

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES MINUTES**  
**May 24, 2023**

*Meeting hosted on Zoom at 6:30pm.*

<https://zoom.us/j/92527903540>

**Major focus for Board in 2022-23**

*Action on our Developmental Goals:*

- 1. We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources.*
- 2. We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community.*
- 3. We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.*
- 4. We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically.*

**In attendance** – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, Chris Little, Jimmy Gorham, Breck Gastinger, Steve Brecker, At-Large Members; Tim Temerson, Lead Minister; Rev. Leia Durland-Jones, Minister of Faith Development; Sean Skally, Director of Admin and Finance

**Absent** –

**Guests** – Jeanine Braithwaite, Jude Bias

**I. Business (Part I) (10 min)**

- **Volunteering at UU C'ville (Chris):** 10 min
  - From Chris' perspective it feels like there is a high reliance on a small percentage of our congregation for volunteering. Is this true for others? Wanted to bring this question to the board and brainstorm together how we might recruit and engage new volunteers.
  - Some agreement from others on the board. Proposed that with the many newcomers that are attending it could be a good idea to have a volunteer fair or committee to help people find out about what they can get involved in.
  - The Stewardship Stewardship Committee is working towards creating a service fair in September at the beginning of the church year. The SSC will be rolling out materials in June and July relating to sharing time and talent.
  - Suggested that there might be a higher level of congregation involvement than we see or hear about.
  - Remembers that before Covid there were heavy lifters in the congregation that were feeling fatigued that were asking these same questions about how to engage more folks in volunteerism.

- Suggested that powerful, effective, exciting ministries are what bring volunteers in. Building up these ministries will grow our volunteerism. Fairs will help raise attention to the ministries that are being built.
- Membership committee is starting a “connection table” in August. There will be a slideshow on the monitor after the service ends. Newcomers will be welcomed and invited to visit after the service. Will help the people of the congregation “own” the congregation.
- One of the goals is to help people develop leadership capacity and stretch to grow into available roles.

## II. Opening - (20 mins)

- Opening and Closing Words: Renee
- Reporter: Jimmy
- Time Keeper: Breck
- Process Observer: Kay

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment -
  - a. Breck - How to best spend the remaining \$1500 that is in the Building Signage Task Force budget? Two options the taskforce discussed were to replace the marriage rights sign or to replace the lights for the sign. The lights would be a priority. Need to check with Sean for an update on this. The board will discuss at next month’s meeting.
4. Acceptance of Agenda

**MOTION:** Bev made the motion to Accept the agenda with changes.  
 Motion was seconded by Steve.  
 The Board approved the agenda with changes.

5. Written Correspondence (none)

## III. Electronic Motions (1 minute)

1. Approval of the April minutes happened electronically.

## IV. Business (Part II) (15 min)

- **Adoption of the Mission Statement and Recommendation for up or down vote without amendments (Jeanine): 15 min**
- *Mission Statement Report at end of packet*
- Taskforce members appreciated the way that they worked together and with others in the congregation.
- The process was very collaborative and with much effort and intention in polishing the words in the proposed mission statement.

- Jude's word clouds were very helpful for visualizing the cottage conversations.
- A huge number of people volunteered for scribing and facilitating these mission conversations.
- The statement is not all inclusive. It seeks to answer the questions: Why do we exist? What is our purpose? The mission statement works to answer this question succinctly and inclusively of all that was shared during this process.

The UU Congregation of Charlottesville  
builds community through **love in action.**

Together we cultivate a safe and welcoming place for all.  
Together we nurture mind, heart, body, and spirit.  
Together we work for equity, justice, and peace  
for all people and the planet.

*Mission Statement as presented to the board 05/24/23*

- Community was *the* single most important concept from the conversations.
- Often folks question why we need a new mission statement? There are a few reasons for this. There is a new mood in the church, a new sense of togetherness, and a new desire to be involved with casting our mission.
- The statement received much positive feedback from the board - a sense of poetry with how the statement starts locally in the second sentence and grows to be global by the last sentence.
- Should the mission statement contain more "action" ? Feels it needs something to wrap it up.
- The statement will do a nice job with helping us move forward and take action on this mission statement.
- A possible shorted tagline could be: "Building community through love in action"
- A number of changes were made to the mission statement after the town hall last month to reflect the congregation's feedback.
- The board and congregation will not be voting on the priorities listed in the document, just the mission statement. It is good to see the priorities with the statement so that you know that these were considered in its crafting.

- Ideally you can have your mission statement committed to memory. That people could speak our mission statement - this statement feels like it could be embodied by our congregation.
- Will need to make a change in our bylaws during the congregational meeting to adopt our mission statement.
- **Motion:** Hayley made the motion to bring this mission statement to the congregation on June 4th for an up or down vote. Bev seconds. The board approves the motion with one abstention.
- Chris and Jeanine will present this to the congregation at the annual meeting.

## **BREAK AND GRATITUDE CARDS (5 min)**

### **V. Developmental Goals Action Plans and Reports (20 min)**

- *Update from Mission Taskforce and Stewardship Steering Committee*
- Held a follow up meeting to reflect on this year's pledge drive and take what we have learned into the next year.
- A survey was sent out to pledgers at the end of May. So far there have been 89 responses out of 270.
- This year, we will need to do a deep dive in cleaning up our data before the next pledge drive.
- The SSC is doing a lot of work on communication and sharing information about stewardship with the congregation. The first product the committee is making is a rack card with a front and back - highlighting "Caring" "Sharing" and "Giving"
- Starting in July the SSC will put out a quarterly newsletter. These succinct posts will be a follow-up to the rack card. Showcasing how we care for our community, how we share our time and talent, how to get involved with links to the website, and highlighting an example how we give our financial resources. There will be a section on dollars and sense, budget, and social action collection. There will be an email people can contact with questions. This newsletter will be trial run for a year.
- Feel like the work that the SSC is doing is the answer to the earlier question about increasing volunteerism in our congregation.
- SSC is the connective tissue bringing together a lot of parts of UUC'ville. Trying to focus on all the different ways that people give of their time, talent, and treasure.
- Is there a way to highlight the volunteers? Highlight people we don't see and new folks. Agree that the newsletter is a wonderful place to highlight a "behind the scenes" volunteer.
- Ann Salamini has joined the SSC and has been working on planned giving.

**VI. Reports (20 min)** - Written reports can be found at the end of the minutes. *Votes mentioned in reports will be taken in the business portion of the meeting.*

1. **President's Report** (Written)- Pam McIntire

2. **Vice President's Report** (Written) - Beverly Ryan
3. **Treasurer's Report** (Written) - Kay Frazier
  - a. Financially the fiscal year is trending towards ending in the red. 91% of the budgeted pledge has been fulfilled.
  - b. Rev. Tim has expressed support to offer pastoral follow-up for folks.
4. **Lead Minister's Report** - (Written) - Rev. Tim
  - a. Shifting into strategic plan mode. Convening groups of folks who are interested in different topics. Trying to help people start thinking strategically.
5. **Minister of Faith Development's Report** (Oral) - Rev. Leia Durland-Jones
  - a. Please read Rev. Leia's annual report in lieu of a May report.
  - b. The coming of age class did a wonderful job on their service. Three of the coming of age group decided to sign the membership book. Very happy with how they were able to represent themselves to the congregation.
  - c. Glad Rev. Tim is taking time on vacation this week - looking forward to preaching this Sunday with Tori Goodlow as worship weaver.
6. **Director of Administration and Finance Report** (Written) - Sean Skally
7. **Membership Report** (Written) - Beth Jaeger-Landis  
Membership stands at: 317
8. **Board Liaison Reports**
  - Nom Committee: (Oral) Breck Gastinger
    - Lucky to have a full slate of amazing people
    - Board of Trustees
      - President: Pam McIntire (2 years)
      - Treasurer: Kay Frazier (2 years)
      - Member at Large: John Griffith (3 years)
      - Member at Large: Achsah Carrier (3 years)
    - Personnel Committee
      - Bob Brett (3 years)
      - Cathy Lawder (3 years)
    - Nominating Committee
      - Amy Nash (2 years)
      - Laura Wallace (2 years)
  - Personnel Committee (Written) - Beverly Ryan
    - The committee is working on updating job descriptions.
  - Communications Committee (Oral) - Steve Brecker

- The Communications Committee met today. Had a lively discussion with Christine Gresser about how she is using the Facebook group to connect with other local liberal communities. Also discussed potential trolling incidents and how to handle them on our page.

## VII. Business II (30 min)

- **Program Budget Presentation (Kay): 10 min**
  - *Program Budget and the Treasurer Annual Report Attached*
  - Wanted to make the budget more relevant to our goals.
  - Line items are: Worship, Faith Development, Beloved Community (Internal), Faith Witness (External), Congregation Administration, and Debt Service. The program budget helps assign staff time to our programs and ministries.
  - Asked Rev. Tim and Leia to give their best guess on where they allocate their time to the different programs. For the other staff, the SSC gave their best estimates on how they spend their time.
  - This is the first time that we have put staff time into the program budget.
  - The Social Action Collection is no longer in our operating budget and has been moved into designated accounts. This means that the Social Action Collection is not included in the Faith Witness spending and gives an incomplete picture of the impact we are having. This year our social action collection has been an all time high.
  - Noted that these charts do not reflect the fact that our staff works more than 40 hours a week.
- **Congregational Meeting Discussion (Pam): 15 min**
  - *Congregational Meeting to be held Sunday, June 4th, 2023 (12:30-2:30)*
  - Sean handles registering the GA Delegates for the assembly.
  - Assigned roles for the congregational meeting.
  - Quorum will be 32 people.
  - Need monitors for in-person, and two folks online (one to monitor the phone and the other zoom) - count votes when the vote is close, not when an overwhelming majority.
  - Present means present physically and by zoom.
- **General Assembly Delegates (Pam): 5 min**
  - **Motion:** Kay made a motion that the board vote to approve Adam Slate as our general assembly delegates.
  - Breck seconded this motion. The board unanimously approved.

## VIII. Review Agenda Items for Next Meeting (5 min)

## **IX. Closing Activities (5 min)**

1. Process Review
2. Things to do / communicate
  - a. Hayley and Bev to review the script
  - b. Hayley to remind folks that the next meeting will be a Hybrid Potluck gathering with new board members (meet at 6pm). Will invite new board members to this gathering.
  - c. Kay to check with Sean on lighting for the new sign.
  - d. Note that we will need a new board liaison to the communications committee
3. Closing Words

### **Dates to remember**

Annual Congregational Meeting: June 4, 2023

Next UU Charlottesville Executive Board Meeting: June 15, 2023

Next UU Charlottesville Board Meeting: June 28, 2023

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

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## **Reports to the Board**

### **President's Report to the Board: May 2023**

I am looking forward to our Congregational Meeting on Sunday June 4 after the service. What a lot of work goes into getting all the moving parts of the meeting organized!

In addition to hearing brief reports on congregation life in the last year, we will have several important votes at the meeting. We will vote on nominees to the Board, Nominations Committee and the Personnel Committee. We will also vote on the budget for 2023 2024 and the adoption of a Mission Statement. The agenda, slate of nominees and their bios, the budget, annual reports and the draft minutes from the last Congregational Meeting (held on June 5, 2022) are on our website (<https://uucharlotteville.org/congregational-meetings/>). The proposed Mission Statement will be posted after the board votes on it at the board meeting on May 24.

The Mission Statement Task Force has been working hard to come up with a mission statement which is brief, powerful and inclusive of all the passions congregants expressed in the Congregational Conversation and the Cottage Conversations. It is quite a challenge! Adopting a mission statement is an important step leading to the development of a strategic plan which will focus our mission on specific actions. We will begin the process of developing the strategic plan this fall, though we will be giving it a lot of thought through the summer. All the

information we gathered in the Cottage Conversations will inform the strategic plan and it will bring all our hopes, dreams and commitment to definitive steps that will involve the whole congregation.

Our Treasurer, Kay Frazier, and I presented the proposed budget to the congregation on May 7 after the Sunday service. Kay has an impressive ability to make complex information easy to understand. It was heartening to hear how our budget and the process of developing the budget reflects our UU values. You can view the discussion at this link <https://www.youtube.com/watch?v=VX9S50mKYDE>

The Children and Youth Religious Education program is winding down for the end of the school year. I am looking forward to the Coming of Age Service this Sunday! It is always inspiring to hear what our youth have to say.

We had a terrific auction on May 13. It was fun to be together, share delicious snacks, and support the congregation. A great success!

I greatly appreciate all the passion and effort that so many people bring to making UUCville a place where love is in action!

Submitted by, **Pam McIntire**, President

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## **Vice President's Report to the Board: May 2023**

### **Annual Reports:**

I have continued to collect Annual Reports from all committees and groups this month for posting on the Web and inclusion in the Annual Congregational Meeting June 4, 2023. It is amazing to read through these reports and hear all the amazing things accomplished this past year. These reports will be posted online: a link can be found on the following page: <https://uucharlottesville.org/about-us/board-governance/>

### **Personnel Committee:**

This past month the Personnel Committee has focused on cleaning up loose ends, including making sure evaluations are complete and filed, contracts are signed correctly and filed, and that the rules for employer contributions to retirement are distributed to all employees.

### **Fundraising Events:**

The live, in person spring auction was held on May 13<sup>th</sup>, and was a great success. The online auction prior to the live event had a lot of interest and bidding on meals and events. The entire process went smoothly with only a few minor hiccups.

**The Connie Cheetham Award Committee** met and voted to award Janice and Stan Walker as this year's recipients. They were presented the award at the service on May 7, 2023.

Submitted by, **Beverly Ryan**, Vice President

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### **Treasurer's Report to the Board: May 2023**

#### **Year-End Projections (FY22-23)**

The End of Year projection is that the budget will balance at the end of the Fiscal Year, with a possibility that expenditures will exceed revenues by a small amount. Balancing the budget is largely dependent on receiving pledges made for the Fiscal Year and carefully managing expenditures. Pledges received to date are at 91%, and a balanced budget depends on receiving 100% of the budgeted revenue projection. The budget revenue projection is 95% of the total amount pledged.

#### **April Financial Report Review**

On May 11<sup>th</sup> expenditures were 89% of the budget and revenues were 90% of the budget. To review the Monthly Financial Dashboard go to <https://uucharlotteville.org/financial-information/>

#### **Fiscal Year 23-24 Budget**

The proposed budget that the Board of Trustees reviewed and affirmed at the April meeting has changed by a small amount. Revenue Line item 3110 Current Year Pledges increased by \$285 to account for a math error. The budget's bottom line is not changed and the budget is balanced. The Proposed FY 23-24 Budget can be found at <https://uucharlotteville.org/financial-information/>

Submitted by: **Kay Frazier**, Treasurer

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### **Lead Minister's Report to the Board: May 2023**

I write this report having just finished attending the celebration for our Coming of Age youth. For those who may not be familiar, Coming of Age is a Unitarian Universalist faith development program for middle and/or high schoolers. The youth spend the year together exploring Unitarian Universalism and their own beliefs and values. As is always the case in our faith, there is no indoctrination, no judgment for what one believes or doesn't believe. There is only love, there is only listening and learning, and there is only encouragement to be who you are, to ask questions, and to grow. As I said during the ceremony, Coming of Age is Unitarian Universalism at its absolute best and I am so very proud of the youth and grateful to the facilitators, mentors, the families, and to Rev. Leia.

Rather than providing my usual summary of important ministries or programs, I want to use this space to talk about the future and the work I'm doing to get us ready for the next stage in our shared journey.

At the board meeting you will be voting to recommend the mission statement written by the Mission Task Force to the congregation for approval at the congregational meeting on June 4. I am so very excited about completing the mission process and cannot thank the task force enough for their great work. We are off to a great start in fulfilling an important part of our first developmental goal, which is to create a shared sense of purpose.

As important as a new mission is, it is only the first step in an ongoing process. A mission tells us who we are and calls us to become who we want to be. But it doesn't give us specific guidance about how we turn those aspirations into action. That is the role of a strategic plan and I am very excited to see the planning process begin. To that end, I have begun convening conversations among different stakeholders in the congregation about the future of ministries that seem likely to be essential for living our new mission. To this point, I have convened or been part of conversations about racial justice, environmental ministry, food ministry, and a very preliminary chat about LGBTQIA+ or Queer ministry. My goal in getting these conversations going is not to begin developing the plan. Rather, I am seeking to get important stakeholders thinking about the future of these ministries so that when we develop a plan next church year, some thinking will have already been underway that will help us set goals that are actionable and achievable.

I plan to continue these conversations in anticipation of a strategic planning process. I imagine the board will appoint a strategic planning team or task force in the Fall of 2023 that will be charged with creating that process. At some point, key leaders and stakeholders will be invited to share their ideas, goals, etc. That's why I'm working to get those leaders and stakeholders focused and thinking. I promise to keep you updated and I can't wait to get the planning process going and the plan written!

Respectfully Submitted, **Rev. Tim**, Lead Minister

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## **Director of Administration and Finance's Report: May 2023**

### **Finance**

#### **Finance Recap**

|                              | <b>As of April 2023</b> | <b>As of April 2022</b> |
|------------------------------|-------------------------|-------------------------|
| Total Revenue                | \$47,931.57             | \$47,805.23             |
| Total Expenditures           | \$41,533.21             | \$35,451.04             |
| <b>NET OPERATING REVENUE</b> | <b>\$6,398.36</b>       | <b>\$12,354.19</b>      |

- Officially closed Wells Fargo Checking and Savings accounts
- Able to get refund for overcharging from ADP
- Working on more stable and reliable Venmo system

## Financial Reports

- [Budget vs Actual YTD](#)
- [Budget vs Actual Full Year](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- [UUCEF Statement](#)

## Administration

### Safety & Security

- Partnered with Tim and Leia on how to handle overnight guest. Personally spoke with guest and asked them not to stay overnight. Gave them a safe place to keep belongings.

### Regulatory

- Working on retention compliance for the UUA Benefits Workbook
  - o Have a new and completed SA and EPA form for filing
  - o Will distribute new EPA to all staff members
  - o Created file per workbook and Carole McIvor knows the location

## Attendance

| YEAR  | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|-------|------|------|------|------|------|------|
| Jan   | 175  | 91   | 194  | 288  | 208  | 265  |
| Feb   | 153  | 94   | 183  | 154  | 229  | 208  |
| Mar   | 129  | 120  | 179  | 100  | 205  | 238  |
| April | 112  | 131  | 158  | 175  | 199  | 258  |
| May   | 160  | 135  | 123  | 182  | 191  | 207  |
| June  |      | 132  | 118  | 112  | 170  | 139  |
| July  |      | 110  | 98   | 105  | 137  | 135  |
| Aug   |      | 134  | 107  | 137  | 165  | 136  |
| Sept  |      | 128  | 83   | 107  | 215  | 250  |
| Oct   |      | 160  | 60   | 92   | 116  | 161  |
| Nov   |      | 159  | 99   | 134  | 214  | 202  |
| Dec   |      | 141  | 84   | 146  | 161  | 169  |

## Information Technology and Computers

- Successfully held zoom meeting with a panel of 12 guests

## Personnel

- Filed Tim's LOA

## Buildings and Facilities

- Porch repairs are still needing to be completed as soon as the contractor's schedule opens up. (cont from last month)
- Buildings team looking into ramp repair (cont from last month)

## Repairs

- Repaired net in playground
- Repaired light switch in Summit House S1
- Repaired running toilet in main building bathroom
- Working on parking light timer to reduce parking lot electricity bills

**Sean Skally**, Director of Administration and Finance

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Membership as of **April 20, 2023**: 314

### **Additions:**

Naomi McCleary

Sylvie Semmelhack

Dylan Halbert

**Drops:** none

Membership as of **May 22, 2023**: 317

Respectfully submitted, **Beth Jaeger-Landis**

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## **Unitarian Universalist Congregation of Charlottesville Mission Statement 2023**

As part of our Developmental Ministry Goals, we have developed a Mission Statement for UUCville. The proposed statement says our purpose or in other words, why we exist. We hope that it will speak to the hearts and minds of our congregants and to the broader world.

Last fall, the Board appointed a Mission Task Force that began the process with 17 Cottage Conversations in which over 120 participants answered questions about what UUCville means to them, what our purpose is, and what is important about how we impact the larger community. These were amazing conversations where participants spoke of their appreciation of many parts of UUCville and of the dreams for what we can achieve together.

On Sunday, April 29, the Task Force hosted a conversation to present a summary of the answers people gave in the Cottage Conversations and to begin a conversation about the mission statement by discussing a few examples of statements. You can find the power point that was presented on our website

(<https://uucharlottesville.org/wp-content/uploads/2023/05/2023-Mission-Statement-Powerpoint.pdf>). The Task Force considered all the comments made in this conversation and developed the

final wording of the mission statement which will be presented to the congregation for approval at our Congregational Meeting on June 4, 2023.

Although adopting a mission statement that is powerful and meaningful to the congregation is very important, it means little without a strategic plan to bring our mission into action. The strategic plan will lay out the specifics of how we will come together to work on being the congregation we dream of.

The Mission Task Force has worked hard to develop a mission statement that is brief and powerful and also reflects the many passions of the congregation. It has been a challenge! We realized that in addition to a brief mission statement, we also need a summary of important priorities to guide the development of our strategic plan with specific actions we will take to bring forth our mission.

After discussing each word in many possible statements, we decided on the following statement.

***The UU Congregation of Charlottesville  
builds community through love in action.***

***Together we cultivate a safe and welcoming place for all.***

***Together we nurture mind, heart, body, and spirit.***

***Together we work for equity, justice, and peace for all people and the planet.***

We examined each word and, being UUs, we debated, analyzed and reconsidered the implications of each word.

The word Community came up in nearly every Cottage Conversation we had. Congregants emphasized how much it meant to them to be a part of an open-minded, loving, supportive community and how important it is for our congregation to be active in the larger community of Charlottesville and beyond.

Love is central to our UU values and is both what sustains us and calls us to care for each other and the world. Love is powerful and calls us to take Action. To better our world, we go well beyond loving sentiments to purposeful and loving action.

Together has three meanings: all of us in the congregation, unified in our mission and action, and in partnership with others in the community.

All and all people refer to our commitment to be inclusive of everyone. Our work will benefit all people, not any one group to the detriment of others. This is in the spirit of "Justice grows out of recognition of ourselves in each other — that my liberty depends on you being free too." - Barack Obama

The Mission/Purpose Task Force sees the following priorities as implicit in our new Mission:

To work toward equity and justice in our own congregation and the larger world.

To care for our planet and the interdependent web of existence.

To welcome all people to a safe space for spiritual, emotional and intellectual growth.

To value diverse beliefs, open-minded inquiry and a search for truth and meaning.

To be especially intent on welcoming people who traditionally may not have felt safe and welcomed in our congregation and the larger community (people who identify as members of the LGBTQIA+ community, BIPOC individuals and other people who have been disempowered, disadvantaged, and disenfranchised)

To be conscious of the needs of youth and young adults and also of how ageism impacts older adults.

To care for each other with respect, non-judgment and compassion.

To engage with partner organizations to serve the broader community.

To become a more anti-racist congregation.

To act courageously with compassion to bring love and kindness to creating a more equitable, just and peaceful world.

All guided by our UU Principles.

The Mission Task Force hopes that this mission statement and these priorities will help our congregation to act together in love. We turn these drafts over to the Board for consideration. We thank everyone for their participation in this important process for our congregation.

## **Treasurer's Annual Report Fiscal Year 2022-2023**

### **Statement of Financial Position**

Highlights of the Statement of Financial Position (as of May 11, 2023):

- Cash on hand: \$217,232
- Endowment Balance: \$490,575
- Total Fixed Assets: \$2,082,790
- Total Assets: \$2,873,001
- Total Current (Short-term) Liabilities: \$106,850
- Total Long-term Liabilities: \$149,000

The balances in the Endowment and Member Bonds (Long Term Assets and Liabilities) will change slightly with year-end journal entries to balance pass-through accounts.

### **Long-term Financial Goals**

Developmental Goal 3: Stewardship Ministry

We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.

To strengthen our financial wellness, our goals are to:

- Continue to meet the operational needs to support the mission and values of the congregation.
- Reduce long-term debt by paying down the unsecured, no-interest loan. The balance of the loan is \$39,000.
- Increase cash reserves, building capacity to meet unexpected needs and adjust to economic trends.
- Increase Building and Grounds reserves to improve the care and maintenance of our physical assets.
- Grow the Endowment Fund to provide a stronger financial legacy for the congregation and to support capital and operational needs.
- Retire the Member Bonds (a long-term \$110,000 liability and asset).

### **Meeting the Challenges**

#### **Expenses**

This fiscal year began with unexpected expenses. The year began with two emergency events, a lightning strike that damaged equipment and a flood in the lower hall. After insurance reimbursements, these events cost \$8,718 in unexpected expenditures in the operating budget for cleanup and replacement equipment. We also faced the need to replace the HVAC units for Summit House. The faulty HVAC units caused escalating utility bills and the air conditioning stopped functioning. The replacement of the units was funded by using a combination of cash on hand and the Endowment Fund. Since installation, the utility costs for Summit House have dropped significantly and returned to expected levels.

All other expenses were generally in line with projections with a few expenses running higher and a few lower than projected.

## **Revenues**

Pledges continue as the main revenue support of the budget. As of this writing 90% of the budgeted pledges have been received.

Other revenues that have recovered to pre-COVID times are building rentals and plate collections. The one-time donations have increased but still lag in meeting the budget expectation. Fundraising activities are increasing and generally meeting the goals.

## **End-of-Year Projection**

The budget is anticipated to end balanced with revenues slightly exceeding expenditures. This outcome rests with two musts: First, the pledges are honored to meet the budgeted goal. Secondly, that staff continues the diligent management of expenditures. Managing expenditures is the most predictable of these two variables. If pledges are not honored to meet the budget goal, then the end-of-year projection is that expenditures will slightly exceed revenue, meaning that we will rely on cash on hand to fund operations.

## **Looking to the future**

Next year we look forward to further developing our Stewardship Ministry with the leadership of our Developmental Minister, Rev. Tim Temerson. Stewardship ministry nurtures a culture of caring, sharing, and giving. The financial wellness of the congregation is improving.

- We continue to build budgets that embrace our values and mission.
- The budgets are balanced, meaning budgets are built for expenditures to not exceed revenues.
- This year we had a successful pledge drive, topping \$500,000 in pledges for the next fiscal year.
- Other revenue streams continue to improve and are returning or exceeding pre-Covid levels.
- The Board of Trustees formed and appointed the Stewardship Steering Committee to advance Developmental Goal 3: We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances. In the coming year, the Stewardship Steering Committee will focus on education and communication, long-range planning, planned giving and increasing the Endowment Fund, championing the gifts of time and talent, and serving as a bridge for the pledge drive teams from one year to the next.
- The Social Action Collections have reached all-time highs and are anticipated to exceed \$40,000 this current fiscal year.
- Special collections have been successful. Most notably the fundraising effort to replace our signage to reflect our name.

We still have challenges.

- We continue to be challenged to fund all priorities at the highest levels.
- Our cash on hand and reserve funds are improving but need to increase over time.
- The care and maintenance of our physical assets (Buildings and Grounds) need more funding than what is currently available.

Financial stability is a cornerstone of our congregation, a cornerstone that is strengthened by realistic and deliberate efforts. Let's pause and give gratitude to all those who have given time, talent, and money this year.

Board of Trustees  
Staff

Finance Committee  
Stewardship Steering Committee  
The Glen Short Trust Committee  
All those who nurture a beloved community  
Fundraising volunteers  
The Pledge Drive Team  
Depositors  
All those who contribute by doing – the repairers, the builders, the weeders and the planters, ....  
The congregation through the gifts of money and wisdom!

Submitted by: Kay Frazier, Treasurer



# Unitarian Universalist Congregation of Charlottesville

## Proposed FY24 Budget

### Program Budget

July 2023 - June 2024



## FY 23-24 Program Budget

A Program Budget organizes the budget into program areas that relate to mission, intent, and congregational goals. Budget expenditures for the fiscal year are allocated to each program area. This year to bring more relevance to the program budget, staff costs are allocated across the congregational programs. The allocation of cost across the programs is based on the staff's best estimate of how their time is spent in the program areas. Allocating staff time across the programs is a meaningful step in building a program budget that better defines the costs of our ministries and activities, creating a useful tool for understanding the outcomes of our budget and for decision-making.

Our programs are defined as:

**Worship:** Worship Services, music, support for services, and technology to provide hybrid services.

**Faith Development:** Youth and adult religious education, support for faith development groups, and childcare.

**Beloved Community (Internal):** Our care for each other, Pastoral Visitors, membership support, volunteer support

**Faith Witness (External):** Care for the community, justice work support, Unitarian Universalists Association Annual Program Fund contribution, Interfaith Ministries (Note: This year's Social Action Collections will be held in designated accounts and not in the general budget. Social Action collections include Food Ministry, IMPACT, Meal Packets, and other community organizations chosen by the congregation. Social Action Collections distribute \$25,000 - \$35,000 annually to our internal activities and external organizations.)

**Congregational Administration:** Financial management, management and maintenance of our campus, management of the building rental program, tech support for meetings and groups, material and supplies, utilities, cleaning services, insurance, communication, hospitality, and professional services.

**Debt Service:** Payments for loan and bond interest.

Slide Index:

#1 Total Revenue Projected for FY 24. Pledge donations comprise 84% of projected revenues

#2 All Other Revenue - summary of all revenues excluding pledged donations

#3 Total Expenses of the Line Item Budget

#4 Individual Staff Costs Across Program Areas

#5 Consolidated Staff Costs Allocated to the Program Areas

#6 – 10 Program area budgets, including staff costs and specific line items

# 6 Congregational Administration Program

#7 Faith Witness Program (External)

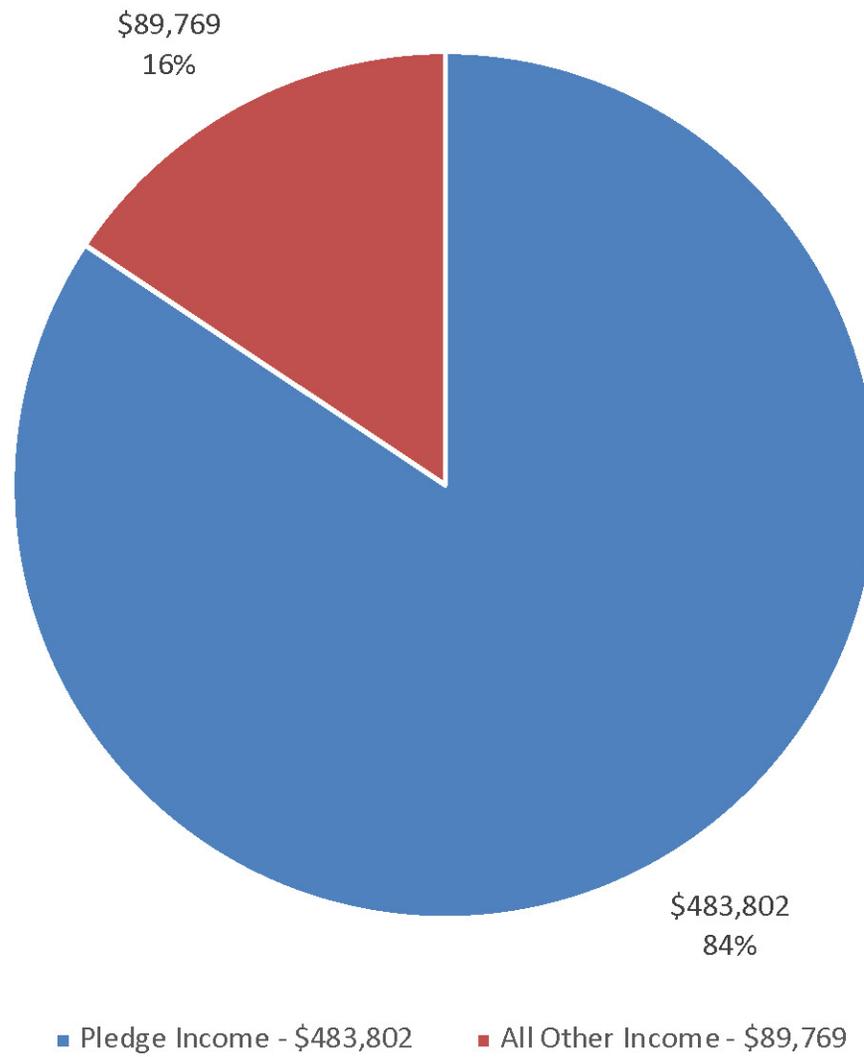
#8 Faith Development Program

#9 Worship Program

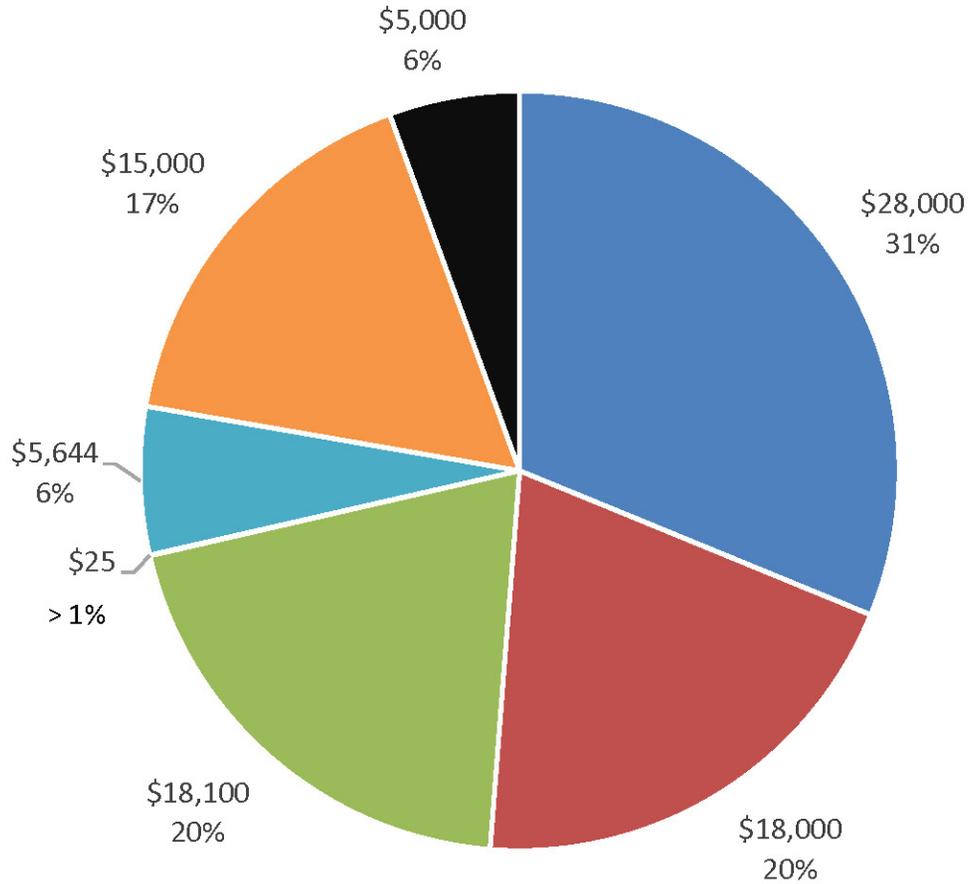
#10 Beloved Community Program (Internal)

#11 Program Budget Summary

### Total Revenue Projected FY 24- \$573,571

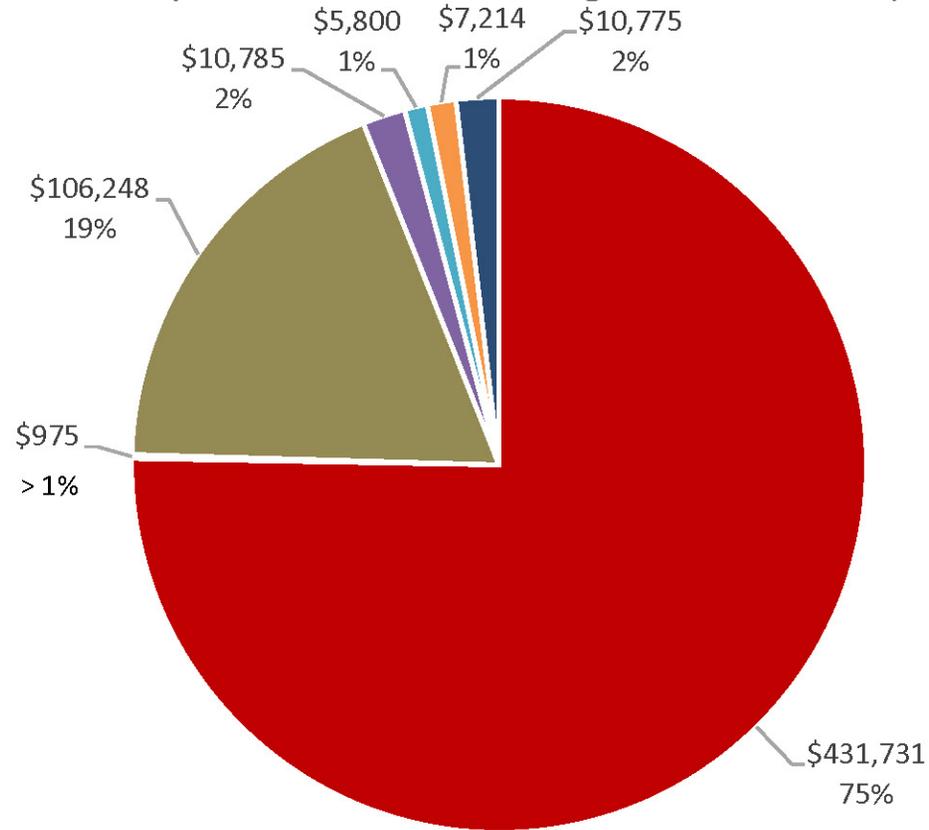


### All Other Revenue FY 24 - \$89,769



- Non-Pledge Donations - \$28,000
- Building User Fees - \$18,000
- Fundraising - \$18,100
- Bank Interest-\$25
- Pass-Through Income from Funds - \$5,644
- Endowment Transfer - \$15,000
- Operating Reserve Transfer-\$5,000

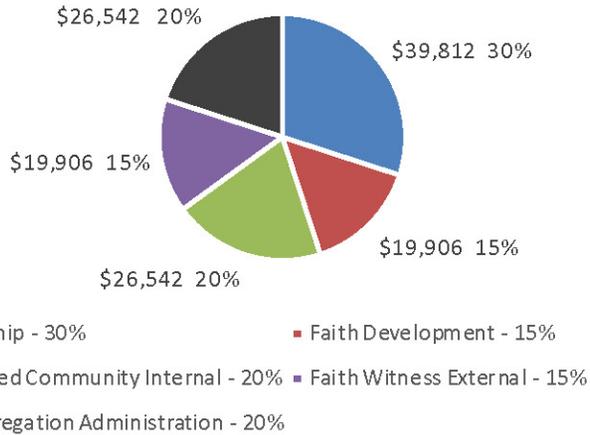
### Total Expenses Line Item Budget FY 24 - \$573,528



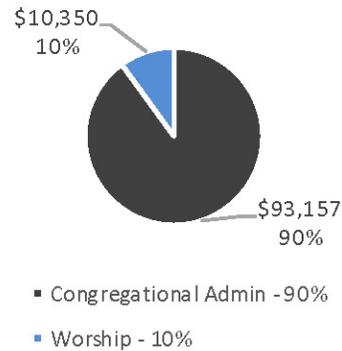
- Payroll and Benefits - \$431,731
- Congregational Administration - \$106,248
- Faith Witness - \$5,800
- Debt Service - \$10,775
- Beloved Community (Internal) - \$975
- Faith Development - \$10,785
- Worship - \$7,214

## Individual Staff Costs Across Programs

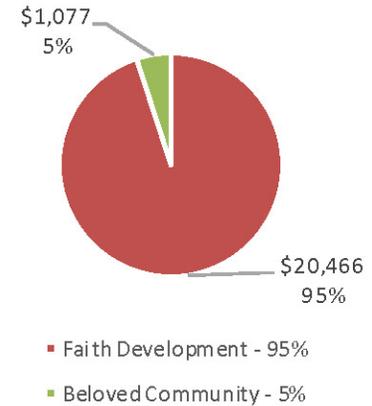
**Lead Minister - \$132,708**



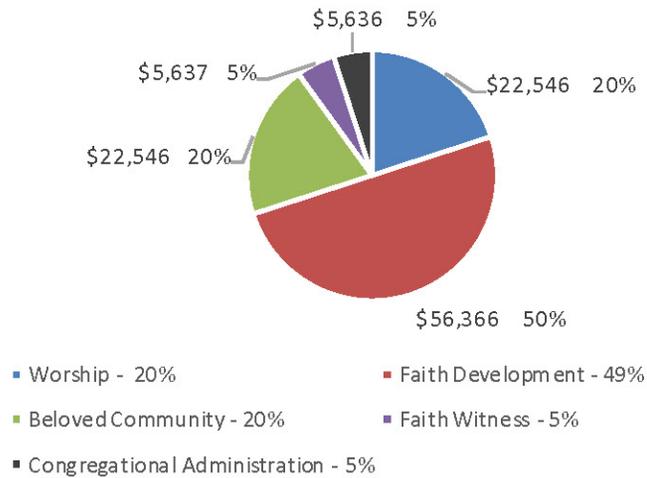
**Director of Administration & Finance - \$103,508**



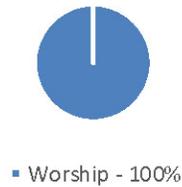
**Religious Education Assistant - \$21,543**



**Minister of Faith Development - \$112,731**



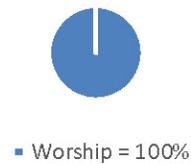
**Music Director - \$30,363**



**Office Assistant - \$20,273**

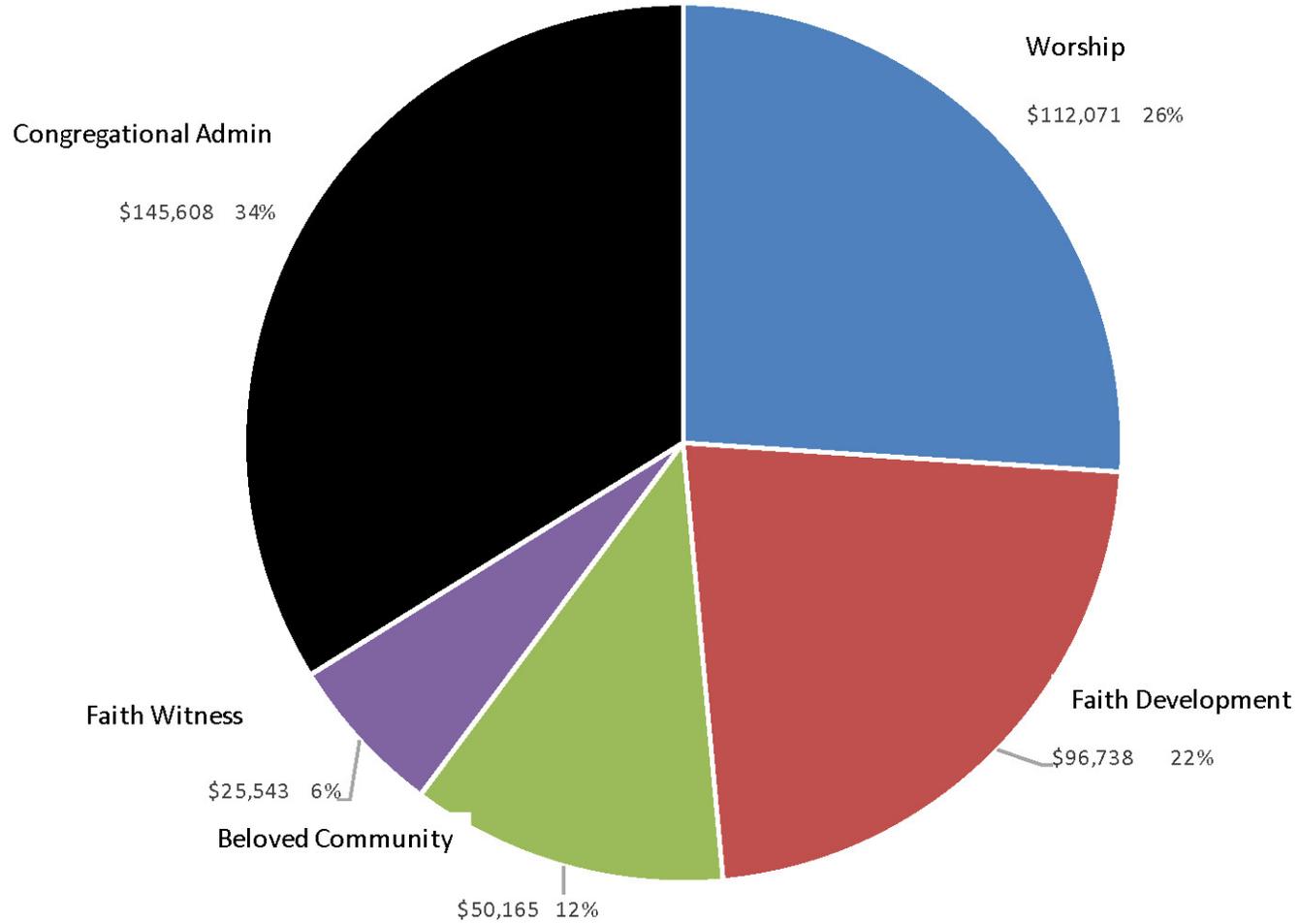


**Streaming Tech and Editor - \$9,000**



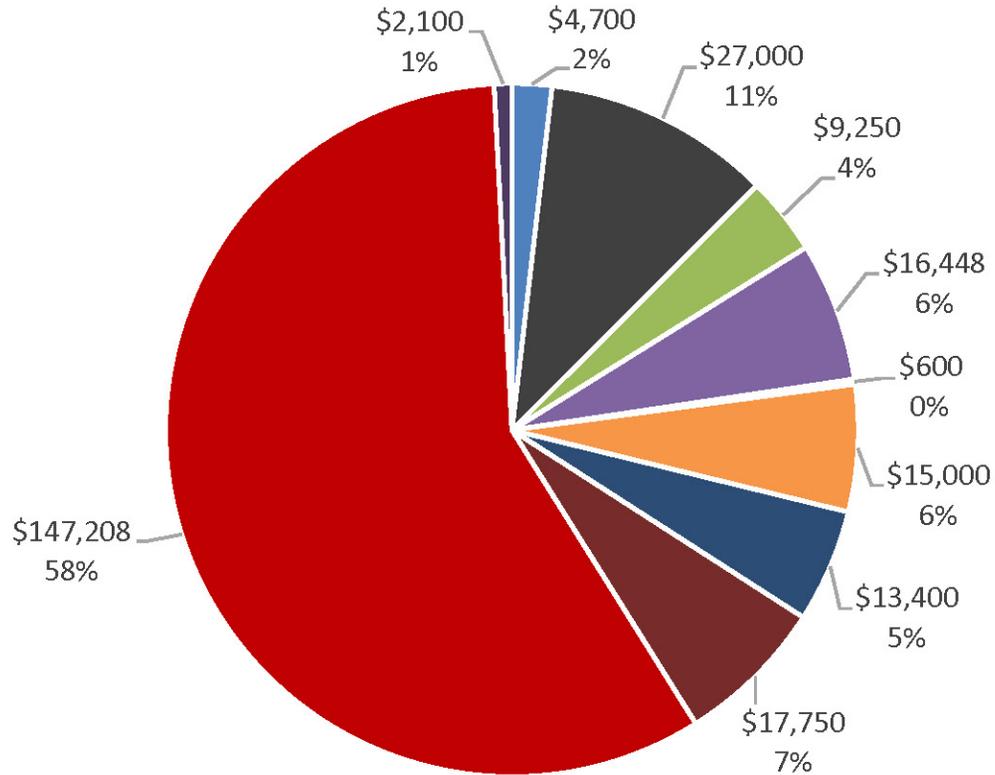
### Consolidated Staff Costs Allocated to the Program Areas \$430,125

(Does not include Workers' Compensation)



■ Worship - 27% ■ Faith Development - 22% ■ Beloved Community - 11% ■ Faith Witness - 6% ■ Congregational Admin - 34%

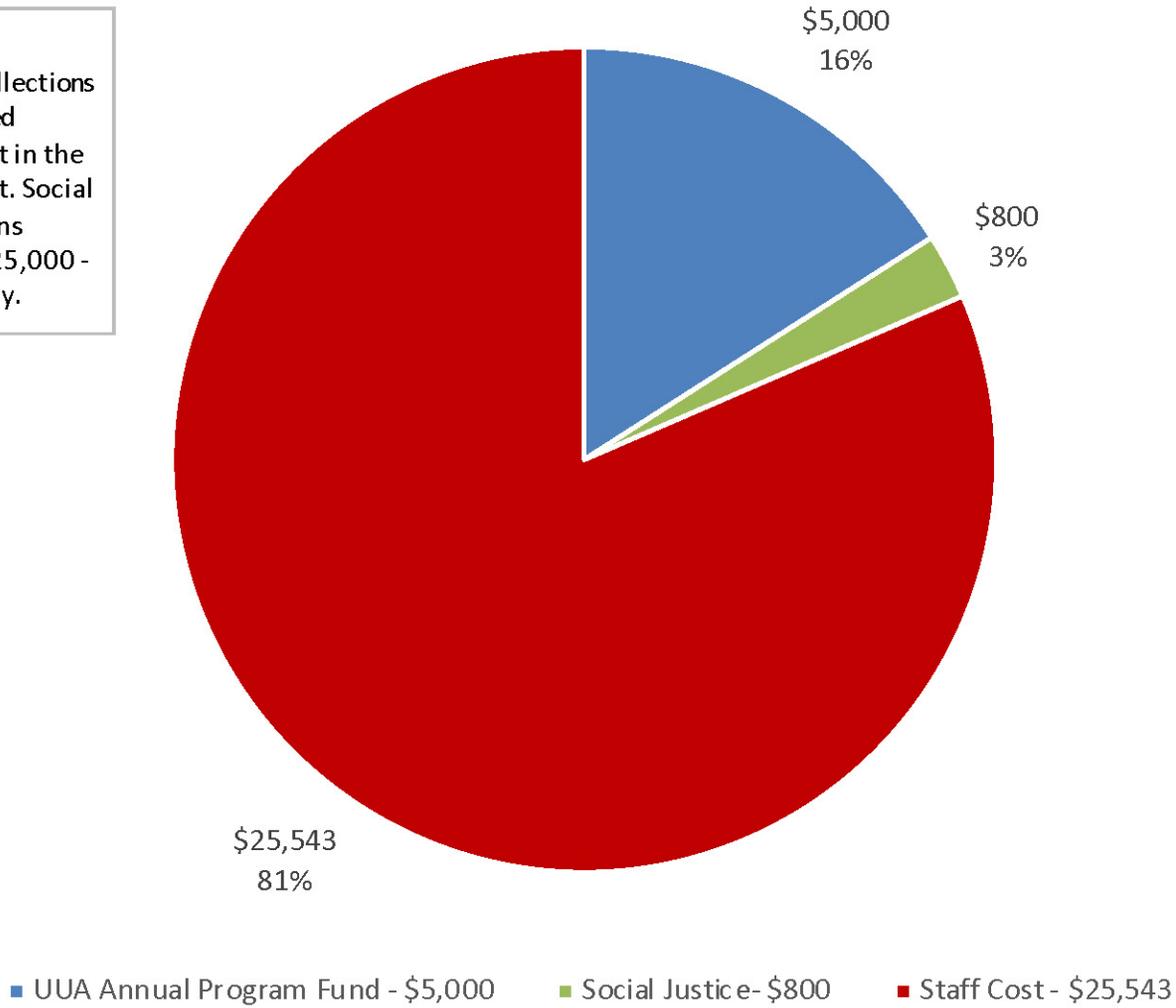
### Congregational Administration Program - \$253,456 (44.2%)



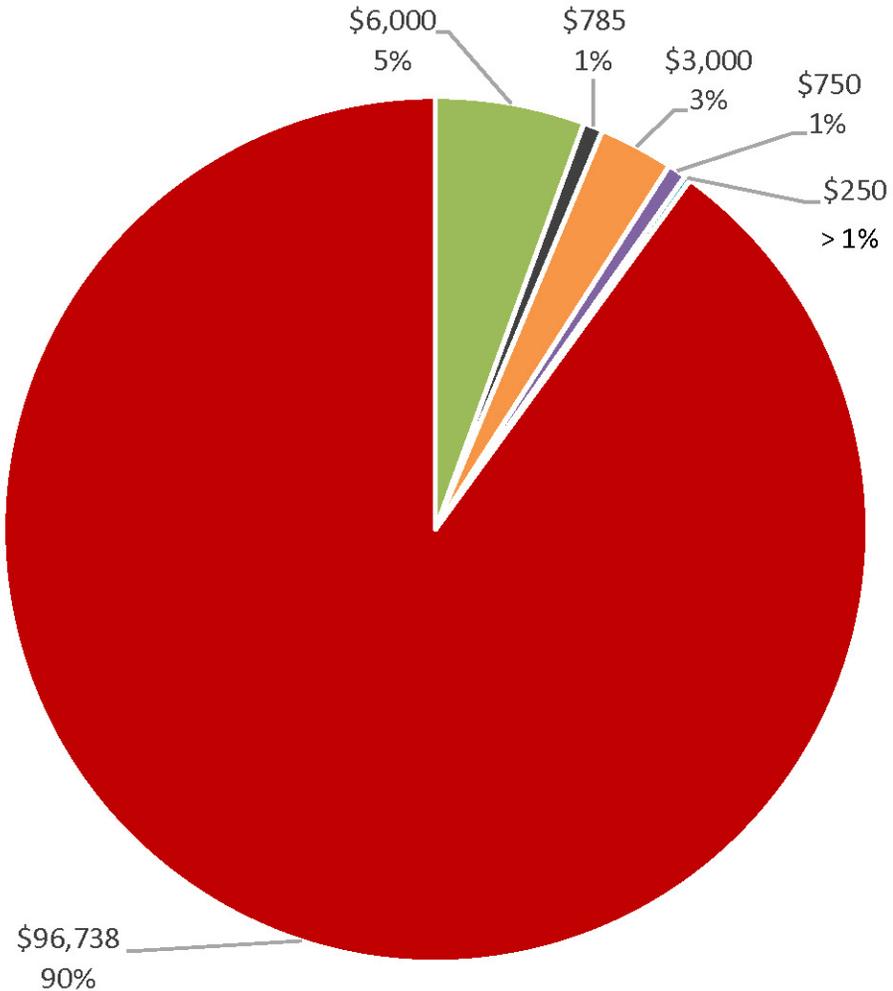
- Congregational Misc. Expenses - \$4,700
- Cleaning & Misc. Supplies - \$27,000
- Financial Services Charges - \$9,250
- Buildings and Grounds - \$16,448
- Fund Raising Expense Total - \$600
- Office Supplies & Equipment - \$15,000
- Insurance/Professional Fees - \$13,400
- Utilities Total - \$17,750
- Staff Cost - \$147,208
- Contingency - \$2,100

### Faith Witness Program (External) - \$31,343 (5.5%)

Note:  
Social Action Collections  
will be designated  
accounts and not in the  
operating budget. Social  
Action Collections  
donations are \$25,000 -  
\$35,000 annually.

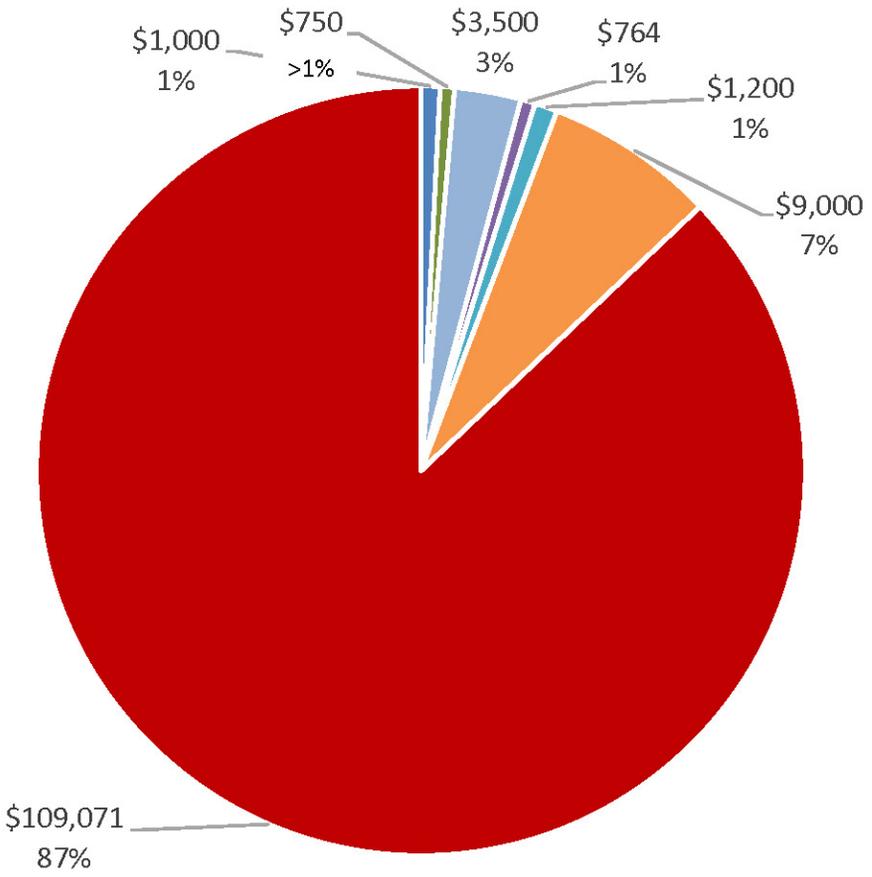


Faith Development Program - \$107,523 (18.7%)



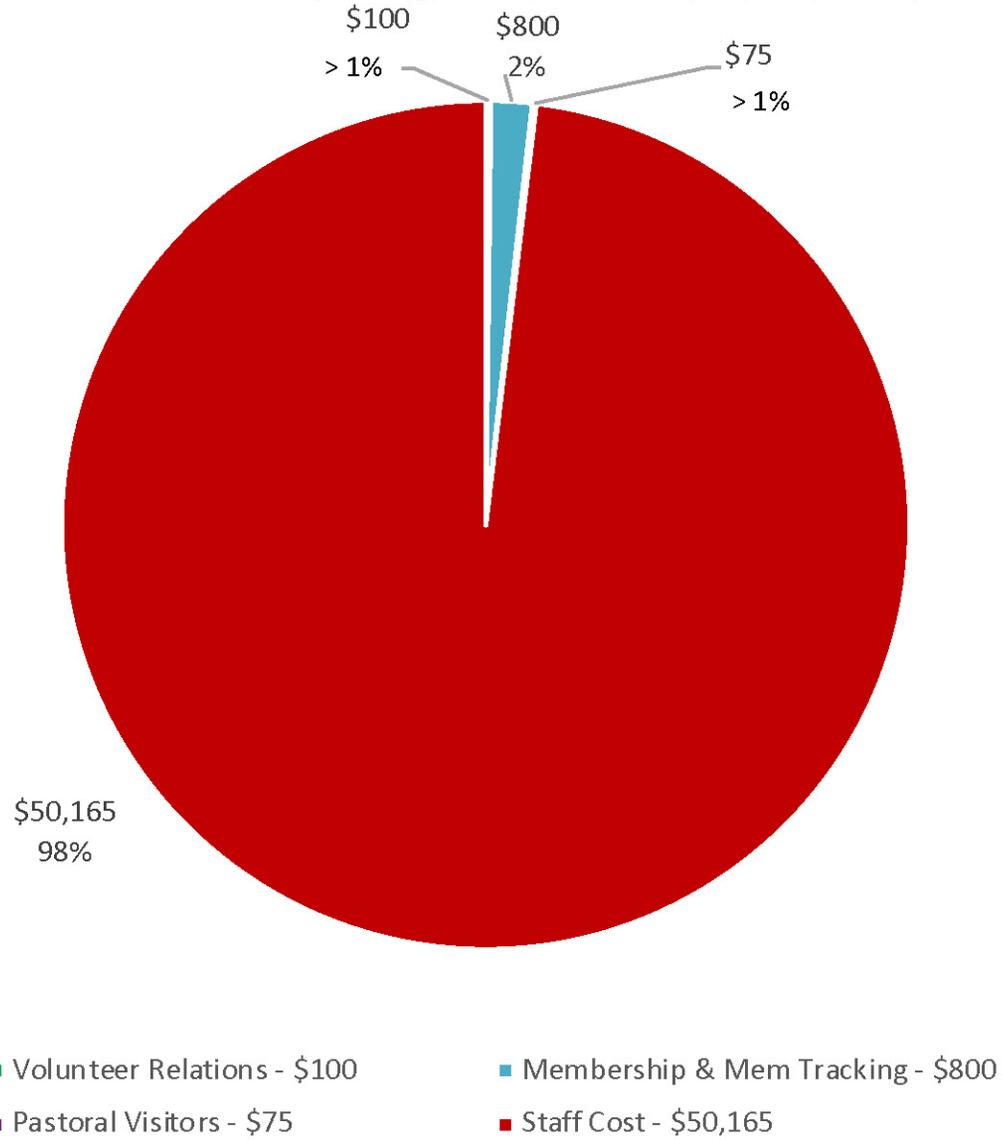
- RE Children & Youth \$6,000
- Cheetham Fund (RE) Expense \$785
- Childcare \$3,000
- Young Adult Ministry \$750
- Women's Spirituality \$250
- Staff Costs \$96,738

### Worship Program - \$125,285 (21.8%)



- Music - \$1,000
- Instrument Service - \$750
- Pianist - \$3,500
- Abrahamse Fund (Music) - \$764
- Worship Support - \$1,200
- Technical Support - \$9,000
- Staff Cost - \$109,071

### Beloved Community Program (Internal) - \$51,140 (8.9%)



### Program Budget Summary - \$579,522

