

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
14 April 2009
(Pending approval at the May meeting)

Board members present:

Lauck Walton, Board chair
Reid Adler
Bill Alsmeyer-Johnson
Bill Clontz
Joan Darrah
Tamara de la Camp
Birgit Robbert
Mike Walker
Ian Anderson, Youth Representative

Absent:

Lisa Guide

Others present:

Reverend Kate Walker
Ron Brandt, Church Administrator
Al Erickson, Treasurer
Carolyn Slenska, Personnel Committee chair
Lisa Gillispie, BOT nominee
Dan Cohen, BOT nominee

The meeting was called to order at 7:30 by Lauck Walton, Board chair.

1. Rev. Kate Walker opened the meeting with an inspirational reading.
2. The minutes of the Board meeting on 10 March 2009 were approved.
3. Staff reports from the Minister and the DRE were noted and are attached. Rev. Kate added that she would like to have assistance in setting up a process for ministerial internships. Joan Darrah volunteered; others will be recruited. At present there is a seminarian who has requested to intern at MVUC starting in 2010.
4. Ron Brandt presented quarterly membership and attendance information. The data indicates a continued positive trend.
5. The Program Council's monthly report is attached. Tamara de la Camp presented a set of guidelines drawn-up by the Membership Development Committee for organizing the use of tables and space in the Commons on Sunday mornings. The guidelines will be posted on the web. Tamara also submitted the following committee charters for approval:
 - Partner Church - **approved 9-0**
 - Committee on Ministry – **approved 9-0**
 - Membership Development - **approved 9-0**
 - Social Justice – **approved 9-0**

These charters will be added to other charters on file in the Church Administrator's office and on the website.

6. The Board **approved 9-0** the staff compensation increases as recommended by the Personnel Committee. These increases are reflected in the new budget. Carolyn Slenzka, Personnel Committee chair, also presented recommendations for meeting Fair Compensation Congregation guidelines as follows:
- That MVUC continue to pay 75% of the health insurance premiums for all full time, non-ministerial staff participating in the UUA health plan.
 - That MVUC pay pro-rated health insurance premiums of 75%, pro-rated on an hours-worked-per-year basis, for all non-ministerial staff working more than 750 hours per year (UUA health plan requirement) but less than full time, who choose to participate in the UUA health plan.
 - That MVUC provide information to all staff (current and future) to ensure their awareness of their eligibility to participate, at their own cost, in the UUA plans for dental insurance, long-term disability insurance, and life insurance.

The Board **approved the recommendations 9-0**. The Board also **approved 9-0** that, beginning in the 2010-2011 fiscal year, the percentage paid for health insurance premiums by MVUC be increased from 75% to 80%.

Carolyn will be leaving the Personnel Committee. The Board expressed its appreciation for her long-term, outstanding service.

7. Al Erickson presented the financial reports (attached). Al requested Board approval to add Rev. Kate as an authorized check signer. **Approved 9-0**.
8. Old business:
- The top applicants for the Church Administrator position withdrew from consideration. Reid Adler said that the search committee will reopen the application process.
 - Rev. Kate reported that she expects the search for a new Director of Music (DOM) to be completed in the next few weeks. The search committee is presently interviewing candidates.
 - The Board discussed suggestions presented by Ron Brandt concerning the problem of not having a chair for either the Buildings Committee or the Grounds Committee, and not finding anyone to serve on the Program Council as Property Coordinator. Ron's suggestions include: reorganizing the committee structure so that Buildings and Grounds become administrative activities; creating a part-time staff position to report to the Church Administrator; breaking down the two present committees into smaller committees which would oversee only specific maintenance areas, i.e. plumbing, tree care, etc. This problem of lack of chairs will be conveyed to the congregation at the Annual Congregational Meeting. Additionally, those who have worked so hard to maintain our property in the past will be recognized.
9. Joan Darrah reported that MVUC has been approached by AT&T regarding the installation of a cell tower on church property. Church members—Joan, Wendy Burns, Russ Stumpe, Ron Brandt, Al Erickson—have met with representatives from AT&T.

The committee will pass on information to the congregation and to the neighborhood as more information becomes available.

The meeting adjourned at 9:40. The next regularly scheduled Board meeting will be on May 12, 2009 at 7:30.

Respectfully submitted,
Birgit Robbert, Board Secretary

Action Items:

1. Program Council will complete Child Care Policy and will present it for Board approval.
2. Board will approve/appoint members of the Committee on Ministry at the May meeting.
3. Lauck will e-mail a sign-up sheet for tasks for the April 26th congregational meeting/potluck.

Attachments:

1. Minister's report
2. DRE's report
3. Program Council report
4. Finance Committee report
5. Revenue and expense report
6. Balance sheet
7. Building revenue and expense report

Minister's Board Report
Mt Vernon Unitarian Church
April 14, 2009

(Not in order of priority, but close)

1). Worship:

a). For 2009/10, I'm aiming for a once a month, nine month theme for worship services. I'll coordinate this so committees and small groups can also focus on the theme of the month with their readings (supplied) and reflections. I'm not going to continue to do Vespers after June due to low attendance. I'm seeking someone to do a survey monkey to see how we can best help members next year with their worship needs.

2). Administration/staff:

a). The staff continue on with great support and guidance from Ron Brandt and the Personnel Committee. I'm very concerned, along with everyone else, about the lack of coordination and leadership with Properties and Buildings. But, I also think we can find a solution, which may very well include hire a PT staff person. Despite the problems, the property looks wonderful.

b). I feel very good about the choir, particularly after the worship on Easter.

c). Hats off to Leah Choudury and Jim Kerr for helping with repairing the sanctuary curtains and replacing light bulbs while standing on a rented "cherry picker." This was definitely not part of their job description.

3). Community Development:

a). After witnessing the Book Sale this year, I am blown away yet again by the enormous volunteer hours people put into this community. Hats off to Joan Wamsley.

4). UUA/JPD:

a). Attending the JPD UUMA Spring Retreat in Lewes, DE, April 21-23.

b). Attending UUMA Ministry Days, June 22-24, and UUA GA, June 24-28, both in Salt Lake City.

5). Ministerial Self Care:

a.) Vacation: June 29-July 19. Study Leave: July 20-August 17

Submitted with contentment

Kate R. Walker

Minister

Rev. Kate R. Walker

Minister

Mt. Vernon Unitarian Church

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Alexandria, VA 22307

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www.mvuc.org

Our Mission:

"To inspire a transforming journey,

To embrace our interconnectedness, and

To build a loving community of fairness, equality and respect."

Report to the Board of Trustees
Mt. Vernon Unitarian Church
Meagan Henry, Director of Religious Education
April 2009

Religious Education Program Update:

The spring semester Green Hill Project begins April 19

GHP projects include: rain barrel installation at the Carriage House, creation of a bog garden to help catch water run-off, basil garden project, making scarecrows for MVUC community gardens and a carbon footprint.

Workenanny Involvement: On April 19th the Jr. Youth Group and the YRUU are doing workenanny projects identified by Alvin Macomber during their usual class time

RE Events & Dates for Board Members Information:

April 17 – Intergenerational UU Seder

April 19 – Annual Earth Day Creek Clean-up (grades K-5)

May 3 – Stories and Music in the Garden

Coming of Age class trip to Boston – May 22-25

Program Council Minutes
Monday, March 23, 2009
7:30 PM, HH

Mary Barnett
 Kim Cobb
 Tamara de la Camp
 Doug MacCleary

Seileen Murphy
 Sandy Peterson (*unable to attend*)
 Georgia Pourchot
 Kate Walker (Minister)

Agenda

Topic	Comments
1. BOT Minutes from February (review)	Done
2. Review Child Care Policy	Done
3. Charters for Review <ul style="list-style-type: none"> • Committee on Ministry • Membership 	Done/ready to submit to BOT
4. Committees & Groups News	<p>Georgia Pourchot, Social Justice:</p> <ul style="list-style-type: none"> • SJC going well, with a number of events held and scheduled. • Georgia will do the Spring activities brochure but is looking for someone else to take over in the fall. <p>Mary Barnett, Property:</p> <ul style="list-style-type: none"> • Lots of activity in the Greenhouse. • Key vacancies still open in Grounds and Buildings. • Work'n'Nanny scheduled for April 19th. <p>Sandy Peterson, Our Home Community:</p> <ul style="list-style-type: none"> • See attached written update. • See Guidelines for Use of Commons on Sunday <p>Seileen Murphy, Religious Education:</p> <ul style="list-style-type: none"> • Green Hill program starting 4/19. Summer planning underway. • Spring events include the Easter egg hunt (4/12) and Seder (4/17). • Still working on scheduling Red Cross training for babysitters and others who are interested. <p>Kim Cobb, Sunday Services:</p> <ul style="list-style-type: none"> • Worship is going well; all but a couple of summer services are already decided. • Flowers; still an issue that Kim is working on. <p>Doug MacCleary, Administration:</p> <ul style="list-style-type: none"> • Nothing out of the ordinary.
5. Other issues?	Next meeting will be held Monday, April 27th
6. Who else needs to know about tonight's meeting?	Done
7. Check out	Done

Attachments:

1. Update from Sandy Peterson
2. Guidelines for Use of Commons on Sunday
3. Committee on Ministry Charter DRAFT
4. SJC Charter DRAFT
5. Partner Church Charter DRAFT

Tamara,

I put 8 copies of the Membership charter in your mailbox for you to review at Program Council.

The big news from Our Home Community is the Book Fair this week of course. Encourage people to tell their neighbors and friends - e-mail them. This is the biggest event ever and includes used art and frames.

The Membership Committee has formalized the ceremony of signing the membership book. It will now include arranging a signing time so the minister, a board member and a member of the Membership Committee are present. We signed up two new members on Sunday. Both had been coming for some time and had taken some of the Intro classes, one had met with Kate. We did the signing in Ron's office followed by handshakes. We now also have a New Member Folder to give to them as well which includes a Member Survey, photo directory and directory with e-mails. Their picture was immediately taken. The Membership Committee charter is ready for review.

There were 10 Hosts for Circle Suppers. We had hoped for more participation.

We need to find a person to take over for Georgia Pourchot with Adult Activities. She is ready for a break there and deserves it after spearheading it.

Good Companions continues to have excellent programs with 35 + in attendance.

Sandy

Guidelines for Use of Tables in the Commons During Coffee Hour

The Membership committee has made efforts to decrease the clutter in the commons area for Coffee Hour this past year because of the crowded conditions that occur between and after Sunday services. We have removed two kiosks, provided organizers for the coffee line, replaced large tables with narrow tables, and arranged for the wall to be open after second service. As we continue to increase in our programs and activities at MVUC, we see a need to have guidelines to keep the Commons free from additional furniture during the Coffee Hour and a way to accommodate requests for use of the tables.

At this time, the Membership Committee recommends that in order to keep the Commons area as open as possible, it should only include: 4 narrow tables, the guest table, a table for drinks and food, the kiosk for nametags, a small folding table for the book nook to use, and the folding book nook.

Because of the demand for table use on some Sundays, additional tables have been added which have added to the congestion. Rather than adding additional tables, the Membership Committee would like to recommend that groups and committees sign up to use the 4 narrow tables so that we have an orderly Common Space.

Two of the tables are already reserved for the RE program (although not always needed or used for that purpose), the other two are available for Adult Program sign ups and Committees of the church. MDCOM proposes that a sign up sheet be kept in a folder at the volunteer's desk. Committees and groups can sign up by calling the volunteer receptionist line during the week before the Sunday they need space on a table in the commons, and ask that a table be made available for their use when they arrive at church. During the week, there is a Volunteer Receptionist available between 9:30 and 12 noon. If someone calls in the afternoons with space requests, they can leave a message and the following day the Volunteer Receptionist will call them back to let them know if space is available. Starting on Friday at 2 pm through Sunday morning, no receptionist is available to pick up such calls, so it is important for committees and groups to make their request early in the week. If someone forgets to request space and expects it on Sunday morning, they will be accommodated only if space is still available. Groups need to understand that space may not always be available and will need to scale down their expectations. Use of the tables in the Commons is limited to displays, materials, sign ups, information items, and fund raising by church groups and classes, for church activities only.

Norm will have a work order for the desired layout. He will not add additional tables to that layout.

Program council will insure that these new guidelines are fully understood by committees and groups, and will enforce them. Please share these guidelines with your committees and groups.

Membership Committee, March 2009

Charter of the Committee On Ministry

1. Purpose

The purpose of the Committee is to provide advice and counsel to the Minister, the Board of Trustees, and the congregation so as to strengthen the quality of ministry within the congregation. For this purpose, Ministry is defined as the spiritual and emotional health of the community in holding to its vision.

2. Type of Committee and Program Area

This is a standing committee in the Administration area of the Program Council.

3. Membership

The Committee is appointed by the chair of the Board of Trustees in mutually respectful consultation with the Minister(s) and the Board of Trustees. The Committee shall consist of six members. Members of the Committee shall each have been a member of the church for at least three years, and have the full confidence of both the Board of Trustees and the congregation. Candidates for membership may be recommended by the Board of Trustees, the Minister, or self-nominated. **The Chair of the Committee, 90 days prior, will notify the BOT Chair of which positions need to be refilled.** The members of the Committee serve for two year terms (renewable), with a maximum of two consecutive terms. Membership terms shall be established so terms will overlap. At least two members of the Committee shall be replaced annually. In the interests of sharing responsibility, Board of Trustee members shall not serve concurrently on both the Board and the Committee. Attendance, other than by members, at the meetings of the Committee shall be by prior arrangement.

4. Chairperson

The Committee chair shall be appointed by the chair of the Board of Trustees for a one-year term.

5. Duties

- 1) Using discretion, strengthen the quality and effectiveness of ministry within the congregation. This includes serving as a support/advisory group for the Minister(s) and acting as a channel of communications between the Minister(s) and congregation when necessary.
- 2) Assist the Board of Trustees and congregation in defining the mission and goals of the ministry of MVUC; regularly assess and redefine the effectiveness of our shared ministry.
- 3) Educate and inform the congregation as to the nature and scope of the work of the Minister(s), including clarification of the roles, expectations, and boundaries for the Minister(s) and congregants.
- 4) Work with Minister(s) on a continuing education program, sabbatical planning (or other professional development) and advocate when necessary such plans to the Board of Trustees, the Minister(s), and the congregation.

5) Submit an annual report to the congregation in time for the Annual Meeting, and report to the Board of Trustees as required.

6) Recommend a mutually agreed-upon, effective process making annual evaluations of both the Minister(s) and the ministry in consultation and respectful collaboration with the Board of Trustees and the Personnel Committee; take primary responsibility for its implementation once this process is established.

6. Authority Delegated or Retained

No authorities are delegated.

7. Annual Assessment

The Committee will assess its activities on an annual basis and will review this charter annually to reassess its adequacy and to recommend any proposed changes, or no requested changes, to the Board of Trustees.

Primary author(s) of the charter: Mike Walker, Carolyn Slenska, Jane Nelson, Marty Bredeck. Rev. Kate Walker, Reid Adler

Date this charter was reviewed and approved by the Board of Trustees: [tbd]

SOCIAL JUSTICE COUNCIL CHARTER

PURPOSE

The Social Justice Council (SJC) provides leadership, vision, and organizational support for committees, task forces and other groups that implement the social justice mission of MVUC.

SOCIAL CONTEXT AND RELIGIOUS RATIONALE

Unitarian Universalists believe in the inherent worth of every human being and the responsibility of applying that principle in every day community activities. The social context of our times demands enhanced UU community involvement in activities such as the empowerment of the poor, the marginalized and minorities, advocacy of select civil rights issues, and promotion of an environmentally safe agenda for growth. MVUC has been at the forefront of such social action in the past.

STRUCTURE AND MEMBERSHIP:

SJC is a standing committee, composed of the Social Justice Coordinator, the chairs of Task Forces (organized around specific social action issues), and chairs of other committees and groups working to implement the mission statement, UUSJ trustee, liaisons to inter-faith groups, and a YRUU representative. SJC is an enabler and supporter of RE social justice activities.

SJC Coordinator is elected by the congregation at the annual meeting, for a period of two years. Coordinator cannot serve as committee or task force chair.

Task Forces are organized to bring social change in increments. They address achievable goals for the duration of one year and are renewed if there is further need for action. Each Task Force has a goal, an annual plan of action, a minimum of five members, and congregational support. Task Force (TF) chairs are selected by their specific groups, for a period of one year, and (re-) authorized by the congregation at the annual meeting.

Committees are organized around a long-term mission, have charters, an annual plan of work, and report annually to the Board of Trustees (BOT) through Program Council (PC). Committee chairs are elected by their members and approved by BOT.

Groups that are neither committees, nor task forces operate on an as-needed basis, based on project, volunteer, and resource availability. They have self-selected leadership and work directly with SJ Coordinator to assess feasibility of purpose and plan of work. They may become task forces or committees if their work endures and they meet the structural standards outlined by SJC (see Appendix I).

Task forces, committees and other groups adopt individual annual plans of activity by August 1st. Individual plans are incorporated into a Social Justice annual plan of work, publicized in Windmill, the Fall and Spring brochures of activities, and by other available means.

Task forces, committees and other groups present SJC Coordinator with annual reports of activity, due on February 15. The structure of the annual report follows the guidelines provided

by PC. Individual reports are consolidated into the SJC annual report, for the April annual congregational meeting.

Liaison representatives attend meetings and events in their area of responsibility and present regular updates to SJC on activities of interest.

The Social Justice Council meets on the first Monday of the month. All meetings are open to the public, per MVUC bylaws.

In the May 2008-April 2009 church cycle, SJC has the following positions: SJ Coordinator, Green Sanctuary TF, Civil Liberties TF, Rt. 1 TF, Reproductive Rights TF, Partner Church committee, Repeal Don't Ask Don't Tell group, Blood Drive, Speaker Series, UUSJ Trustee, UUSC Representative, Liaison to Interfaith groups, YRUU Representative, Welcoming Congregation (vacant), Committee on Racial Diversity (vacant), REC Liaison (vacant), Publicity (Lynne Kennedy), Secretary and communications (vacant).

The Minister, the Director of Religious Education, PC Convener and BOT chair are non-voting members.

ACTIVITIES, DUTIES, RESPONSIBILITIES

1. Social Justice Council:

SJ Coordinator convenes the Council to discuss and update all members on the status of work to date in order to coordinate future activities. The SJ Coordinator

- represents SJC in PC, BOT, and the wider community,
- identifies opportunities and mobilizes for collective action,
- seeks agenda items from members and moderates meetings,
- keeps SJC apprised on church developments, particularly issues discussed in PC meetings,
- works with and/or trains new groups to start up new activities and insure the feasibility of their projects,
- works with committee and task force chairs to ensure that they execute their annual plans,
- consolidates individual task force and committee annual reports into SJC annual report due in March,
- ensures that committees/task forces comply with church policies,
- convenes executive sessions as needed,
- keeps UUSJ, UUA and JPD informed on MVUC events and activities.

2. Task Forces:

Task Forces are groups with specific goals, usually goals that can be fulfilled within one year. They are modeled on Dick Gilbert's Strategic Planning Process; the model is outlined in Appendix I.

Task Forces execute their annual plans of work, publicize their activities in Windmill, SJ bulletin board, and other available publicity channels. They update the SJ Coordinator and SJC members on the progress of their activities, recruit members for Task Force work, propose new and continued activities and represent MVUC in the larger community.

Any MVUC member/group can propose and seek authorization for a Task Force, at any time during the year. MVUC members who intend to set up a new Task Force should contact SJC Coordinator for help in designing an appropriate and achievable plan of work.

The plan of any Task Force work has three components:

- a. an achievable goal, i.e. a goal that can be fulfilled within one year
- b. a strategy to achieve the goal, i.e. planned activities
- c. support from the congregation, i.e. volunteers who implement the plan of action

Every year, TF chairs stand before the congregation, present their achievements and seek reauthorization – or not, depending on activity. TF activities are included in the SJC Annual Report to the congregation.

3. Committees:

Committees are groups with long-term goals, activity-range and plans. They are chartered by BOT or by the congregation, as the case applies.

The Partner Church Committee (PCC) is a standing committee, and was authorized by the congregation in the early 1990s. This committee is responsible for a partner church in Romania and one in India. PCC charter is approved by BOT.

Two additional standing committees have been chartered in the past but they are currently not functioning: Welcoming Congregation, and Committee of Racial Diversity. SJC will work to identify members who could re-energize these two standing committees.

Social Justice task forces and committees identify further activities in the social action area of their interest, or change course when necessary.

4. Other groups:

Groups that are neither task forces, nor committees have specific goals and either disband or change focus when the initial goals are fulfilled. The Blood Drive, Repeal ‘Don’t Ask, Don’t Tell,’ and the Speaker Series fall in this category. These groups work in the framework of the SJC charter.

The blood drive has been in operation since late 1980s, is an interfaith activity, and is hosted annually by MVUC in December.

The Repeal ‘Don’t Ask, Don’t Tell’ group (DADT) was initially established as a task force with the specific goal to seek congregational support for an Action of Immediate Witness at the UUA General Assembly in 2007. When the goal was achieved, the task force disbanded. The group continues its lobbying mission until DADT is repealed.

The Speaker Series was established in 2007, invites elected representatives, high-level officials from the U.S. and abroad to educate the congregation about pressing matters of our times. The series will continue based on availability of resources and volunteers to organize it.

Authority Delegated or Retained

Money inherited from past SJC is spent in accordance with social justice program plans and activities, and expenses are approved by SJC. If money is allocated from operating budget by

BOT, expenses are made in accordance with BOT allocation. SJC fundraisers not specified in current fundraising policy require BOT approval. SJC retains authority to decide how to spend additional revenue from new fundraisers.

SJC adopts an annual plan for monthly special collections, which includes the criteria of selection and the list of monthly collections. The congregation is asked to make their checks to MVUC, with the specific recipient of that collection in the memo line. The funds raised during each collection are mailed as one check coming from MVUC, with a cover letter from SJC Coordinator.

Additional (cash) fund-raisers may be necessary, in emergency situations that cannot be foreseen and therefore are not included in the annual plan for special collections. SJC will seek approval from BOT in such cases. Cash fund-raisers are discouraged, and not acceptable unless a transparent and accountable collection process is secured.

Final Provisions

SJC charter is reviewed annually, and adjusted to reflect programmatic or structural changes that may be necessary. Feedback for such changes can come from SJC members, social justice groups within the church, Program Council or BOT. Program Council reviews the charter annually, and BOT approves it. Annual assessments on the effectiveness of SJC are made usually in the month of May, after April annual congregational meeting when new officers are approved. Assessments measure achievements based on annual plan of work, congregational participation, and further need for particular work.

Prepared by: Georgeta Pourchot, February 2009

Date approved by BOT:

APPENDIX I

Strategic Planning Process to Design a Task Force

(From *A Prophetic Imperative*, by Rev. Richard Gilbert)

Step One: Definition of the Social Problem to be Addressed

This is a one-sentence statement of a specific problem that indicates who or what is doing what to whom and where. It should be a problem about which there is high interest in the group, the possibility of meaningful action, and a sense of appropriateness.

Step Two: Statement of Societal Assumptions

Societal assumptions describe briefly the social context in which the problem is found. This would include stating why it is a problem, who suffers from it, how they are affected, and the economic, political, and social factors involved.

Step Three: Statement of Religious Assumptions

The religious assumptions are the value base out of which a group operates. These would be affirmations, theological and ethical in nature, that describe the motivation of the group in attacking a particular problem. Statements about ultimate concerns, human nature, and life meaning would be included. They should state why the problem represents injustice and why achievement of the goal is a step toward justice.

Step Four: Statement of the Action Goal

Here is a declaration of the ultimate aim of the group with respect to the social problem selected. It should be:

Specific, as to time, place, and people.

Measurable, so that the group may chart its progress or lack thereof.

Achievable, something that is reasonably within the group's capacity.

Consonant with the religious values of the group.

Step Five: Selection of a Strategy or Strategies

This involves examination of the alternative plans that might be chosen to achieve the goal. One or more strategies might be selected from many possibilities. A strategy is an overall plan by which a group guides itself, a "how" of social responsibility that states who does what.

Step Six: Development and implementation of Tactics

Tactics are the specific actions that constitute a strategy. They indicate assignments of action to particular people, the details of what they are to do, and a time line for reporting on and completing the tasks. The development of tactics should result in an overall time line that establishes an end to the project. The time line will form the core of the agenda for further meetings.

Step Seven: Evaluation of the Project

Evaluation should be a part of every meeting, checking on all the above points to be sure the group still supports the items chosen. Evaluation should be done in the following areas: (1) What changes have been made that lead to problem solution? (2) How is the group functioning in terms of morale, efficiency, and meaning of the task? (3) What has been learned about social change and about personal growth in social responsibility?

MOUNT VERNON UNITARIAN CHURCH

Charter of the Partner Church Committee

1. Purpose

The purpose of the PCC is to foster and support relationships with Unitarian congregations in other parts of the world where partnering is sought. The MVUC currently has two partners: the Szentháromsági Unitárius Egyházközség (Troita), Romania and Mawlat, India in the Khasi Hills.

2. Type Of Committee And Program Area

The Partner Church Committee is a standing committee of the Social Justice Council in the Our Larger World Program area.

3. Membership

Membership is open to all members and friends of the congregation who are interested in supporting the partner churches. The Minister and DRE are ex-officio, non-voting members.

4. Chairperson

The chair elected by the committee members and approved by the chair of the Board of Trustees. The term of the chair is two years and there is no term limit.

5. Activities, Duties, And Responsibilities

The MVUC PCC provides financial assistance to help improve the lives of the congregants and the villagers of its partners. The Committee raises funds through special collections and/or specific fund raising events. Personal communication and visits are vital parts of partnership.

MVUC and the partnered church congregations exchange information about their culture and lives through communication such as talks, pictures, visits, letters, and email. At MVUC, the Committee will provide a basic history of Unitarianism in Transylvania and India; history of the partner churches; information about their community and needs; and current information about Romania and Khasi Hills of India.

MVUC PCC is part of the Greater Washington Area (GWA) Partner Church group and the UUA Partner Church Council. Yearly dues are paid to the UUA PCC. Contributions are also occasionally made to other causes through both the GWA and the UUA PCC.

The Partner Church Committee provides scholarship assistance to students in its partner church communities, regardless of religion. The Szentháromság Scholarship Committee identifies students who need assistance in furthering their education. The MVUC Partner Church Committee finds sponsors in the MVUC congregation to support individual students. The two committees work together to ensure that the program is being administered properly and that there is communication between the students and the donors. The Scholarship Program receives its funding from individual sponsors for specific students and their needs.

The Committee is currently self-sustaining through its fundraising activities.

6. Authority Delegated or Retained

All profits from Partner Church fundraising activities are used to support the needs of MVUC's partner churches, such as funds for: the Unitarian and village schools, internet fees, utilities costs for the church and parish house, bus transportation for congregants to the Unitarian Annual

meeting and other expenses determined by the partner churches' board and approved by the Partner Church Committee. The BOT delegates the decision making authority to the Partner Church Committee for expenditures of its funds.

7. Annual Assessment

The Committee will assess its activities on an annual basis and will review this charter annually to reassess its adequacy and to recommend any proposed changes, or no requested changes, to the BOT.

Primary author of the charter: Lisa Gillispie

Date this charter was reviewed and approved by the BOT: _____

Finance Committee Report

Financial Reports

March was another healthy month financially, with revenue exceeding expenses by \$18,268. Year-to-date, revenue is \$46,945 ahead of expenses. The balance sheet shows \$255,508 on hand in cash and CDs, with \$15,515 in current liabilities and \$120,405 in designated funds. That leaves a balance of \$119,508 in unrestricted funds. Reports are attached.

Please note that we are recommending an increase of \$30,000 in the budget for two accounts-- one that records wedding income and another that records wedding expenses. To give us a clearer picture of what is happening regarding wedding revenue and expenses, we split out what had previously been reported as net revenue, i.e., the wedding revenue line in the budget and in the financial reports indicated revenue net of expenses. We thought it would be better to see the expenses separately. To accommodate that, we need a technical adjustment to the budget-- adding the estimated annual wedding expense amount (\$30,000) to both the revenue and expense sides of the budget. We recommend that the BoT approve this technical adjustment.

Budget for Church Year 2009-2010

We recommend using the summary sheet of the attached budget for presentation at the annual meeting. This version of the budget incorporates several recent changes:

- incorporates the Personnel Committee's specific pay raise recommendations
- removes bookkeeper (presumably included in church administrator position responsibilities)
- includes church administrator
- adds summer pianist
- reflects wedding income and expenses separately rather than as a net account

This budget shows a very slight deficit (-\$1,598), but the actual deficit will probably be higher because we are unlikely to get the full \$400,000 we are seeking in the Stewardship Campaign. Current projection is about \$385,000 if the 34 households we haven't yet heard from renew at this year's level. Since our unrestricted cash balance is healthy, I don't believe we should try to balance next year's budget, especially since so many of the staffing issues (when a new church administrator and music director will start, whether or not a part-time bookkeeper and/or property administrator will be needed) are uncertain.

MOUNT VERNON UNITARIAN CHURCH							
Fiscal Year 2008-2009 Revenue & Expenses							
As of Mar 31, 2009 - 75% of the fiscal year							
		ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as	
	Account	THRU FEB	Mar-09	TO-DATE	Budget	% of Budget	
	REVENUE						
4100	Stewardship Pledges	254,423	29,043	283,466	360,000	78.74%	
4200	Contributions	12,030	2,038	14,068	18,000	78.16%	
4300	Facilities use and rental (other)	17,371	6,210	23,581	20,182	116.84%	
4390	Wedding Income	75,033	23,250	98,283	120,000	81.90%	Budget adj +\$30,000
4400	Fund Raising Income	515	8,802	9,317	16,000	58.23%	
4500	Administrative & other income	563	0	563	800	70.38%	
	TOTAL INCOME	359,935	69,343	429,278	534,982	80.24%	
	EXPENSES						
5000	Worship programs (incl music)	2,360	0	2,360	4,700	50.21%	
5100	RE programs incl youth ministries	2,854	472	3,326	7,600	43.76%	
5200	Home community programs	251	0	251	200	125.50%	
5300	Denomination Responsibilities	19,854	1,652	21,506	28,774	74.74%	
5400	Our larger world/social justice	150	35	185	325	56.92%	
5390	UUSJ	300	350	350	300	116.67%	
5500	Administrative programs	0		0			
5520	Stewardship campaign		0	0	700		
5540	Other comm. & expenses	10,769	0	10,769	0		
5590	Search committees	0	75	75	3,000	2.50%	
5600	Conferences & contin. edu.	300	0	0	6,300	0.00%	
5700	Reimburse Prof. Expense	3,573	1,526	4,799	11,000	43.63%	
6100	Operating Expense	9,737	1,383	11,120	12,000	92.67%	
6155	Rental Events Expenses	22,681	350	23,031	30,000	76.77%	Budget adj +\$30,000
6200	Communications	7,231	313	7,544	8,000	94.30%	
6300	Debt service	0	0	0	0		
6400	Insurance	4,853	2,511	7,364	8,500	86.64%	
7000	Supplies	4,149	462	4,611	9,022	51.11%	
7200	Property maintenance	27,869	1,809	29,678	34,600	85.77%	
7300	Utilities	16,868	4,085	20,953	28,450	73.65%	
8100	Employment compensation	0		0			
8110	Minister	70,951	13,659	84,610	115,157	73.47%	
8130	Staff	104,425	19,225	123,650	163,156	75.79%	
8300	Employee benefits	0		0			
8200	Payroll taxes	7,377	1,170	8,547	20,739	41.21%	
8320	Health Insurance	5,624	757	6,381	8,800	72.51%	
8330	Pensions	7,991	1,241	9,232	13,209	69.89%	
9000	Miscellaneous	1,091	0	1,091			
	TOTAL EXPENSES	331,258	51,075	382,333	514,532	74.31%	
				0			
	NET REVENUE(EXPENSES)	28,677	18,268	46,945	20,450		

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of March 31, 2009

	Mar 31, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	47,634.30
1999 · BHBT - Money Market Account (00-81194-7)	107,873.36
Total Checking/Savings	155,507.66
Total Current Assets	155,507.66
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	2,937,900.00
Other Assets	
1998 · CD B&H #11834544	100,000.00
Total Other Assets	100,000.00
TOTAL ASSETS	3,193,407.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	593.55
Total Credit Cards	593.55
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	580.00
2102 · Folk Dance - UCM	100.00
2103 · Coffee (Coffee)	240.94
2104 · Intergenerational (Intergenerational events income and ex...)	65.41
2111 · RE Course fees (Payments and receipts for books & other...)	-208.81
Total 2100 · Short Term Liabilities	777.54
2191 · Deposits/Refunds	2,550.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	231.16
2210 · Health Care Withholdings	
Director of Religious Education	78.68
Parish Minister	259.32
Total 2210 · Health Care Withholdings	338.00
2211 · Minister Life & Disability	128.00
2220 · Payroll Tax Withholdings	
DC w/h	293.00
Federal w/h	6,413.42
Medicare w/h	-281.84
Social Security w/h	-1,208.86
VA w/h	1,403.00
2220 · Payroll Tax Withholdings - Other	972.51
Total 2220 · Payroll Tax Withholdings	7,591.23
2230 · MVUC Payroll Taxes	
Employer Medicare	-281.84
Employer Social Security	-1,208.86
2230 · MVUC Payroll Taxes - Other	-239.62
Total 2230 · MVUC Payroll Taxes	-1,730.32
2240 · Employee Pension Contributions	400.00
2245 · MVUC Pension Contributions (Company paid pensions)	4,895.57
2200 · Payroll Liabilities - Other	-259.32
Total 2200 · Payroll Liabilities	11,594.32
Total Other Current Liabilities	14,921.86

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Cash Basis

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of March 31, 2009

	<u>Mar 31, 09</u>
Total Current Liabilities	15,515.41
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,890.85
2504 · Music Fund - Gifts & Memorials	1,913.54
2505 · Partner Church	
General	5,561.48
Scholarships	-530.00
Trip	1,005.86
Total 2505 · Partner Church	<u>6,037.34</u>
2508 · Social Justice	994.19
2509 · RE Special Projects	6,438.57
2510 · Boston Trip	2,045.09
2511 · SBA Reserves	4,442.72
2513 · Playground - Early Space	4,486.09
2514 · Social Justice Disaster Relief	697.00
2518 · Green Sanctuary	536.52
2520 · Property Major Maint (PMM)	90,922.69
Total 2500 · DESIGNATED FUNDS	<u>120,404.60</u>
Total Long Term Liabilities	<u>120,404.60</u>
Total Liabilities	135,920.01
Equity	
3001 · OPERATING FUND BALANCE	3,009,783.29
Net Income	47,704.36
Total Equity	<u>3,057,487.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,193,407.66</u></u>

MOUNT VERNON UNITARIAN CHURCH
Building Fund Finance Report - March 31, 2009

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,037,693.74	
		1,037,693.74
Received in MAR 09		
At MVUC	Pledges	0.00
Interest fm B & H	Interest	135.64
Interest in McLughlin	Income	36.15
W/D to Church Pledge(Stock)		
Total received for Building Fund (includes interest)	171.79	
		<u>1,037,865.53</u>

EXPENSES:

B & H Line of credit	265,000.00	
Campaign	16,845.36	
Consultant	20,890.00	
Architect, Engineers & Contractors	280,160.27	
Permits, fees	14,532.00	
Stained Glass Window	4,758.83	
Miscellaneous	980.90	
Total Expenses to Date		<u>603,167.36</u>

NET Funds on Hand for Building \$434,698.17

Expenses for March \$0.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	231,416.08
Cash in B&H (earns 1.6%)	103,282.09
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	<u>\$434,698.17</u>