



# UNITY CHURCH-UNITARIAN

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*The mission of Unity Church  
is to engage people  
in a free and inclusive  
religious community  
that encourages lives of  
integrity, service and joy.*

## **ANNUAL MEETING INFORMATION PACKET**

**Unity Church-Unitarian**

**145th Annual Meeting of the Congregation**

**Saturday, November 19, 2016 • 10:00 a.m.**

**Pancake breakfast begins at 8:30 a.m.!**

Everyone is invited to attend; only voting members — those who have signed the church's membership book and have made an identifiable pledge in the current year and a contribution toward that pledge — are eligible to vote. If you would like more information about your voting status, please contact Barbara Hubbard at the Church Office by email at [barbarah@unityunitarian.org](mailto:barbarah@unityunitarian.org) or by phone at 651-228-1456 x116.

Child care is available during the Annual Meeting and no RSVP is required.

### **Budget Information Meeting**

If you have questions about the budget, please join us for a Budget Information Meeting on Sunday, November 13, at 10:15 a.m., in the DeCramer Room.

**145th Annual Meeting of the Congregation**  
**Saturday, November 19, 2016 • 10:00 a.m.**  
**Meeting Agenda**

Convening of Meeting

Hymn: Gathered Here (389)

Invocation and Bond of Fellowship (read in unison, please rise as you are able)

*As those who believe in religion,  
As those who believe in freedom, fellowship, and character in religion  
As those who believe that the religious life means the thankful,  
trustful, loyal and helpful life, and  
As those who believe that a church is a community of helpers,  
wherein it is made easier to lead such a life;  
We join ourselves together, name, hand, and heart  
as members of Unity Church*

William Channing Gannett March 9, 1879, adapted

Adoption of Robert's Rules of Order

Election of Parliamentarian

Approval of the Minutes of November 21, 2015, Annual Meeting

In Memoriam

Congregational Business

- Ministries
- Generosity Ministry Team
- Anti-Racism Leadership Team (ARLT) Report
  - Special Projects
  - Acknowledgment of Outgoing ARLT Members
  - Announcement of new ARLT members
- Trustees
  - Congregational Survey
  - Remarks on 2015-2016 Board Activities
  - Election of New Trustees
  - Acknowledgment of Outgoing Board Members
  - Announcement of Board Officers for 2017
- 2017 Budget Presentation
  - Approval of 2017 Operating and Capital Budget
  - Status Report on Capital Debt

Words of Thanks from Board to Executive Team and Staff

Closing

**144th Annual Meeting of the Congregation  
Unity Church–Unitarian  
Saturday, November 21, 2015 — 10:00 a.m.  
DRAFT MINUTES**

**BOARD MEMBERS:** Ginny Allen, Chair; Peggy Lin, Secretary; Steve Harper; Rich Hamer; Deborah Carter McCoy; Hal Freshley; Angela Newhouse; Mark Foster

**EXECUTIVE TEAM:** Janne Eller-Isaacs; Rob Eller-Isaacs; Lisa Friedman

**PARLIAMENTARIAN:** Pat Diamond

**VOTING MEMBERS:** There were 101 voting members present. Quorum is 88.

**CONVENING OF THE MEETING**

Ginny Allen convened the meeting.

Reading of Invocation and Bond of Fellowship in Unison

**ADOPTION OF ROBERT’S RULES OF ORDER:**

Motion to adopt Robert’s Rules of Order was made by Marvin Spears. John Guthmann seconded the Motion. There was no discussion and the Motion was unanimously approved.

**ELECTION OF PARLIAMENTARIAN:**

Motion to approve Pat Diamond as parliamentarian was made by Sharon Hogenson. Laurel Lein seconded the Motion. There was no discussion and the Motion was unanimously approved.

**APPROVAL OF NOVEMBER 15, 2014 ANNUAL MEETING MINUTES:**

Motion to approve the Minutes from the 143rd Annual Meeting of the Congregation was made by Craig Allen. Betsy Moore seconded the Motion. There was no discussion and the Motion was unanimously approved.

**APPROVAL OF MAY 17, 2015 SPECIAL MEETING MINUTES:**

Motion to approve the Minutes from the May 17, 2015, Special Meeting of the Congregation was made by Ruth Stryker Gordon. Heather Farber Lau seconded the Motion. There was no discussion and the Motion was unanimously approved.

**IN MEMORIAM:**

Janne Eller-Isaacs and Rob Eller-Isaacs read the names of members who have died since the last Annual Meeting. They included Hamilton Stickney Ross, Mary Sharon Runnels Krubsack, Emily West Day, William “Bill” Wolston, Howard Finnell Huelster, M. Linda Eller, William Lawrence Downing, Sarah “Sally” Lovegrove Baker Ross, John B. Emkovik, Mary Katherine (Heaton) Kaul, and Nancy Solo-Taylor.

**CONGREGATIONAL BUSINESS:**

**MINISTRIES: PRESENTATION OF THE ANNUAL REPORT**

Janne Eller-Isaacs presented the Annual Report by the Executive Team. She highlighted the work of Unity Church-Unitarian’s staff and lay leaders for achieving a remarkable depth of programming. She noted the vital worship life of the church, the importance of the music program, the size and vibrance of the religious education and adult education programming, the pastoral care ministry of the church, and the justice seeking and justice making community.

**RACIAL JUSTICE MINISTRIES**

Mary-Margaret Zindren reported on the activities of the ARLT and the evolution of its purpose since the last Annual Meeting. The ARLT continues to ask: How strong is Unity Church-Unitarian’s commitment to antiracism? How will this commitment be continued after the retirement of the co-ministers, who have championed this work? Mary-Margaret acknowledged the work of outgoing ARLT members Jill Henrickson, Brooke Darst Rice, and Avi Viswanathan. Lisa Friedman reported on the formation and activities of the Racial Justice Coordinating Council, which was formed with representatives of the ARLT, the Racial and Restorative Justice Ministry Team, the Affordable

Housing Ministry Tea, the Religious Education Ministry Team, the Circles of Peace, the Selma 70, and the Executive Team. She acknowledged the leadership and facilitation work of Mollie O'Brien.

#### **GENEROSITY MINISTRY TEAM:**

Dick Buggs presented an update on the Generosity Ministry Team, which guides Unity Church-Unitarian's efforts to give away 70% of Sunday offerings to organizations that share our vision. Since the GMT was formed in October 2006, approximately \$920,000 has been given to these organizations, and annual total Sunday offerings have grown from \$38,000 to \$121,000.

#### **TRUSTEES REPORT:**

##### **Congregational Survey**

Hal Freshley and Peggy Lin presented the results of the 2015 Congregational Survey, highlighting the congregation's perception about progress towards the ends, the results of the Spiritual Maturity Index, and the importance of comments from respondents. They acknowledged the time and efforts of Laura Park and Bill Etter in helping the Board of Trustees administer and analyze this critical evaluative tool.

##### **2014-2015 Board Activities**

Ginny Allen presented an overview of the Board's work, highlighting initiatives the Board undertook to prepare for senior leadership transition and to communicate its work to the congregation. She thanked the Executive Team and other staff for their efforts and support.

##### **Election of New Trustees**

Motion to approve Estelle Brouwer, Justin Cummins, and Bailey Webster as new trustees was made by Louise Livesay. Dick Buggs seconded the motion. There was no discussion and the Motion was unanimously approved. Ginny Allen thanked the outgoing trustees – Rich Hamer, Steve Harper, and Deborah Carter McCoy – for their service.

##### **Announcement of New Board Officers for 2016**

Stuart Alger was announced as the incoming secretary and Mark Foster was announced as the incoming chair.

#### **VOTE ON CHANGES TO CHURCH BY-LAWS:**

Motion to add a missing date (11-16-13) to the "As Adopted" section of the Unity Church of St. Paul By-Laws was made by Rebecca Flood. Lorelee Wederstrom seconded the Motion. There was no discussion and the Motion passed unanimously.

Motion to remove the second paragraph of Article III.1. of the Unity Church of St. Paul By-Laws was made by Jean Kummerow. Beverly Heydinger seconded the Motion. There was no discussion and the Motion was unanimously approved.

Motion to amend Article V.1. of the Unity Church of St. Paul By-Laws to change the relationship of the Ministerial Search Team to the Board of Trustees was made by Mary-Margaret Zindren. Eric Lein seconded the Motion. Following extensive discussion, a Motion to Postpone Consideration of the Item was made by Sharon Hogenson. Rick Heydinger seconded the Motion to Postpone Consideration of the Item and it was approved by a show of at least hands representing at least three-fourths of the members present.

Motion to amend Article V.3. of the Unity Church of St. Paul By-Laws to streamline employment agreement procedures for called and non-called Executive Team members was made by Pauline Eichten. Tom Merritt seconded the Motion. There was extensive discussion on the Motion. Motion to Call the Question was made by John Guthmann. Dale Howey seconded the Motion and the Motion to Call the Question was approved by a show of hands representing at least three-fourths of the members present. The Motion was approved.

#### **VOTE ON ORDINATION OF ROSE SCHWAB:**

Motion to approve the ordination of Rose Schwab was made by Ellen Merlin. Ariel Dickerman seconded the motion. There was no discussion and the Motion passed unanimously.

#### **2016 BUDGET REPORT:**

Motion to approve the 2016 budget was made by Craig Allen. Dale Howey seconded the motion. Rob Eller-Isaacs presented the 2016 budget. In his presentation, Rob noted that money is an expression of values, and that the Executive Team developed and submitted a budget consistent with the Board's stated priorities. His presentation highlighted:

- The income side of the balance sheet, including pledge projections, additional income highlights, and income from investments.

- The expense side of the balance sheet, which does not include cost-of-living adjustments for staff, increase in facilities hours, and which reflects the elimination of one staff position.
- Priorities for new pledge income, if any such income is available, including cost-of-living adjustments for all staff, adding a religious education associate, raising facilities staff hourly pay to \$15/hour, marketing and outreach, and others.

Charlie Vanek provided an update on Unity Church-Unitarian's capital debt for the *Unity Tomorrow* construction project and noted that negotiations continue with two banks regarding converting the short-term construction loan to a long-term note.

Following discussion and questions, the Motion was approved.

**WORDS OF THANKS FROM BOARD TO ET & STAFF:**

Ginny Allen thanked the Executive Team for their guidance and support, and thanked each member of the church staff for their efforts to move the church towards the Ends.

**ADJOURN:**

Mark Foster closed the meeting and it was adjourned at 12:30 p.m.

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Respectfully Submitted,  
Peggy D. Lin, Secretary

## 2015-2016 Report from the Board of Trustees

This past year we devoted much of our time and effort to “Board Capacity,” that is, developing the skills that we need to be an effective board. We were jump-started in this process by attending a “Twin Cities Trustee Day” event held here at Unity Church in January. This event was organized and facilitated by Rob Eller-Isaacs, Laura Park, and Jim Key from the UUA. Nearly the entire Unity board attended and we were joined by members of boards from many other UU churches from around our region. This was a unique opportunity to talk specifically about governance with members of these other boards and to learn about their experiences. Jim Key presented us with the challenge of moving from good to great to transformation in our work, calling governance a “shared ministry to enable the dreams of the congregation.” Throughout the year our efforts were directed in pursuit of this goal.

The Ends statements are the guiding principles for our prophetic leadership as a board. These are an expression of the dreams of the congregation. This year, partly in anticipation of the renewal of the ends statements, which will happen in 2018, and to help us live into the charge to live out our commitment toward racial reconciliation and dismantling racism, the board tasked itself with looking at the governing policies through an “anti-racist and multicultural lens.” We worked closely with the Anti-Racism Leadership Team (ARLT) in examining our governing policies in this way and the result moves us closer to institutional anti-racism here at Unity Church.

In this process your board, members of the ARLT, and some members of our Religious Education Ministry Team attended a day long “Cultural Competency” workshop. The purpose of this was to deepen our commitment to and understanding of how to provide leadership as a board and support our Executive Team (ET) in pursuit of our stated Ends. Bringing this work to the larger congregation is something we’d like to see happen, to help narrow the gap between who we are theologically and who we are socially. We understand that we must do the work in our own house, here at Unity, within and among, for us to effectively do the work beyond these walls.

In April, after two years of sharing our worship space, the Board initiated a covenant conversation with Above Every Name ministries, facilitated by Rev. Jen Crow. Among those who attended the covenant conversation were members of the ARLT. The Board approved the covenant at its May meeting.

We were most gratified this year with the congregation’s participation in the annual congregational survey. We spend a lot of time analyzing and considering what you tell us through this formal monitoring tool. The results of the congregational survey give the board and the Executive Team valuable insight in how we are progressing toward the Ends and how our programs and activities enhance our spiritual growth.

We passed through a challenging financial year but the Executive Team appropriately balanced the budget and the Church is on a solid financial foundation. We have taken strides in fine-tuning our work monitoring the Executive Team, which has been responsive in providing the information the Board needs to ensure that church policies have been carried out, or in policy governance language, that “policy limitations have not been exceeded.”

Chairing the Unity Church Board has been an honor for me. We have a group of leaders who truly have a covenantal understanding of good governance. In our meetings and in everything we do together we engage in deep listening and mutual respect. After a year in this leadership role I am more appreciative than ever of what we have here at Unity – a shared ministry that comes from shared leadership, everyone on our staff, the volunteers, and the Executive Team bringing forward dedication, with skills and energy, to what they do and to what we are about.

In gratitude for our shared community,  
Mark Foster, Chair, Board of Trustees  
Unity Church Unitarian  
November 19, 2016

## Board of Trustees Nominees



After hovering on the edges of Unity Church while living in SW Minneapolis, **Nancy Evert** became a "regular" and joined the church when she moved to St. Paul five years ago. Nancy is thankful for the many ways Unity, its people, and activities invite and challenge her to seek a life of integrity, service and joy. She has connected with new and old friends, is in Unity Choir, participated in the nine month Wellspring Spirituality group last year, and mentored a young friend through Coming of Age. Nancy lives in Highland Park where she tends her garden and "hosts" two cats. She works at HealthPartners as a lawyer, and, enjoys and supports theater arts. As a trustee, Nancy hopes to add her commitment and yearning to Unity's quest to expand and deepen both our church community and our engagement with the world around us.



**Peter Heege** was introduced to Unity Church in 1965 by a classmate at Macalester, and enjoyed singing in the choir with Virginia Powell and hearing the wonderful preaching of Arthur Foote. He joined in 1966. He and his wife Nancy raised their two sons, Ben and Tim, in the Unity church school, and Nancy was the Religious Education director at Unity for fifteen years. Peter is (mostly) retired after a career in publishing and book distribution, and a few years of non-profit management. He is grateful to be involved with the Front Desk Volunteer Team, the Pastoral Care Team, the Anti-Racism Leadership Team, the Pledge Team, and his life is made joyful by singing with Unity Choir and the Oratorio Society of Minnesota. He is passionate about the social justice work of the church, and his life has been enriched by attending the Middle Project Leading Edge Conference in New York with other congregants in 2014, and the Selma Pilgrimage in 2015. He is looking forward to being an engaged and contributing Board member.



After getting married at Unity in 1992, **John Steiner-Manning** and his wife Andy reconnected with the church and became members in 2000. Their decision was triggered by the birth of their first child and cemented by the welcome offered by the church's then-new ministers. With daughters Astrid and Iris now 16 and 12 (pictured here with John), religious education has been a significant basis of his connection to the church, from teaching Spirit Play years ago to a second stint this year as a Coming of Age mentor. Through his experiences with Sunday worship services, some Wellspring Wednesday sessions, and a handful of other program offerings, John has found Unity Church to be an ongoing source of support, solace, and inspiration. He is a former member and chair of the Saint Paul Heritage Preservation Commission and a current board member and fundraising committee chair at Women's Advocates, the Grand Avenue domestic violence shelter. He works in communications at the Minnesota Private College Council and lives in St. Paul's Macalester-Groveland neighborhood. As for the invitation to board service, he is glad to have the chance to support our community in this way.

## 2017 Proposed Operating Budget

	FY 2016 Approved Budget /01/16-12/31/1	FY 2017 Proposed Budget /01/17-12/31/1	Change '16 to '17	Budget Note #
<b><u>INCOME</u></b>				
Gross Pledges	1,279,000	1,310,309	31,309	
Less Shrinkage	(51,160)	(52,412)	(1,252)	
<b>Net Pledges</b>	<u>1,227,840</u>	<u>1,257,896</u>	<u>30,056</u>	1.
Gifts, Offerings and Fundraisers	74,000	78,000	4,000	2.
Program Income	72,015	80,945	8,930	3.
Investments	26,000	26,000	0	4.
Church Facility Rental	25,110	36,390	11,280	5.
Other Funds and Grants	28,307	191,727	163,421	6.
<b>Total Income</b>	<u>1,453,271</u>	<u>1,670,959</u>	<u>217,688</u>	
<b><u>EXPENSE</u></b>				
Governance	14,450	19,200	4,750	8.
Program	832,981	884,101	51,120	7. & 9.
Development	9,200	6,200	(3,000)	10.
Administration / Operations	577,182	741,331	164,148	7. & 11.
<b>SUBTOTAL EXPENSE</b>	<u>1,433,814</u>	<u>1,650,832</u>	<u>217,019</u>	
Sabbatical Reserve	5,119	5,119	0	12.
Reserve Fund	14,338	15,008	670	13.
<b>TOTAL EXPENSE</b>	<u>1,453,271</u>	<u>1,670,959</u>	<u>217,688</u>	
<b>INCOME OVER/(UNDER) EXPENSE</b>	<u>0</u>	<u>(0)</u>	<u>0</u>	



## Unity Church—Unitarian Proposed Operating Budget Narrative – Fiscal Year 2017

On page 7 you will find the proposed budget summary for Fiscal Year 2017 which runs from January 1 through December 31, 2017. This budget will go before the voting members of the congregation for approval at the Annual Meeting on November 19, 2016. If you have questions, please contact Barbara Hubbard at [barbarah@unityunitarian.org](mailto:barbarah@unityunitarian.org) or 651-228-1456 x116.

### INCOME

#### 1. Pledge Income

2017 pledges are projected at \$1,310,000 from 749 households (100 new) with an average pledge of \$1,749. This is a 4.1% increase over the actual 2016 pledge base.

We expect 4.0% of our 2017 pledges to be uncollectible. Net pledges account for 82.7% of our total budgeted income.

#### 2. Gifts, Offerings and Fundraisers

Unrestricted special gifts are budgeted at \$30,000 and are largely received at the end of the year.

Sunday Offering income is projected to be in excess of \$100,000 in 2017. With most offerings, 70% is given away to offering recipient organization and 30% is kept to support our Community Outreach ministries in the Operating budget. 100 % of emergency offerings are given to the recipient, as are offerings for the Arthur Foote Music Fund and the Hallman Ministerial Intern Fund.

We are planning to do special fundraising events in 2017, providing \$20,000 of net income.

#### 3. Program Income

Program income includes fees from weddings, non-Unity Church memorials, Children's Musical ticket sales, Religious Education program fees, summer camps, retreat fees, and food ministry income (Wellspring Wednesday and soup suppers).

#### 4. Investment Income

Budgeted investment income represents only projected cash dividends from Unity Church endowments that are "Held by Others" including the Mary Lou Diether Trust held at U.S. Bank and the Unity Church-Unitarian Fund held at The Saint Paul Foundation.

We are not drawing investment income from the endowments held by Unity Church, but instead reinvesting to strengthen the value of these funds.

#### 5. Church Facility Rental

Facility rental income is received from individuals and groups for one time rentals, ongoing activities such as twelve step groups and the New Century Club, and from building tenants. One Voice Mixed Chorus rents office, meeting and rehearsal space. The Minnesota Hungarians rent space for language classes and events. Medley Village Preschool (new this year) rents space for a half-day preschool.

#### 6. Other Funds and Grants

Other funds and grants includes an annual Hallman Internship gift, a small portion of Unity Consulting income, and miscellaneous income from copiers and the electric vehicle charging station.

We also receive an administrative fee for acting as the fiscal agent with partners such as The Circle of Peace Movement, New Star Aviation, and Black Lives UU.

2017 marks the first year of our long term mortgage that resulted from our 2012 *Unity Tomorrow* capital project. The project cost \$8 million and we raised \$6.8 million in commitments. After paying principal and interest on the short term construction loan for the past 4.5 years, we are converting the remaining \$1,950,000 of debt to a long term note. The 2017 budget includes \$150,000 of capital pledge income to address the \$150,000 of debt service on this loan.

## EXPENSE

Expenses fall into basically five categories: staff salaries, taxes and benefits (65.7%), the costs associated with providing our governance, worship and programs (13.3%), fixed expenses in administration and facilities (10.8%), debt service (9.0%) and reserve funding (1.2%).

**7. Staff Salaries, Taxes and Benefits** are found in both the Program and Administration/Operations line items.

This budget includes a 3% Cost of Living Adjustment for all staff members, moving all positions to a \$15 minimum wage, and 5 additional hours in both the Religious Education and Administrative programs. Per the Board's directive, minister's salaries have been adjusted toward market range to build capacity in anticipation of transition.

Unity's health insurance is through the UUA and premiums are increasing by 6.0% in 2017. The employee's share of premium remains at 20%. Beginning in 2017, we have implemented a new policy that Medicare-eligible employees opt out of the church-sponsored health plan and enroll in Medicare. This affects three employees and creates a sizable savings for the church.

Retirement benefits remain at 10% for all eligible employees.

**8. Governance Expense** is comprised of Board and Executive Team expense.

Included in the 2017 budget is the cost of an annual independent financial review of the 12/31/16 financial position.

We have increased our budget for our efforts to combat racism and oppression from \$5,000 to \$10,000 in 2017.

In anticipation of the leadership transition of our called Co-Ministers, the Board continues to fund a Ministerial Search reserve fund to support a search process. There is \$2,500 for this purpose in the 2017 budget.

**9. Program Expense** includes both staff and non-staff costs.

Included in this category are the worship, pastoral care, music ministries, lifespan religious education, Wellspring Wednesday, community outreach, and membership programs. There are no new initiatives in this budget.

UUA and Mid-America Region dues are budgeted to increase by \$10,750 (to \$42,996) in 2017. This represents another step toward the goal of 100% fair share by 2019 and takes us to 66.7% of fair share.

**10. Development Expense**

These include the cost of the Annual Pledge drive and the Heritage Society dinner.

**11. Administration / Operations Expense** includes both staff and non-staff costs in the areas of administration and facilities.

This includes salaries and benefits, communications costs, office and facilities supplies, office supplies and equipment, computers, telephones, postage, utilities, property and equipment maintenance, purchased services and insurance.

2017 marks the first year of our long term mortgage that resulted from our 2012 *Unity Tomorrow* capital project. The project cost \$8 million and we raised \$6.8 million in commitments. After paying principal and interest on the short term construction loan for the past 4.5 years, we are converting the remaining \$1,950,000 of debt to a long term note. The 2017 budget includes \$150,000 of debt service on this loan. There is corresponding income from capital pledges.

**12. The Sabbatical Reserve** being accrued in 2017 is to build a reserve for the Rev. Lisa Friedman to take a sabbatical leave in Fiscal Year 2020.

**13.** The Board of Trustees requires the Executive Team to add "not less than 1% of the annual operating budget" to the budget for reserves each year. The standard goal in non-profits is to have three to six months of operating expense in reserve to allow for unexpected needs. The proposed FY17 budget has a 1% reserve line item.

## **Unity Church–Unitarian**

### **BOARD OF TRUSTEES**

Stu Alger, Secretary  
Ginny Allen  
Estelle Brouwer  
Justin Cummins  
Mark Foster, Chair  
Hal Freshley  
Peggy Lin  
Angela Newhouse  
Bailey Webster

### **EXECUTIVE TEAM**

Rev. Janne Eller-Isaacs, Co-Minister  
Rev. Rob Eller-Isaacs, Co-Minister  
Rev. Lisa Friedman, Minister of Congregational and Community Engagement  
Barbara Hubbard, Executive Director

### **CHURCH STAFF**

Nic Cable, Ministerial Intern  
Jessica Clay, Hallman Ministerial Intern  
Drew Danielson, Coordinator of Youth and Campus Ministry  
Tim Franco, Facilities  
Rev. Karen Hering, Consulting Literary Minister  
Michelle Hill, Children's Ministry Coordinator  
Rev. K.P. Hong, Director of Religious Education  
Bill Lowell, Facilities Manager  
Robin MacKenzie-Taris, Nursery Supervisor  
Ruth Palmer, Director of Music Ministry  
Derrick Sanders, Facilities  
Madeline Summers, Volunteer Coordinator  
Song Thao, Financial Assistant  
Martha Tilton, Coordinator of Communications  
Harold Watson, Facilities

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### **Unity Church–Unitarian**

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