

**Unitarian Universalist  
Community Church  
Augusta, Maine**



**Annual Report  
2018-2019**



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## BOARD & COMMITTEE LISTS

### BOARD AND COMMITTEE ON MINISTRY LISTS

#### **Board Members**

**President**, Jill Watson

623-4537

Jillwatson223@gmail.com

**Vice-President**, Karen Foust

441-8971

karmafoust@gmail.com

**Clerk**, Susan Caldwell

582-8658 (H)

446-0079 (C)

jscaldwell@roadrunner.com

**Treasurer**, Nancy Fritz

621-9743

treasurer@augustauu.org

**Finance**, Kathy Ann Shaw

620-4082 (C)

626-5744 (H)

KathyAnnShaw@roadrunner.com

**Member-at-Large (2019)**, Kevin Kane

(207) 620-6664 H

(207) 215-2891 C

jkakane@msn.com

**Member-at-Large (2020)**, David Rand

557-1550

IamDavid3000@gmail.com

**Member-at-Large (2021)**, Ida Gammon

(207) 620-0532

imgmark@gmail.com

**Youth Representative**, Oliver Gottlieb

(207) 549-5198

#### **Committee on Ministry**

Debbie Mattson, **Co-Chair (2019)**

557-2697

512-4870

DebbieMattson@hotmail.com

Marty Soule, **Co-Chair (2019)**

685-9270

MartySoule@gmail.com

Jim Caldwell **(2020)**

(207) 582-8658 H

(207) 458-7346 C

jscaldwell@roadrunner.com

Sunshine Perlis **(2021)**

(207) 557-3078

370-8011

senoritabun@gmail.com

## Committee List

### **Facilities <Vacant>**

#### **Buildings & Grounds Work Group**

Bill Allen, Chair  
622-3868 (H)  
699-6567 (C)  
kwallen@gwi.net

#### **Finance, Kathy Ann Shaw**

620-4082 (C)  
626-5744 (H)  
KathyAnnShaw@roadrunner.com

#### **Fundraising**

<not chaired, but has individuals  
leading events>

#### **Invested Funds, Chair**

Wick Johnson  
621-1871  
clj@kennebec.com

#### **Stewardship**

Martha Naber, Co-Chair  
887-1104  
naber@gwi.net

#### **Liza Gottlieb, Co-Chair**

549-5198  
[lizarosegottlieb@yahoo.com](mailto:lizarosegottlieb@yahoo.com)

#### **Member-at-Large**

Catherine Palmer  
458-7384 (C)  
palmercatherinemaine@gmail.com

#### **History, Chair**

Helen Zidowecki  
582-5308 (H)  
440-7707 (C)  
HZMRE@hzmre.com

#### **Leadership Development**

Doug Rooks, Chair  
724-2759  
drooks@tds.net

#### **Membership**

Kathy Kellison, Chair  
445-4415  
Kell6787@gmail.com

#### **Hospitality (Board Vice President)**

Karen Foust  
441-8971 (C)  
karmafoust@gmail.com

#### **Music, Chair**

Hannah Faulkner  
485-4335 (C)  
hannahbfaulkner@gmail.com

#### **Orchestra, Director**

Dan Gilbert  
620-0003  
Dangilbertbass1990@gmail.com

#### **Pastoral Ministry, Chair**

Rev. Carie Johnsen  
623-3663 (W)  
revcariejohansen@gmail.com

#### **Caring Cooperative**

Nancee Campbell  
621-7727  
[Nancee1944@gmail.com](mailto:Nancee1944@gmail.com)

#### **Personnel Committee, Chair**

Michaela Loisel  
592-5655 (H)  
michaelatloisel@gmail.com

**Religious Exploration, Chair**  
Deb Mattson  
557-2697  
512-4870  
DebbieMattson@hotmail.com

**Small Group Ministry, Chair**  
Michael Conley  
248-7941 (C)  
estherpearl67@gmail.com

**Social Activities, Chair**  
Cheryl Clukey  
441-0337 (C)  
cherylclukey5@yahoo.com

**Social Justice <Vacant>**

**Augusta Food Bank &  
Bridging the Gap**  
Stef Barley (co-chair)  
(207) 629-8890  
stefbarley@gmail.com

Carolyn Ladd (co-chair)  
621-2362  
No email address

**Capital Area New Mainer's Project  
(UCC Mentor Team Leader)**  
Mary Kane  
620-6664  
MaryKane072@gmail.com

**Kennebec Valley Organization**  
UCC Rep. (Roberta Record)  
623-2848  
Rrecord2002@yahoo.com

Lead Organizer (Andi Parkinson)  
577-5504  
andiparkinson@gmail.com

**Maine Unitarian Universalist Social  
Action Network (MUUSAN)**  
Dale McCormick, Chair  
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**Neighbor to Neighbor Partnership**  
Jenny McKendry, Chair  
622-4501 (H)  
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**Website Work Group**  
Helen Zidowecki  
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[website@augustauu.org](mailto:website@augustauu.org)

**Worship**  
Annie Nessen Voorhees, Chair  
[Annabelle.voo@gmail.com](mailto:Annabelle.voo@gmail.com)

**Greeting <Vacant>**

# REPORTS - OFFICERS AND STAFF

## CLERK'S REPORT

### UCC Annual Meeting Minutes June 3, 2018 UCC Sanctuary

This annual meeting was held in conjunction with a regular service.  
Please see the order of service for additional details.  
All Votes unanimous unless otherwise indicated.

#### Annual Meeting Business:

Recognition of Hal Booth for his creative solutions to buildings and ground issues and his willingness/eagerness to tackle projects.

Recognition of Catherine Palmer for work, commitment and enthusiasm for fundraising for the church.

Recognition of Karen Nielson for her service on the Worship Committee and best wishes for her coming year in China.

New members added June 3, 2018 prior to the commencement of the Annual Meeting: Catherine Emery, Vinnie and Vin Burns, and Ron Gagne

Quorum is met with 4 new members signing the book this morning.

Outgoing UCC Board Clerks confirm 57 members present. Quorum for 181 total members is 55.

Nancy Fritz was elected moderator. **VOTE - 57 approved.**

Nancy then reviewed the meeting process.

Committee annual reports - Reverend Carie encouraged members to read the Minister's report as a demonstration of how church is changing. Catherine Palmer stated that although the Fundraising Report shows that the fundraising year has not yet been finished and the intent is still to reach the reported goal. **VOTE – 57 approved.**

Current Budget Presented – Hal Booth motioned, David Rand seconded **VOTE – 57 approved.**

#### Presentation of proposed budget for 2018 – 19

Values that the Board kept in focus in the budget process: fair compensation guidelines, shared ministries beyond the walls of our buildings.

Discussion – UUA dues and appeal for last year and the change to the way it is calculated by the UUA which does not substantially change the amount due. Snow removal – the church has not received the final bill. Question Future Facilities account and the bequest and whether we should use that money rather than put it in to investment. Much discussion on the importance of paying the UUA dues.

Motion made to accept the budget - **VOTE – Budget presented by board for 2018-19 approved** – 1 abstention, 1 objection votes, 55 approve.

Rev. Carie - Appreciation of Church Leaders. Introduction of new leaders. Nominations for vacant positions – none. History of committees and challenges. Motion made to cast one ballot - move on all leadership for next year on one ballot. **VOTE – unanimously approved.**

## UUC Annual Meeting Minutes (Continued)

June 3, 2018

Motion made for commissioning of leaders for 2018 – 2019 – **VOTE – approved.**

### Board of Trustees:

President: Jill Watson

Vice President: Karen Foust

Treasurer: Nancy Fritz

Clerk: ~~No nomination~~ Susan Caldwell

Board member at large, term expiring 2019: No nomination to complete term ~~Liza Gottlieb (Existing)~~ <Liza is moving to serve as Stewardship Chair>

Board member at large, term expiring 2020: David Rand (Existing)

Board member at large, term expiring 2021: Nancee Campbell

Youth Member: Phyllis Clark

### Finance Committee:

Chair: Kathy Ann Shaw

Member at large: Catherine Palmer

Stewardship: Liza Gottlieb

Invested Funds: ~~Janine Bonk~~ Wick Johnson (Three members of committee: Wick Johnson, Janine Bonk, Annie Reiter)

Fundraising: No nomination (Catherine Palmer will continue to serve in the interim)

### Committee Chairs:

Facilities: No nomination

Building and Grounds Work Group: Bill Allen

History: Helen Zidowecki

Leadership Development: No nomination

Membership: Kathy Kellison

Music: Hannah Faulkner

Personnel: Michaela Loisel

Religious Exploration: No nomination

Small Group Ministry: Michael Conley

Social Activities: Cheryl Clukey

Social Justice: No nomination

Worship: Annie Voorhees

Announcements – Monique McAuliffe has agreed to become the Coordinator of Religious Exploration which is the combination of the Youth Coordinator and Sunday RE Coordinator

No further business is presented today. Recognition of Claire Curole's graduation and moving forward in her ministry with the Unitarian Universalist Church

Meeting adjourned.

Respectfully Submitted

Karen Foust, Board Clerk

## NOMINATIONS – LEADERSHIP DEVELOPMENT REPORT

### **UUCC Nominations 2019-20 (All terms are one year unless otherwise noted)**

#### **Officers and Board**

President: Jill Watson

Vice-President: Kathy Ann Shaw

Treasurer: Nancy Fritz

Clerk: Sue Caldwell

Board Member at Large, two years: Ida Gammon (2021)

Board Member at Large, three years: Kevin Kane (2022)

Youth Board Member: Oliver Gottlieb

#### **Committees**

Buildings and Grounds Chair: Bill Allen

Finance Chair: Katherine Palmer

Member at Large: Harry Grimmnitz

Invested Funds: Wick Johnson

Stewardship: No nomination

Leadership Development Chair: Martha Naber

Membership Chair:

Music Chair: Hannah Faulkner

Small Group Ministry Chair: Michael Conley

Social Activities Chair: Cheryl Clukey

Social Justice Chair: Dale McCormick

Worship Chair: Annie Voorhees

## TREASURER'S REPORT (WILL BE SUPPLIED AT ANNUAL MEETING)

The FY19-20 proposed budget and the FY18-19 budget update through May 31, 2019 to be voted on at the June 2, 2019 Annual Meeting will be provided at or before the Annual Meeting.

## PRESIDENT'S REPORT

### President's Report 2018-2019

Your board of trustees have been busy this year, although it may have seemed like a quiet year. Here are some highlights that we, as a church, should celebrate:

- We participated in a ministerial exchange in October in which Rev. Alun Dafis from Wales lead us for a month while Rev. Carie lead his congregation at the same time. It was a very positive experience for both congregations. We learned about the Wales culture, their people, food and their UU traditions. This exchange benefited all who participated.
- Many visitors attended worship services throughout the year. Some stayed a while, some did not, and some have joined our congregation. We've had more than seven new members sign the book this year!
- The music program continues to enhance worship and social activities by offering wonderful choir and occasional orchestral music. We are very blessed to have the multitude of talented people to enrich our lives and services.
- We put our UU values into action by creating a unisex bathroom. In addition we reconfigured our sanctuary by removing most of the pews and replacing them with chairs. This change has allowed us to be in communion with each other in different ways.
- The Stewardship Committee had two extremely dedicated and hard working co-chairs, who overachieved their goal in a campaign that saw many new pledges and multiple others increasing their pledges! Special thanks to Martha Naber and Liza Gottieb for making this stewardship campaign a huge success. Thank you all for your ongoing financial support of UCC to enable us to bring the ministry of love in so many ways to others.
- One of the hardest things that the board had to deal with this year was the budget. We have had a very complicated budget process and are working extremely hard at bringing a balanced budget to the annual meeting. A congregational meeting about how to meet the increasing needs of our church, including renting the Drew House, was held. Many concerns and suggestions were discussed to help in developing this year's budget.
- Last, but certainly not least, is all the hard work around developing a new political activity policy. This policy has been on the board's agenda for the past two years and was ready to be taken to the congregation this spring. The board and Committee on Ministry held two listening circles with the congregation to hear input and concerns. These listening circles were safe and open spaces to dive into the topic and hear ranges of opinions so that we could have a policy that reflects our UU values and beliefs.

One goal the board continues to work on is to set up systems that provide transparency in all activities to the members and friends of UCC. We want all at UCC to understand how we operate, how the money is used, how decisions are made. We encourage your ongoing participation.

At the end of this first year of being the President of the Board I want to thank all of you who have supported me by attending board meetings and by attending to the church's business on behalf of us all. Thank you, particularly, to Lynn Smith who has always said yes to any request for help I have made to her. What a wonderful resource she is for UUCC! I also want to acknowledge how supported I have felt working with Rev. Carie. We have formed a great team to work on UUCC issues.

Thank you for the opportunity to serve as your Board president.

Sincerely,

Jill Watson

## MINISTER'S ANNUAL REPORT

### CELEBRATING TEN YEARS OF SHARED MINISTRY

Every month Board President, Jill Watson, and I sit together in shared ministry to consider a board agenda and congregational life. Before Jill, I sat with Martha Naber, before her Gary Chapin, before him Doug Rooks, before him Sheila Comerford, before her Debbie Mattson. Ten years of shared leadership. Ten years of shared ministry.

At one time I imagined I would serve Augusta for five to eight years. Today I write my tenth annual report to the congregation. Having long passed the average tenure of a Unitarian Universalist minister, we have reached a milestone in our ministries. We have entered into what is viewed as a long-term ministry.

During the first five years we focused on creating healthy systems and structures to decrease the likelihood of misconduct in our community. Over the past five years we have listened to the voice within and a call from beyond to shape a ministry that is relevant and vibrant, dynamic and fluid.

In clergy circles it is said that the real work of ministry doesn't begin till year nine. And if that is true, it is also true, our tenth year of shared ministry is evidence of said wisdom. For we have had a year of experimentation and exploration, play and fun, deep listening and complicated decision making, growing and retreating. In it all our Unitarian Universalist values have guided and centered our process and being together.

We are a covenantal community. We may not always agree but we do agree to be together in our varied, conflicting, and divergent ways of understanding and being in the world. We have chosen to walk the path of a liberal religious movement together in love and truth. With grace we fumble and flow into new ways of doing ministry. Year ten of our shared ministry is a poignant example of who we are and who we strive to be. Let me shine a light on our journey through one more year around the sun.

We continued our vision of truly living out our ideals as a welcoming congregation by adding a **unisex fully wheelchair accessible bathroom**. We barely skipped a beat as we took down a stall in the men's room and changed the sign.

We adventurously participated in the musings of ministers by saying YES to a month long **ministerial exchange with Rev. Alun Wyn Dafis** and Brondiefi Chapel in Lampeter, Wales. New bonds of friendship were formed that changed lives and brought a breath of fresh air into our community.

We rang in the New Year with a hundred or so interfaith neighbors, friends and family. With the sanctuary cleared for a walking labyrinth, we rolled into an intentional time of experimenting with worship styles and

sanctuary set up. One month led to two and two led to three and by mid-May after listening to the congregation, the **discernment team recommended a new configuration of pews and chairs along with the purchase of new chairs for fellowship hall**. The UUCB Board voted to adopt their recommendation.

After considerable negotiation between lawyers and Key Bank, Maine Community Foundation is now the trustee for the **Ballard Trust**. This simple (though legally not so simple) move means we are no longer paying excessive fees to a bank to hold and administer the trust and we have greater control and increased revenue. May we always be grateful for the vision of Caroline Ballard. In 1896, she bequeathed her residency estate to be held in Trust by the Church for the purpose of “repairing, decorating, and improving and beautifying” the Church building.

Equally the Board voted to move **our endowment into the UUA investment Funds**. A move that aligns our fiscal reality with our Unitarian Universalist values and brings greater return to the congregation.

Keeping with the spirit of a **sustainable fiscal future**, the Board and Finance Committee once again raised questions about the use and cost of Drew House. Multiple strategic budget meetings, analysis of church income and expenses, a congregational meeting, membership emails, and consideration of current and possible future uses will inform hard decisions. As I prepare this report the conversation continues. In it all I have observed a membership who does not agree on the outcome but aligns on values of economic justice for fair staff compensation and right relationship with UUA dues. At the end of the year not all will be in agreement on the decision or feel fully included in the process, still the leaders have a budget to craft and the congregation a vote to make. This my friends is congregational polity and covenant alive and well at UUCB.

In the spirit of congregational polity and covenant, the Board has worked for two years developing a **policy on political activity** in the community. The process of listening, the unpacking of tax implications, the tension between comfort and individuality will inform the final outcome. As one might expect, in the pursuit of the greater good, some of us will feel affirmed, while others feel silenced. The hope is all felt heard. We covenant to affirm and promote the democratic process in community with people who care passionately. With this policy we live into the reality of this complicated values.

A dozen years ago the congregation was keeping secrets. Disagreement resulted in people hurting each other. Members left the community rather than continue to bear witness to the struggle.

Today the community is engaged in open dialogue that surfaces disagreement and discord; all of which is a sign of health! We may not always do it with grace and ease. We may not always want to enter the fray. We may not always agree on the outcome. Still, at the end of the day, when the budget vote is taken, and the policies are adopted, we stand in the wisdom of 16<sup>th</sup> c. Unitarian Francis David, “We do not need to think alike to love alike.” May it always be so.

This my friends is the work of long-term ministry. With year eleven on the horizon and plans for 2019-20 well under way, I close this decade feeling honored to have been called to serve this faith community. It is privilege to walk with you in life and love. May our journey together continue to be dynamic and relevant. May we continue to grow together and love together. May the grace of Unitarian Universalism and the call to love boldly be that which calls us on.

In faith, Rev. Carie

## ADMINISTRATOR'S REPORT – (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

## MUSIC DIRECTOR ANNUAL REPORT

By Bridget Convey

My fourth season as Music Director at the UUC is coming to a close. I reflect on what wonderful music the choir has made together, in collaboration with the UUCCO and other community musicians. We had several musical highlights this season, including our Spring 2019 Community Concert, in collaboration with the UUCCO. Featured musicians at the Spring Concert included: Joan Atkinson (violin soloist), Torrey Gimpel (guest soprano soloist), Stefanie Barley (violin), Dan c. Gilbert (bass), Abigail Stratton (percussion), and the Foust family (glass harmonica).

We have continued to learn and perform choral music of different styles and periods, as well as continuing our collaborations with instrumentalists within our UUC community. Our themes for this season were taken from the "Soul Matters" program, we sang large and smaller pieces that reflected these themes: Vision, Sanctuary, Memory, Mystery, Possibility, Trust, Journey, Wholeness, Curiosity, and Beauty.

I continue to find great support and comradery amongst the musical community, which is a true joy. Our choir accompanist, Karen Foust, continues to be a patient and wonderful support to the choir. Her diligence and hard work are greatly appreciated.

Special mention of our guest musicians is needed: Hannah, Sarah, Allison Foust (glass harmonica), Stefanie Barley (violin), Martha Naber (violin), Abigail Stratton (percussion), Annie Nessen Voorhees (voice and percussion), Dan c. Gilbert (bass), and Torrey Gimpel (guest soprano soloist). When asked, these musicians were more than willing to assist with the choir pieces and their talents and time are greatly appreciated.

The choir and the UUCCO collaborated for the December Music Service, February (Stewardship Sunday), Easter, and the Spring 2019 Community Concert. When our musical forces join, great things happen! We are so fortunate to have such a vibrant musical community. I am looking forward to next season.

During the Fall of 2018, Rev. Carie swapped pulpits with Rev. Alun Wyn Dafis, a Unitarian minister from Wales. The UUC community truly enjoyed his presence, he even joined the choir during his time with us. Rev. Alun taught the choir how to sing in Welsh and recorded us singing a few pieces for his Mental Health Charity CD, which is planned to be released during the Fall of 2019. Rev. Alun is also an accomplished musician, his talents truly enriched our services.

The children's Pop-Up Choir sang at three services this season. It amazes me how quickly they memorize the lyrics and the music, within 30 minutes these young musicians work wonders. We welcomed new children into the program this year, it was wonderful to have them sing with us!

The choir has welcomed several new members this season. We look forward to welcoming even more new members in the Fall. All are welcome!

The choir sang the following featured pieces during the 2018-2019 season:

September 9: "Oceanus" by Audrey Snyder

September 30: "Imagine" arr. By Audrey Snyder

October 14: "Ar Lan Y Mor" Traditional Welsh Song

October 21: "Gentle Words" Shaker Tune, arr. By Roger Wayland

November 4: "The Sky Is Crying on The Sea" by Ruth Elaine Schram

November 19: "Wanting Memories" by Ysaye Barnwell  
With Annie Nessen Voorhees, percussion

December 2: Music Sunday

"Spotless Rose" by Ola Gjeilo  
With Torrey Gimpel, guest soprano soloist  
"Laudate Dominum" by W.A. Mozart  
With Torrey Gimpel, guest soprano soloist; and the UCCCO  
"Peace I Leave with You" by Mozart arr. By Moore  
With the UCCCO

January 6: "Calling My Children Home" by Lawson, Waller, and Yates

January 20: "Draw the Circle Wide" by Mark Miller

February 3: "Stars" by Eriks Esenvalds  
With the UCCCO and Foust family, glass harmonica

February 24: "Cantate Domino" by Hans Hassler

March 3: "In the Stillness" by Audrey Snyder  
With Sarah Foust, flute

March 17: "Te Hokinga Mai" Traditional Maori  
With Annie Nessen Voorhees, lead vocalist

April 21: "Gloria" by Antonio Vivaldi  
With the UCCCO

April 28: "I Will Tread Lightly" by Bair and Gregory  
With Stefanie Barley, violin; Abigail Stratton, conga; and Dan c. Gilbert, bass

May 5: Spring 2019 Community Concert

May 19: "For Good" by Stephen Schwartz, arr. By Mac Huff

June 9: "Ashokan Farewell" by MacGregor and Ungar, arr. By Stephens

Our choir roster for the 2018-2019 season:

SOPRANOS: Claire Curole, Patty Dushuttle, Jasmine Farrington, Becky Harvey, Carolyn Ladd, Melanie Lanctot, Jenny McKendry, Joelle Morris, Debbie Short, Rachel K. Small

ALTOS: Cheryl Abruzzese, Hannah Faulkner, Judy Gallant, Marilyn Gordon, Trisha Morey, Sunshine Perlis, Marcianne T. Rautenberg

TENORS: Terry Lee Cairn, Charlene Cleven, Edda Thiele, Marty Thornton, Annie Nessen Voorhees

BASSES: Hal Booth, Nancee Campbell, Ken Farrington, Dan c. Gilbert, Jeff Janell, Elliot Jones, Mel Morrison, Doug Rooks

Accompanist: Karen Foust

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## **GUEST ARTIST CONCERT SERIES 2018-2019 AT THE UCC**

By Bridget Convey

Our Guest Artist Concert Series had a successful third season! As I have mentioned before we have the best piano and performing space in Augusta. We are centrally located and easy to get to, why not embrace this by inviting wonderful guest musicians into our space. This is a collaborative effort between Bruce Bierce (designs the concert series pamphlet and posters), Catherine Palmer (sends press releases to local newspaper and collects the money at the door), myself, and other fabulous volunteers who assist with the reception.

These concerts are held on selected Saturdays from 4:00 PM TO 5:00 PM, the suggested \$10.00 donation is split between the guest musicians and the UCC.

During the 2018-2019 season we featured the following guest musicians:

September 22, 2018: Lisa Mayer and Sruli Dresdner, Klezmer!

November 10, 2018: Resinosa Ensemble: Joelle Morris (mezzo-soprano), Eliza Meyer (cello), and Bridget Convey (piano)

March 16, 2019: James M. Johnson and the Erskine Academy Jazz Combo

I have already booked guest artists for next season 2019-2020. Here is what we get to look forward to:

September 28, 2019: Gulimina Mahamuti, concert pianist

November 2, 2019: Saheli Vocal Qunitet

March 21, 2020: James Johnson and the Erskine Academy Jazz Combo

April 25, 2020: Jennifer Bates, soprano

More details regarding our 2019-2020 to come in our newsletters and announcements...keep your eyes peeled!

## **RELIGIOUS EXPLORATION COORDINATOR REPORT (NO REPORT SUBMITTED)**

NO REPORT SUBMITTED

## REPORTS - STANDING COMMITTEES

### FACILITIES COMMITTEE REPORT

The Facilities Committee did not convene this year so the work of maintaining the buildings was taken up by the Building and Grounds Work Group. Please see the B&G report below

### BUILDING AND GROUNDS WORK GROUP

#### **Building and Grounds Committee Report**

**Prepared by: Bill Allen**

**Committee members: Bill Allen, Marilyn Dunn, Matt Foust, Becky Harvey, Tom Waddell, Caroline Ladd**

#### **Work done this year**

Thanks to all who helped with the yard cleanup days.

We had a three person team to mow the lawn.

Matt and Bill fixed a problem with the Judd House ramp.

We had a leaking toilet downstairs in the Judd House. Hall Booth reseated the toilet.

Special thanks to Marilyn and Carolyn Ladd for their work on the garden, and the bushes around the church.

#### **Work we want to do and/or plan to continue into the new church year:**

Respond in a timely way to special requests or emergencies

Renovate the Drew House screen porch

### FINANCE COMMITTEE REPORT

#### **FINANCE COMMITTEE ANNUAL REPORT**

**FY2018/19**

The Finance Committee had a very important year in 2018/19. The Committee provides overhead for its constituency sub-groups including Fundraising, Stewardship and Invested Funds.

Members this year included: Carie Johnsen, Minister; Kathy Ann Shaw, Chair; Nancy Fritz, Treasurer; Martha Naber, Co-chair, Stewardship Committee; Wick Johnson, Chair, Invested Funds Sub-committee and Catherine Palmer, Member-at-Large.

#### ***Fundraising:***

Although not a true committee in FY18/19, Catherine Palmer nimbly stewarded many of the activities along throughout the year including but not limited to Concerts, Hannaford Cards, the Pie Sale (along with Kathy Ann Shaw), and most notably the Major Raffle Event.

The raffle: *Dinner for Two Anywhere in the World*, net \$6,191 for the church and many lessons were learned. The congregation pitched in financially and seemed to enjoy the New Year's Day Raffle Drawing and Multicultural Brunch. But clearly the \$20,000 budget goal was not met. Additionally, the work load on Catherine and others was overwhelming. The Finance Committee did not recommend putting the raffle in the budget for FY19/20 because of the work load, comments from congregation members about the impact on annual appeal giving and a possible conflict with the Church's mission. This last comment came out of a visioning session that was held in February (see below).

On the other hand the, Christmas fair, *Winter Wonderland* nets the church \$3,808, exceeding the budget projection by \$2,308. It was thought that the Fair not only brought in funds for the church but developed a new base of volunteers and created goodwill within the church and greater community.

On February 7, the Finance Committee held a *Fundraising Visioning and Strategizing Session*. Participants included members of the Board, Discernment Team and others who had been involved in the UUCC's fundraising efforts in the past. Jaqui Clark from Mediation Services facilitated the meeting. The meeting resulted in an UUCC *values grid* to be used as a basis by which to develop and approve church-wide fundraising events. A sub-committee including Carie Johnsen, Catherine Palmer, Kathy Ann Shaw and Hannah Faulkner met to develop a fundraising policy which has been approved by the Board and will be used going forward.

**Stewardship:**

The Stewardship Committee was co-chaired by Martha Naber and Liza Gottlieb. What a successful year it was. This year's theme was "**Be a Star!**" and many folks turned out to participate and enjoy the Talent Show and potluck, which kicked off February's month-long Stewardship Campaign. We are so pleased to share the results of the Campaign, below. Thank you, members and friends, for participating in the financial operations of our church.

The date for the steward kick off was February 3<sup>rd</sup>, the day following a congregation-wide talent show and pot luck. The campaign lasted for about a month.

**The totals of the Stewardship Campaign:**

	<u>Goal</u>	<u>Actual</u>
Pledges:	\$160,000	\$161,577.57
Pledge units	110	100

**Increased Pledges from last year: 48**

**NEW Pledge Units: 12**

**Invested Funds:**

The Invested Funds Committee consisted of Wick Johnson, Chair, Janine Bonk, Annie Reiter and Jim Caldwell.

Last year the Invested Funds Committee laid out a plan for change in our Endowment and Trust Funds. Their first recommendation was that we move our Endowment from a Raymond James account to management by the Unitarian Universalist Association. It was felt that the UUA would provide long term, high quality, socially responsible investment. The change was approved by the Board in November 2018 and funds were transferred to the UUA in early March 2019. We have begun to get monthly reports and distribution is set through the coming year.

The second change being pursued was the transfer of management of the Caroline Ballard Trust from Key Bank to management by the Maine Community Foundation (MCF). We requested that Key Bank resign as Trustee and that the UUCC be named as the replacement trustee. In February, Key Bank agreed to resign as Trustee and in April the official

documents were signed. The documents have been submitted to the Attorney General's Office and when they are approved we will request a hearing with Probate Court, if necessary, to make the transfer final. At that time, Key Bank will forward us the funds and we will move the funds to The Maine Community Foundation. This is a very positive change because with the MCF we will receive a substantially higher annual distribution and the opportunity for growth in the value of the accounts.

Respectfully submitted,

Kathy Ann Shaw (Invested Funds Report submitted by Wick Johnson)

## [FUNDRAISING SUB-COMMITTEE REPORT](#)

### FUNDRAISING SUB-COMMITTEE REPORT

[Submitted by Catherine Palmer to be in addition to the information found in the Finance Committee Report directly above this report.]

► **Work we did toward achieving our goal** of raising **\$32,975** for annual church operations: We held 13 fundraising events, one of which was new this year – a major raffle with the prize of DINNER ANYWHERE IN THE WORLD, won by Bethany Whalon. The raffle revenue expectation was ambitious. We earned less than one-half the amount budgeted with the chances, but everyone had fun dreaming!

Our December “Winter Wonderland Holiday Fair,” organized by Nancy Fritz and Martha Naber, far exceed fundraising expectations. So did our annual auction, chaired by Janine Bonk. Although we have not yet reach one-half of our annual fundraising goal, as of this writing, we still have two (2) more events on the calendar (Spring Concert in May and yard sale in June), plus our ongoing Hannaford card and CLYNK bag program, to help us get there. My two-year term as Fundraising Chair ended June 30, 2018. From that point forward, each fundraising event was chaired by one or two individuals. I have continued to support the church fundraising efforts by assisting at all fundraisers and by marketing monthly Hannaford cash cards.

► **Work we plan to continue:** Some fundraising events held in 2018-2019 will be offered again in 2019-20, but the Finance Committee revised the event approval process. The Finance Committee requires new fundraising ideas to be submitted in writing to the Finance Committee in ample time for review before the expected event date.

► **How we worked with other committees:** We participated in all Finance Committee meetings, attended most board meetings, met with the Invested Funds subcommittee representative, and worked continuously with volunteers, who helped at all fundraising events. We do acknowledge Hannah Faulkner, Judy McCown, Cheryl Clukey and Martha Naber for their ongoing assistance at fundraising events.

► **Other information you want the Congregation to know about your work:** The Hannaford cash card program and annual auction generate more than one-half of our financial goal, but are not participated in fully by the Congregation. If members could post event flyers in the community, and volunteer to help with Hannaford cards and the auction for 2020, we could be certain to reach our objectives.

## [INVESTED FUNDS SUB-COMMITTEE REPORT](#)

Invested Funds Subcommittee Annual Report is included as part of the Finance Committee Report

## STEWARDSHIP SUB-COMMITTEE REPORT

Invested Funds Subcommittee Annual Report is included as part of the Finance Committee Report

## HISTORY COMMITTEE REPORT

**Prepared by:** Helen Zidowecki, Chair

**Committee members:** Heide Munro, Helen McKendry, Richard Bridges.

### **Work the committee did towards meeting the Congregational Goals:**

*Sustainability: We capture the importance and contribution of UUCC in the Augusta area, the state, and beyond as we transform how we “do church” moving forward.*

The History Room on the first floor of Drew House hold historic documents, artifacts and materials from members and friends, as well as books on UUism and our congregational histories. Collections include

- 1). Religious Education artifacts from world religions that were featured in *Universalists & Unitarians In Maine* by Rev. Peter Richardson (2017);
- 2) The Wayside Pulpit sayings; and
- 3) Scrapbooks from the groups key to the sustainability of previous congregations (such as Murray Alliance for Universalists) and general congregational life.

We have limited space to process, organize or store materials. Older records from the previous Unitarian and Universalist congregations are in a lead-lined 2 drawer file in the basement of Drew House. We use the Olsen Room for ongoing work as well as for meetings and related events, such as the periodic “Open House.” With discussion of change of use of overall space, we are very concerned that at least our current amount of space be retained for the History Committee.

More publications about Unitarian and Universalist history are in the UUCC Library in the Committee Room, such as historical notations for every day of the year! Books more specific to Unitarian Universalism in Augusta and publications of historic significance are in the History Room. *Contact the church office or the History Committee for access to the items in the History Room.*

The History Committee budget contributed toward a purchase of filing supplies as we create background files for various parts of church life, largely based on the annual reports, as well as information from Newsletters and communications.

We are organizing the oral histories that have been done over the last couple of years. We will be cataloging these and drawing on them to share the meaning of our faith community beyond the meeting notes and reports. Thanks to Doug Rooks for his interest and assistance.

We have the *Memorial Book* to acknowledge people from the congregation who have died. We are working

with Rev. Carie and the Board to identify and consistently acknowledge donations over the years.

### **Projection for next year.**

Rev. Carie asked the History Committee to work with her in researching and exploring the history of UUCC as it relates to the UUA Business resolution that Unitarian Universalists trace our history re. colonization. This would be also in light of Maine's 200 year anniversary celebration in 2020. We have begin planning how this can be done, starting early Fall 2019.

## LEADERSHIP DEVELOPMENT COMMITTEE REPORT

### Leadership Development Report

Douglas Rooks

As I wind up 11 years in UUCC leadership – as a member of the Board of Trustees for seven years, and chair of the Leadership Development for the past four – it naturally prompts reflections about our church as a community: What we all do to make it keep ticking, well into its third century in Augusta, and the state of Maine.

I have to admit that I knew very little about Unitarian Universalism when I was asked by Lee Devoe, our late interim minister, to consider serving on the board after less than a year as a member. I couldn't think of a good reason to say no – which is not the best reason to serve! – but I have never regretted the decision to say yes, and still look forward to every time I can do so.

What I discovered over the past decade is that this church is not only a vital spiritual home for many wonderful people, but is a beacon of hope in a sometimes dark landscape. Recent years have often felt like a struggle, but the investments we have made are now paying dividends, both in the form of a vibrant and growing membership, and in a larger vision we are trying to create.

I'd like to think that church leaders have had something to do with this. I have come to know almost all of them, and I can think of no more gratifying task than to help link individual members with the much larger tapestry that is both our fellowship and sense of community together, and our outreach to the larger world.

During my stint, we have had what our minister, Carie Johnsen, calls a "high-performing board." Along with her own considerable efforts, I believe we have achieved an admirable balance between lay and professional leadership, with the kind of congregational care, attention to detail, and sound leadership practices that can prove elusive at board and congregational levels.

Equally important, we have, together, created a new way of selecting and recruiting leaders. I was told years ago that the Nominating Committee met in a large circle and decided, in essence, that "It's your turn." While the positions were filled, this wasn't the best way of making those decisions.

What we now try to do is initiate what I call "leadership conversations" with members about what their interests are, and what kind of service they might like to pursue. I won't say these conversations *never* have a particular goal in mind – time is short! – but they often lead in interesting and surprising directions. With this approach, we can see much farther ahead. It's no longer just about this year's nominating list, but how we can help build community in years to come.

As a result, church governance has become more intentional and effective, in my estimation. The Finance Committee, for example, has greatly improved the budget process, which can be highly contentious. Equally important, it has helped members understand how church finances work, and how decisions are made. With bylaw changes being proposed this year, the various tasks and missions of the finance realm are more clearly laid out and effectively delegated.

The Committee on Ministry is now working hand-in-hand with the Board, another link to long-term success, and this important committee will also be strengthened by proposed changes to the bylaws.

There is much more to do; there always is. The Discernment Team will soon begin its second year with an eye to reorganizing and improving UUCC's governance. Working with the Board, Leadership Development, the Committee on Ministry, and the Minister, the results should be apparent by the 2020 annual meeting. A personal goal, so far unfulfilled, is to offer better training for new leaders, and refresher courses for veterans – we can always use them!

Leadership can also be humbling; not everything goes according to plan. Two years ago, I announced in this annual report that a new Leadership Development chair would soon be selected; instead, I am just now completing my service. Yet this last year has been in many ways the most rewarding, deepening existing connections and making new ones. In short, it has been an honor to serve.

## MEMBERSHIP COMMITTEE REPORT

### **MEMBERSHIP COMMITTEE ANNUAL REPORT**

Participation is what our church community is all about. We are sustained by all who join in any of our offerings, whether you are an official member or not. Although we call ourselves the 'Membership Committee' we welcome you whether or not you have 'signed the book'. We're glad you are here!

The charge to our committee is to reach out to newcomers to our community and help them connect in ways that speak to what they are seeking with us. We count on all of you to create a sense of welcome when you encounter strangers among us and are grateful for how welcoming you are. Additionally, we have continued or created specific welcoming initiatives.

We have held a Meet and Greet on the third Sunday of the month since October. All interested visitors are welcome to meet for a small coffee hour in Judd house to meet with members of the committee and staff when they are available. This provides an opportunity for us to find out what visitors hope for and allows us to give them specific information about the church community. Attendance has varied, but we consider this a successful endeavor.

We have set up a welcome table outside the sanctuary on Sunday mornings so that newcomers have an obvious welcome and chance to get oriented. We found that this facilitated getting visitors to put on temporary name tags to help us all get acquainted with them. The table has also improved the process of getting permanent name tags when they are requested.

Along with the Small Group Ministry Committee we provided a 4 session introduction to our church and our faith. The 'Starting Point' program provided some history, spiritual exploration, and an opportunity to share in a small group ministry format. Michael Conley and I were joined by Karen Allen and Reverend Carie as facilitators. We are grateful to all of the participants and their willingness to share their time and their personal stories with us.

On June 4 the committee will provide dinner and a short program to anyone who has discovered and/or formally joined the church in the last year. This is a chance for us to serve them and to thank them for connecting with us.

On June 9 at the Sunday service members of the committee will participate with Reverend Carie to welcome all of the of the past year's new members. As of mid-May, our numbers are up by nearly 10%!

The Membership Committee is small but mighty. I am grateful for the help and support of this year's faithful members: Martha Nabor, Denis Thoet, and Janet Provost. Special thanks to Marty Peters for his unfailing attention to name tags!

Kathy Kellison, Chair

## MINISTRY, COMMITTEE ON

### COMMITTEE ON MINISTRY ANNUAL REPORT 2018-19

- We helped support our pulpit exchange with Rev. Alun Dafis from Wales & Carie's time in Wales from late September to late October.
- Reviewed & updated our UUCC Ministerial agreement and salary recommendation, in light of new UUA recommendations. Recommended change in our Office Administrator position to Congregational Administrator to more accurately reflect the work that is being done by Lynn Smith. Suggested Cost of Living Allowance (COLA) increase for other staff and merit increase for Rev Carie's salary. Jim presented our recommendations to the Board.
- Reviewed and reconsidered the Committee on Ministry (COM) structure. Decided to recommend that there be 3 members of the COM, instead of 4 so that more people are available for other responsibilities within the congregation. Also recommended a regular pattern for choosing new COM members - that the minister brings forward names of 3 possible candidates for a new COM member and that the BOD will choose the new member from that list.
- Explored Board of Trustees development of a Political Action Policy for UUCC, made suggestions, supported Listening Circles to process this change.

## MUSIC COMMITTEE REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

## PASTORAL MINISTRY TEAM REPORT

**Lay Pastoral Ministers:** Nancee Campbell, Tracy McNaughton, Martha Pelletier, Helen Zidowecki, Marcianne Rautenberg (Caring Cooperative)

### **Pastoral Ministry at UUCC**

*The Unitarian Universalist Community Church (UUCC) is committed to providing a caring, helpful response to the needs of our members, friends, families and community. While the Minister is available to meet with members and friends for pastoral care the ongoing needs of the growing community requires a more expansive caring community.*

The lay Pastoral Ministry Team (PMT) was started in 2011 to respond to the pastoral needs of UUCC. Members of the Pastoral Ministry Team are members and friends of UUCC who have a desire to be present to the community during times of stress, grief and change.

The lay Pastoral Minister is an extension of the Minister not a substitute. When serving in the role of lay Pastoral Minister, he or she represents the church as the Minister would. He or she is committed to providing an expansive pastoral response to the community. One lay Pastoral Minister takes up the work of organizing the Caring Cooperative which includes arranging for rides to church services, congregational events and providing meals to families when they are sick and in times of grief.

The Pastoral Ministry Team is prepared to provide *confidential, caring and compassionate presence to members and friends of UUCC during times of grief, loss, life changes and stress. The team is prepared to respond to the communal needs of the congregation, disheartening community events and social issues of our times. Pastoral responses to the community have included holiday grief service, holiday delivery of poinsettias to grieving families and individuals, honoring our elders.*

*Over the past year, in addition to providing one-on-one care, hospital visits, meals and rides, the team offered the annual grief service and hosted the May Opioid forum.*

### PERSONNEL COMMITTEE REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

### RELIGIOUS EXPLORATION COMMITTEE REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

### SMALL GROUP MINISTRY COMMITTEE REPORT

Prepared by Michael Conley, Committee Chair

Over twenty years ago, Small Group Ministry (SGM) took root at UUCC and continues to be a vital part of the congregation's ministry. Many members, in fact, have been participating since the inception of the program. And the lesson plans, generated both from within this church and many other UU congregations throughout the country, continue to expand into the many hundreds, giving our groups a virtually limitless supply of topics that can be explored.

In last year's report, it was noted that Dan Sorensen's group had disbanded after his death. I am very pleased to announce that Helen Wing has reconstituted that group, while also adding a couple of new members.

More information about SGM can now be found in the church library, located in the Committee Room. Books about all manner of spiritual matters can be found there and are available for borrowing.

One of the core principles of SGM is that our groups, while self-governing in most ways, are still tethered to the church. Among the ways that the Committee maintains this core relationship is by holding several leadership meetings annually

to facilitate two-way communications. During these meetings, each facilitator reports on his or her group's health and gives updates on the status of their service projects.

There have been two significant developments during the past year that have the potential of expanding this special ministry even further.

The first was the extended visit of the Rev. Alun-wyn Dafis from Wales, who spent the month of October in 2018 as an exchange minister here, while Carie served in the same capacity in his home congregation. Alun-wyn participated in two SGM events during his tenure, the first being attending an SGM meeting not only as an observer, but as a participant as well. The other was as part of the annual SGM Sunday service just prior to his return to Wales. One of the important goals for the SGM for the coming year will be to expand this SGM beachhead with his Welsh congregation.

The second opportunity was the recently concluded Starting Point program. This process was designed to introduce very new attendees, plus those with three or fewer years here, to develop a deeper understanding of our movement in general and more specifically here at the UUCC. The sessions were well attended, but more importantly, the participation, both in the open and small group settings, was vigorous. Already one member has indicated a desire to join, plus there will be ongoing communications with the other participants to keep their interest and options open for SGM opportunities.

The Committee Chair wishes to thank the committee members, Helen Zidowicki, Linda Findlay and Judy Gallant, for their support and guidance in this effort.

### SOCIAL ACTIVITIES COMMITTEE – (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

### SOCIAL JUSTICE COMMITTEE REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

### WEBSITE WORK GROUP REPORT

Website Work Group Report: UUCC Website ([www.augustauu.org](http://www.augustauu.org), [website@augustauu.org](mailto:website@augustauu.org))

Prepared by: Helen Zidowecki, **Chair, Website Work Group**  
Work Group Members: Lauren Mier (Webmaster), Lynn Smith (UUCC Administrator)

Since the work of the website work group is so closely tied to the communication goals and shares members, please see the Communication Work Group for the work that was done this year regarding the website and the work that we plan to do in the coming year.

### WORSHIP COMMITTEE ANNUAL REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED

## OTHER REPORTS

### COMMUNICATIONS WORK GROUP

#### Annual Meeting Report June 2019 Communications Work Group (CWG)

**Prepared by:** Helen Zidowecki, Chair

**Work Group Members:** Lynn Smith, Contact; Kathy Kellison

**Congregational Goal: (Communication)** "We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive."

Communication Work Group (CWG) was established May 2016 *to assess, receive, and process communication concerns in the congregation and*

- 1. determine where the work of communication resides.*
- 2. Review communication practices and policies in How Our Church Works (HOCW), including revisions and additions will be made as they are needed, working with the Office Administrator, Minister and Board.*
- 3. Increase the use of social media, the website capability and current technology as key in exploring ways to improve the interest and engagement within our church as well as in the larger community.*

Communications Work Group considerations this year include the following items.

**Policies and Procedures:** The Communications Work Group continues to note policies and procedures that are needed or that need revision. How Our Church Works is available at the following locations:

Committee Room by the Mail Slots

Drew House by phone (Kitchen area)

Judd House —Minister, Administrator, RE office and copy room.

On the UUCU website (Section on Church Life, Church Governance).

In April, the Board sent the UUCU Political Policy to the congregation for comment through two forums and opportunity for individual comments. This will be added to HOCW when finalized.

**Communication Process:** Use of **the calendar**, awareness of scheduling. Schedule space use with the Administrator, from events to informal use, as soon as possible is critical as the activities of church and outside requests for space increase. Space usage is noted on the calendar on the website. Considerations for scheduling space will become more critical as we consider rearranging use of space:

What is the time of the event, including preparation and clean-up?

Is the space accessible for those who are expected to attend?

How many participants are expected, and what are the specific arrangements needed, such as chairs and tables?

What other activities are scheduled and how would those impact you and how would your group impact them?

**Publications of the life of the church have changed a bit this year.**

- *The Flaming Chalice* moved from monthly publication to three issues a year (September, January, May), and from a focus on events to broader concerns and happenings in the

congregation. It remains the publication that is sent electronically or by mail to members, friends and visitors; is on the website; and is available in the vestibule.

- E-Blast: Wednesday is sent electronically to members and friends and visitors. The focus is on notices of upcoming events or specific announcements, especially helpful regarding what is coming up on Sunday.
- Sunday Announcements are similar in focus and content to the E-Blast, with slightly different timeframes.

Observations regarding the changes in the communications process:

- The newsletter contains articles regarding the result of events, recognition of people involved, and importance of elements of church life (such as notes from the Small Group Ministry groups). The time between newsletters decrease the number of these items. Some people are sending these notations for the Weekly Blast, which is absorbing previous newsletter items.
- The monthly newsletter was a consistent time and place to find information, both notes to/from the congregation and upcoming events. People seem to work on deadlines: initial publicity several weeks ahead with the monthly newsletter, and initial publicity closer to the event with the Weekly E-Blast. While there is excitement with the diversity and amount of activity, is the less specific time and place to find information adding to a sense of being overwhelmed and confusion?
- Some people may not receive the E-Blast and may not get to church regularly. Please share copies with people who do not use electronic media.

The importance of the **Annual Report** in giving a picture of UUCC was noted in the *Spring 2019 Flaming Chalice*. However, a number of the ministries and activities of the community are outside the board/committee/staff structure. The Communications Work Group invited reports from other areas of church life. We look forward to reading the *2019 Annual Report* as we understand the complexity of congregational structure and celebrate the vitality of the community.

**Visitor/Newcomer information** With the rearrangement of pews and chairs, items that had been on the clipboards in the pews have been moved to the Welcome Table that is available weekly in the vestibule, along with the current *The Flaming Chalice*, the new “Newcomer News” and “Visitor’s Guide,” brochures about activities in the congregation, and a couple of introductory pamphlets from the UUA. Temporary name tags and the signup sheet for permanent name tags are also there. “How to Connect With the UUCC Community” has been added to the Sunday Announcements.

#### **Opportunities for input and conversation around specific issues**

Opportunities are being made available for specific conversations, such as:

- The draft of the UUCC Political Policy (May 2 and 8)
- Finance 101/Budget Discussion (May 5)
- Newcomer Meet and Greet on the third Sunday

#### **Increase the use of technology and social media.**

Electronic communication was a vital part of our experience with the Wales congregations in the fall and is being used in services and other programs. We are working on making parts of the General Assembly (the UUA convention being held in June in Spokane, WA) accessible here at UUCC.

We are exploring website changes that will allow leaders to be able to update their own sections of the website. This increased involvement by leaders will require ongoing discussion, orientation, and collaboration by those involved.

### Annual Report 2019: Goddess/Earth Circles and Sabbats

**Earth-based spirituality** reclaims ancient traditions and shows new paths drawn from many different sources. The common thread is deep reverence and connection to the Earth, Moon, Sun and nature itself. These traditions include the cycles of the seasons and interactions with the universe as we live out our commitment to the interdependent web of existence. The eight earth festivals (Sabbats) in the Cycle of the Seasons are described in the Goddess/Earth Circles and Sabbats brochure in the vestibule and on the UUCC webpage.

**Goddess/Earth Circles** meet one Sunday a month following morning worship services to honor the variety of earth-based spiritual traditions and practices and to consider the origins, background of the earth festivals and implications for our spiritual journeys. Gatherings are open to all ages, gender and sexual identifications. Gatherings include check-in/sharing, rituals, a focus on a topic and light refreshments.

**Sabbats**, earth festivals with rituals and traditions were new this year. They have been offered by the Evergreen Grove and the UUCC Worship Committee at times and locations related to the celebrations. The broader pagan and pagan-curious communities are invited.

#### Resources:

The Brochure with the schedule of events and descriptions on the earth festivals is in the vestibule. Notices will be in the E-Blast and Sunday Announcements.

The UUCC Library collection in the Committee Room (across from the Sanctuary) includes feminist studies and spirituality, information on goddesses, and various pagan traditions (Native, Wiccan, etc.).

The UUCC website includes the schedule of events, resources and material that has been developed over the years. Go to [www.augustauu.org](http://www.augustauu.org) In banner, click on Minister, Staff and Church Life, click on Goddess/Earth Circles on menu on left side, OR just go to <https://augustauu.org/minister-staff-and-church-life/goddess-continuing/>

#### EVENTS in the last year

The year opens with **Women of Wisdom** as the focus of the September and October sessions. The Women of Wisdom celebration comes from Croning and other ancient rituals. The word crone is derived from the word *cronus* (time) and it means the wisdom gained through life long experiences. Twenty-two women have been 'croned' or recognized over the years at UUCC. In September we focused on the wisdom from experiences of the decades of our lives.

The Wisdom Celebration Luncheon on the Sunday around Samhain offers croning for post-menopausal women (usually late 50's or older). Women who have been croned are encouraged to share in the Wisdom Book, which is compiled and available for Goddess/Earth Circle participants. Witches hats are a symbol of wise women, with the peaks connecting with the wisdom of the universe. Wisdom Books are available to participants and on request.

**Yule ritual was celebrated on December 22, 2018** with the coming of the light as the days begin getting longer, hosted by Evergreen Grove and UUCC Worship Committee.

**December 23, 2018 Winter Solstice/Yule** Wiccan thoughts encourage us to engage the richness of the dark on the longest night and to celebrate the rebirth of the Sun God. *Nance Caldwell*

**January 27 Imbolc** Imbolc Celebration from the Evergreen Coven on Saturday, February 9, 4pm in the Fellowship Hall.) Deferred by snow creating changes in the church schedule, and snowed out in Imbolc, Goddess/Earth Circles incorporated Imbolc in the March session.

**March 24 Spring Equinox.** "From Winter to Spring" considered Brigid's Cross from Imbolc to absolutes and interludes in cycle of seasons. **March 24 4pm Ostara Ritual** was held in Fellowship Hall by Evergreen Grove and UUCW Worship Committee.

**April 28** we indigenous spiritual practices in the Americas lead by *Phyllis Cudmore*

**May 4, Saturday May 4th, 4 pm! Beltane** was celebrated by the Evergreen Grove and the UUCW Worship Committee, at 528 Plains Rd, Readfield. A participant in Goddess/Earth Circles attended Beltane at Popham Beach on May 5.

The church year closes with **Summer Connections (June, July and August)** On **June 23 Animal Spiritual Guides** will be explored with a Small Group Ministry Session plan. July and August will be more informal sharing, along with readings for goddess and earth circles reflections.

Goddess/Earth Circles work toward meeting the UUCW goals of Inspiration and Engagement, and Interconnectedness. Hopes and projections for 2019-2020 include:

Create/provide resources on earth-centered traditions for youth and families.

Work on scheduling sessions. In spite of scheduling and publicizing about a year ahead, we needed to adjust our schedule several times because of other activities scheduled subsequently.

Continue and increase our resources. This includes having brochures for the earth celebrations as we several years ago, to making resources that we create available, and the ongoing brochure and other publicity. These items can be included on the UUCW website.

#### CONTACTS

Helen Zidowecki, 207-582-5308, [hzmre@hzmre.com](mailto:hzmre@hzmre.com),

Information on Sabbats: Contact: Rita Moran, 207- 446-9994, [kennebecblue@gmail.com](mailto:kennebecblue@gmail.com)

#### [PEACEFUL HEART SANGHA](#)



Monastics visiting Peaceful Heart Sangha

Mainers celebrating Pam & Joyce's ordination at Blue Cliff

### Peaceful Heart Sangha Annual Report 2018 - 2019

All are welcome at Peaceful Heart Sangha - young and old, those who have never meditated and longtime meditators - including our congregation and the wider community.

- Every Monday evening, 6:30 - 8 at UCC
- Every Thursday morning, 8 - 9:30 at River Studio, 332 Water St, Hallowell

Peaceful Heart Sangha enjoyed another year of growth and deepening practice. In the fall we hosted 5 monastics from Blue Cliff Monastery who led 2 Days of Mindfulness (DOM) - one at UCC, one in Freeport. Our visiting Welsh minister Alun Dafis joined us for the DOM in Augusta. Members of our sangha shared our practice in many ways this year including a church service on the 5 Mindfulness Trainings (5 MT) at the Pittsfield UU Church, sessions on mindfulness meditation with our COA and RE groups at UCC, mentoring local High School & Middle School students in exploring mindfulness meditation, and attending and supporting retreats in our tradition around Maine, New England, and New York.

This year we celebrated the birth of 2 new websites to help share our practice - in Maine [www.mainesanghas.org](http://www.mainesanghas.org) and in New England [www.NewEnglandPlum.com](http://www.NewEnglandPlum.com). We continued to make donations to support our wider practice, UCC, and local nonprofit causes (CANMP, the warming center, the Boys & Girl's Club in Augusta). We finished reading Thich Nhat Hanh's powerful book, *Together We Are One: Honoring our Diversity, Celebrating our Connection* and began reading his book, *No Mud, No Lotus*. In January we all grew with the support of our annual January Intensive. In March we celebrated our 11<sup>th</sup>

year as PHS. In April a long time member of our sangha, Pam Robson, was ordained into the Order of Interbeing at Blue Cliff Monastery. Joyce Schelling from the Orono area also ordained.

In May we will welcome a monastic from Blue Cliff Monastery who will lead a DOM with Maine Dharma Teacher & Non-violent Communication teacher, Peggy Smith, on June 1 at the Brunswick UU church. The focus will be *Compassionate Action; Responding to the world we have*. The DOM will also offer an opportunity for a formal energetic transmission of the 5 MT for members of several sanghas around Maine as well as for anyone else who is interested.

September 27 - 29 2019 we will offer a beautiful rustic retreat at off the grid Nurture Through Nature in Denmark ME. A very skilled warm Dharma Teacher from Long Island, Jeanne Anselmo, will offer teachings and practices to support our growth.



Rev Alun Dafis with Blue Cliff Monastics



Day of Mindfulness at UCC

## **UUCC COMMITTEE DESCRIPTIONS & GROUP FUNCTIONS**

Following are descriptions of Committees, or a reference to a Bylaws section. Additional information about these Committees and other groups within UUCC are on the website. (See [www.augustauu.org](http://www.augustauu.org) ) Contact information for the Committees chairs is shown above.

### **BOARD OF TRUSTEES**

See Bylaws Article 10 Board of Trustees

### **BUILDING AND GROUNDS COMMITTEE**

The Building and Grounds Committee (BAG) manages the care of and improvements to the property owned by UUCC. Join the workdays and special work crews. With a wide variety of things to be done, from cleaning and raking, to painting and repairing, from providing refreshments for work crews, be part of making our facilities reflect our enthusiasm for our community and our faith. The Responsibilities and Activities of the Buildings and Grounds Committee are:

1. Develop and implement a program of routine and preventive maintenance for Church property and grounds; currently at 69 and 71 Winthrop Street and 6 Summer Street in Augusta
2. Submit a report to the Board in September that outlines any major repairs or improvements recommended and includes a program for routine maintenance.
3. Solicit bids with contractors or businesses for work necessary to maintain Church property and equipment, as specified in the annual plan and the safety and building access policies. In the case of bids likely to be over \$1000, the Committee must receive Board approval before soliciting bids. The Board must approve any contract over \$1000.
4. Implement UUCC policies on safety, security and accessibility.
5. Designate one member to be contacted when an emergency situation on one of the Church properties requires immediate attention. This person will respond to the emergency, consulting as necessary, and contact appropriate services to stabilize or fix the immediate situation. This person will promptly report any and all actions taken to the chair of the BAG, who will also report to the board as soon as practicable. The BAG will maintain a list of preferred services / businesses to be called, and provide a copy for the church office.
6. Arrange for snow removal and grass cutting, and carry out other routine grounds work
7. Annually solicit bids or prices for heating oil for all church buildings and purchase oil as provided by the annual budget. If a pre-buy is recommended, consult with the Treasurer and Board Chair to provide the necessary cash flow.

### **FINANCE COMMITTEE**

Oversees the financial health of the congregation so that we can live out our mission, including several subcommittees: The Stewardship, the Fundraising, and Invested Funds. The responsibilities and activities of the Finance Committee are found in the See Bylaws Article 12, Finance Committee

Responsibilities and activities:

1. Prepare an annual budget proposal for consideration by the Board of Trustees after soliciting input from the minister, church staff and the Board of Trustees. The first draft of the budget will be available for the board's April meeting, and the Finance Committee will make any revisions before the board's May meeting, in preparation for the June annual meeting for the fiscal year beginning July 1.
2. Lead the annual canvass of the membership, through the Stewardship Subcommittee with a designated chair, and reporting on the status of annual pledges to the Board at intervals prior to consideration of the budget.

3. Meet at least quarterly throughout the year, and, where necessary, make recommendations to the Board concerning adjustments to the budget.
4. Make recommendations to the Board of Trustees regarding whether to conduct an independent audit or financial review or compilation of church financial records.
5. Create a Gift Acceptance subcommittee.

The chair of the Finance Committee is selected through the Leadership Development Committee and serves on the Board of Trustees. The Treasurer serves ex officio on the Finance Committee.

The STEWARDSHIP SUBCOMMITTEE conducts the annual canvass and is designed to function as part of the Finance Committee.

The FUNDRAISING SUBCOMMITTEE conducts events each year for the support of the UUCU annual budget. Events are also intended to build community among congregation members.

Responsibilities and activities:

1. Conduct both recurring and special fund-raising events.
2. Consult with the Finance Committee or Treasurer to propose a fund-raising goal for the following year.
3. Inform members about fundraising events through the newsletter, announcements, and bulletin boards.
4. Publicize events to the broader community.
5. Coordinate the calendar with the Social Activities Committee and others, as needed.
6. Recruit members to assist with events.

The INVESTED FUNDS SUBCOMMITTEE manages the financial investments of UUCU in a fiscally and socially responsible manner, as defined by the board of trustees.

Responsibilities and activities:

1. Develop and implement a written plan for managing investments, revised annually and submitted to the board for approval.
2. Provide information and consultation with the Treasurer at least quarterly.
3. Consult with the Finance Committee during its preparation of annual budget.
4. Advise the board of trustees in all matters relating to financial investments.

One member is chosen each year through the Leadership Development Committee. At least three members, each serving a three-year term.

## HISTORY COMMITTEE

The History Committee collects, preserves, verifies and makes accessible the rich history of Universalism and Unitarianism in Augusta and how that history informs who we are as a congregation today. The entire congregation helps capture history as we make it.

The History Committee Responsibilities and Activities:

1. Acquire, catalog, archive, maintain, and preserve historic records, artifacts, and historic items belonging to the Unitarian Universalist Community Church. This includes collecting oral histories to record first-hand experiences and feeling of important events.
2. Promote the preservation of currently generated historic documents and artifacts. This includes collecting information about ongoing activities and congregants, and creating a Book of Remembrance containing short histories, pictures, and contributions of members who have died.
3. Advise as requested regarding donations and disposition of church artifacts.
4. Promote knowledge and appreciation of congregational history and heritage through periodic displays of historic documents and artifacts for the church community, articles in the Newsletter, and special History Events.

5. Establish working relationships with the Kennebec Historical Society and the State of Maine Library Archive department.
6. Prepare a chronological record of the UUCC and its antecedents

### LEADERSHIP DEVELOPMENT COMMITTEE

See Bylaws Article 8 Nominations for Elections

### MEMBERSHIP COMMITTEE

The Membership Committee welcomes visitors to UUCC, documents current membership, seeks and new members, and provides information about the Church's faith and congregation to interested persons. You are invited to assist with greeting and hospitality on Sunday mornings.

The Membership Committee responsibilities and activities:

1. Oversee the maintenance by the Office Administrator of an accurate, easily accessible, and up-to-date list of active members of the Church and a list of others with an interest in UUCC.
2. Coordinate the Hospitality and Greeting Subcommittees to plan and arrange for: greeting Sunday attendees and providing relevant information.
3. Provide nametags, literature, newcomer packets, and newsletters for Sunday service.
4. Arrange Sunday coffee hours between services, and after summer services.
5. Seek new members.
6. Welcome, communicate with, and plan activities for newcomers where information about the UU faith can be shared.
7. Promote an awareness of our Church within the larger community, and publicize the programs, events, and activities of the Church for members.

### MINISTRY, COMMITTEE ON

See Bylaws Article 14 Committee on Ministry

### MUSIC COMMITTEE

Plans, oversees and supports musical offerings and activities at Sunday services and on other occasions.

The Music Committee responsibilities and activities are:

1. Work with the minister and Worship Committee to support the life and ministry of the church through music, and advocate for the music program.
2. Make sure that the musicians have the physical resources they need (sheet music, instruments) and that these are in order and well-maintained.
3. Oversee the scheduling of pianists for worship services, and promote communication with the congregation.
4. Prepare a yearly budget request, and advise Board of Trustees on musicians' pay.
5. Maintain a connection with the larger community of UU musicians through UU Musicians Network (UUMN) membership and, when possible, attendance at the UUMN annual conference.
6. Sponsor and assist with musical events.
7. Musicians are supervised by the minister and the board president. Music for worship, other than hymns, is selected by the musicians in consultation with the minister or worship leader.

## PASTORAL MINISTRY TEAM

The Unitarian Universalist Community Church has a team of trained lay Pastoral Ministers who provide an extension to the Minister's pastoral presence. They offer a caring response to emergencies that affect individuals, families and the congregation as a whole, as well as issues within our community. The Team provides a connection to the church for members and friends when worship service attendance becomes impractical or impossible. Some members bring our church's values and concerns out into the wider Augusta community.

The CARING COOPERATIVE TEAM is led by a trained lay Pastoral Minister who is skilled in accessing needed resources within and beyond the congregation. This team facilitates the good works and assistance of the congregation when a member or friend is dealing with times of hardship, loss, illness or stress.

## PERSONNEL COMMITTEE

**Purpose:** The responsibilities of the Personnel Committee include: advising and consulting with the minister on staff related employment matters; developing and participating in selection processes for paid staff; reviewing and revising job descriptions and personnel policies and practices.

**Membership:** The Committee will consist of a chair appointed by the Board of Trustees and the Minister, as well as at least two other members of the Church. At least one member will have knowledge of and experience with personnel practices, laws and policies.

**Meetings:** The Committee will meet on an as needed basis as called by the Committee Chair or Minister.

**Hiring and Selection Processes:** The Committee will facilitate hiring processes for the paid staff to include: Office Administrator; Religious Exploration Coordinator; Youth Advisor; and Music Director. Interview panels will include membership from the Personnel Committee; Church member with subject matter expertise and other members to be determined.

The hiring panel will:

1. review job description of vacant position
2. discuss desired tasks and competencies
3. draft and circulate a recruitment bulletin
4. establish a selection plan to include interview questions and experiential demonstration/presentation as appropriate
5. conduct interviews
6. contact references; and
7. make hiring recommendations to the Board of Trustees.

### **Other Committee Responsibilities:**

- Consult with and assist the Minister with personnel issues including job performance concerns, staff development, disciplinary matters;
- Assist Staff with personnel related concerns or complaints;
- Develop and update personnel policies and Employee Handbook;
- Conduct exit interviews with departing staff;
- Participate in annual retreat and staff development related initiatives.

## RELIGIOUS EXPLORATION COMMITTEE

Supports the Religious Exploration staff in developing lifespan RE programming.

Responsibilities and activities:

1. Brainstorm with the [staff] on new ideas related to all aspects of the RE program;
2. Make consensus recommendations on the direction and implementation of lifespan RE programming;
3. Provide input to the [staff] and Board on financial decisions relevant to lifespan RE programming;
4. Ensure that RE activities run smoothly during scheduled and unscheduled absences of the [staff];
5. Coordinate certain functions during the year, such as the cookie walk, Easter activities and the spring RE volunteer appreciation.

## SMALL GROUP MINISTRY COMMITTEE

Works to ensure the vitality of the UUCC Small Group Ministry program as it furthers the mission of the church.

Responsibilities and Activities:

1. Assisting the SGM Coordinator, particularly in maintaining contact and working out issues that may arise in groups or the program
2. Recruiting and supporting leaders for Small Group Ministry (links, facilitators, topic writers);
3. Maintaining regular contact with SGM groups through their links, and offering support and information
4. Updating, creating, and revising the sessions, handbooks, and other materials used by Small Group Ministry
5. Ensuring open access to and making information about SGM available to the broader church community
6. Offering new opportunities to explore SGM, including Sunday Open Group and events such as potlucks and workshops.

## SOCIAL JUSTICE COMMITTEE

The Social Justice Committee promotes social justice, equity and compassion through words and actions. The committee uses the time, resources, and leadership of members to forge connections with and provide service to our community and the wider world. The Social Justice Committee Responsibilities and Activities:

1. Provide forums, study groups, presentations, youth activities, etc. for UUCC members to learn about social issues;
2. Maintain resources for UUCC members seeking information;
3. Identify and provide leadership for projects and actions that further its purpose;
4. Work with other organizations with similar goals; and
5. Recommend appropriate public releases concerning social issues for Board of Trustees approval.

## IMMIGRATION WORK GROUP

The IMMIGRATION WORK GROUP plans programs to raise awareness around issues of immigration, refugees and migrant worker justice and partners in activities with non-profit organizations and others with similar interests. The Group encourages and provides opportunities for action and advocacy relating to immigration issues. UUCC has: \*welcomed migrant farm workers with a summer picnic \* reached out to Muslim neighbors. \*made an award to Green Thumbs Farm in Fryeburg for its excellent relations with migrant farm workers.

## MAINE UNITARIAN UNIVERSALIST SOCIAL ADVOCACY NETWORK (MUUSAN)

In a denomination that is characterized by social activism, we are called to bring our values to bear in the public arena – in the State Legislature, in the news media, in the development of policy, in the pursuit of justice. And they do influence legislation and public policy.

Realizing that we cannot take on every issue and solve every problem, we have chosen three areas of public policy on which to focus our initial interest:

- \**Democracy in Action*, including voting rights, electoral processes, such as Instant Runoff Voting, and Clean Election laws.
- \**Health Care*, including costs, insurance coverage, MaineCare, implementation of the Affordable Care Act, and Single Payer options.
- \**Climate Change*, in all its likely guises, including rising sea levels, radical changes in agricultural practices and yields, and effects of higher temperatures on land values and the tourist industry.

### NEIGHBOR TO NEIGHBOR PARTNERSHIP

UCC partners with St. Mark's Episcopal Church to help reduce hunger and poverty in the local neighborhood. UCC members generously support the following St. Mark's programs: the Angel Food Network (UCC Summer Suppers), the Augusta Food Bank, Essentials Pantry, specifically with a quarterly Diaper Drive.

### WEBSITE WORK GROUP

The UCC Website has two primary functions:

- Inviting people who are searching for information about Unitarian Universalist and/or a connection to come and see what we have to offer.
- Providing a communication network and prominent resource for people who are already involved with UCC.

The information on this website is written by those involved with the respective programs and committees, and/or taken from UCC publications, including the *Program Book* and *How Our Church Works*.

Following privacy and Safe Congregation practices,

- Contact information may be used only when an individual's permission is obtained. The exception is for UCC staff, where name, e-mail and phone number may be listed. Sending an article or announcement with personal information included will be considered consent.
- Personal information submitted by a second party will not be included unless the second party has provided written or emailed consent.
- Additional contact information may be available in the church Directory for members and active friends. Request for that information can also be made through [info@augustauu.org](mailto:info@augustauu.org) and will be forwarded to the individual.
- Photos of activities involving people will not include identifying information, unless permission is specifically given by the person.

For a more complete policy regarding identification of individuals and use of pictures see the accompanying sections for administrative policy.

### WORSHIP COMMITTEE

The Worship Committee responsibilities and activities

1. Assist the Minister in planning, implementing, and evaluating the worship program.
2. Make arrangements for guest speakers and other persons participating in worship program.
3. Coordinate summer programs.

# BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH

## SUMMARY OF RECOMMENDED 2018 BYLAW CHANGES

### **Proposed UUCB Bylaw Changes for June 2, 2019 Annual Meeting**

[Approved by the Board on May 9]

#### **[Article 12. Finance Committee]**

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.]

#### **Existing Language:**

Section 2. Membership. The committee chair and a member-at-large are elected by the membership to one-year terms. The chairs of the Invested Funds subcommittee, Stewardship subcommittee, Fundraising subcommittee, and the Treasurer serve ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

#### **Draft Changes, Mark Up:**

Section 2. Membership. The committee chair, and a member-at-large, the Treasurer [are elected by the membership to one-year terms.] The chairs of the and members representing Invested Funds and Stewardship are elected by the membership to one-year terms. Fundraising subcommittee. The Treasurer serves ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

#### **New version:**

Section 2. Membership. The committee chair, member-at-large, the Treasurer, and members representing Invested Funds and Stewardship are elected by the membership to one-year terms. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

### **Article 14. The Committee on Ministry**

#### **Existing Language:**

Section 1. The Committee on Ministry shall be comprised of four (4) members, serving staggered two-year terms. No members shall serve more than two consecutive terms. Two (2) members will be appointed to the Committee on Ministry each year. One member will be chosen by the Minister from a list of three (3) active church members submitted by the Board of Trustees. One (1) member will be chosen by the Board of Trustees from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister.

### **Draft Changes, Mark Up:**

Section 1. The Committee on Ministry shall be comprised of four (4) **three (3)** members, serving staggered two- **three-year** terms. No members shall serve more than two consecutive terms. Two (2) **One** members will be appointed to the Committee on Ministry each year. One members will be chosen by the **Before each annual meeting**, The Minister **will submit** from a list of three (3) active church members submitted by to the Board of Trustees. One (1) member will be chosen by **The Board of Trustees will choose one member from this list for appointment to the Committee on Ministry.** from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees. select a chair from among its three members.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister. by the same method specified in Section 1.

### **New Version:**

Section 1. The Committee on Ministry shall be comprised of three (3) members, serving staggered three-year terms. One member will be appointed to the Committee on Ministry each year. Before each annual meeting, the Minister will submit a list of three (3) active church members to the Board of Trustees. The Board will choose one member from this list for appointment to the Committee on Ministry.

Section 2. The Committee on Ministry shall select a chair from among its three members.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the same method specified in Section 1.

### **Purpose of Changes:**

#### **Finance Committee**

The new provisions of Article 12, Section 2, completes the transition away from previous church bylaws that established an Invested Funds Committee, but no Finance Committee, to the new practice, which coordinates financial affairs through a Finance Committee, with no Invested Funds Committee – although one designated Finance Committee member continues to serve that function. The Stewardship member is retained; the Fundraising subcommittee has been eliminated at the request of the Committee. The new language also clarifies that all members of the Finance Committee serve one-year terms, and are elected by the membership.

#### **Committee on Ministry**

The new provisions incorporate changes recommended by the UUA, and also conform the bylaws to current practices. **Section 1** is amended to specify that each member serves a three-year term, rather than two consecutive two-year terms, and it changes the system where, in alternate years, the board submitted three candidates to the minister, and the minister submitted three candidates to the board. Now, the minister submits the names, and the board selects from among those three candidates. **Section 2** is amended to entrust the responsibility for electing the chair of the Committee on Ministry with the committee, rather than with the approval of the Board. **Section 3** is amended to remove the Board from sole decision-making responsibility concerning vacancies on the Committee, and instead specifies that the list of three names will be offered by the Minister.

**EXISTING  
Bylaws of the Unitarian Universalist Community Church  
Augusta, Maine  
As amended, June 2017**

**Article 1. Name**

The name of this religious society shall be the Unitarian Universalist Community Church of Augusta [UUCC hereafter]

**Article 2. Purpose**

The purpose of the UUCC shall be to worship and operate consistent with our mission and vision.

The *mission* of the UUCC is to worship, learn, and minister together embracing diversity and religious freedom.

The *vision* of the UUCC is to:

- enhance spiritual growth;
- provide a respectful religious home for all ages;
- join in celebration and friendship;
- be a common voice for justice;
- share the light of our principles with the wider community

We also:

- affirm, defend, and promote the worth and dignity of every person;
- promote and provide religious exploration for all in our congregation;
- promote a deliberately diverse and inclusive congregation that welcomes and supports all forms of respectful, loving, age-appropriate relationships: gay, lesbian, bisexual, transgender or straight; and
- create an inclusive ministry in the community and work against oppression in all its forms.

**Article 3. Non-Discrimination Policy**

The Unitarian Universalist Community Church of Augusta, Maine declares and affirms its responsibility to promote the full participation of persons in all activities and in the full range of human endeavor, without regard to race, color, gender expression, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed, in accordance with our safe congregation policy.

**Article 4. Denominational Affiliation**

This church shall be a member of the Unitarian Universalist Association of Congregations and of the Northern New England District of the Unitarian Universalist Association of Congregations.

**Article 5. Membership**

Section 1. Any person 13 years of age and over may become a member by signing the membership book and declaring him/herself in sympathy with the purpose of this church, participating in congregational life, including congregational meetings, making an annual pledge, and transmitting this information to any officer of the church. The person will be acknowledged as a voting member by the Board of Trustees at its next scheduled meeting.

Section 2. The Board of Trustees may remove members from the rolls if:

- the member has not attended or financially supported the church for over a year's time; and
- there is no positive response within 30 days to a written notice asking if the person wishes to remain an active member or be removed from the rolls.

Section 4. Any member may withdraw his/her membership at any time by so notifying the Clerk of the church.

#### **Article 6. Authority**

All authority rests in the membership and is exercised through the meetings of the membership except as herein delegated.

#### **Article 7. Membership Meetings**

Section 1. The business meetings of the congregation shall be referred to in these bylaws as "membership" meetings, and shall be open to all.

Section 2. An annual membership meeting shall be held on the first Sunday in June of each year. Copies of an Annual Report (containing reports from the Minister, Director of Religious Exploration, Clerk, Board of Trustees, Treasurer, and committees, election information, and bylaws) shall be made available at the church 10 days before this meeting. Budget and end-of-year financial materials shall be available at this meeting.

The business shall be:

- to elect Officers of the church, Members-at-Large of the Board of Trustees, Chairs of all standing Committees, except the Committee on Ministry, and all other elected positions.
- to hear the Minister's annual report and other reports scheduled by the Board;
- to vote on the proposed annual budget of the church; and
- to transact any other necessary business for which notice has been given.

Section 3. Special membership meetings may be called by the Board of Trustees for any purpose deemed important for the maintenance and/or enhancement of the church.

Section 4. The Board of Trustees shall call a membership meeting if petitioned in writing by twenty percent (20%) of active members. The request must state the business to be considered, and actions at the meeting shall be limited to the stated purpose. The meeting must be held within 30 days of the request.

Section 5. Notices for all membership meetings shall be transmitted at least 10 days prior to the date of such meetings, and shall include a description of the subjects to be considered, date, time, and location.

Section 6. Thirty percent (30%) of the active membership shall constitute a quorum.

Section 7. Voting at membership meetings shall be afforded to members only. Voting shall be by ballot upon any issue, upon request by any member. Except where otherwise specified here, the outcome of votes will be determined by a simple majority of those present and voting.

Section 8. The Board of Trustees shall select a member of the church to act as a Moderator during membership meetings.

Section 9. The rules contained in Robert's Rules of Order, Revised shall govern in all issues as to which they are applicable, to the extent that they are consistent with these bylaws or special rules of order adopted by the active members in the course of the membership meeting to which said special rules of order are to apply.

## **Article 8. Nominations for Elections**

Section 1. The Leadership Development Committee shall serve until the final election of the Board of Trustees. The President of the Board of Trustees shall convene the first meeting of the Leadership Development Committee to deliver the charge to the committee, and answer any questions.

Section 2. The Leadership Development Committee shall nominate the officers, members at large of the Board of Trustees, chairs of standing committees, and member-at-large of the Finance Committee.

Section 3. The Leadership Development Committee shall publish the slate of qualified candidates 10 days prior to the General Elections annual membership meeting. The Committee shall, of possible, avoid nominating persons to a third consecutive term and shall nominate for the chairs of the committees persons who have served on those same committees for at least one year.

Section 4. Nominations for the Board of Trustees positions may be made by petition of ten (10) active members to the Clerk of the Board. This list will be published prior to the election and shall be made available at the church at least one week in advance of the General Elections annual membership meeting. Such nominations shall be included in the slate for the position to be filled.

Section 5. Nominations for any position may be made from the floor at the General Elections annual membership meeting.

## **Article 9. Officers**

Section 1. The elected officers shall be:

- President
- Vice President
- Clerk
- Treasurer.

Section 2. All officers must have been members for a minimum of one year.

Section 3. The President shall:

- preside at meetings of the Board of Trustees;
- be the chief executive officer;
- delegate responsibilities to others as appropriate.

Section 4. The Vice President shall:

- chair the Council on Leadership
- discharge the duties of the President in his/her absence;
- aid and assist the President in his/her administrative duties; and
- succeed to the Presidency for the unexpired portion of the term upon the death, resignation, or removal of the President.

Section 5. The Clerk shall:

- provide for the written record of all proceedings of the Board and meetings of the church;
- issue notices of meetings;

- conduct the correspondence of the Board;
- verify the membership list prior to all membership meetings, and determine the proper quorum requirement, and determine the proper numerical vote required for all issues; and
- be an ex officio member of the Membership Committee.

Section 6. The Treasurer shall:

- be custodian of all monies and securities;
- present the current financial statement at each meeting of the Board and the membership meeting at which there is a vote on the proposed annual budget;
- keep a full and accurate account of all receipts and disbursements and present these records upon reasonable notice, except for identification of individual pledges;
- submit the books to be examined annually by a person(s) designated by the Board;
- be bonded at the expense of the church; and
- serve as an ex officio member of the Finance Committee in preparing budget recommendations for the next fiscal year.

**Article 10. Board of Trustees**

Section 1. The Board of Trustees shall consist of the officers, the immediate past president, members-at-large, youth member, and the Chair of the Finance Committee. Ex officio members shall include the Minister and the Director of Religious Exploration. The immediate past president shall serve for one year.

Section 2. Vacancies on the Board shall be filled by appointment of the President, subject to approval of the Board. Persons appointed to fill vacancies shall serve until the next membership meeting.

Section 3. The Officers of the Board of Trustees shall serve a one-year term. There shall be three members of the Board of Trustees elected at large by the membership for staggered three-year terms. One member shall be elected each year. There shall be one youth member of the Board of Trustees elected at large by the membership for a one-year term. Members at large will serve as liaisons to the standing committees. Board members and officers will not serve as chair of standing committees, except for the Finance Committee.

Section 4. The members of the Board of Trustees shall assume office immediately following the vote of the slate of officers at the General Elections annual membership meeting. The Board shall have its first organizational meeting at the next regularly scheduled Board meeting.

Section 5. The Board shall hire and dismiss all employees of the church not elected by its members, and shall determine conditions of employment.

Section 6. The outcome of votes of the Board shall be determined by a simple majority of those present and voting.

Section 7. Attendance at Board meetings is a necessary function of all members of the Board of Trustees. Resignation from the Board may be requested by the President with Board approval if an individual's absence interferes with the workings of the Board.

Section 8. The Board of Trustees shall:

- conduct and approve all business transactions of the church, consistent with these bylaws;
- implement the decisions and policies of the membership, guided by the Strategic Plan;
- <sup>a</sup> establish such policies and appoint such persons and committees as necessary to achieve these

functions and fill vacancies among committee chairs until the next annual meeting;

- maintain a balanced budget with the provision that the Board may make changes to the annual budget not to exceed 10 percent of the total; and
- publish a written annual report.

Section 9. A quorum of the Board shall consist of two-thirds of the positions filled at the time of the vote, provided that at least one-half of the Board's positions as specified in these bylaws are filled.

#### **Article 11. Council on Leadership**

The Council on Leadership consists of the chairs of all standing committees, and is chair by the vice president of the board. It shall meet at least three times a year and will set goals and coordinate joint activities among the various committees, and carry out assignments as directed by the board.

#### **Article 12. Finance Committee**

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.

Section 2. Membership. The committee chair and a member-at-large are elected by the membership to one-year terms. The chairs of the Invested Funds subcommittee, Stewardship subcommittee, Fundraising subcommittee, and the Treasurer serve ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

#### **Article 13. Standing Committees**

Section 1. The Board of Trustees shall authorize other committees necessary to carry out the business of the church and will keep a list of committees and the charges of the respective committees. This list will be posted in the church and will be included in the annual report of the Board of Trustees. All authorized committees will submit a report for the church's annual membership meeting. No members of the congregation shall chair more than one standing committee.

#### **Article 14. The Committee on Ministry**

Section 1. The Committee on Ministry shall be comprised of four (4) members, serving staggered two-year terms. No members shall serve more than two consecutive terms. Two (2) members will be appointed to the Committee on Ministry each year. One member will be chosen by the Minister from a list of three (3) active church members submitted by the Board of Trustees. One (1) member will be chosen by the Board of Trustees from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister.

Section 4. The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. The Committee on Ministry focuses on all aspects of the congregation's shared and professional

ministry.

- the Committee shall meet regularly in a non-crisis, goal-oriented manner with an agenda to explore the various concerns and challenges of the Minister/Congregation relationship and the Congregation's own role and agreed-responsibility in shared ministry.

- the Committee shall assist and support the Minister in his/her plans for professional development, continuing education, sabbaticals, etc. The Committee shall alert the Board to any emerging concerns between the Minister and Congregation.

- consult with the Minister and submit an annual compensation recommendation to the Board of Trustees; and

- the Committee shall promote and facilitate healthy relationships in all aspects of professional and shared ministry. The committee shall receive, investigate and respond to all matters affecting the shared ministry of the congregation and the professional ministries. The Committee shall alert the Board to any emerging concerns.

## **Article 15. Minister**

Section 1. A candidate for the office of Minister of this church shall be nominated as outlined in the Article of these bylaws concerning the Ministerial Search Committee. The Minister shall be called by means of a vote at a membership meeting held for the purpose of decision on a candidate nominated by the Ministerial Search Committee. The Minister shall be considered to have indefinite tenure upon election by the membership.

Section 2. A contract detailing the terms of agreement between the Minister and the congregation shall be proposed by the Ministerial Search Committee, agreed to by the Board of Trustees, signed by the officers of the church, and shall be reviewed annually by the Board of Trustees.

Section 3. A Minister may be dismissed by a two-thirds vote of the members present at any meeting convened for that purpose. In the event of a potential dismissal, the advice of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association will be sought.

Section 4. The Minister shall continue his/her duties for 90 days after written notice of resignation is received by the President, or after membership decision for dismissal, unless it is mutually agreed otherwise.

Section 5. The Minister shall:

- be in the fellowship with the Unitarian Universalist Association of Congregations;
- have primary responsibility for worship and other religious ceremonies;
- be an ex officio member of the Board of Trustees
- be available for advice and guidance of members and committees when requested;
- in consultation with the President, supervise all employees and maintain written jobs descriptions for each position, and coordinate the administrative and communicative aspects of the church;
- report at the annual membership meeting any matter which seems pertinent to the general welfare of the church, and make such recommendations as in his/her judgment may be appropriate; and
- keep complete and accurate vital statistics (that is, marriages, dedications, and deaths) concerning the membership.

## **Article 16. Ministerial Search Committee**

Section 1. In the event of a vacancy in the office of the Minister, the members of the church shall elect a Ministerial Search Committee.

Section 2. The Ministerial Search Committee shall consist of seven (7) members of the church. Two (2) members of the Committee will be selected by the Board of Trustees, and five (5) members will be elected from the membership at a special meeting following the rules for selection of the Leadership Development Committee.

Section 3. The membership shall instruct the Ministerial Search Committee regarding the general terms of agreement that it shall tentatively negotiate; a tentative salary shall be approved by the membership prior to any interviews.

Section 4. The Ministerial Search Committee shall:

- consult with appropriate members of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association;
  - conduct a membership survey;
  - interview potential candidates and select one;
  - make necessary arrangements to ensure the candidate has reasonable knowledge of and acceptance of the church, its membership, finances, and Bylaws, and of the community at large;
  - agree tentatively in writing with the selected candidate regarding the terms of agreement;
  - nominate such candidate, with the Board of Trustees' concurrence, at a membership meeting called for the purpose of decision on that candidate, and present the terms of agreement for action at that meeting;
  - prepare a contract containing the detailed terms of agreement, in consultation with the candidate, and propose it to the Board of Trustees;
  - assist the new Minister to become settled and acquainted in the community; and
- comply in all matters with the UUCU Non-Discrimination Policy.

Section 5. Any vacancies on the Ministerial Search Committee can be filled by nomination of the President with the Board of Trustees' approval.

#### **Article 17. Calling a Minister: Quorum and Plurality of Call**

The Ministerial Search Committee shall present a Ministerial Candidate to the membership. The minister shall be called by at least an eighty percent (80%) vote of the voting membership present at a special congregational meeting held for that purpose. The vote to call a minister shall be by written ballot. One half (1/2) of the members eligible to vote shall constitute a quorum at such special congregational meeting.

#### **Article 18. Fiscal Year**

The fiscal year shall be set at July 1 through June 30 of each year.

#### **Article 19. Bylaws and Amendments**

Section 1. Suggested changes for these bylaws shall be submitted to the Clerk, and if approved by the Board of Trustees, shall be presented to the membership.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at any membership meeting, provided that written notice of any proposed change is included in the notice for that meeting, at least 10 days prior to the meeting.

Section 3: If for five years no amendments shall have been made to these Bylaws, the president shall appoint, with the concurrence of the Board, a bylaw committee to review this document.

## **Article 20. Dissolution**

In the event of dissolution and liquidation of this corporation, either voluntarily or involuntarily, the Board of Trustees (in the event of voluntary dissolution) and the appropriate public official (in the event of involuntary dissolution) shall transfer any surplus in excess of the corporation's outstanding liabilities to the order of the Northern New England District, Unitarian Universalist Office for Maine, New Hampshire, and Vermont, 10 Ferry Street, Suite 318, Concord, NH 03301.

Revised 8/04 to include amendments passed at the June 6, 2004 Annual Meeting  
Revised 6/05 to include amendments passed at the June 5, 2005 Annual Meeting  
Revised 3/09 to include amendments passed at the March 9, 2009 Membership Meeting  
Revised 6/10 to include amendments passed at the June 10, 2010 Annual Meeting  
Revised 6/12 to include amendments passed at the June 3, 2012 Annual Meeting  
Revised 6/13 to include amendments passed at the June 2, 2013 Annual Meeting  
Revised 6/17 to include amendments passed at the June 4, 2017 Annual Meeting