



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  
147th Annual Meeting of the Congregation  
Saturday, November 17, 2018 • 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.

**147th Annual Meeting of the Congregation  
Saturday, November 17, 2018 • 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: Alan Maclin

Approval of the Minutes of November 18, 2017, Annual Meeting

In Memoriam

Congregational Updates

- Ministries
- Beloved Community Staff Team
- 2017-2018 Board Activities
- Rearticulated Core Values, Mission, and Ends Statements
- Congregational Survey Summary
- Staff Transitions

Congregational Business

- Proposed Bylaws with Revisions
- Election of New Trustees
- Announcement of 2018-19 Board Officers
- Acknowledgment of Outgoing Trustees
- Presentation and vote on the 2019 Operating and Capital Budgets
- Status Report on Capital Debt

Words of Thanks from Board of Trustees to Executive Team and Staff

Closing

**146th Annual Meeting of the Congregation  
Unity Church–Unitarian  
Saturday, November 18, 2017 — 10:00 a.m.  
DRAFT MINUTES**

**BOARD MEMBERS PRESENT:** Justin Cummins, Chair; Estelle Brouwer, Secretary; Stu Alger, Nancy Evert, Mark Foster, Angela Newhouse, John Steiner-Manning, Bailey Webster

**EXECUTIVE TEAM:** Janne Eller-Isaacs, Rob Eller-Isaacs, Barbara Hubbard, Lisa Friedman

**PARLIAMENTARIAN:** Jack Rossmann

**VOTING MEMBERS:** There were 113 voting members present. Quorum is 91.

**CONVENING OF THE MEETING**

Justin Cummins convened the meeting.

Singing of hymn “Gathered Here” (#389)

Unison reading of Invocation and Bond of Fellowship

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

Motion to adopt Robert’s Rules of Order was made by Craig Allen. Dick Buggs seconded the motion. There was no discussion and the motion was unanimously approved.

**ELECTION OF PARLIAMENTARIAN**

Motion to approve Jack Rossmann as parliamentarian was made by Hal Freshley. Rebecca Flood seconded the motion. There was no discussion and the motion was unanimously approved.

**APPROVAL OF NOVEMBER 19, 2016, ANNUAL MEETING MINUTES**

Motion to approve the minutes from the 145th Annual Meeting of the Congregation was made by Louise Livesay-Al. Tom Merritt 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 Deborah Ruth, Sara Dorothy Langworthy, Virginia Gregg Greenman, Davin Lewis Clausen-Sweet, Joseph Anton Kramer, Dorothy Hall McFarland, Romeyn Taylor, Sandra Vatasery, and Craig Garrett.

**CONGREGATIONAL BUSINESS**

**MINISTRIES UPDATE**

Rob Eller-Isaacs presented the Annual Report by the Executive Team, calling the past year challenging and fruitful. In the wake of a divisive national election, Unity has seen a significant increase in attendance and depth of commitment. The growing sense of solidarity and the love that grows among us are needed now more than ever. The Executive Team affirmed key priorities from the previous year: lifespan religious education, partnerships, racial justice, staff development, and transition. The new initiatives in these priority areas include a mentor program for those seeking deeper involvement, upgrading the data base, coordinating worship themes across the adult congregation and children in religious education, clarifying religious education staffing needs, living into our covenant with Above Every Name, strengthening relationships with the Unitarian Universalist Association and the Minnesota UU Social Justice Alliance (MUUSJA), creating a Beloved Community Staff Team, and working with the Board’s transition team as five senior members of our staff prepare for retirement over the next five years. The formation of a Board Finance Team to ensure the board as a whole is well equipped to carry out its financial responsibilities is appreciated.

**BELOVED COMMUNITY STAFF TEAM UPDATE**

Lisa Friedman and KP Hong presented an update on the Beloved Community Staff Team. Lisa thanked the Anti-Racism Leadership Team, whose monitoring work led to the creation of the Beloved Community Staff Team. The team is made up of staff and lay members and has been formed to provide planning, oversight, and program development to strengthen and expand Unity’s efforts to be a credible partner in anti-racism, anti-oppression and multiculturalism work, and to centralize those efforts and accountability for them in a single location. The church’s efforts in these areas

include a range of opportunities for personal and congregational growth. KP Hong described ongoing efforts within Unity's religious education program to update curricula to highlight our commitment to racial justice. A new racial justice curriculum will be piloted fall of 2018. Religious education teachers participated in a workshop on intercultural competence. KP highlighted the complicated relationship between anti-racism and multiculturalism. Both are concerned with groups and group identity, but the groups are constituted differently. The anti-racism perspective is a hierarchy of racial dominance and in anti-racism work the challenge of white supremacy is central. The multicultural perspective is that each group has distinct cultures within it, and it values cultural life, cultural expression and differences among persons.

#### GENEROSITY MINISTRY TEAM UPDATE

Dick Buggs presented an update on the Generosity Ministry Team, which guides Unity Church's efforts to give away 70 percent of Sunday offerings to organizations that share our vision. He began by saying that so much of life's abundance is based on decisions which initially make no sense. Since Unity began this practice 11 years ago, annual offerings have increased from \$35-38,000/year to \$128,470.

Over the past year, \$81,302 went to 41 nonprofits; 16 were first-time recipients, 25 were repeat recipients. The average check to recipients was for \$1,903. Unity keeps 30% of the offering which in the past year came to \$47,108. We are not losing anything by doing this, but the more important thing is it takes our ministry out into the world. For the past couple years we've been experimenting with focusing on organizations with annual budgets of \$500,000 or less, which means we have had to say no to some wonderful organizations.

#### ENDS RENEWAL UPDATE

Trustee Nancy Evert presented an update on the Ends Renewal process, which the church undertakes every five years. The Board of Trustees has been preparing for the 2018 Ends Renewal process for several months. The 2018 process is especially important because: 1) our beloved senior ministers will retire in 2020, which means the new Ends will inform our future leaders of Unity's intentions and dreams, and 2) Unity has not revisited our mission and values statements for 15 years, so that will also be part of the 2018 process. Based on the congregational survey and other feedback, the Board will work within the frame of transformative relationship.

Input from across the congregation will be essential to this process. Sessions for congregational input are scheduled for January and February. This will be a great opportunity to reflect on your own spiritual life and to build community. Congregants are invited to bring their voice, experience, and perspectives to these sessions.

### BOARD OF TRUSTEES

#### 2016-2017 BOARD ACTIVITIES

Justin Cummins presented an overview of the Board's work, highlighting: 1) The Board's decision to designate Unity as a sanctuary congregation. The Board drew heavily on the Ends statements in making that decision. 2) The Board has undertaken a comprehensive review of the by-laws. We'll be having a special meeting to talk about by-laws sometime in the spring. 3) The Board is preparing for the Ends Renewal process and will be inviting the congregation to look at our core values and mission statement.

#### CONGREGATIONAL SURVEY

The Evaluation Sub-Team of the Board (John Steiner-Manning, Angela Newhouse, and Bailey Webster) presented a conversational overview of the congregational survey, which is summarized in the Annual Meeting packet. A surprising outcome this year was that the Beyond ends had a higher rating than the Within ends for the first time. Scores across the board were a bit lower than in 2016, but similar to 2014 and 2015. Survey results have been used to help the Board plan the Ends Renewal process and help the Executive Team plan programs for the year. The sub-team acknowledged the time and efforts of Laura Park and Bill Etter in helping the Board of Trustees administer, analyze and understand this critical evaluative tool.

#### ELECTION OF NEW TRUSTEES

Motion to approve Jill van Koolwijk, Nila Gouldin, and Ruth Kirkland as new trustees was made by Lorelee Wederstrom. Sharon Hogenson seconded the motion. There was no discussion and the motion was unanimously approved.

#### ANNOUNCEMENT OF NEW BOARD OFFICERS FOR 2018

Bailey Webster was announced as the incoming secretary and Justin Cummins was announced as the continuing chair. Justin Cummins thanked the outgoing trustees — Stu Alger, Mark Foster, and Angela Newhouse — for their service, and Estelle Brouwer for her service as secretary for the past year.

## **2018 BUDGET PRESENTATION**

Motion to approve the 2018 budget was made by the Board. Beverly Heydinger seconded the motion. Barbara Hubbard began with a broad overview of the church's financial picture, including the three classes of assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

We have historically not carried long term debt although we are currently in our first year of long term debt, as a result of an imbalance between the cost of the 2012 renovation and the commitments made through the Unity Tomorrow Capital campaign. The five-year note began on January 1, 2017. The balance on the loan is \$1,886,000 after 10 months of debt service. When we refinance after five years, we expect the balance to be \$1,665,000. It's important to remind you of that reality in the landscape of the church.

Barbara Hubbard presented an overview of the proposed operating budget. Highlights include:

- Increasing some salaries, taxes and benefits; strengthening salaries that are not in market range, including ministerial salaries
- Commitment to \$15 minimum wage
- Expanded support for Religious Education program
- Health and dental insurances are not going up
- Maintaining a 10% benefit on our retirement plan
- Moving toward our commitment to get to fair share with UUA in 2019
- A sabbatical reserve is being built for Lisa Friedman

Dick Buggs commented on the service Unity provides to the neighborhood. Sharon Hogenson asked how the proceeds from the November fundraiser were used (they went to the general operating budget). Pauline Eichten asked if debt service include principal payment and interest (it does). Steve Harper asked if we're considering putting capital reserves away for ongoing maintenance (will be answered when we get to the capital budget).

The motion to approve the operating budget was unanimously approved.

## **STATUS REPORT ON THE CAPITAL DEBT**

Barbara Hubbard provided an update of the church's capital debt situation. Capital pledges began in 2015. \$963,000 has been pledged for 2015-2022. Of that, we have received \$576,000 and have used the funds for various repairs and renovations. Projects for 2018 include repair of the organ, purchase of the teal hymnals, converting to a new cloud-based database, and debt service.

The Board moved approval of the capital budget. Rebecca Flood seconded. Motion was unanimously approved.

## **WORDS OF THANKS FROM BOARD TO EXECUTIVE TEAM & STAFF**

Justin Cummins thanked the Executive Team for their leadership and vision and thanked each member of the church staff for their wonderful contributions.

## **ADJOURNMENT**

Justin Cummins closed the meeting with a reading from John Powell. The meeting was adjourned at 11:35 a.m.

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Minutes respectfully submitted by Estelle Brouwer, Secretary

## 2017-2018 Report from the Board of Trustees

This has been another action-packed year for the Board of Trustees. The Board year began with continuing to serve as a Sanctuary Congregation. The Board made this important decision in December 2016 based on Unity's Ends Statements, which embody the congregation's vision and underlying values, and the Board's governance policies, which explicitly embrace an anti-oppression and pro-inclusion approach.

Speaking of Ends Statements, this year the Board also facilitated an in-depth and sustained engagement with members of the congregation and other moral owners of Unity to refine and rearticulate Unity's Ends Statements, Core Values, and Mission Statement. Both the process and product of the Board's engagement with the congregation in this regard has been powerful and will be an ongoing source of spiritual sustenance and inspiration as we move forward together.

The Board has also spent much of the past year updating and clarifying Unity's governance policies, which provide important guidance to the Executive Team (Rev. Janne Eller-Isaacs, Rev. Rob Eller-Isaacs, Rev. Lisa Friedman, and Barbara Hubbard) as well as to the Board regarding fulfillment of the Ends statements. In addition, and as part of three-plus-year process, the Board has worked hard in the last year to clarify and otherwise update Unity's bylaws in a comprehensive way.

Although the ministerial transition is still some time off in the future, the Board has continued to lay the groundwork for the transition to ensure that the process is as seamless as possible. The Board and the Executive Team are working with a consultant to that end. The congregation will also be engaged as the process moves forward. The updating and clarifying of the Board's governance policies and Unity's bylaws will further help to make the transition process successful.

Last, but not least, the Board has made a priority of expanding and deepening its capacity to perform its job well — including monitoring the performance of the Executive Team. In that regard, the Board has continued its efforts to develop greater technical knowledge and skill by, for example, now using Board-management software to make meeting preparation and participation more efficient and effective. Accordingly, the Board can confidently report that Unity Church remains on solid financial ground while providing an enormous amount of programming and other opportunities for engagement, in addition to transformative worship services.

The Board greatly appreciates the support of the congregation as we move forward together, embodying and seeking to build the Beloved Community within, among, and beyond.

Justin Cummins, Chair, Board of Trustees  
Unity Church—Unitarian  
November 10, 2018

## **Nested Bowls as of May 12, 2018**

### **Values**

Unity Church-Unitarian honors the ambiguity and uncertainty in the search for greater truth, meaning, and equity. In all we do, we strive to embody:

- Wonder
- Open-hearted engagement
- Courageous action

### **Mission**

Unity Church-Unitarian fosters transformation through a free and inclusive religious community that encourages lives of integrity, service, and joy.

## **Ends (2018-2023)**

Working within ourselves, among our church community, and beyond in the larger world, we the people of Unity Church-Unitarian:

- Create a multicultural spiritual home built on authentic relationships.
- Ground ourselves in personal practice and communal worship that grows our capacity for wonder and spiritual deepening.
- Articulate our Unitarian Universalist faith identity, teach it to our children, share it with others, and live it courageously in the world.
- Know each other in all our fullness and create an ever-widening circle of belonging for all people.
- Generously give and openly receive compassionate care in times of joy, sorrow, and transition.
- Discover and pursue our individual and collective work to advance justice, wholeness, and equity for people, our Earth, and all life on it.
- Create brave space for racial healing and dismantling dominant culture.
- Sustain and steward the church and our larger Unitarian Universalist movement for the future.



## 2018 Proposed Bylaw Changes

The board of trustees is proposing several revisions to Unity Church-Unitarian's bylaws — the rules that the church uses to govern itself. To go into effect, these proposed changes to the bylaws will need to be approved by three-fourths of the voting members present at the congregational meeting.

First adopted in 1945, our bylaws cover everything from who can vote at a congregational meeting to the rules for how the church selects new called ministers. They've been amended more than 30 times. Over the last three years the board has been reviewing the bylaws, carefully reviewing existing language, possible adjustments and reaching agreement on these updates.

### **SUMMARY**

Here are some of the goals behind the proposed bylaw changes and examples of what is being done to advance these goals.

#### **Complying with state law.**

There are several instances where the current language is not in synch with current state law. For example, it is required that a nonprofit has a treasurer, but our language had only called for a chair and secretary.

#### **Clarifying the search process.**

The proposed bylaws add more information to how we fill a called minister position, which is an important process for us to be very clear on as we approach Janne and Rob Eller-Isaacs's 2020 retirements. For example, the proposed bylaw states clearly that the board of trustees shall appoint a Search Team from among the voting members and that "the Search Team will conduct the search and present a candidate to the congregation for approval," with the board overseeing any negotiations over compensation.

#### **Addressing that the executive team could be organized differently in the future.**

The board remains very satisfied with the leadership structure, with the "executive team" made up of Janne and Rob Eller-Isaacs, our co-ministers; Lisa Friedman, minister of congregational and community engagement, and Barbara Hubbard, executive director. But our proposed bylaw changes create flexibility to allow the leadership structure potentially change.

#### **Clarifying some of what the board does vs. what the executive leaders do.**

For example, the proposed language states clearly that the executive team is responsible for hiring staff who do not report directly to the board.

#### **Modernizing some references to how we get work done.**

The proposed language clarifies that trustees can take part in a meeting by conference call. In other places there are references added to notifying members by mail or e-mail.

After Unity's Board of Trustees sought, received, and considered feedback about the draft proposed bylaws revisions from the congregation, the Board updated the proposed revisions to provide even more clarity in the bylaws language. To view these revisions in detail, please visit <https://www.unityunitarian.org/board-of-trustees.html> and under "2018 Proposed Bylaw Changes" click on "2018 Proposed Bylaw Changes Redline." The proposed revisions outlined on the following pages show just the suggested revisions.

RESTATED BYLAWS

of

UNITY CHURCH OF ST. PAUL

As adopted June 10, 1945, and amended 12-14-48, 3-21-50, 2-2-54, 11-7-56, 1-25-71, 3-29-71, 6-9-75, 4-17-78, 5-29-78, 11-19-84, 6-12-85, 6-9-86, 5-24-93, 7-26-93, 1-24-94, 5-23-94, 7-25-94, 8-22-94, 10-23-95, 11-25-96, 5-28-98, 5-10-99, 3-29-00, 4-30-01, 5-22-02, 2-15-04, 5-20-07, 11-21-09, 11-16-13, 11-21-15, \_\_\_\_-18.

PREAMBLE

Unity Church of Saint Paul (the "Church") is a nonprofit corporation, organized under Minnesota Statutes Chapter 317A.

**Comment [BM1]:** We are reciting that Unity is organized under Chapter 317A which is the MN statute governing nonprofits.

Article I  
Members

1. Eligibility for Membership

Any person of the age of 15 or older who subscribes to the mission and values of Unity Church (the "Church" or the "Corporation") and who desires to become a member of the Church may do so by signing the book kept by the Church for such purpose. The name will be added to the Register of Members.

*Revised \_\_\_\_ 18*

2. Voting Members

A member shall become a voting member of the Corporation upon making a pledge to the current or upcoming operating fund or upon receiving a waiver regarding such pledge from a Called Minister or the Executive Director of the Church in accordance with policies developed by the Board of Trustees. Unless a waiver has been received, if no pledge contribution has been received from that person or that person's household at the time of a congregational meeting or vote, then the member shall not be considered a voting member for the purposes of that meeting or that vote and until such time as a pledge contribution is received or a waiver is granted.

*Revised \_\_\_\_ 18*

**Comment [BM2]:** The provisions regarding waivers are added to allow some flexibility regarding the usual pledge contribution requirement; i.e. the requirement that in order to be a voting member in a given year, a member shall have made a pledge contribution that year.

3. Register of Members

There shall be a register of the names of all members and voting members. Membership shall be reviewed at least annually by Executive Leadership of the Church. The names of members who have submitted a resignation shall be removed from the register immediately. Members who do not respond to membership status inquiries mailed to their most recent postal or email address listed with the Church, may be removed from membership if the Church has received no response within one year from the date of such mailing.

Revised \_\_\_\_18

4. Resignation of Membership

Any member may resign at any time by giving a written notice to a member of the Executive Leadership of the Church.

Revised \_\_\_\_18

Article II  
Meetings of the Corporation

1. Annual Meeting

The annual meeting of the Corporation shall be held at the building where the usual religious services are held, or elsewhere in St. Paul at such place as may be designated by the Board of Trustees, at such time in November each year as the Board of Trustees shall determine. The annual budget will be presented for approval by the voting members of the Corporation at the annual meeting.

Revised \_\_\_\_18

**Comment [BM3]:** What was formerly the last clause of this, (dealing with the budget) has been deleted because it is repetitive of language in Article III.

2. Meeting Quorums

Ten (10) percent of the voting members of the Corporation shall be required to form a quorum at all meetings of the Corporation.

3. Special Meetings

Special meetings of the Corporation may be called by the Board of Trustees. If a written request to the Board of Trustees by 50 voting members or 10% of the voting members of the Corporation (whichever is less) for a special meeting is denied by the Board of Trustees, said meeting may be called by such 50 voting members or 10% of the voting members.

Revised \_\_\_\_18

**Comment [BM4]:** The language regarding 50 voting members is added because it is required by Chapter 317A.

4. Meeting Notices

Notice of any meeting of the Corporation shall be signed by or in the name of the Chair or the Secretary of the Board of Trustees, or in case of absence or disability of either of them, by or in the name of any two (2) Trustees, or if called by the voting members of the Corporation, said notice shall be signed by no fewer than 50 voting members or 10% of the voting members of the Corporation, whichever is less. Said notice shall specify the time and place for the meeting and shall be disseminated via the Church's comprehensive communication strategies, at least seven (7) days prior to the date of the meeting.

Revised \_\_\_\_18

**Comment [BM5]:** The language regarding 50 voting members is added because it is required by Chapter 317A.

Notice of the meeting shall include:

- a) An agenda of the principal matters of business to be considered at the meeting.
- b) Copies of all resolutions, budgets, and financial statements to be presented at the meeting by the Board of Trustees, committees of the Church, or voting members.

5. Meeting Agendas

Any voting member desiring to have any matter considered at the meeting shall request the Board of Trustees to place it on the agenda, and if it is in the form of a resolution, shall furnish the Board with a copy of such resolution. Such request shall be presented to the Board of Trustees in writing at least fourteen (14) days prior to the meeting, or such later date as the Board of Trustees may designate. The Board of Trustees may place such requested item on the agenda and must do so if the request is supported in writing by at least 15 voting members of the Corporation. If the request is approved for inclusion on the agenda and includes a resolution, such resolution shall be reproduced by the Board of Trustees and distributed to the voting members as a part of the notice of the meeting.

Matters not placed on the agenda may nevertheless be considered at the meeting, but may not be put to final vote unless three-fourths (3/4ths) of the voting members present at such meeting shall first vote to so consider it. If the meeting is a special meeting, business transacted at the meeting that is not included in the purposes described in the notice of the meeting may be voidable, as described in Minn. Stat. 317A.433.

Revised \_\_\_\_ 18

6. No Voting by Proxy; Remote Presence.

There shall be no voting by proxy by members. However, the Board of Trustees may, but is not required to, authorize a means by which one or more voting members may participate in an annual or special meeting of the Corporation by way of remote communication. The Board of Trustees shall have the authority to establish policies regarding such remote participation, including the means of communication and procedures for communication and voting. Participation in a meeting by remote communication in a manner so authorized constitutes presence at the meeting.

Revised \_\_\_\_ 18

Article III  
Board of Trustees

1. Board Membership

The Board of Trustees shall consist of nine (9) members, except as provided in the paragraph below. Each Trustee shall be a voting member of the Corporation and shall be elected for a term of three (3) years. At every annual meeting, voting members shall elect three (3) Trustees and vote on any vacancies that have been filled by the Board of Trustees since the last annual

**Comment [BM6]:** This language regarding a request supported by 15 voting members is added so that if such a request to place a matter on the agenda for a congregational meeting is made, the matter MUST be added to the agenda.

**Comment [BM7]:** The last sentence is added to remind all that per Minn. Stat. Section 317A.433 Subd. 4, matters voted on at a special meeting generally must be limited to the matters that are noted in the "purposes" described in the Notice of that special meeting. Matters voted on at a special meeting that were not on the agenda are voidable.

**Comment [BM8]:** The language is designed to authorize remote participation in the future if the technology becomes reasonably available to the Church in the future. That may take some time since such technology would need to allow a remote participant to sign in; hear all speakers; potentially see visuals presented; speak and be heard; and vote remotely. This allows the Board to authorize such participation as appropriate but does not require it. This provision does not allow proxy voting because proxy voting forecloses voting after the person has heard and had the benefit of debate.

meeting. A Trustee may be nominated and elected to serve a second consecutive term, but after serving such second consecutive term, may not be nominated or elected to serve any additional term until the Trustee has been off the Board of Trustees for at least three years.

**Comment [BM9]:** The language regarding terms and term limits has been added to make clear that a Trustee may be nominated to serve a second consecutive term but, if the Trustee serves a second term, they may not be re-nominated for at least three years after being off the Board for 3 years. The idea was to be clear on the subject, and to allow a Trustee to serve a second term where there is a need for continuity or the expertise or experience of a given member, while ensuring that the Board does not become entrenched and includes new leaders and new voices.

A Trustee shall take office upon the election of that Trustee and shall continue until the term expires, the Trustee resigns or dies, or the Trustee is removed. In the event of a vacancy on the Board of Trustees for any reason, the Board may at its sole discretion elect a successor to fill the vacancy for the remainder of the unexpired term. Such election shall be subject to approval by the voting members of the Corporation at the next annual meeting.

Any Trustee may resign by giving notice in writing to all Trustees. A Trustee may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees or by vote of a majority of the voting members of the Corporation present at an annual meeting of the Corporation or at a special meeting called pursuant to Article II, Section 3 of these Bylaws. If three (3) or more vacancies exist at any one time, a congregational meeting for the purpose of filling these vacancies shall be held within thirty (30) days.

Trustees shall serve without compensation, but may be reimbursed for travel and reasonable expenses incurred in fulfilling their duties.

*Revised* \_\_\_\_18

**Comment [BM10]:** The addition of this sentence is to confirm that the Trustees are not paid. Under Minn. Stat. Sec. 317A.257, uncompensated Trustees have certain protections from civil liability.

## 2. Board Powers

The business, property, and affairs of the Corporation, including the approval of the annual budget in the circumstance detailed in the paragraph below, shall be governed by the Board of Trustees, which shall promulgate policies for the conduct of the affairs of the Corporation consistent with the laws of the State of Minnesota, the Articles of Incorporation, and these Bylaws.

At the annual meeting, the budget for the next year is presented to the congregation for its approval. If there is not a quorum present to approve the budget (pursuant to Article II, Section 2 of these Bylaws), the Board of Trustees is empowered to approve the budget.

**Comment [BM11]:** *Not a deletion of "church"*

*Revised* \_\_\_\_18

## 3. Board Meetings

Regular meetings of the Board of Trustees shall be held at a location and on dates and times determined by the Board of Trustees.

Special meetings of the Trustees may be called by the Chair or by the Secretary of the Board of Trustees *or* on the written request of any two (2) Trustees. Written notice of special meetings shall be sent to each Trustee before the date of the meeting. Such notice may be provided in person or by electronic communication to those who have consented to electronic communication at least four (4) calendar days before the meeting or by notice mailed to the Trustee at least seven (7) calendar days before the meeting. Such notice may be waived with the

consent of each Trustee in situations where a more urgent need is present, as determined by the Chair of the Board of Trustees, or by any three Trustees.

**Comment [BM12]:** This paragraph has been changed to clarify the time periods for Notice and make clear that Notice may be provided by electronic means.

A majority of the Trustees shall constitute a quorum. If a quorum is present when a duly called meeting is convened, the Trustees present may continue to transact business until adjournment, even though the withdrawal of one or more Trustees leaves less than the number otherwise required for a quorum.

**Comment [BM13]:** The second sentence of this paragraph has been added to restate the general quorum rules and is consistent with state law.

Any action by the Board of Trustees may be decided upon by a majority of the votes cast by those present at the meeting unless otherwise specifically increased in Board of Trustees policies or as required by applicable law.

**Comment [BM14]:** The exception is added to accommodate state law if it requires more than a majority vote. For example state law provides that a written action requires all Trustees to agree, unless the Articles say otherwise.

A Trustee may not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Trustees.

A meeting of the Trustees may be held by such means of remote communication (including telephone conference call) as is authorized by the Board of Trustees, and individual Trustees may participate in a meeting by remote communication where others are physically present. In either case, all Trustees participating in the meeting, whether physically present or participating remotely, must be able to communicate and participate with each other during the meeting. Participation in a meeting by remote communication constitutes presence at the meeting.

**Comment [BM15]:** This sentence has been added to confirm that voting by proxy by Trustees will not be allowed. The idea is that Trustees who are going to vote on a matter, should participate in any discussion that precedes the vote.

Any action that could be taken at a meeting of the Trustees may be taken instead by written action signed, or consented to by authenticated electronic communication by all of the Trustees. A Trustee may consent to an action by affixing their signature on a document setting forth the action, or by electronic communication as defined in Minnesota Statutes, Section 317A.011, Sub. 7a, as amended from time to time.

**Comment [BM16]:** This paragraph has been added to allow participation at Board meetings by remote communication--whether such participation is by all Trustees, or by individual Trustees where other Trustees are physically present.

Revised \_\_\_\_18

#### 4. Nominating Committee

The Board of Trustees shall appoint the Nominating Committee for new members of the Board of Trustees. The Committee shall submit its slate to the Board of Trustees. Upon approval, the Board of Trustees shall submit its recommendations to the annual meeting of the Corporation.

**Comment [BM17]:** This paragraph has been added to allow actions to be taken by written consent.

Additional nominations may be submitted from the floor of the annual meeting by voting members in accordance with the provisions of *Robert's Rules of Order*.

Revised 11/21/09

#### 5. Other Committees

The Board of Trustees may appoint such other committees as it deems appropriate to assist the Board in doing its work. The Board of Trustees will determine the scope of the work of any such committee in a manner that preserves Board wholeness and is consistent with these Bylaws and such policies as are established by the Board from time to time.

**Comment [BM18]:** This paragraph has been added to make clear that other committees may be appointed by the Board, but that since Unity's governance principles generally require that the work of the Board be done by the Board as a whole and not by separate committees, such committees, are established to assist the Board, and not to make governance decisions.

Article IV  
Officers of the Corporation and the Board of Trustees

1. Election and Term of Officers

Each year at its regular September meeting the Board of Trustees shall elect a Chair of the Board of Trustees who shall also serve as President of the Corporation, a Treasurer, and a Secretary who shall be the only officers of the Corporation. The Chair and Secretary shall be elected from among the members of the Board of Trustees. [The Treasurer] is expected to be an employee of the church qualified to perform this role, but, in the absence of such a qualified employee, may be elected from among the members of the Church. Each officer shall be elected to serve for a term of one (1) year. The Chair and Secretary may be re-elected to successive terms so long as they continue to serve on the Board of Trustees. If the Treasurer is an employee of the Church, they may be re-elected to serve unlimited successive terms. If the Treasurer is elected from among the members of the Church, they may serve up to two consecutive terms. The Board of Trustees may determine by policy the duties of each officer of the Corporation.

Revised \_\_\_\_ 18

2. Officer Election Process

The Trustees shall (1) solicit and accept from all Trustees nominations for officers, such nominees for Chair and Secretary to be Trustees whose Board terms will be continuing; (2) confirm that nominees will serve if elected; and (3) prepare a slate of nominees for the officer positions.

The vote and election of officers shall take place at the regular September meeting of the Board of Trustees, and the elected officers shall begin their terms of office following the annual November congregational meeting. Their terms shall continue until new officers' terms begin or until their earlier death, resignation or removal.

Revised \_\_\_\_ 18

3. Early End of Officer Term

An officer may resign by giving notice in writing to all Trustees and may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees. Any such resignation or removal shall be effective when a notice of resignation is received or a resolution to remove has been adopted, unless a later effective date is specified in such resignation notice or resolution. The term of any officer who is a member of the Board of Trustees will cease automatically when such officer ceases to be a member of the Board and the term of a Treasurer who is an employee of the Church will cease automatically when the Treasurer ceases to be an employee. Officer vacancies shall be filled for the remainder of the unexpired term as soon as practicable by nomination and election, as described in the first paragraph of Article IV, [Section 2 above].

Revised \_\_\_\_ 18

**Comment [BM19]:** Minnesota law requires Unity to have a President and Treasurer. Many of the statutory duties of the Treasurer involve frequent administrative actions (e.g. keeping accurate financial records, depositing and handling money and maintaining accounts). Thus, this section is structured so that the Chair and Secretary are members of the Board but the Treasurer need not be and, consistent with current practice may be a staff member. We have allowed for a Board member to serve as Treasurer since there could be a time where a Church staff member is unavailable or unable to fill that function. Given this structure, the changes in Section 2 provide that the Treasurer, if a member of staff, may be reelected to serve unlimited successive terms. The Chair and Secretary (and any Treasurer/Board member), however, are limited to serving only for so long as they continue to serve on the Board. We have also removed provisions regarding officers of the Board, except for the Chair position.

**Comment [BM20]:** The changes in this Section were made to clarify the effective date of any resignation or removal of any officer and the fact that the term of office ends when status on the Board or as a staff member ends.

4. Authority and Duties

The authority and duties of the officers shall be as prescribed in writing by the Board of Trustees and as required by applicable law.

Revised \_\_\_\_18

Article V  
Ministers and Staff

1. Executive Leadership of the Church

The Board of Trustees shall establish *the* executive leadership structure for staff of the Church (“Executive Leadership” or “Executive Leaders”). Executive Leader(s) who report directly to the Board of Trustees shall include an interim minister where applicable, and in all other cases, at least one Called Minister (defined as a minister who is called and elected by the voting members of the Corporation as described in Section 2 below). The Executive Leadership structure established by the Board of Trustees may include such other key positions as determined by the Board of Trustees and will identify whether or not additional Executive Leaders will report directly to the Board of Trustees. The Executive Leadership structure established by the Board of Trustees may, but need not, include provision for an Executive Leadership team, whose members report to the Board of Trustees in a manner determined by the Board of Trustees. Executive Leaders shall have responsibility for working collaboratively to advance the Church’s mission, ends, values, and vision within limits and policies as established by the Board of Trustees.

The Board of Trustees is responsible for ensuring that Executive Leadership position(s) that report to the Board of Trustees are filled in a timely manner.

Revised \_\_\_\_18

2. Selection or Removal of Called Minister(s)

The Board of Trustees shall determine the number and overall responsibilities of the Called Minister(s). To fill a Called Minister position, the Board of Trustees shall appoint a Search Team from among the voting members of the Corporation and shall designate a member of such Search Team as convener for the Search Team. Once convened, the Search Team shall select a Chair from among its members. The Search Team will conduct the search and present a candidate to the congregation for approval. The Board of Trustees will oversee any negotiations regarding the compensation and other terms and conditions of employment offered to a candidate and will approve the same in advance of presentation of the candidate to the congregation for approval. The Board of Trustees shall establish such other processes as may be appropriate to facilitate the selection process, including a process for selection of the Search Team that includes substantial input from the voting members of the Corporation.

The selection of the Called Minister(s) shall require consent of three-fourths (3/4ths) of the voting members of the Corporation in attendance at a meeting of the Corporation called for that purpose.

**Comment [BM21]:** Article V has been entirely rewritten. Section 1 is to add flexibility and allow the Board to determine the structure of executive leadership of the church and that the structure may or may not include an "Executive Team" as by Bylaws currently contemplate. The revised Bylaws refer to "Executive Leaders" whose positions are to be established by the Board. Such leaders will always include at least one Called Minister (or an interim minister where there is one), who, in turn, will report directly to the Board. The Board may establish positions for other Executive Leaders and decide whether or not they will report directly to the Board. *If more than one Executive Leader reports to the Board, the Board determines the reporting relationship – e.g. whether they report collectively as to mission, ends etc. and whether ...*

**Comment [BM22]:** This Section clarifies the process for selection or removal of Called Ministers. The Board determines how many Called Ministers there will be and their overall responsibilities. The Board appoints a search team, but the search team is selected under a process that includes substantial input from the voting members of the corporation. The Board oversees negotiations regarding compensation and terms and conditions of employment and approves the same, but the Board does not approve the actual candidate to be presented to the congregation. Instead, the search team conducts the search and presents a candidate directly to the congregation which must approve both the selection and any removal of a Called Minister by a three fourths vote of voting members in attendance ...



The involuntary removal of the Called Minister(s) shall require consent of three-fourths (3/4ths) of the voting members of the Corporation in attendance at a meeting of the Corporation called for that purpose.

*Revised \_\_\_\_18*

3. Staff other than Called Minister(s)

The Board of Trustees approves the hiring and removal of other Executive Leader(s) (if any) who report to the Board of Trustees, including any interim minister. The Board of Trustees may, but need not, appoint a Search Team from among staff, trustees, and voting members of the Corporation to assist it in sourcing and recommending candidates for such positions.

Executive Leaders hire and remove professional and other staff who do not report directly to the Board of Trustees, subject to policies and budgets established by the Board of Trustees.

*Revised \_\_\_\_18*

4. Employment Agreements

The Board of Trustees shall establish the compensation and other terms of employment of the Called Minister(s) and other Executive Leaders who report to the Board of Trustees and shall *specify* such terms in a written agreement, which may be modified from time to time.

Any other employment agreements must be in writing and approved in advance by an Executive Leader or other staff member authorized by the Board of Trustees to sign such agreements.

*Revised \_\_\_\_18*

**Comment [BM23]:** The Board establishes and approves written contracts of those who report directly to the Board. An Executive Leader selected by the Board (presumably the Executive Director of the church) must approve any other written employment agreements. This is to allow consistency and control over contracts between the church and its employees.

Article VI  
Other Provisions

1. Fiscal Year

The fiscal year of the Corporation shall begin on each January 1 and end on the following December 31.

*Revised 11/21/09*

2. Contracts and Grant Agreements

All contracts representing a singular or cumulative expenditure of over \$20,000 where such amount has not previously been approved or authorized in the current annual operating and/or capital budget, and all deeds, conveyances, and mortgages of the Corporation shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee. Grant agreements, whereby the Corporation agrees to receive a grant from another entity subject to specified conditions, shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee.

**Comment [BM24]:** The language has been clarified so as not to require additional board approval where an amount has already been approved in the budget and to clarify the circumstances in which grants received by the Church must be approved.

Revised \_\_\_\_18

3. Real Estate

The main meeting place of the Church and any real property intended to become the main meeting place of the church shall not be constructed, substantially reconstructed (as determined by the Board of Trustees), purchased, sold, conveyed, or encumbered, or made subject to any lien unless such activity or transaction shall be first authorized by a vote of two-thirds (2/3rds) of the Board of Trustees, and three-fourths (3/4ths) of the voting members in attendance at a meeting of the Corporation; each body acting separately, at an annual meeting of either, or at a special meeting of either duly called for that purpose, which purpose shall be plainly stated in the notice.

Any other real estate purchased, sold, conveyed, encumbered, or made subject to any lien must be authorized by a majority vote of the Board of Trustees.

Revised \_\_\_\_18

**Comment [BM25]:** The language has been changed to clarify the situations in which real estate transactions would have to be approved by super-majorities of both the Board and members.

4. Indemnification

The Corporation shall indemnify Trustees and other persons acting in an "official capacity" as provided in and limited by Minnesota Statutes Chapter 317A.

Revised \_\_\_\_18

**Comment [BM26]:** Trustees and other persons are provided with indemnification under specified circumstances under the Minnesota non-profit statute. This provision simply repeats that fact.

Article VII  
Amendment of Bylaws

These Bylaws may be amended at any annual or special meeting of the Corporation by a vote of three-fourths (3/4ths) of the voting members present at the meeting. Notice of the meeting, stating the purpose and including the proposed amendment, shall be given as provided in Article II hereof.

Revised \_\_\_\_18

## Board of Trustees Nominees



**Justin Cummins** has been a member of Unity Church since 2003. He married Valerie Tremelat at Unity Church in 2005. His daughter, Elodie, was dedicated at Unity Church in 2007. Justin has been part of several covenant groups and attended social and economic justice oriented gatherings at Unity Church over the years. Most recently, he participated in Beloved Conversations. Valerie serves on the Religious Education Ministry Team and continues to teach in the Religious Education program, where Elodie is also having lots of fun. Justin enjoys talking in Spanish to his bilingual daughter, watching international soccer matches (especially when FC Barcelona is playing), improving his Shotokan Karate, and riding his bike to and from work – even in the winter! Justin is an employment and civil rights attorney at Cummins & Cummins, LLP in downtown Minneapolis.



### **Clover Earl**

On Sunday, September 25, 2016, at 9:00 a.m., my husband Tom and I crossed the threshold here at Unity Church and are profoundly grateful that we did. The previous year was one of the most challenging of my life, following my father's suicide in October 2015. That both my gifts and my wounds were welcomed here has been a critical part of my healing from a state of complete brokenness.

I was born and raised in Minnesota, returning in May 2015 after 25 years living in the San Francisco Bay Area; Eugene, Oregon; and on the rim of the Grand Canyon. Much of my professional life was in the world of retail bookselling, publishing, and educational product development, in both for- and non-profit organizations.

I have done a *lot* of spiritual, personal, and professional growth work with organizations both here and abroad. In 2006 I went to Australia to get certified as a Passion Map Facilitator, and since returning to Minnesota I've completed two rigorous programs to become a Certified Co-Active Coach and a Neurotransformational Life Coach.

Tom and I love to travel and are blessed to have been on both the Boston and Transylvania pilgrimages with Unity. Other things that bring me joy include spending quality time with family and friends, being in nature, making art, taking pictures, attending live theater, hosting dinner parties, and being with my kitty Beau who is *very* handsome, and knows it!

I love learning, facilitating, and working in collaboration with people who are committed to making a difference in the world.

I am deeply grateful for what Unity has taught me about what it means to live a life of integrity, service, and joy. It is an honor and a privilege to have been nominated to serve on the Board of Trustees.



**Jackie Smith** has been a member of Unity since 2008, when her family returned to Minnesota from rural Connecticut. She, along with her husband David have found Unity Church to be an ideal place for spiritual challenge, growth, and direction as they raise (and launch) their children. Jackie sings in the Women's Ensemble, costumes for the Children's Musical, and enjoys many friendships and connections, which sustain her through the challenges of life. Her previous connections at church include serving on the Pledge Team and teaching all ages of Religious Education. She works as an instructional facilitator, supporting teachers in the St. Paul school district.

## 2019 Proposed Operating Budget

Unity Church - Unitarian  
Proposed Operating Budget - Fiscal Year 2019  
1/01/19 - 12/31/19

	FY 2018 Approved Budget 1/01/18-12/31/18	FY 2018 Projected Year End 1/01/18-12/31/18	FY 2019 Proposed Budget 1/01/19-12/31/19	Less: Currier	FY19 Base w/o Currier	Change fr '18 to '19 w/o Currier	Budget Note #
<b><u>INCOME</u></b>							
Gross Pledges	1,352,073	1,342,090	1,365,000		1,365,000	22,910	
Less Shrinkage	(47,323)	(46,973)	(47,775)		(47,775)	(802)	
<b>Net Pledges</b>	<b>1,304,751</b>	<b>1,295,117</b>	<b>1,317,225</b>		<b>1,317,225</b>	<b>22,108</b>	1.
Gifts, Offerings and Fundraisers	90,000	87,500	90,000		90,000	2,500	2.
Program Income	85,745	81,174	86,445		86,445	5,271	3.
Investment Income	26,000	27,800	26,000		26,000	(1,800)	4.
Church Facility Rental	35,625	34,070	34,774		34,774	704	5.
Other Funds and Grants	174,362	162,612	309,425	(138,913)	170,512	7,900	6.
<b>Total Income</b>	<b>1,716,482</b>	<b>1,688,273</b>	<b>1,863,869</b>	<b>(138,913)</b>	<b>1,724,956</b>	<b>36,683</b>	
<b><u>EXPENSE</u></b>							
Governance	20,950	16,455	14,000		14,000	(2,455)	8.
Program	941,960	918,238	1,064,777	(138,913)	925,864	7,626	7. & 9.
Development	6,700	8,108	7,200		7,200	(908)	10.
Administration / Operations	726,220	747,725	759,581	0	759,581	11,856	7. & 11.
<b>Subtotal Expense</b>	<b>1,695,831</b>	<b>1,690,526</b>	<b>1,845,559</b>	<b>(138,913)</b>	<b>1,706,646</b>	<b>16,120</b>	
Sabbatical Reserve	5,119	5,119	1,280		1,280	(3,839)	12.
Reserve Fund	15,533	9,489	17,030		17,030	7,542	13.
<b>Total Expense</b>	<b>1,716,482</b>	<b>1,705,134</b>	<b>1,863,869</b>	<b>(138,913)</b>	<b>1,724,956</b>	<b>19,822</b>	
<b>INCOME OVER/(UNDER) EXPENSE</b>	<b>(0)</b>	<b>(16,861)</b>	<b>0</b>		<b>0</b>	<b>(0)</b>	

## 2019 Proposed Capital Budget

**Unity Church - Unitarian  
Proposed Capital Budget - Fiscal Year 2019  
1/01/19 - 12/31/19**

**INCOME**

Capital funds held in reserve	235,000
Gross 2019 Capital Pledges	200,000
Less Shrinkage	-8,000
Net Pledges	<u>192,000</u>
<b>TOTAL CAPITAL FUNDS AVAILABLE</b>	<b>427,000</b>

**EXPENSE**

Panic Hardware SE Sanctuary Doors	3,500
Chapel Project (Art, Lighting, Stairs, Etc)	75,000
Storage Unit Construction	75,000
Carpet replacement	5,000
Debt Service	<u>142,512</u>
<b>TOTAL EXPENSE</b>	<b>301,012</b>

**INCOME OVER/(UNDER) EXPENSE** 125,988

## Unity Church—Unitarian Proposed Operating Budget Narrative — Fiscal Year 2019

Attached you will find the proposed budget summary for Fiscal Year 2019 which runs from January 1 through December 31, 2019. This budget was developed by the Executive Team, reviewed by the Board of Trustees and is being presented to the voting members of the congregation for approval at the Annual Meeting on November 17, 2018. 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 \$1,317,225

2019 pledges are projected at \$1,365,000. At this writing, the goal is a 5.7% increase from our 2018 Operating actual pledge base, and a 1.6% increase over our 2018 base with the additional mid-year gifts

We expect 3.5% of our 2019 pledges to be uncollectible. Net pledges account for 76.5% of our total budgeted income.

#### 2. Gifts, Offerings and Fundraisers \$90,000

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 2018. With most offerings, 70% is given away to offering recipient organization and 30% is kept to support our 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 projecting **\$30,000** in Offering Income in the 2019 Operating budget.

We are planning to hold another fundraising auction in 2019, providing **\$30,000** of net income.

#### 3. Program Income \$86,445

Program income includes fees from weddings, memorials for those who are not members, Children’s Musical ticket sales, Religious Education program fees, summer camps, retreat fees and food ministry income (Wellspring Wednesday, soup suppers and pancakes).

#### 4. Investment Income \$26,000

Investment income in the Operating budget represents only the 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.

#### 5. Church Facility Rental \$34,774

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 and Medley Village Preschool rents space for a preschool.

#### 6. Other Funds and Grants \$309,425

Other Funds and Grants includes **\$28,000** in an annual Hallman Internship gift, a small portion of Unity Consulting income, fiscal agency fees and miscellaneous income from copiers and the electric vehicle charging station.

In 2018, we were informed that we are receiving a bequest from the estate of Helener Currier. We anticipate this gift to be approximately \$900,000. Ms. Currier’s primary interest was in encouraging greater racial inclusion at Unity Church and supporting our anti-racism efforts. We are in conversation with the Board of Trustees about the allocation of this bequest, including dedicating portions to debt reduction, endowment and reserves.

Given the new Ends statements and the focus on multicultural initiatives, we are proposing that a portion of the Currier gift provide **\$138,913** in the 2019 operating budget to develop new initiatives.

Consulting, training, coaching	52,000
Special music	20,000
Internal temporary staff subsidies	29,413*
Artists-in-Residence	20,000
Publicity and Outreach	15,000
Miscellaneous	2,500

2019 marks the third 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 4.5 years, we converted the remaining \$1,950,000 of debt to a long term note on January 1, 2017. The 2019 budget includes **\$142,512** of capital pledge income to address the \$142,512 of debt service on this loan.

## Expense

Expenses fall into basically five categories: Staff salaries, taxes and benefits (60.5%), the costs associated with providing our governance, worship and programs (20.0%), fixed expenses in resource development, administration and facilities (10.9%), debt service (7.6%) and reserve funding (1.0%).

### 7. Staff Salaries, Taxes and Benefits \$1,126,905

Staff costs are found in both Program (ministry, music, religious education and congregational life **\$706,675**) and Administration/Operations (communications, administration and facilities **\$420,230**) line items.

2019 staff salaries and benefits include:

- We reaffirmed our commitment to a \$15 minimum wage that we implemented in 2017.
- In 2019, we will have a new Director of Music Ministries as Ruth Palmer retires in the spring. We have built in the capacity to hire a part time organist, should we need to fill that position.
- Minister's salaries have been adjusted to 95% of the national market range to build capacity in anticipation of transition.
- We are adding administrative capacity in the areas of database coordination and a part time comptroller position.
- We are budgeting a 2% Cost of Living increase for all staff.
- Unity's health and dental insurance premiums through the UUA are budgeted to increase by 3.5% in 2019. The employee's share of premium remains at 20%.
- Retirement benefits remain at 10% of salary for all eligible employees.

### 8. Governance Expense \$14,000

This area includes **\$2,500** of Board and Executive Team general expenses, the **\$6,000** cost of an annual independent financial review of the 12/31/18 financial position and the Board's meeting software **\$3,000**.

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 2019 budget.

### 9. Program Expense \$1,064,777

This category includes both staff \$706,675 (see note #7) and non-staff \$358,102 costs.

Included are the worship, pastoral care, music ministries, lifespan religious education, Wellspring Wednesday, community outreach and membership programs. This proposed 2019 budget also includes expense for multicultural initiatives. (See income note #6.)

UUA and Mid-America Region dues are budgeted to increase by \$5,715 (to \$60,935) in 2019. This represents another step toward the goal of 100% fair share and takes us to 90% of fair share. (Dues are calculated at 4.3% of 2018 budget.)

### 10. Development Expense \$7,200

This includes the cost of the Annual Pledge drive, the Heritage Society dinner and other fundraising expense.

### 11. Administration / Operations Expense \$759,851

This category includes both staff \$420,230 (see note #7) and non-staff \$339,621 costs.

Included are the administrative and facilities expenses for communications, office and facilities supplies, office supplies and equipment, computers, telephones, postage, utilities, property and equipment maintenance, purchased services and insurance.

The 2019 facilities budget includes \$142,512 of debt service on this loan. There is corresponding income from capital pledges.

12. The **Sabbatical Reserve** accrual will pay replacement costs while Rev. Lisa Friedman is on Sabbatical leave in Fiscal Years 2018 and 2019. We have been accruing reserves since 2014 and will draw down over these six months. Given her sabbatical in 2019, we are accruing sabbatical reserve only for three months of the year.

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.

# Unity Church–Unitarian

## BOARD OF TRUSTEES

JUSTIN CUMMINS, CHAIR

NANCY EVERT

NILA GOULDIN

RUTH KIRKLAND

TERRY LINSKEY

JOHN STEINER-MANNING

JENNIFER TONG

JILL VAN KOOLWIJK

BAILEY WEBSTER, SECRETARY

## 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

HEIDI BIRKHOLZ, FACILITIES

OLENTA BRYANT, FACILITIES

TERESA CONNOR, FACILITIES

DREW DANIELSON, COORDINATOR OF YOUTH AND CAMPUS MINISTRY

TIM FRANCO, FACILITIES

DeWAYNE GIVENS, FACILITIES

REV. KAREN HERING, CONSULTING LITERARY MINISTER

RAY HOMMEYER, NURSERY COORDINATOR

REV. K.P. HONG, DIRECTOR OF RELIGIOUS EDUCATION

KATHRYN JAY, HALLMAN MINISTERIAL INTERN

BILL LOWELL, FACILITIES MANAGER

ROBIN MACKENZIE-TARIS, NURSERY SUPERVISOR

EMMA MATHEWS-LINGEN, FACILITIES

MICHELLE MECEY, COORDINATOR OF CHILDREN'S MINISTRIES / ACCOUNTING SPECIALIST

RUTH PALMER, DIRECTOR OF MUSIC MINISTRIES

LAURA PARK, MANAGING DIRECTOR, UNITY CONSULTING

KEENAN RUST, FACILITIES

MADLINE SUMMERS, VOLUNTEER COORDINATOR

SONG THAO, FINANCIAL ASSISTANT

MARTHA TILTON, COORDINATOR OF COMMUNICATIONS

LOUIS WILSON, FACILITIES

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## Unity Church–Unitarian

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