. Publishing the (18-22 page) newsletter bi-monthly (instead of monthly) has helped gain hours to address the needed upkeep.

It is an honor to continue to serve First UU. I'm impressed with how well we have stayed together while forced to be physically apart.

Respectfully submitted,

*Sheri DiGiovanna*

Director of Communication

## **ANNUAL MUSIC BOARD REPORT**

**May 13, 2020**

Jaie Tiefenbrunn, DMM

### **Choirs:**

Adult Choir grew in membership until February. Singers continue to improve the choral sound. Premiered original cantata on December 8, 2019.

Chamber Choir continued to present challenging music once a month.

Children's Choir (Melodic Minors) have flourished under the leadership of our Children's Music Coordinator (CMC). They attained their target to sing from memory in multiple languages.

All Choirs went on hiatus as of March 12, 2020. With the help of our Collaborative Pianist (CP), I hosted Choir music ministry on Thursday nights March – May.

### **Online Worship:**

Thanks to a generous friend some years back, I have been able to gift the use of WebinarJam, a webinar broadcast platform, to First UU. I now administer this as part of my workload, setting up the weekly broadcasts.

Our Collaborative Pianist (CP) is able to produce recordings for services. I continue to lead hymns live on Sunday mornings. We use some recordings of other ensembles (with permission) to provide a variety of experiences.

### **Outreach:**

Some of our singers attended the Harry T. Burleigh Festival of Spirituals at TSU in October 2019. Elaine Bailey-Fryd lead selected singers at The Temple's annual Ecumenical Thanksgiving event. FUUN choirs performed at the TN State Museum in December 2020 to a full audience. Our March 2020 choir exchange was cancelled.

### **Professional Development:**

Annual AUUMM (Association for UU Music Ministries) conference in July-August 2019

African American Choral Music Reading Session with Dr. James Abbington, Huntsville, AL, February 2020

Online course: *Transgender Inclusion in Congregations* with AUUMM Cohort

### **Administrative:**

The CMC and CP have continued to grow in their roles. Both have become incredibly valuable as we moved online-only.



First Unitarian Universalist Church of Nashville  
Annual Board of Directors Report  
Childcare Coordinator  
Kendra Andersen  
2019-2020

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## **Procedures**

- New and current families have registration forms completed. An electronic system for family information was initiated this year. The FUUN Zone registration forms were collected by Jonah to input into the new system.
- Childcare requests are still filled out online (FUUN website) by the committee chair in charge of the event. Each request is sent to and fulfilled by Kendra 4-6 weeks in advance of the event.
- All FUUN Zone teachers clock in and out for work using the Open Time Clock app. Any errors are entered or corrected by Kendra into the time clock system before the end of each pay period. A new time clock app was launched to be used on a tablet in the FUUN Zone, but was not working properly. It was not fully integrated nor used, so the Open Time Clock app is still in use.
- Each week, an entire zone of the classroom is deep cleaned along with mopping the floor and vacuuming of rugs. There is a rotation schedule for the cleaning of the 5 zones.
- Activity themes have been developed for the FUUN Zone. The themes for each month will change and enrichment activities will be provided each week. Children may choose to participate in these activities or play freely. Due to staffing issues and the closing of the church, these themes were not implemented yet.

## **Room and Furnishings**

- The room arrangement has remained the same since last year. The zones (or centers) are arranged for specific activities such as manipulatives, kitchen, infant/ toddler, trains, reading, and table crafts.
- Additional pictures and cards were added to the walls to promote interest, learning, and language. New books were donated and incorporated.
- Toxic-free cleaners are still used in the classroom to sanitize and deep clean everything. Reusable cloths and a steam mop are used as environmentally friendly, hypoallergenic, and sustainable ways to keep it clean.
- Children's art is placed on the bulletin board.

## **Staffing**

- Due to a staff member quitting, we had to search again for new employees for the FUUN Zone. We did not have a 3<sup>rd</sup> teacher from June through August, since no childcare is needed over the summer in the evenings. We had subs fill in on Sundays, in order to have 3 for those service days.
- A Personnel Committee began searching for staff for the FUUN Zone, but were unsure of qualifications necessary, where to search for candidates, classroom schedule, procedures, etc. Mary and Kendra essentially had to train the committee, however they wanted the full responsibility to staff the FUUN Zone. This slowed the process tremendously and, ultimately, the committee restructured and allowed Mary and Kendra to take the reins.
- One staff member, Brenda, was hired in September, but unfortunately quit in December. Another staff member, Reina, was hired in October and is still currently with us. Reina and her mother, Cherie, had previously substituted many times this year. They were trained by Kendra on policies and procedures.
- Kendra implemented quarterly meetings with all teachers. During these meetings, policies and procedures are reviewed, classroom needs are discussed, questions and concerns are addressed, and short trainings occur.
- Training for CPR/First Aid certification were renewed at the end of 2019. Staff will be current on CPR/First Aid through 2021.
- 3 teachers are scheduled on Sundays and 2 teachers are scheduled for Wednesday and Thursday evenings. Wednesday evenings are now RSVP only and the family must request childcare to the event chair or Kendra the week before it is needed. Thursday evenings have needed childcare for choir, but will also be RSVP if the children no longer attend that regularly attend now. For all other events, 2 teachers are scheduled unless an event expects a high number of children in attendance.
- Scheduling/staffing the FUUN Zone is completed by Kendra.

## **Special Note**

The FUUN Zone has been closed, along with all on-site services of FUUN, due to the COVID-19 pandemic since March 2020.

**President's Report  
Annual Meeting  
FYE June 30, 2020**

This year certainly took a strange turn. A virus takes over the world, people stay in their homes, the world economy takes a beating that will likely take years to correct. Some get sick and die. Businesses, schools and churches close. We are all affected and we adjust. As strange as it seems we are now having virtual church services and meetings.

Despite all of the challenges, we have accomplished a lot this year. We have put together a plan to restructure our governance in a way that better matches the needs of our congregation. In rethinking our Board leadership we used the book "Governance and Ministry" by Dan Hotchkiss as a guide. The Governance Task Force has looked at our policies and created outlines for draft policies to be submitted to the Board in June 2020 marking the completion of year one goals. The multi-year process will continue into 2021 with the guidance of our new minister.

After reviewing many qualified candidates the Developmental Minister Task Force recommended the Reverend Diane Dowgiert, a highly qualified developmental minister, well-matched to our church. The Board reviewed her credentials and accepted the task force recommendation. The Board extended an offer and a contract was signed in May. She will begin in August with the understanding that the relationship between a minister and a church is one of shared leadership.

The Building for our Future Task Force was formed to explore the possibilities of building a new building, rearranging our campus and putting together a capital campaign. After much work the task force determined some overall options and an approximate cost. We hired a well-known UU fundraising consultant to help us determine about how much we could raise in a capital campaign. We have learned a tremendous amount about what it takes to redesign our campus, build a new building, the stages involved, and how we might fund it. Due to the current economic uncertainty these plans have been put on hold for now. The task force recommends that our next step would be to contract an architectural firm to create a master plan using an alternative funding source. All of the Building for our Future reports and related valuable information will be preserved for utilization in the future and revisited in July 2020.

Despite the national economic difficulty we have had the most successful stewardship campaign in the history of the church with member pledges exceeding \$611K and overall income expected to be \$650K.

The Reverend Gail Seavey will complete her fifteen-year ministry with us and begin her retirement this year. We acknowledge that a ministerial relationship is so much more than an employer/employee relationship. We are so grateful for the good leadership and years of service that she has shared with us. I know that we are all disappointed that we will not be able to have a grand in-person send-off for Gail and Jim. We are grateful for the kindness they have shared with us and wish them a peaceful and quiet retirement and an open invitation for a return visit anytime.

I am pleased at what we have accomplished this year. I proudly pass the torch to our new president Doug Pasto-Crosby as we all continue down this road together.

I know that one day soon we will all come back together again and resume our in-person church life. I can't wait to see you all again in person.

Hal Potts, Pres.

**Treasurer's Report**  
**Submitted by Steve Jones**  
**June 14, 2020**

Here is a brief account of the major accomplishments and issues of the fiscal year.

Bookkeeping

We fired CustomFit Bookkeeping and interviewed two potential replacements, eventually hiring Chazin & Company, based in Rockville, MD, but with a Nashville presence. Chazin brought us much needed professionalism since all of its staff are CPAs and they specialize in working with non-profits. Its owner, Adele Chazin, lives in both Maryland and Nashville, and we have a local contact, Vickeeta Coleman. The transition was smooth and we are now comfortable that our books are in good hands and correct.

Financial Coordinator

To reduce the time spent by a more expensive bookkeeping service, we established a volunteer position to handle some routine tasks. The volunteer handles counting and depositing the Sunday plate, helping to review invoices and pay bills, helping with payroll, reconciling our credit card usage and donations, and recording all donations in Breeze. We established a search committee to replace this volunteer with part-time paid staff for the next fiscal year. The position will work no more than 10 hours weekly.

Payroll

We transitioned to the use of an external payroll company, Paylocity, in late 2019. Payroll has run smoothly with only minor hiccups.

Accounting Systems

We transitioned our clunky desktop version of QuickBooks to the cloud-based version. This allowed us more flexibility in use of the system.

Consolidation of Bank Accounts

We continue to have three bank accounts, but are now only actively making deposits and writing checks from one account. This has simplified processing greatly and eliminated many of the errors we encountered. Restricted funds continue to be held in the second account and we will true it periodically to ensure those funds are always available.

Pandemic-Related Issues

The pandemic resulted in the loss of income due to the cancellation of the Herb Fair, loss of campus usage fees, and cash collections from Sunday offerings. We have continued to pay all staff, whether working or not, including childcare staff. We increased our Share the Plate split to 100% to the recipient to offset the loss of cash income and we applied for available assistance offered by the CARES Act (see below).

Paycheck Protection Program (PPP)

As allowed by the CARES Act, we applied for a PPP loan from the Small Business Administration and received a loan of \$68,752 payable in two years at 1% interest. If we continue to pay our employees and if the loan is used solely for payment of payroll, utilities and mortgage interest in the eight weeks following receipt, then it will be forgiven and become a grant. We have no reason to expect this will not happen.

Mortgage Refinance

As instructed by the Congregation at the last annual meeting, we applied for and have been approved to refinance our mortgage, which is approximately \$100,000. Our annual payments will be reduced by

almost \$30,000. The interest rate remains the same. The mortgage is amortized for 15 years and is payable in full in five years. This is expected to be finalized in June.

#### Financials

With Chazin's help we closed the 19/20 fiscal year timely. Our balance sheet and financials through May 21, 2020 are attached. We are in good shape financially and expect to end the year with income exceeding expenses. We've paid all loans to ourselves. Our cash flow has been assisted by the PPP loan and by consolidating the bank account usage.

#### Recommended Action

The Treasurer recommends the following action:

**MOTION to ratify the emergency action of the Board of Directors to secure the Paycheck Protection Program Loan of \$68,752.**

Had the board not acted timely, we would not have been able to take advantage of this assistance. Once the funds are used as intended, i.e., to maintain paying all staff, then the loan will be forgiven and become a grant. There is absolutely no expectation that this will not happen. However, should the ratification fail, the loan will be repaid immediately with interest. The action was taken with guidance from the UUA and Synovus Bank.

**MOTION to approve the 2020/2021 budget of \$689,835.**

An explanation of the budget accompanies the spreadsheet. The budget is balanced with expected income from a grant from the endowment and via the use of a portion of our operating reserves, which is expected to be augmented by income received in addition to the PPP forgiven loan.

#### Future Changes

We are looking into some other major changes, specifically a simplification of our chart of accounts, and the use of an online bill paying service.

#### Summary

This year has been one of rebuilding and major change finally ending in a way we never dreamed. We think we are well-positioned for the next fiscal year.

Respectfully Submitted



Steve Jones

## Budget for 2020-2021

**Income** Total pledges were \$611,311 which is more than ever, but not enough to do everything we wanted. We used realistic income based on 19/20 results for prior year pledges, non-pledge donations, service fees, and the Sunday offering, which will return to the 50/50 split. We reduced the auction on assumption it may not happen or maybe online. Wednesday dinners were eliminated. Thus despite pledge increase, total traditional income is expected to drop by almost 2%.

**Staff Expense** The new developmental minister increase is contractual. All staff were increased to the minimum UUA guidelines and almost all received no less than a 3% increase. We provided 5% to the custodian to get his hourly rate over \$14. The childcare coordinator remains at the same rate since we increased her mid-year to \$20 per hour. We added the Financial Coordinator. Ancillary expenses are formulaic, except that we added moving expenses of \$7,000 for the new minister, per contract. This was an estimate she provided. Total staff costs increased almost 12% mostly due to the new minister.

**Building and grounds** We expect a savings of almost \$30k in our mortgage due to the refinance. The remainder is based on YTD estimates. Utilities are expected to increase, but we reduced custodial supplies and grounds and eliminated arts & décor. Maintenance is increased slightly.

**General and Administrative** Most of these are based on YTD estimates and expected known expenses. Bookkeeper is expected to decrease as is postage and communications. Telephone and internet is based on known expense. Office supplies remains the same and Other Admin slightly decreases, based on actual YTD.

**Religious Education** received the requested amounts.

**Denominational Support** We increased UUA dues to \$24,000 as promised due to the mortgage refinance. We added \$1,000 to Southern Region for developmental minister.

**Committees and Programs** were provided the requested amounts for the most part. We eliminated some small budgets from this fiscal year which had no spending in this fiscal year, and had made no request for renewal. Prison Ministry has a large restricted account balance to spend.

**Bank and Credit Card Fees** are based on YTD. Credit card was lower than expected due to the numerous donors paying the fees. Bank fees expected to drop.

**Reserve Funding** We restored the sabbatical and computer hardware replacement funding. We expect to spend the computer fund next year. We eliminated all other reserve funding.

### **Endowment Grant**

The Board of Directors applied for and received an endowment grant of \$12,000 for fiscal year 20/21 to pay for the Financial Coordinator position. We will need to fund this in 21/22.

**Bottom Line** Total Operating Expense increased almost 5% which when coupled with the 2% decrease in income yields an unbalanced budget. Rather than balance it by artificially inflating income (as we did last year) it was decided it was best to show what we realistically expect. As noted above, we do expect to receive a \$12,000 grant from the endowment. In addition, we're expecting our PPO loan to be forgiven and to be placed into reserves. If necessary, we will use the remaining \$27,500 from those reserves. However, we do not think this will be necessary since we have not spent the entire expense budget for the last two years.

Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
<b>OPERATING INCOME</b>							
REGULAR OFFERINGS							
40100 Current Year Pledges	536,000	589,117	604,186	611,511	1.21%	7,325	Pledges less Grants, plus \$10,000 expected mid-yr
40110 Reserve for Unpaid Pledges	(26,800)	(29,456)	(30,209)	(30,576)	1.21%	(367)	5% of pledges
40112 Gain/Loss-Sales of stock	0	0	0	0	0.00%	0	
40200 Prior Year Pledges	11,000	10,000	10,000	10,000	0.00%	0	\$7,850 thru 4/30
40300 Mid-Yr Pledges -> Non-Pledge Grants	12,000	10,000	2,300	9,800	326.09%	7,500	Two promised grants included in Stewardship number
40400 Non-Pledge Offering	18,500	24,000	24,000	8,500	-64.58%	(15,500)	\$6,878 thru 4/30
TOTAL REGULAR OFFERING	550,700	603,661	610,277	609,235	-0.17%	(1,042)	93.68%
LOOSE OFFERING							
40920 Sunday Offering	26,000	26,000	26,000	22,000	-15.38%	(4,000)	\$18,120 thru 4/30
SOCIAL JUSTICE:							
40930 Share the Plate/Charity	(11,500)	(11,700)	(11,700)	(9,900)	-15.38%	1,800	45% of Sunday Offering
40940 Social Justice Reserve	(1,500)	(1,300)	(1,300)	(1,100)	-15.38%	200	5% of Sunday Offering
BUILD OUR FUTURE:							
40960 Operating Loan Repayment	(3,360)	(3,360)	0	0	0.00%	0	Eliminated, whopee!
40970 Capital Loan Repayment	(5,700)	(5,700)	0	0	0.00%	0	Eliminated, whopee!
TOTAL LOOSE OFFERING	3,940	3,940	13,000	11,000	-15.38%	(2,000)	1.69%
OTHER INCOME							
42000 Service & Maintenance	16,500	15,000	10,000	8,500	-15.00%	(1,500)	\$7,090 thru 4/30
44000 Other Fundraisers	6,500	3,000	3,000	1,500	-50.00%	(1,500)	2020/21 requested amount
44100 Auction Fundraiser	15,000	10,000	15,000	10,000	-33.33%	(5,000)	2020/21 requested amount
44110 Auction Expense	(1,200)	(1,500)	(1,500)	(1,500)	0.00%	0	2020/21 requested amount
44120 Herb Fair	11,000	11,000	10,000	10,000	0.00%	0	2020/21 requested amount
44200 Grocery Card Income	2,800	2,000	2,000	1,500	-25.00%	(500)	\$1,182 thru 4/30
44300 Miscellaneous/Interest	20	20	50	100	100.00%	50	Slight increase
46000 Wednesday Dinners	6,360	6,000	7,500	0	-100.00%	(7,500)	Eliminated
46010 Wednesday Dinner Expense	(10,000)	(10,000)	(7,500)	0	-100.00%	7,500	Eliminated
TOTAL OTHER INCOME	46,980	35,520	38,550	30,100	-21.92%	(8,450)	4.63%
TOTAL OPERATING INCOME	601,620	643,121	661,827	650,335	-1.74%	(11,492)	



Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
<b>OPERATING EXPENSES</b>							
<b>STAFF COMPENSATION</b>							
<b>LEAD MINISTER</b>							
51015 Minister Salary	62,335	65,456	68,704	97,364	15.29%	28,660	FT/Salaried/Developmental Minister per contract
51020 Minister Housing	15,744	15,744	15,744	0		(15,744)	To be determined by new minister
51023 Minister Moving Expense	0	0	0	7,000	0.00%	7,000	Estimate provided by Diane
51025 Minister Retirement	7,808	8,120	8,445	9,736	15.29%	1,291	UUA 10%
51030 Minister Health Insuranc	11,140	11,031	10,938	8,822	-19.35%	(2,116)	Provided by Diane
51035 Minister Life and LTD	1,140	1,637	1,702	2,084	22.44%	382	UUA 2020 formula (100% ER)
51040 Minister Profess Exp	7,808	8,120	8,445	9,736	15.29%	1,291	10% + 10% moving expense
51050 Minister FICA Allowance	5,973	6,212	6,460	7,448	15.29%	988	7.65%
<b>TOTAL MINISTER</b>	<b>111,948</b>	<b>116,319</b>	<b>120,438</b>	<b>142,190</b>	<b>18.06%</b>	<b>21,752</b>	
<b>ASSISTANT MINISTER</b>							
51102 Asst Minister Salary	11,238	23,375	0	0	4.72%	0	PT/20/Non-Exempt/3%, not less than min UUA guidelines
51105 Asst Minister Housing		0	26,624	27,880		1,256	Elected 100% housing
51103 Asst Minister Retirement	1,124	2,338	2,662	2,788	4.73%	126	UUA 10%
51107 Asst Minister Health Insurance		2,889	0	0	0.00%	0	Declined
51108 Asst Minister Life and LTD		471	537	597	11.17%	60	UUA 2020 formula (100% ER)
51104 Asst Min Profess Exp	1,124	2,338	2,662	2,788	4.73%	126	10%
51106 Asst Min FICA Allowance	860	1,788	2,037	2,133	4.71%	96	7.65%
<b>TOTAL ASSISTANT MINISTER</b>	<b>14,345</b>	<b>33,198</b>	<b>34,522</b>	<b>36,186</b>	<b>4.82%</b>	<b>1,664</b>	
<b>DIRECTOR OF MUSIC MINISTRIES</b>							
51515 DOMM Salary	28,688	30,000	31,200	32,136	3.00%	936	PT/25/Non-Exempt/3%, not less than min UUA guidelines
51525 DOMM Retirement	2,869	2,750	3,120	3,214	3.01%	94	UUA 10%
51528 DOMM Health Ins	2,913	0	0	0	0.00%	0	Declined
51530 DOMM Life & LTD	578	605	629	688	9.38%	59	UUA 2020 formula (100% ER)
51535 DOMM Profess Exp	2,869	3,000	3,120	3,214	3.01%	94	10%
<b>TOTAL DOMM</b>	<b>37,917</b>	<b>36,355</b>	<b>38,069</b>	<b>39,252</b>	<b>3.11%</b>	<b>1,183</b>	

Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
<b>RE DIRECTOR</b>							
52015 RE Director Salary	44,200	46,000	52,806	55,200	4.53%	2,394	FT/Salaried/Exempt/3%, not less than min UUA guidelines
52025 RE Director Retirement	4,420	4,600	5,281	5,520	4.53%	239	UUA 10%
52030 RE Director Health Insurance	9,652	10,352	10,073	11,239	11.58%	1,166	UUA 1/1/20 Actual + 5% increase (80% ER+HSA)
52035 RE Director Life and LTD	263	927	1,065	1,181	10.89%	116	UUA formula (100% ER)
52040 RE Director Profess Exp	4,420	4,600	5,281	5,520	4.53%	239	10%
<b>TOTAL RE DIRECTOR</b>	<b>62,955</b>	<b>66,479</b>	<b>74,506</b>	<b>78,660</b>	<b>5.58%</b>	<b>4,154</b>	
<b>ADMINISTRATIVE</b>							
53015 Administrator Salary	36,067	37,500	39,000	40,170	3.00%	1,170	FT/40/Non-Exempt/3%, not less than min UUA guidelines
53025 Administrator Retirement	3,607	3,750	3,900	4,017	3.00%	117	UUA 10%
53030 Administrator Health Insurance	6,930	7,381	7,148	9,465	32.41%	2,317	UUA 1/1/20 Actual + 5% increase (80% ER, No HSA)
53035 Administrator Life and LTD	727	756	786	860	9.41%	74	UUA 2020 formula (100% ER)
53040 Administrator Profess Exp	200	400	450	450	0.00%	0	Based on hrs/wk
<b>TOTAL ADMINISTRATIVE</b>	<b>47,531</b>	<b>49,787</b>	<b>51,284</b>	<b>54,962</b>	<b>7.17%</b>	<b>3,678</b>	
<b>COMMUNICATION DIRECTOR</b>							
54515 Comm Dir Salary	27,000	28,000	29,120	29,994	3.00%	874	PT/25/Non-Exempt/3%, no UUA guidelines
54525 Comm Dir Retirement		2,800	2,912	2,999	2.99%	87	UUA 10%
54530 Comm Dir Health Insurance	3,884	3,949	3,918	4,295	9.62%	377	UUA 1/1/20 Actual + 5% increase (40% ER+1/2 HSA)
54535 Comm Dir LTD	162	336	349	390	11.75%	41	UUA 2020 formula (100% ER, Life Declined)
54540 Comm Dir Profess Exp	200	250	300	300	0.00%	0	Based on hrs/wk
<b>TOTAL COMMUNICATIONS DIRECTOR</b>	<b>31,246</b>	<b>35,335</b>	<b>36,599</b>	<b>37,978</b>	<b>3.77%</b>	<b>1,379</b>	
<b>CUSTODIAN</b>							
55015 Custodian Salary	18,720	20,280	21,091	22,146	5.00%	1,055	PT/30/Non-Exempt/5%, not less than min UUA guidelines
55025 Custodian Retirement	1,872	2,028	2,109	2,215	5.03%	106	UUA 10%
55030 Custodian Health Insurance	6,992	0	0	0	0.00%	0	Declined
55035 Custodian LTD	0	0	0	0	0.00%	0	Not eligible
<b>TOTAL CUSTODIAN</b>	<b>27,584</b>	<b>22,308</b>	<b>23,200</b>	<b>24,361</b>	<b>5.00%</b>	<b>1,161</b>	

Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
<b>OTHER STAFF</b>							
56100 Pianist	13,270	13,570	10,863	11,189	3.00%	326	PT/12.5/Non-Exempt/3%, not less than min UUA guidelines
5610x Pianist Profess Exp	0	0	175	175	0.00%	0	Based on hrs/wk
56105 Memorial Service Pianist	450	450	450	450	0.00%	0	3 @ \$150 per contract
56115 RE/Youth Coordinator	14,560	17,680	18,387	18,939	3.00%	552	PT/20/Non-Exempt/3%, not less than min UUA guidelines
56125 RE/Youth Coord Retirement	728	1,768	1,839	1,894	2.99%	55	UUA 10%
56126 RE/Youth Coord Life & LTD	0	0	0	0	0.00%	0	Declined
56128 RE/Youth Coord Profess Exp	200	200	250	250	0.00%	0	Based on hrs/wk
56130 Membership Coordinator	14,568	0	0	0	0.00%	0	
56135 Membership Co-ord Profess Exp	200	0	0	0	0.00%	0	
56140 Young Adult Coordinator	1,050	0	0	0	0.00%	0	
56160 Childcare	15,300	15,300	14,912	8,355	25.77%	3,843	PT/12/Non-Exempt/2 workers 6/wk/3%, not less than UUA guidelines
56160 Childcare Coord	0	0	0	10,400			PT/10/Non-Exempt/No increase due to midyr raise
5616x Childcare Coord Profess Exp		0	0	150	0.00%	150	New account, Based on hrs/wk
56161 Children's Music Coordinator	0	2,850	3,000	3,090	3.00%	90	PT/5/Exempt/3%, not less than min UUA guidelines
56162 Children's MC Profess Exp	0	100	100	100	0.00%	0	Based on hrs/wk
5618x Financial Coordinator	0	0	0	10,400	0.00%	10,400	New account, PT/10/Non-Exempt/\$20/hr
5618x Financial Coord Profess Exp	0	0	0	150	0.00%	150	New account, Based on hrs/wk
<b>TOTAL OTHER STAFF</b>	<b>60,326</b>	<b>51,918</b>	<b>49,976</b>	<b>65,542</b>	<b>31.15%</b>	<b>15,566</b>	
<b>EMPLOYER EXPENSE</b>							
57060 Employer Taxes	16,327	16,155	16,859	18,514	9.82%	1,655	Formula
57080 Workers Comp Insurance	2,510	2,090	2,215	2,270	2.48%	55	Assumes 2.5% increase 1/1
<b>TOTAL EMPLOYER EXPENSE</b>	<b>18,837</b>	<b>18,245</b>	<b>19,074</b>	<b>20,784</b>	<b>8.97%</b>	<b>1,710</b>	
<b>TOTAL STAFF COSTS</b>	<b>412,688</b>	<b>429,945</b>	<b>447,668</b>	<b>499,915</b>	<b>11.67%</b>	<b>52,247</b>	72.47%
<b>BUILDINGS AND GROUNDS</b>							
58105 Mortgage Interest	8,170	8,170	3,906	0	-76.48%	(29,785)	Will split once we get bank's amortization schedule
58106 Mortgage Principal	30,775	30,775	35,039	9,160	-76.48%	(29,785)	\$763.41 monthly less interest
58110 Property & Liability Ins	10,063	8,558	8,357	8,360	0.04%	3	Formula - (\$1,987.75+90.50)/2 qtrs + est. \$2,100/2 qtrs
58115 Utilities	26,750	23,000	28,250	27,000	-4.42%	(1,250)	\$22,240 thru 4/30
58205 Custodial Supplies	2,100	1,600	2,100	1,200	-42.86%	(900)	2020/21 requested \$2,100, \$560 thru 4/30, adjusted by FC
58210 Scheduled Maintenance	6,600	9,000	9,400	10,000	6.38%	600	\$8,070 thru 4/30
58215 Unscheduled Maint.	9,000	9,500	10,000	10,000	0.00%	0	\$9,217 thru 4/30, but inc. \$3.388 AC repair
58220 Grounds	600	600	200	300	50.00%	100	\$285 thru 4/30
58250 Arts & Décor	1,000	1,000	0	0	0.00%	0	Eliminated
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>95,058</b>	<b>92,203</b>	<b>97,252</b>	<b>66,020</b>	<b>-32.11%</b>	<b>(31,232)</b>	9.57%

Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
GENERAL AND ADMINISTRATIVE							
58315 Copiers-lease & usage	5,000	5,250	5,250	4,510	-14.10%	(740)	\$376 per mo
58320 Computer HW/SW	2,400	2,000	2,400	2,400	0.00%	0	\$2,239 thru 4/30, but includes some items Sheri put in 58323
58323 Communication & Marketing	0	0	1,780	1,150	-35.39%	(630)	2020/21 requested amount, adjusted, \$0 thru 4/30
58325 Office Supplies	2,400	1,600	2,400	2,400	0.00%	0	2020/21 requested \$2,400, \$1,580 thru 4/30,
58330 Postage	2,100	1,575	1,500	1,000	-33.33%	(500)	2020 requested \$1,500, \$511 thru 4/30, adjusted by FC
58331 Background Checks	0	0	300	300	0.00%	0	2020/21 requested amount, 50 @ \$6
58335 Telephone & Internet	5,800	7,800	5,800	6,130	5.69%	330	\$511.16 per mo
58336 Bookkeeper	23,000	28,800	41,460	35,000	-15.58%	(6,460)	Chazin estimated \$2,500/mo+\$5,000 extra
58337 Tech Support	0	5,160	4,644	4,650	0.13%	6	Procomp contract (\$1,161 /qtr)
58340 Other Administrative	2,000	2,100	2,000	1,800	-10.00%	(200)	2020/21 requested \$2,000, \$919 thru 4/30. adjusted by FC
58350 Payroll Processing	0	0	0	3,850	0.00%	3,850	Paylocity, \$306/mo + \$175 W-2s
TOTAL GENERAL AND ADMIN.	42,700	54,285	67,534	63,190	-6.43%	(4,344)	9.16%
RELIGIOUS EDUCATION							
58405 RE/CRE Program	5,500	5,500	4,790	5,000	4.38%	210	2020/21 requested amount
58420 Youth Group	1,000	1,500	1,310	1,500	14.50%	190	2020/21 requested amount
TOTAL RELIGIOUS EDUCATION	6,500	7,000	6,100	6,500	6.56%	400	0.94%
DENOMINATIONAL SUPPORT							
58505 UUA Annual Fund-GIFT Program	21,000	22,000	12,000	24,000	100.00%	12,000	
58510 UUA Southern Region				1,000	0.00%	1,000	Developmental minister
58520 The Mountain	250	250	0	0	0.00%	0	Eliminated
58525 UU Service Committee	500	500	0	0	0.00%	0	Eliminated, STP recipient
58535 UU Partner Church Council	150	150	0	0	0.00%	0	Partnership dissolved
TOTAL DENOMIN. SUPPORT	21,900	22,900	12,000	25,000	108.33%	13,000	3.62%

Budget for 2020-2021							
	2017-18	2018-19	2019-20	2020-21			
Acct #	APPROVED	APPROVED	APPROVED	Proposed	19/20 to 20/21		
Description	Budget	Budget	Budget	Budget	%	\$	Comments
<b>COMMITTEES AND PROGRAMS</b>							
58805 Faith Development (Adult RE)	950	1,120	780	1,100	41.03%	320	2020/21 requested amount
58806 Minister Discretionary Fund	150	200	170	0	-100.00%	(170)	Eliminated, fund via X-mas collection
58807 Hospitality	2,000	2,000	1,740	1,500	-13.79%	(240)	2020/21 requested amount, adjusted per Mary due to lower water
58810 Worship	3,500	3,500	3,050	3,500	14.75%	450	2020/21 requested amount
58815 Childcare Expenses		500	350	350	0.00%	0	2020/21 requested amount
58832 Childcare CPR Certification	0	0	165	165	0.00%	0	2019/20 requested amount
58820 Congregational Engagement	1,950	1,950	2,180	2,510	15.14%	330	2020/21 requested amount
58825 Music	4,000	5,000	4,350	3,840	-11.72%	(510)	2020/21 requested amount
58827 Communications	200	200	0	0	0.00%	0	No longer needed
58828 20's and 30's Group		1,000	870	750	-13.79%	(120)	2020/21 requested amount
58830 Fellowship	600	600	830	600	-27.71%	(230)	No request made, so reduced to 18/19 budget
58840 Stewardship	1,800	1,800	1,570	1,800	14.65%	230	2020/21 requested amount
58850 Board Expense	100	200	170	0	-100.00%	(170)	Eliminated
58845 Nominating Committee	0	0	260	0	-100.00%	(260)	Eliminated
58860 Leadership Training	3,445	3,445	1,350	1,350	0.00%	0	2020/21 requested amount
58865 Campus Safety	200	200	170	0	-100.00%	(170)	Eliminated
58870 Caring Committee	750	750	650	750	15.38%	100	2020/21 requested amount
58880 Lay Ministry	0	0	260	0	-100.00%	(260)	Eliminated
58890 Comm for the Larger Faith	945	1,350	1,740	1,700	-2.30%	(40)	2020/21 requested amount
58895 NOAH-Nashville Organized	2,000	2,000	2,000	2,000	0.00%	0	2019/20 requested amount, we have funds in restricted
58900 Beloved Community	1,200	1,200	830	700	-15.66%	(130)	2020/21 requested amount
58910 Prison Ministry	500	500	670	0	-100.00%	(670)	Eliminated, no request, use restricted funds
58915 Chalice Fire	300	600	520	500	-3.85%	(20)	2020/21 requested amount
<b>TOTAL COMMITTEES &amp; PROGRAMS</b>	<b>24,590</b>	<b>28,115</b>	<b>24,675</b>	<b>23,115</b>	<b>-6.32%</b>	<b>(1,560)</b>	3.35%
<b>BANK and CREDIT CARD FEES</b>							
60155 Bank Activity Fees	45	0	800	435	-45.63%	(365)	\$25/mo Synovus + \$11.25 per Optum HSA quarterly
60160 Credit Card Fees	1,300	3,000	3,200	1,200	-62.50%	(2,000)	\$1,000 thru 4/30
<b>TOTAL BANK and CREDIT CARD FEES</b>	<b>1,345</b>	<b>3,000</b>	<b>4,000</b>	<b>1,635</b>	<b>-59.13%</b>	<b>(2,365)</b>	0.24%

<b>Budget for 2020-2021</b>							
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>			
<b>Acct #</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>Proposed</b>	<b>19/20 to 20/21</b>		
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>%</b>	<b>\$</b>	<b>Comments</b>
RESERVE FUNDING							
65200 Sabbatical	1,200	1,200	600	1,200	100.00%	600	Restored
65210 Computer HW Replacement	1,200	1,200	600	1,200	100.00%	600	Restored
65220 Intern stipend	2,400	1,200	0	0	0.00%	0	
65230 Capital Campaign & Reserves				0			Put off funding
65240 Operating Reserves				0			Unable to fund
65250 Unbudgeted Items	2,000	2,000	1,398	2,060	47.35%	662	Increased based on YTD
<b>TOTAL RESERVE FUNDING</b>	<b>6,800</b>	<b>5,600</b>	<b>2,598</b>	<b>4,460</b>	<b>71.67%</b>	<b>1,862</b>	<b>0.65%</b>
<b>NON-STAFF OPERATING EXPENSE</b>	<b>198,893</b>	<b>213,103</b>	<b>214,159</b>	<b>189,920</b>	<b>-11.32%</b>	<b>(24,239)</b>	<b>34.64%</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>611,581</b>	<b>643,048</b>	<b>661,827</b>	<b>689,835</b>	<b>4.23%</b>	<b>28,008</b>	
<b>From Operating Reserves (from PPP forgiveness)</b>				27,500			
<b>From Endowment Grant</b>				12,000			
<b>NET INCOME(LOSS)</b>	<b>(9,961)</b>	<b>73</b>	<b>0</b>	<b>0</b>			

# Management Report

First Unitarian Universalist Church of Nashville  
For the period ended May 20, 2020



Prepared on  
**May 21, 2020**

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# Balance Sheet

As of May 21, 2020

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10101 Operating Checking-Bank of Nash	76,534.12
10102 Restricted Checking-BankofNash	111,317.37
10150 Petty Cash	200.46
10350 Money Market-Bankof Nash	50,804.10
<b>Total Bank Accounts</b>	<b>238,856.05</b>
<b>Other Current Assets</b>	
10170 Prepaid Insurance	3,419.65
<b>Total Other Current Assets</b>	<b>3,419.65</b>
<b>Total Current Assets</b>	<b>242,275.70</b>
<b>Fixed Assets</b>	
12100 Building & Land	1,384,700.00
12200 Capital Improvements	13,000.00
12500 Furniture and Equipment	9,612.12
12600 Parking Lot	28,358.28
12900 Fine Art	5,000.00
<b>Total Fixed Assets</b>	<b>1,440,670.40</b>
<b>TOTAL ASSETS</b>	<b>\$1,682,946.10</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

20120 Prepaid Pledge/Grants	25,670.26
20555 Minister FICA Allowance Accrued	1,242.35
20558 Asst. Minister's FICA accrued	391.70
20650 Health Ins Withheld Payable	636.29
20701 Employer Paid Retirement	177.89
22003 Capital Reserve/Building Fund	58,322.22
22013 Operating Reserve/Birthday Fund	24,318.26
22030 Columbarium	413.83
22040 Mountain Campership	1,923.18
22050 Palmer Lecture	1,671.28
22060 Social Justice-General	672.07
22070 Social Justice-LGBT	800.00
22072 Social Justice-NOAH	1,704.70
22073 Social Justice-Sanctuary&Immigr	289.09
22074 Social Justice-TAC	1,074.48
22075 Prison Ministry/Sanct of Light	2,652.35
22080 Special Fellowship	592.19
22090 Special Worship/Seder	903.11

	<b>Total</b>
22100 Special Music	5,386.04
22120 Youth RE Fund	742.24
22130 Childrens RE Fund	2,924.24
22180 Room In The Inn	1,122.89
22185 Habitat Fund	1,796.74
22196 Herb Fair Reserve	1,614.80
22200 Endowment Trust Fund	10,138.31
22208 Grant-Capital Campaign Consulti	5,547.06
22250 Caring Committee	987.59
22251 Committee for the Larger Faith	938.95
22260 Sabbatical Fund	2,900.00
22280 Computer HW Replacement Fund	6,500.00
22285 Intern Stipend	3,300.00
<b>Total Other Current Liabilities</b>	<b>167,354.11</b>
<b>Total Current Liabilities</b>	<b>167,354.11</b>
<b>Long-Term Liabilities</b>	
25020 Bank of Nashville 3.85-Dec 2022	99,092.37
25021 PPP Loan (04/28/2020)	68,752.50
<b>Total Long-Term Liabilities</b>	<b>167,844.87</b>
<b>Total Liabilities</b>	<b>335,198.98</b>
<b>Equity</b>	
30000 Equity	11,141.02
31000 Equity-Prior Years	1,458,194.91
32000 Unrestricted Net Assets	-156,981.88
Net Income	35,393.07
<b>Total Equity</b>	<b>1,347,747.12</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,682,946.10</b>

# First Unitarian Universalist Church of Nashville

## BUDGET VS. ACTUALS

July 1, 2019 - May 21, 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>40010 REGULAR OFFERINGS</b>				
40100 Current Year Pledges	531,276	553,837	-22,561	96.00 %
40110 Reserve for Unpaid Pledges		-27,692	27,692	
40112 Gain/Loss-Sale of gifted stock	-75	0	-75	
40200 Prior Year Pledges	8,450	9,167	-717	92.00 %
40300 Non-Pledge Grants	2,325	2,108	217	110.00 %
40400 Non-Pledge Offering	7,744	22,000	-14,256	35.00 %
<b>Total 40010 REGULAR OFFERINGS</b>	<b>549,720</b>	<b>559,421</b>	<b>-9,701</b>	<b>98.00 %</b>
<b>40910 LOOSE OFFERING</b>				
40920 Loose Cash Offering	20,120	23,833	-3,713	84.00 %
40925 Social Justice		0	0	
40930 Share the Plate/Charity	-9,211	-10,725	1,514	86.00 %
40940 Social Justice Reserve (SC 5%)	-1,092	-1,192	100	92.00 %
40955 Build Our Future		0	0	
40960 Operating loan repayment	0		0	
40970 Capital Loan Payment	0		0	
<b>Total 40910 LOOSE OFFERING</b>	<b>9,817</b>	<b>11,917</b>	<b>-2,100</b>	<b>82.00 %</b>
<b>41000 OTHER INCOME</b>				
42000 Service & Maintenance	5,403	9,167	-3,764	59.00 %
42100 Special Collection-UUA APF		0	0	
44000 Other Fundraisers	3,405	2,750	655	124.00 %
44100 Auction Fundraiser	26,825	13,750	13,075	195.00 %
44110 Auction Expense	-547	-1,375	828	40.00 %
44120 Herb Fair	993	9,167	-8,174	11.00 %
44200 Grocery Card Income	1,182	1,833	-651	64.00 %
44300 Miscellaneous/Interest	371	46	325	809.00 %
46000 Wednesday Dinner	2,098	6,875	-4,777	31.00 %
46010 Wednesday Dinner Expense	-2,676	-6,875	4,199	39.00 %
47800 From Operating Reserves Fund		0	0	
47801 From Capital Reserves Fund		0	0	
<b>Total 41000 OTHER INCOME</b>	<b>37,054</b>	<b>35,338</b>	<b>1,716</b>	<b>105.00 %</b>
<b>Total Income</b>	<b>\$596,590</b>	<b>\$606,675</b>	<b>\$ -10,084</b>	<b>98.00 %</b>

### Expenses

#### 51010 MINISTER

51015 Minister Salary	60,777	62,979	-2,202	97.00 %
51020 Minister Housing	13,927	14,432	-505	97.00 %
51025 Minister Retirement	7,470	7,741	-271	97.00 %
51030 Minister Health Insurance	10,079	10,027	53	101.00 %

# First Unitarian Universalist Church of Nashville

## BUDGET VS. ACTUALS

July 1, 2019 - May 21, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51035 Minister Life and Disability	1,252	1,560	-308	80.00 %
51040 Minister Professional Expense	2,448	7,741	-5,294	32.00 %
51050 Minister FICA Allowance	4,472	5,922	-1,449	76.00 %
<b>Total 51010 MINISTER</b>	<b>100,425</b>	<b>110,402</b>	<b>-9,976</b>	<b>91.00 %</b>
51100 ASSISTANT MINISTER				
51102 Assistant Minister Salary	0	0	0	
51103 Assistant Minister Retirement	2,355	2,440	-85	97.00 %
51104 Assistant Minister Prof Exp	613	2,440	-1,827	25.00 %
51105 Assistant Minister Housing	25,603	24,405	1,197	105.00 %
51106 Assistant Minister FICA Allowance	1,410	1,867	-457	76.00 %
51107 Assistant Minister Health Ins		0	0	
51108 Assistant Minister Life& Dis	463	492	-30	94.00 %
<b>Total 51100 ASSISTANT MINISTER</b>	<b>30,444</b>	<b>31,645</b>	<b>-1,201</b>	<b>96.00 %</b>
51500 DIRECTOR OF MUSIC				
51515 Music Director Salary	27,600	28,600	-1,000	97.00 %
51525 Music Director Retirement	2,760	2,860	-100	97.00 %
51528 Music Director Health Ins	56		56	
51530 Music Director Life & Disabilit	593	577	16	103.00 %
51535 Music Director Professional Exp	2,010	2,860	-850	70.00 %
<b>Total 51500 DIRECTOR OF MUSIC</b>	<b>33,019</b>	<b>34,897</b>	<b>-1,878</b>	<b>95.00 %</b>
52010 RE DIRECTOR				
52015 RE Director Salary	46,546	48,406	-1,860	96.00 %
52025 RE Director Retirement	4,671	4,841	-170	96.00 %
52030 RE Director Health Insurance	9,846	9,233	612	107.00 %
52035 RE Director Life and Disability	603	976	-373	62.00 %
52040 RE Director Prof Expenses	3,435	4,841	-1,406	71.00 %
<b>Total 52010 RE DIRECTOR</b>	<b>65,100</b>	<b>68,297</b>	<b>-3,197</b>	<b>95.00 %</b>
53010 ADMINISTRATIVE				
53015 Administrator Salary	34,556	35,750	-1,194	97.00 %
53025 Administrator Retirement	3,456	3,575	-119	97.00 %
53030 Administrator Health Insurance	7,056	6,552	503	108.00 %
53035 Administrator Life & Disability	741	721	20	103.00 %
53040 Administrator Prof Expense	411	413	-2	100.00 %
<b>Total 53010 ADMINISTRATIVE</b>	<b>46,219</b>	<b>47,010</b>	<b>-791</b>	<b>98.00 %</b>
54100 COMMUNICATIONS DIRECTOR				
54515 Comm Director Salary	25,760	26,693	-933	97.00 %
54525 Comm Director Retirement	2,576	2,669	-93	97.00 %
54530 Comm Director Health Ins	4,137	3,592	546	115.00 %
54535 Comm Director Disability	332	320	13	104.00 %
54540 Comm Director Professional	116	275	-159	42.00 %
<b>Total 54100 COMMUNICATIONS DIRECTOR</b>	<b>32,922</b>	<b>33,549</b>	<b>-627</b>	<b>98.00 %</b>
55010 CUSTODIAN				

# First Unitarian Universalist Church of Nashville

## BUDGET VS. ACTUALS

July 1, 2019 - May 21, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
55015 Custodian Salary	18,539	19,333	-795	96.00 %
55025 Custodian Retirement	1,854	1,933	-79	96.00 %
<b>Total 55010 CUSTODIAN</b>	<b>20,393</b>	<b>21,267</b>	<b>-874</b>	<b>96.00 %</b>
56010 OTHER STAFF				
56100 Pianist	9,601	9,958	-357	96.00 %
56103 Pianist Profess Exp	49	160	-111	31.00 %
56105 Memorial Service Pianist	150	413	-263	36.00 %
56115 RE/Youth Coordinator	16,364	16,855	-491	97.00 %
56125 RE/Youth Coordinator Retirement	1,638	1,686	-48	97.00 %
56128 RE/Youth Coordinator Prof Exp	105	229	-124	46.00 %
56160 Child Care	12,652	13,669	-1,017	93.00 %
56161 Children's Music Coordinator	760	2,750	-1,990	28.00 %
56162 Children's Music Coord. Prof	90	92	-2	98.00 %
<b>Total 56010 OTHER STAFF</b>	<b>41,408</b>	<b>45,811</b>	<b>-4,403</b>	<b>90.00 %</b>
57010 EMPLOYER EXPENSE				
57060 Employer Taxes	12,601	15,454	-2,853	82.00 %
57080 Workers Comp Insurance	1,408	2,030	-622	69.00 %
<b>Total 57010 EMPLOYER EXPENSE</b>	<b>14,009</b>	<b>17,485</b>	<b>-3,476</b>	<b>80.00 %</b>
58000 BUILDINGS AND GROUNDS				
58105 Mortgage Interest	4,288	3,581	707	120.00 %
58106 Mortgage Principal	25,246	32,119	-6,873	79.00 %
58110 Property & Liability Insurance	7,477	7,661	-184	98.00 %
58115 Utilities	23,582	25,896	-2,313	91.00 %
58205 Custodial Supplies	579	1,925	-1,346	30.00 %
58210 Scheduled Maintenance	8,848	8,617	231	103.00 %
58215 Unscheduled Maint.	9,218	9,167	51	101.00 %
58220 Grounds	286	183	103	156.00 %
<b>Total 58000 BUILDINGS AND GROUNDS</b>	<b>79,524</b>	<b>89,148</b>	<b>-9,624</b>	<b>89.00 %</b>
58300 GENERAL AND ADMINISTRATIVE				
58315 Copiers-lease & usage	3,855	4,813	-958	80.00 %
58320 Computer HW/SW	2,418	2,200	218	110.00 %
58323 Communication and Marketing	259	1,632	-1,373	16.00 %
58325 Office Supplies	1,581	2,200	-619	72.00 %
58330 Postage	511	1,375	-864	37.00 %
58331 Background Checks	310	275	35	113.00 %
58335 Telephone & Internet	6,631	5,317	1,314	125.00 %
58336 Bookkeeper	39,928	38,005	1,923	105.00 %
58337 Tech support	3,695	4,257	-562	87.00 %
58340 Other Administrative	1,039	1,833	-795	57.00 %
58350 Outsourced Payroll	2,651	0	2,651	
<b>Total 58300 GENERAL AND ADMINISTRATIVE</b>	<b>62,877</b>	<b>61,906</b>	<b>971</b>	<b>102.00 %</b>
58400 RELIGIOUS EDUCATION				

# First Unitarian Universalist Church of Nashville

## BUDGET VS. ACTUALS

July 1, 2019 - May 21, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
58405 RE/CRE Program	1,588	4,391	-2,802	36.00 %
58420 Youth Group	915	1,201	-286	76.00 %
<b>Total 58400 RELIGIOUS EDUCATION</b>	<b>2,503</b>	<b>5,592</b>	<b>-3,089</b>	<b>45.00 %</b>
58500 DENOMINATIONAL SUPPORT				
58505 UUA Annual Fund-GIFT Program	11,000	11,000	0	100.00 %
<b>Total 58500 DENOMINATIONAL SUPPORT</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>100.00 %</b>
58800 COMMITTEES AND PROGRAMS				
58332 Childcare CPR Certification	30	151	-121	20.00 %
58805 Adult RE/Faith Development	1,137	715	422	159.00 %
58806 Minister Discretionary Fund	170	156	14	109.00 %
58807 Hospitality	1,605	1,595	10	101.00 %
58810 Worship	621	2,796	-2,175	22.00 %
58815 Child Care Supplies	329	321	9	103.00 %
58820 Membership	805	1,998	-1,193	40.00 %
58825 Music	4,363	3,988	376	109.00 %
58828 20's & 30's Group	251	798	-546	32.00 %
58830 Fellowship	172	761	-589	23.00 %
58840 Stewardship	1,147	1,439	-292	80.00 %
58845 Nominating Committee		238	-238	
58850 Board Expense	97	156	-59	62.00 %
58860 Leadership Training	70	1,238	-1,168	6.00 %
58865 Campus Safety		156	-156	
58870 Caring Committee-OP	98	596	-497	17.00 %
58880 Volunteer Coordination		238	-238	
58890 CFLF-Comm for the larger faith-	190	1,595	-1,405	12.00 %
58895 NOAH-Nashville organized for Ac		1,833	-1,833	
58900 Beloved Community	528	761	-233	69.00 %
58910 Prison Ministry		614	-614	
58915 Chalice Fire		477	-477	
<b>Total 58800 COMMITTEES AND PROGRAMS</b>	<b>11,614</b>	<b>22,619</b>	<b>-11,005</b>	<b>51.00 %</b>
60000 LOAN INTEREST & BANK FEES		0	0	
60155 Bank Activity Fees	193	733	-540	26.00 %
60160 Online Donations-CC Fees	1,329	2,933	-1,605	45.00 %
<b>Total 60000 LOAN INTEREST &amp; BANK FEES</b>	<b>1,522</b>	<b>3,667</b>	<b>-2,145</b>	<b>42.00 %</b>
65000 RESERVE FUNDING				
65200 Sabbatical	500	550	-50	91.00 %
65210 Computer HW Replacement Fund	500	550	-50	91.00 %
65250 Unbudgeted Items	4,884	1,282	3,602	381.00 %
65260 Reserve for Intern Stipend	0		0	
<b>Total 65000 RESERVE FUNDING</b>	<b>5,884</b>	<b>2,382</b>	<b>3,502</b>	<b>247.00 %</b>
<b>Total 50000 Expenses operating</b>	<b>558,864</b>	<b>606,675</b>	<b>-47,811</b>	<b>92.00 %</b>
66900 Reconciliation Discrepancies	2,333		2,333	

# First Unitarian Universalist Church of Nashville

## BUDGET VS. ACTUALS

July 1, 2019 - May 21, 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Expenses</b>	<b>\$561,197</b>	<b>\$606,675</b>	<b>\$ -45,477</b>	<b>93.00 %</b>
NET OPERATING INCOME	<b>\$35,393</b>	<b>\$0</b>	<b>\$35,393</b>	
NET INCOME	<b>\$35,393</b>	<b>\$0</b>	<b>\$35,393</b>	

**RESOURCE AND DEVELOPMENT COUNCIL ANNUAL REPORT  
2019-2020**

Allison Thompson, R&D Council Chair

**Finance Committee Annual Report 2019-2020**

Submitted by Vanessa Hall, Chair

The Finance Committee has met monthly, and has recently moved, successfully, to ZOOM meetings in light of COVID-19. The Committee dealt with the following items this fiscal year, among others:

- Recommended that the Church engage a payroll company, Paylocity, to handle payroll and decrease the number of hours that our bookkeeping company, Chazin & Co., dedicates to payroll, thereby decreasing monthly expenses;
- Reviewed and approved Personnel Committee's Hiring Policy and Procedures with a few minor changes recommended;
- Recommended that Social Justice create a policy re Share the Plate;
- Recommended that the Board authorize and eliminate the Operating Reserve loan to provide a more accurate picture of the Operating Reserve balance;
- Recommended that the Church refinance the mortgage;
- Created various budgets to assist Stewardship during the campaign, and then created a final budget for recommendation to the Board based on the results of the campaign;
- Created Financial Policy regarding direct deposit by staff;
- Reviewed testing results and approved proposal for better lighting and recommended approval to Board;
- Recommended that a part-time Financial Assistant be employed to assist the Treasurer, and created the job description for approval by Personnel and the Board.

Finance Committee Members:

Steve Jones

Allison Thompson

Bob Day

Ram Sriram

David Orth

Charlie Akers

Joshua Johnson

Vanessa Hall, Chair



## **Fundraising Committee Annual Report 2019-2020**

Submitted by Jeannie Haman, Chair

The Committee consisted of Jeannie Haman (Chair and Holiday Fair Liaison), Bonnie Konz (Herb Fair liaison), Vickie Jones (Auction liaison), and Lisa Anderson. For the 2020-2021 year, Jeannie Haman will remain chair, Vickie Jones, Bonnie Konz, and Lisa Anderson will stay on the Committee. We are looking for 2 to 3 new members. We are also looking for a new chair or co-chairs for the 2020 Annual Auction.

The Committee completed, and the Finance Committee approved an application form and process for approving new Fundraising Events. We are currently working with the Director of Music Ministries on a new set of procedures for musical or other entertainment-based fundraisers. We compiled the various timelines, processes, and volunteer needs for our ongoing fundraising events. We worked to reduce the amount of volunteer time required to put on fundraising events. At least 70 volunteers raised \$25,000 for the Church's operating funds.

Volunteers held two new fundraising activities. During the summer of 2019, the pressed art team (led by Lisa Pasto-Crosby) sold excess art created for past Herb and Craft Fairs at an off-campus event. In September, a team led by Kathy Gansky held a spoken word event in our social hall. Each event netted ~ \$800 for the operating fund of FUUN. The volunteer effort required was three people for the pressed flower sale and seven people plus the speakers at the spoken word event.

The Annual Fall Auction (led by Vicky Jones) was very successful, netting over \$24,000. At least 45 members and friends helped in some way with the event. There were 146 items bid on by 51 people. Our most successful offerings were social events, including dinners, tours, and hikes. This year we purchased new software for administering the auction. This software will allow us to run entirely online auctions, which may come in handy for the 2020-2021 fundraising year.

The Holiday Craft fair (led by Jeannie Haman) is an event that allows us to provide a venue for local artisans and our bakers and artists. This year we included a UU book fair along with our usual assortment of craft vendors. We hosted 16 outside craft vendors (including multiple underrepresented minority vendors), three educational vendors, and three church vendors on Saturday, December 7, and 3 church vendors on Sunday, December 8. Fifty-one church members/friends volunteered over the December 6-8 weekend to help us pull the event off. We offered snacks and a light lunch to our volunteers and vendors for the first time this year. Another first was using Facebook to advertise our event. We spent \$900 on advertising (\$100 on Facebook and \$800 for NPR radio spots). Our net income was \$2390.

The coronavirus pandemic significantly impacted this year's spring fundraising. The Herb and Craft Fair team (led by David Lewis, Bonnie Konz, and Jack Newgent) ordered plants in December and January but canceled the public sale in late March. The team held a closed sale for church members to recoup some of the funds in early May. Lisa Pasto-Crosby sold pressed

flower art before the pandemic, and Doug Pasto-Crosby sold his pesto to his neighbors and church members from his home. These efforts kept our Herb Fair Fund losses to under \$1700 (no operating fund losses are expected).

### **LEADERSHIP DEVELOPMENT COMMITTEE ANNUAL REPORT 2019-20**

Submitted by Gail Sphar, Chair

- We presented the annual leadership orientation for all board members and committee chairs/co-chairs.
- We've continued to provide individual help to committee leaders who need/request it.
- We've been doing deep research into resources and training programs available from the UUA.
- We worked with three board members who attended the Southern UU Leadership Experience, taking what they found helpful and looking for ways to share that with other leaders.
- The leadership development team consists of Debbie Fowler, Rob Connor, Scott Weaver, Stormy Speaks, June Dye (adjunct) and me. We are grateful for Carol Copple's liaison work from the Nominating Committee.

Respectfully submitted,

Gail Sphar, chair Leadership Development

### **Personnel Committee Annual Report 2019-2020**

Submitted by Allison Thompson, R&D Chair

The Personnel Committee was chaired by Lynn Egan at the beginning of the year. Lynn resigned in December, 2019 and was succeeded by Susie Wilcox. Susie resigned in March, 2020 and the Committee remains without a Chair at the end of the year. Other members of the Committee who have served for part of the year are Paul Gherman, Carolyn Reed, Evert Wilbrink and Ginger Brown.

In the early part of the year the Committee worked on the Personnel Manual which is near completion. In hiring matters, Kendra Anderson announced her intention to resign as Child Care Coordinator in the fall. We were able to retain Kendra in this position by increasing her pay. A childcare worker was hired who lasted only a month before resigning. Current child care workers are sufficient for our needs.

A new part-time position was created for a Financial Coordinator. This position has been advertised through the center for Non-Profit Management and through the church website. Due to the technical nature of this position, a special committee has been created to interview applicants. The Committee members are Steve Jones, Bob Day, Paul Gherman and Allison Thompson. The deadline for applications is May 31. The position will start July 1, 2020.

**STEWARDSHIP COMMITTEE ANNUAL REPORT 2019-2020**  
**SUBMITTED BY BOB DAY, CHAIR**

The Stewardship Committee continued to work on enhancing the culture of year-round stewardship, with monthly Stewardship Moments during worship services in addition to those during March for the campaign, monthly newsletter articles, a bulletin board in the Stewardship “niche” near the entry to the Social Hall from the parking lot, and attending New Member classes.

The theme for our 2020 annual campaign was **2020 Vision**. The Board goal for the campaign was \$685,639. When the campaign ended on April 30, 2020, we had 246 commitments ranging from \$0 to \$20,000. The total amount pledged is \$611,311. While this was short of the goal, it was still a new record high. Our thanks go out to everyone who made a commitment.

When we started planning for the campaign last fall, we were all expecting that the capital campaign for the new building would be held in March of 2021. With that in mind, the Building For Our Future Task Force agreed to hire Barry Finkelstein to consult with us for this year’s annual campaign and pay for his services with part of their grant from the Endowment Trust. Barry’s primary recommendation was that we conduct an “every member” campaign, asking members to meet with Visiting Stewards to share their thoughts and feelings about the many changes coming soon, including the retirement of our long-time lead minister, the Rev. Gail Seavey, and the hiring of a new minister, who we now know will be the Rev. Diane Dowgiert.

While an every member campaign is something we have not done in several years, we have had Visiting Stewards meeting with smaller segments of the congregation every year. However, an every member campaign requires a much larger number of Visiting Stewards, and 54 people stepped up to help. On kick-off Sunday, March 1, Rev. Gail reminded us of the words of our Mission Statement that “we serve each other by seeing each other and being seen, listening to each other and being listened to, learning to build ever deepening connections with individuals and the community.”

Many members reported having wonderful conversations, and while the Covid-19 pandemic brought the meetings to an abrupt halt, the results seem to indicate that it was worth the extra effort.

Here are statistics showing the results of the campaigns for the last five years:

<b>Statistics</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Number of Members	397	407	426	493	439
Total commitments	\$611,311	\$597,386	\$588,637	\$541,124	\$543,568
# of commitments	246	247	248	258	258
Average commitment	\$2,465	\$2,467	\$2,381	\$2,088	\$2,107
Median commitment	\$1,350	\$1,340	\$1,200	\$1,200	\$1,200
Renewing commitments	226	208	231	214	193
Change in renewing commitments	2.2%	0.4%	9.5%	0.8%	1%
New commitments	22	30	15	44	65
Members/Friends <b>not responding</b>	24%	29%	35%	47%	40%

If you have not already made your commitment, **it's still not too late** . . . you can help us get to our \$686,000 goal. Visit <https://www.firstuunash.org/> and help to support the programs at FUUN with your finances in addition to your time.

Richard Bird has agreed to serve as chair of the Stewardship Committee for 2020-2021.

Members of the Committee include:

Bob Day, Chair	Charlie Almquist	Richard Bird	Kate Cotton	June Dye
Dariel Mayer	Bob Rittle	Liz Schneider	Ibba Surface	Rev. Gail
Seavey				
Candy Toler				

# **Ministerial Council Annual Reports 2019-2020**

submitted by Chelsea Henry, Ministerial Council Chair

## **20s and 30s Group**

The 20s/30s group had a slow start to the year, but held monthly pizza lunches from October through March. Bringing on a co-chair was essential to splitting the various needs to run the group and is highly recommended to continue running. Current challenges for the coming year include holding social events in the era of social distancing. -Colin Guerrette, Co-Chair

## **Caring Committee**

We sent out approximately 92 cards through the year.

About one meal every 2 months was taken to one of our members who needed it. We helped several members who could not drive to their Dr.'s appointment get there and back.

Only one senior brunch was done in October, the other was cancelled because of corona virus.

The gift bags went out at Christmas but not for Easter because of corona virus.

We called home bound seniors to make contact and visit.

There were 3 memorial services that we helped with.

- Sara Plummer

## **Chalice Fire**

Had another active year (through March):

- Full Moon celebrations held monthly July-March. Most of these were drum circles, averaging about 30 people.
- Instead of a drum circle in Dec, we hosted a rocking Krampus party (Santa's evil twin who steals presents) in Dec.
- For Feb Full Moon, we held a What's Your Superpower? ritual of empowerment, complete with a growler of (non-alcoholic) kombucha from High Garden, right before their tea shop was destroyed by the tornado.
- Co-created seasonal altars in the sanctuary for Midsummer, Lammas, Mabon, Samhain, Yule, & Imbolc.
- Partnered with a local priestess and her annual tradition of Brigid's Night Out to host a raucously fun Bragging Ritual (Feb).

The church campus safety shut down due to Covid-19 caused us to suspend Full Moons, seasonal altar changes, and our proposed Adult Egg Hunt.

-submitted by Chelsea Henry, Chalice Fire facilitator

## **Holly Mueller Committee on Ministry**

We continue to provide support and feedback to Rev Mueller by meeting monthly with her. We are preparing our second evaluation of her to send to the Ministerial Fellowship Committee at the UUA next month. Next year will be the final year for the committee as she will, probably, be granted full fellowship next year.

Our Committee on Ministry for Holly consists of Doug Pasto-Crosby (chair), Liz Schneider, Paul Gherman and Dr David McCoy (from Alive Hospice where Holly works as a Hospice Chaplin).

-Doug Pasto-Crosby, May 2020

## **Lay Ministry**

Lay Ministry has had a busy year. After a usual year of caring for people with its slow times and busy times, from February on we have met via Zoom and have set up a system of contacting people we know to be isolated by phone to keep them feeling connected to the church. It has been a very intense time, with Lay Ministers checking in with me or with Gail as we find more people who are lonely during this time of social distancing. The Ministers and some Lay Ministers have been heavily involved in the video outreach or professional pastoral care (two of our affiliated Ministers work in hospice or hospital) and one of our affiliated Ministers along with Rev. Seavey have offered pastoral care specifically to frontline healthcare providers that we are aware of in the congregation. We feel that we are making a difference.

Lisa Pasto-Crosby  
Lay Ministry Coordinator

## **Lead Minister Advisory Council (LMAC)**

Joell Smith-Borne & Andy Collins, co-chairs

We have essentially spent the past year planning for Gail's farewell. Before we started distancing, Gail was joining Dinners for Nine gatherings and attended a Senior's brunch. We were planning for a bulletin board timeline that people could contribute to and an event that would take place as part of the church picnic. Then starting in March, we began working out ways to still say good-bye while staying physically distant--we did some research and found a digital bulletin board service that we could use and began planning a Zoom farewell event and a drive-by good-bye parade.

In addition to farewell-planning activities, LMAC assisted Gail with the new office hour program, went through her annual self-review with her, and generally supported her during significant events in the life of the church.

## **Prison Ministries of FUUN Yearly Report**

Due to the COVID-19 Pandemic, TDOC (Tennessee Department of Corrections) suspended visitation and all volunteer activities in all of the facilities across the state in March of 2020.

### *Inside the walls:*

June 2019-February 2020 Sanctuary of Light (SOL) provided UU Earth-Centered Spirituality group & individual religious services, education classes, and study materials at TN Prison For Women & DeBerry Special Needs (Men) where services and rituals held monthly as scheduled, as well as Feasts for 2019 Yule (December 21).

Additionally, SOL mailed group and individual worship & study materials for residents in 4 other prisons across the state.

First UU members and volunteers attended 4 parole hearings at Riverbend Maximum Security Institution RMSI).

## **Reimagining Prison Ministry at FUUN**

The Reverend Thea Nietfeld, Retired, lead Prison Ministries of FUUN members in a support and visioning for the future in late January. She also helped us to remember to celebrate what we have accomplished over the years, especially at Riverbend, where our monthly UU services no longer occur. Along with our lead minister and others, Thea was able to design a service of celebration in March which was live-streamed into our homes during the COVID-19 quarantine.

Thanks to the visioning process, Prison Ministries of FUUN plans to work in conjunction with Tennessee Prison Outreach Ministries, which runs halfway houses in Nashville, to support those exiting the prison system and to facilitate their return to our communities.

Submitted in Faith,

Eddie White, Pr ., Rev.

Unaffiliated Community Minister & Current Chair

## **Worship Committee Report**

Submitted by Elaine Bailey-Fryd and Valerie Martin, co-chairs of Worship

Some highlights of our year:

- We said **goodbye to Lore Stevens** as she went to Harvard Divinity School, but not before she helped draft a **new worship covenant** that we adopted.
- Lore also helped us work through cultural appropriation issues with the **Frida Kahlo service** with Rev. Keller, who was receptive to our feedback and changed her preaching accordingly.
- We welcomed **Elizabeth Geschiere as our student intern**.
- Church leaders became more visible as they assumed **lay leader/welcome** responsibilities during our worship services.
- Religious Education worked with Worship Committee to **drop the mandatory monthly Bible story** in worship.
- We were delighted to recommend **Mary Early-Zald for ordination** in our church; the ordination date has been deferred due to the pandemic.
- Our adoption of the **meta-theme of CHANGE** became oddly more prescient than we could have imagined as the year began winding down. We began **virtual worship services** in March due to COVID-19, with gratitude to all involved, but especially Jaie and Sheri for their leadership and continual quest for improvements from week to week. And we loved seeing Gail with her puppets!
- **Stewardship: 2020 Vision and Bob Day** worked with Worship to develop testimonies that looked back on the ministries during Gail's time with us and related to our worship topics. We had a highly successful campaign in spite of the pandemic.
- We were delighted to learn that our new developmental minister, **Diane Dowgiert**, is on board with shared ministry in regard to collaborating with worship associates.
- Worship Committee began meeting via **ZOOM**.
- In conjunction with RE, Social Justice, Stewardship and with gratitude for traditions and rituals developed during Gail's tenure with us, we constructed our **Wheel of the Year**.
- We invited our **affiliated ministers to preach during July 2020** both to update us about their ministries and to provide solace in our time of transition immediately following our loss of the ministry of Gail Seavey.
- And on that note, a fond **thank you to Gail Seavey for expanding shared leadership in Worship during her years with us**. Those of us who have worked with her as a Worship Associate have experienced her generous, collaborative style and felt seen and valued. We will miss her!



## 2019-2020 Operations Annual Report

This was another productive year for our Facilities and Ground Committees. A special thanks to the following volunteers who have made maintaining our buildings and beautifying our grounds their church ministry: Adam Cottingham, Harmon Nine, Ken Fagan, Chris Wood, Charlie Almquist, Rob Conner, Sara Plummer, Mike Bolds, and Fred Guenther. Much of the work cited below was completed by our volunteers. I also wish to thank Mary Lindsey and Sheri DiGiovanna for their support and expertise.

Below is a list of what we accomplished this year:

- Replaced ice maker in Fellowship Hall with portable icemaker
- Replaced water filter under Fellowship Hall sink
- Hired Celebrity Painting to complete some interior and exterior painting
- Installed keyless locks on the church house and Shop door
- Replaced valves on the commodes
- Past ministers' pictures hung by the Arts and Décor Committee
- Working with our janitor to identify interior painting to be completed during shutdown
- Arranged with M&M lighting to replace/retrofit sanctuary lighting
- Contracted with a roofing company to repair Norris house roof
- Used volunteers to fix a Morgan House Roof leak
- Replaced cutoff valve in Women's restroom
- Unclogged bathroom tub drain in Morgan House
- Rebuilt the Norris House ac/heating unit
- Held a Spiff-UP Day although the second one was cancelled due to Shutdown
- Fixed water damage ceiling in Morgan House

Submitted By Dan Hiller, Operation Council Chair

## **Program Council Annual Report 2019-2020**

May 22, 2020

Submitted by Rachel Rogers, Program Council Chair

The Program Council once again experienced a busy and collaborative church year. Towards the end of the church year, the council moved from meeting monthly to every other month and transitioned to virtual meetings via Zoom after the church campus was closed due to COVID-19. As my term as Program Council wraps up, I am honored and grateful for the time spent working with these very active and committed groups who truly serve our mission with the work that they bless the congregation with.

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### **Fellowship Committee**

Chair: Eddie Doss

No report submitted as of May 22, 2020

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### **Beloved Community Committee**

Submitted by Tom Surface

At its annual retreat, the Beloved Community Committee compiled a list of initiatives and activities for the year. Rather than try to hone the list down to a few stated goals, we decided to retain the entire list as a guideline for the year. While we realized we may not complete everything on the list, we didn't want to cut anything out. Those items drove the programs and activities for the year.

Below are the things completed during the year, grouped by the four key points of the committee's charge. Participation in some of the activities were hampered by the pandemic lockdown this Spring.

*EDUCATE OURSELVES about the history of oppression and freedom from oppression.*

- Attended Dec 15 session of the Beloved Community Covenant Group at Greater Nashville UU Church, to get ideas for similar sessions at FUUN.
- Conducted 6 podcast listening/reflecting sessions on the 1619 Project developed by NY Times. Attendance ranged from 5 to 15 participants.

*ENCOURAGE thoughtful examination of individual and congregational processes as we work toward building beloved community. Work with church leadership formally and informally, to deconstruct white supremacy.*

- Attended Leadership Development retreat.
- Provided updated Committee Resource Packet to all church leaders, and presented that material at the annual leadership orientation training sessions.

*TAKE ACTION within the congregation and the larger community to become a fully realized anti-racist, anti-oppression, multicultural community. Organize events and programs to coordinate with worship calendar/themes, and in the larger community.*

- Organized and led the 4<sup>th</sup> Nashville Pledge to End Racism program in the fall. There were 16 participants along with 11 facilitators and leaders involved. New material was added to the program that covered local history, especially on slavery. Program attendees included members of GNUUC and Edgehill United Methodist churches. The next program is tentatively scheduled for Fall, 2020.
- Organized and led 4 monthly Living the Pledge Sharing sessions for people who had been through the Nashville Pledge program.
- Organized a Black History Walking Tour, partially funded by the committee. Attendees were asked to pay a portion. 20 people attended.
- Organized a trip to see the movie Just Mercy, based on Bryan Stevenson's book of the same name.
- Discussed participation in the anti-racism track of Lipscomb's annual Christian Scholar Conference highlighted by Dr Ibram Kendi's speech, and Irwin Venick's corresponding all-city book read of his books. However, we decided the church wouldn't be able to support full involvement, and then the conference was postponed due to the pandemic.
- Attended a Scarritt-Bennett workshop on their 3-prong mission: empowerment of women, eradication of racism and radical hospitality.

*To WORK TO AFFIRM an inclusive community that recognizes spiritual health and wholeness in many forms, welcoming all people in sympathy with our values and principles. Connect with our spiritual work and worship.*

- Worked with Worship on the Oct 20 service on racism.
- Engaged with the Development Minister Search committee on anti-racist criteria.

## **Committee for the Larger Faith**

Richard Bird, Chair

### **Members:**

Richard Bird (Chairperson)

Gail Sphar  
Ginger Brown  
Jennifer Hackett

## Highlights

The 2019/2020 year began with those who attended General Assembly 2019 in Spokane, WA, sharing reflections of their experiences at our July meeting. A few of these reflections were later published in the FUUN Newsletter under the theme of “We Are Stronger Together”.

We initiated the Larger Faith blog on the FUUN website to provide news and information related to the larger UU community, such as General Assembly and Actions of Immediate Witness.

The committee was able to host only one informational table in the social hall this church year. It was in November and highlighted the Unitarian Universalist Service Committee in conjunction with the kickoff of the annual Guest at Your Table (GAYT) event. This annual fundraiser for the UUSC raised about \$215, and additional donations were submitted directly to the UUCS by some individuals.

At the service on November 24, we were pleased to present Joan Moore with a certificate welcoming her to the Clara Barton Sisterhood, an organization of the UU Women’s Federation that recognizes women over 80 who have made significant contributions to their congregations.

The CFLF continued hosting the Sunday morning food table on the 4<sup>th</sup> Sunday of each month (except January and February) in order to supplement the committee’s budget line item intended to reimburse our delegates for a portion of the cost of attending GA.

## Partner Church Program

Although our former partner church in Pingwait reached out in late 2019 to renew our relationship that had been established through the Partner Church Program in 2012, the decision was made by the Committee along with several leaders in the church that we don’t have the capacity to maintain the partnership at this time due to the all of the upcoming changes and events that will require everyone’s attention over the next few years.

## GA Delegates

This year’s General Assembly, originally planned to be held in Providence, RI, will be conducted entirely off-site from June 24-28 due to the coronavirus pandemic. At this time, we have confirmations from eight members who will act as delegates. The Committee, through the

operating budget, will be able to reimburse each delegate for the \$150 off-site registration fee. All delegates will be invited to our June 10 meeting to discuss what we might expect from this year's GA and how best to prepare for being a delegate in its unprecedented virtual format. The delegates will be affirmed at the June 14 annual meeting.

Submitted by Richard Bird.

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## Youth Action Committee

May 20, 2020

**Submitted by Jonah Eller-Isaacs**, co-YAC Liaison to Program Council

2019-20 YAC members:

- River Plummer, Senior co-chair
- *Open*, Junior co-chair
- Dara Gyauch-Lewis, At-Large Youth Member
- Sparrow, At-Large Youth Member
- Rev. Holly Mueller, Advisor Liaison & co-YAC Liaison
- *Open*, Parent Liaison

Youth Advisors:

- Rev. Holly Mueller, Elizabeth Leiserson, Harmon Nine

The YAC and Youth Group enjoyed considerable success September to March before coming to a screeching halt along with everything else. Programs consistently drew 6-10 youth into the spring; unsurprisingly, numbers tended to max out when food was involved. Highlights from this year included a cooperative program on Welcoming Practices with our youth counterparts from Greater Nashville UU Church, a baking workshop with advisors Holly Mueller & Elizabeth Leiserson and a hike in Edwin Warner Park, along with our much-loved annual fall lock-in and another successful Youth Sunday service, which investigated the manifold understandings of the divine.

Like so many programs here at the church and in the broader world, youth group will be radically altered post-COVID. The YAC will be meeting online over the summer to discuss how we can connect in a meaningful way while still staying safe.

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## **Children's Religious Education Committee**

May 21, 2020

Submitted by Jessica Young, Senior Co-chair

**Members:** Jessica Young (sr. co-chair), Eileen Finane (jr. co-chair), Harmon Nine, Jason Plummer, Ed Turnley, Brenna Hansen, Marguerite Mills (CRE director)

### **This year the CRE Committee:**

- Continued to work on strategic growth for CRE. A Needs Assessment Survey was conducted among all congregants with children. Take-aways included desire for family
- FUUN night programming and integration of social justice topics in curriculum.
- Hosted a Community Conversation for families regarding RE programming.
- Oversaw 30 weeks of CRE programming, including RE Sunday, and coordinated more
- than two dozen volunteers.
- Organized successful celebrations of Halloween. Easter celebration was canceled due
- to COVID-19.
- OWL programming for K-1 and 4-5 th grades.

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## **Social Justice 2018-2019 Annual Report**

### **Members**

Roddy Biggs (co-chair)

Jessica Moore-Lucas (co-chair)

Jack Blied

Bill Julian

Victoria Harris

Scott Weaver

Christy Duke

### **Annual Highlights**

We have had a successful year. Our action teams have succeeded in feeding people without homes through Room In The Inn and Safe Haven Family Shelter. Sanctuary and

Immigration Justice have provided hospitality to asylum-seekers passing through Nashville after being released from detention. Habitat for Humanity had a successful fall build and their most successful fundraiser ever! The Palmer Lecture was well attended, with 100% of donations given to the UU Service Committee.

In response to changing donations due to the shift to virtual worship, the committee worked with the Finance committee, and are giving 100% of the Sunday offering (including the portions that would normally go to the operating budget and the Social Justice Committee restricted fund) to the Share the Plate recipients, to continue to give at the normal level to our partners.

We are planning for the coming year assuming activities such as Room In the Inn and the fall Habitat build will be happening in some way, but proceeding cautiously to protect the health and safety of our volunteers.

Submitted by Jessica Moore-Lucas

Annual Report of Building for our Future Task Force  
May 21, 2020

The Building for our Future Task Force (BFF) began meeting in May, 2019. This task force was established at the closing of the Identity Discernment Task Force (ID), which had completed its' charge. Mike Bolds agreed to chair the BFF.

Barry Finkelstein of Stewardship for Us, a capital campaign consulting firm, contracted with us beginning in June, 2019 in order to provide an assessment for a FUUN capital campaign to fund a new church structure. In October 2019, Mr. Finkelstein led the Next Steps Weekend at FUUN, which included interactions with many of our church members. Then a report was provided by Mr. Finkelstein, which recommended a budget of 1.8-3 million. (The report is available on the FUUN website.)

FUUN contracted with Mr. Finkelstein for assistance with the 2020 Stewardship campaign, in preparation for the expected 2021 Stewardship/Capital Campaign.

We have learned that restructuring the campus, demolishing buildings, and constructing accessible attractive buildings will be very costly. Due to budgetary concerns, the architects we have interviewed are advising us to undertake a master plan process first, in order to complete the work in phases.

On 4/1/20, a quarterly report was submitted from the BFF to the Board. This report represents the final report and recommendations from the BFF in its current form.

The BFF task force has strived to fulfill our charge to develop a plan for a new church building and a capital campaign to pay for it. We have found that this is not possible at the present time, related to several factors. Important lessons learned include:

1. The expressed desire of the congregation for a unitary new structure on a re- configured campus would likely cost at least \$7-8 million.
2. The amount of money we could expect to raise during a 3-year capital campaign would be in the range of \$1.8-3 million in normal economic times, based in part on the consultant's advice and counsel.
3. In view of this disparity of desires/budget, architectural firms uniformly advise starting with a campus **master plan** which allows segmenting of work into less expensive and most efficient steps.
4. The cost of creating a master plan is not yet clear, but would likely be in the range of \$15,000.-40,000.
5. After soliciting interest from 12 architectural firms, and receiving responses from 7 firms, the task force has arrived at a list of 3 firms that would meet our needs. We would prefer to not identify a single choice at this time. The alphabetical list of firms includes: Bauer Askew, Centric, and EOA – all local Nashville firms.

As the board is aware, the sudden drop in economic markets, in association with imminent widespread unemployment, makes spring of 2021 a most difficult time to launch a successful capital campaign. We hope to have a better idea in a few months as to how severe this recession is likely to be.



In view of this sudden change, the task force makes the following recommendations to the board:

1. That the planned capital campaign for spring 2021 be deferred indefinitely for now.
2. The next step in our building program should be to contract with an architect to create a master plan for understanding our site limitations, establishing our priorities, and solving our current facility problems. This might be with a new building which would be completed in stages, or some combination of new building and renovation. To hold on to our current momentum, we would favor proceeding as soon as circumstances and funding allow. However, it was felt that it would not be good to pay for and work on developing a master plan only to put it on the shelf for several years. In view of this, the master planning process should not be initiated until economic projections support a possible capital campaign within 12 months of starting the master planning process.
3. Consider funding the master plan with a short, single purpose fund-raising campaign (once the cost is known), or funding from the current BFF account (about \$7900 at present), or asking for new funds from the trust, or from some combination of these mechanisms.

If the board accepts our recommendation to defer the capital campaign, the current charge of the BFF is completed. However new tasks are apparent, as outlined in the above

recommendations. In view of the anticipated new work, we recommend the board consider replacing the BFF with a new task force, or modifying its charge to reflect the following tasks:

1. Decide on the best time to proceed with contracting for a master plan, with anticipation of having a major capital campaign within a year of beginning work on the master plan.
2. Negotiate a fee with an architectural firm for a master plan with a schematic design for the first phase of construction, using a budget of \$2-3 million.
3. If the board is in agreement with the proposed contract, formulate plans for how to fund the contract, and execute that plan. Recruitment of additional personnel may be needed if a fundraising campaign is required.
4. Initiate meetings with members of the congregation throughout the process. We hope that some members of the current BFF will continue to be involved, as task force members, or otherwise providing assistance.
5. Present the completed master plan and schematic design to the congregation for approval. If approved, establish a timeline for a capital campaign and completion of final design documents.
6. Task force members will likely need to be appointed and a chairperson selected for the next phase.

Currently, the Board has accepted the recommendations of the BFF. These will be reviewed at the July 2020 board meeting.

Submitted by Phyllis Salter, Board liaison to the BFF.