

**Unitarian Universalist  
Community Church  
Augusta, Maine**



**Annual Report  
2019-2020**



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## BOARD & COMMITTEE LISTS

### BOARD AND COMMITTEE ON MINISTRY LISTS

#### **Board Members**

**President**, Jill Watson

458-4437 (C)

Jillwatson223@gmail.com

**Vice-President**, Kathy Ann Shaw

620-4082 (C)

626-5744 (H)

KathyAnnShaw@roadrunner.com

**Clerk**, Susan Caldwell

446-0079 (C)

jscaldwell@roadrunner.com

**Treasurer**, Nancy Fritz

621-9743

treasurer@augustauu.org

**Finance**, Catherine Palmer

458-7384

PalmerCatherineMaine@gmail.com

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

557-1550

IamDavid3000@yahoo.com

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

620-0532

imgmark@gmail.com

**Member-at-Large (2022)** – Kevin Kane

620-6664 (H)

215-2891 (C)

jkakane@msn.com

**Youth Representative**, Oliver Gottlieb

549-5198

#### **Committee on Ministry**

Jim Caldwell, **Chair (2020)**

458-7346 (C)

Jmcaldwell976@gmail.com

Michaela Loisel **(2021)**

592-5655

MichaelaTLoisel@gmail.com

Kathy Kellison **(2022)**

445-4415

kell6787@gmail.com

## COMMITTEE AND WORK GROUP LISTS

### **Communications / Website Work Group**

Helen Zidowecki, Chair  
582-5308 (H)  
440-7707 (C)  
[hzmre@hzmre.com](mailto:hzmre@hzmre.com)

### **Congregational Engagement Working Group (CEWG)**

#### **Board Members:**

Susan Caldwell  
582-8658 (H)  
446-0079 (C)  
[jscaldwell@roadrunner.com](mailto:jscaldwell@roadrunner.com)  
Kevin Kane  
620-6664 (H)  
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Nancy Fritz  
621-9743  
[treasurer@augustauu.org](mailto:treasurer@augustauu.org)

#### **Committee on Ministry members:**

Michaela Loisel  
592-5655  
[MichaelaTLoisel@gmail.com](mailto:MichaelaTLoisel@gmail.com)  
  
Kathy Kellison  
445-4415  
[kell6787@gmail.com](mailto:kell6787@gmail.com)

### **COVID-19 Advisory Group**

Betty Cairn, RN  
[StonehengeMaine@yahoo.com](mailto:StonehengeMaine@yahoo.com)  
(207) 215-6394

Terry Lee Cairn, ND, MSOM, Lac.  
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(207) 557-2557

Harry Grimmnitz, MD  
[hgrimmnitz@gmail.com](mailto:hgrimmnitz@gmail.com)  
(207) 685-9270

### **COVID-19 Advisory Group (Cont.)**

Cathie Nielsen, MD  
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(207) 441-0248

Marty Soule, PA-C  
[martysoule@gmail.com](mailto:martysoule@gmail.com)  
(207) 685-9270

### **Discernment Team**

Karen Foust, Chair  
441-8971  
[karmafoust@gmail.com](mailto:karmafoust@gmail.com)

### **Facilities <Vacant>**

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

Bill Allen, Chair  
622-3868 (H)  
699-6567 (C)  
[kwallen@ghi.net](mailto:kwallen@ghi.net)

**Finance**, Catherine Palmer  
458-7384  
[PalmerCatherineMaine@gmail.com](mailto:PalmerCatherineMaine@gmail.com)

**Fundraising**, No Chair  
Individuals leading events

**Invested Funds**, Chair  
Wick Johnson  
(207) 441-3000  
[clj@kennebec.com](mailto:clj@kennebec.com)

**Stewardship**, Chair  
Vacant

**Member-at-Large**  
Harry Grimmnitz  
685-9270  
[hgrimmnitz@gmail.com](mailto:hgrimmnitz@gmail.com)

**History, Chair**

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

**Leadership Development**

Martha Naber  
887-1104  
naber@zwi.net

**Membership, Chair <Vacant>****Hospitality (Board Vice President)**

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

**Music, Chair**

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

**Orchestra, Director**

Dan Gilbert  
620-0003  
Dangilbertbass1990@gmail.com

**Pastoral Ministry, Chair**

Martha Pelletier  
685-9592  
Mjpell14@roadrunner.com

**For Pastoral Emergencies, contact:**

Rev. Carie Johnsen  
623-3663 (W)  
(508) 221-5295 (C)  
revcariejohansen@gmail.com

**Caring Cooperative****For meal support:**

Nancee Campbell  
621-7727  
Nancee1944@gmail.com

<Continued in next column.>

**Caring Cooperative (Cont.)****For card requests:**

Angie Blevins  
462-5619  
Enjoyart2Day@gmail.com

**Personnel Committee, Chair**

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

**Religious Exploration, Chair**

Martha Naber  
887-1104  
[naber@zwi.net](mailto:naber@zwi.net)

**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, Chair**

Vacant

**Augusta Food Bank &  
Bridging the Gap**

Stef Barley (co-chair)  
629-8890  
stefbarley@gmail.com

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

**Capital Area New Mainer's Project****(UCC Mentor Teams)****1<sup>st</sup> Team:**

Leader: Marty Thornton  
333-0938  
Marty.thornton@gmail.com

**Capital Area New Mainer's Project**  
**(Cont.)**

**2<sup>nd</sup> Team:**

Leader(s): To be determined  
In the interim, please contact:  
Christine Little  
445-7042  
[calittledance@gmail.com](mailto:calittledance@gmail.com)

**3<sup>rd</sup> Team**

Leader: Pam Lombard  
458-4409  
PamLombard@gmail.com

**Kennebec Advocacy Team**

Debbie Mattson  
557-2697  
debbiemattson@hotmail.com

**Kennebec Valley Organization**

UUCB Rep. (Roberta Record)  
623-2848  
Rrecord2002@yahoo.com

**Maine Unitarian Universalist Social  
Action Network (MUUSAN)**

Dale McCormick, UUCB Liaison  
242-9278 (C)  
Dmccormick11@aol.com

**Neighbor to Neighbor Partnership  
(St. Mark's Public Suppers)**

Catherine Palmer, Chair  
458-7384 (C)  
Catherinepalmermaine@gmail.com

**Website Workgroup**

Now part of the Communications/  
Website Work Group—SEE ABOVE

**Worship**

Gary Chapin, Chair  
485-1023  
garyparkerchapin@gmail.com

**Greeting <Vacant>**



# REPORTS - OFFICERS AND STAFF

## CLERK'S REPORT

### **UCC Annual Meeting Minutes June 2, 2019 10:00-11:55 am in UCC Sanctuary**

**Present:** Over 63 UCC members and several UCC friends gathered in the sanctuary for the Annual Meeting as Spiritual Practice on Sunday morning.

**Other Relevant Documents:** The following hard copy materials were provided to those gathered at the annual meeting and some are referenced in the minutes here:

- UCC Annual Meeting at Spiritual Practice – Sunday morning bulletin
- UCC Annual Report 2018-2019
- Addendum to the 2018-19 Annual Report
- UCC May 2019 Treasurer's Report
- Resolution Presented to the UCC Annual Meeting, June 2, 2019
- Roots and Wings: Affirming, empowering, equipping and sustaining UU Justice Leaders in Maine

#### **Minutes:**

##### I. Call to Order:

Rev. Carie Johnsen welcomed all to the annual meeting morning service and we proceeded with announcements, opening words and chalice lighting before Board President Jill Watson called the meeting to order shortly after 10:00 am.

##### II. Establishing a Quorum:

Board Clerk confirmed that a quorum of the membership was reached. When the meeting began just after 10:00 am 60 members were present. Others trickled in over the next few minutes. A 30% quorum of 191 members is 58 members.

##### III. Electing a Moderator:

A motion was made and seconded electing Nancy Fritz as moderator. No discussion. All voted unanimously in favor.

##### IV. Report of Committees:

The annual report and addendum were referenced containing committee reports. A motion was made and seconded to accept the report of committees. No discussion. All voted unanimously in favor.

##### V. Presentation of Bylaw Changes

Doug Rooks provided a brief summary of the two proposed bylaw changes that were approved by the Board on May 9. The *Finance Committee* has evolved over the last few years and has become an important part of the church leadership. This

bylaw change merges specific financial responsibilities into one committee of at least five members and notes that the Chair will serve on the Board of Trustees.

Proposed changes to the bylaws relevant to the *Committee on Ministry* were initiated by UUA guidelines and relate to the way members are recruited and selected. Each year the Minister will provide three names to the Board as potential candidates and the Board will select one to serve. Also the number of people on the committee is reduced from 4 to 3 members. It was confirmed that members can bring concern regarding ministerial misconduct or questions to the Committee on Ministry who will discuss these issues without the minister. The Committee considers the shared ministry of the church and the overall health of the staff and congregation.

#### VI. Vote on New Bylaw

A motion was made and seconded to accept the proposed bylaw changes. There was no further discussion. One opposed. Two abstained. The remainder voted in favor and the motion passed.

#### VII. Report of the Treasurer

Debbie Mattson served as moderator for the duration of VII and VIII agenda items as Nancy Fritz currently serves as UUCC Treasurer. The May 2019 document reflects the status of the current fiscal year income and expenses as of May 31, 2019. As of that date we have received 92% of budgeted income and have spent approximately 90% of budgeted expenses. We anticipate up to \$9,989 in pledge income and a similar amount in anticipated expenses before the end of the month. Based on estimations and experience, Nancy projects that it's likely we will come out about even by the end of the fiscal year – June 30, 2019. The Treasurer's report will also be reviewed at the June Finance Committee meeting and the June Board Meeting. A motion was made and seconded to accept the report of the Treasurer. There was no more discussion. All voted unanimously in favor.

#### VIII. Vote on the Proposed Budget

Nancy thanked members of the Finance Committee, Board and special budget working group for their work building the proposed budget for UUCC's coming fiscal year. It has been a thoughtful and challenging process. For the first time in many years, the budget being presented is not a balanced budget, but rather a deficit budget showing an anticipated shortfall of \$6,068. The congregation had an opportunity to participate at a Finance 101 meeting earlier in the spring. At that time, the budget reflected a proposal to rent the Drew House to a New Mainer family which was anticipated to provide income. Feedback received from various members at the Finance 101 meeting raised concern with this option. It was decided that the process did not allow enough time for transparency and congregational participation in the decision-making process and there was not enough confidence in budget estimations to proceed with this option for this coming year. So the budget presented today reflects the cost of our shared ministry and retains the Drew House for church use and programming rather than income production. The gap between expenses and income will need to be filled. Since the budget concerns were raised to the congregation some members have offered to increase their pledges. (Nancy estimates approximately \$2,100 in additional income has been pledged.) If others are inclined to increase their pledges, it was suggested they do so by contacting Martha Naber and Lynn Smith. In previous years we have chosen to use one-time gifts to fill budget gaps and there are not any one-time funds anticipated this year. Nancy asked Wick Johnson to speak.

Wick has been a leader in considering the financial sustainability of the church for many years. He has worked in this past year with others to manage investment funds appropriately. We need to continue to focus on the long term sustainability of the church and this was a topic of the budget working group developing the proposed budget. Over the past few years our work and budgets have been aspirational. Presenting the current budget reflects a respect for the strength of this congregation to meet the needs of our shared ministry. We need to plan for the next decade of financial health. We have benefitted from one-time gifts and bequests in the past to renovate our buildings and now those funds are not available in reserve. It's good to be honest and transparent at the outset of the year regarding our financial needs and the Finance Committee will begin the process of considering our next year budget starting as early as the fall of 2019. We will ensure that the process is respectful of full congregational participation. We are grateful for current members who are considering a large fundraiser (up to \$10,000) to help meet the financial needs. So, this is the right budget to present and the right message to share with the congregation.

Questions: At this time, there is no plan to hold a meeting to discuss an alternative future use of the Drew House. If the option arises again, the congregation will be included in the decision-making process. We are not including a raffle event in this coming year budget as those engaged last year think we may find more effective means of fundraising. We did not meet our goal of reaching \$20,000 income last year. Catherine Palmer and Greg Brookbank have offered to lead the effort to do a new large fundraiser, but the details are yet to be determined. It was confirmed that the Board is responsible for managing the church budget going forward with the guidance of the Finance Committee recommendations.

A motion was made and seconded to accept the UUCC Proposed Budget for 2019-2020. No further discussion. One opposed. All others voted in favor and the motion passed.

Before proceeding with annual meeting business we took time to appreciate outgoing church leaders.

#### IX. Leadership Development and Vote

Doug Rooks served in the role of leadership development and presented the slate of Officers and Board and Committee Chairs listed in the Addendum document. He is pleased to report all Board vacancies are filled if the slate is approved. However, there are two committees with no nomination for Chair in the proposed slate. Nominations from the floor are considered if the person nominated is present and willing to accept the nomination. All commitments are for one-year terms unless otherwise noted. It was noted that Martha Naber would like to serve as Chair for both the Religious Exploration Committee and the Leadership Development Committee. This is subject to suspension of the bylaw provisions governing committee chairs which states that no one will serve as Chair for more than one committee. Nancy Fritz suspends the bylaw allowing Martha to serve in this proposed capacity. No nominations were proposed from the floor. A motion was made and seconded to accept the UUCC Nominations 2019-2020 slate. All voted unanimously in favor.

**UUCC Nominations for 2019-20 (REVISED) <From addendum to the 2018-19 Annual Report>**  
**(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: Catherine Palmer  
    Member at Large: Harry Grimmnitz  
    Invested Funds: Wick Johnson  
    Stewardship: No nomination  
History Chair: Helen Zidowecki  
Leadership Development Chair: Martha Naber  
Membership Chair: No nomination  
Music Chair: Hannah Faulkner  
Religious Exploration Chair: Martha Naber \*  
Small Group Ministry Chair: Michael Conley  
Social Activities Chair: Cheryl Clukey  
Worship Chair: No nomination

\* Subject to suspension of the bylaw provisions governing committee chairs, for one year.

We proceeded with Commissioning of Church Leaders and Affirming Claire Curole's Path to Ordination.

X. Announcements, Recognitions and Milestones

Wick Johnson, Liza Gottlieb and Martha Naber were recognized and thanked for their contribution this past year to the financial health of UUCC.

XI. Any Other Business

Rev. Carie drew the congregation's attention to the flyer called Roots and Wings: Affirming, empowering, equipping and sustaining UU Justice Leaders in Maine. She is excited to share that there are four congregational organizations and four ministers working together on this collaboration to develop a new program for justice work.

*Political Advocacy Policy and proposed Resolution:* Nancy noted that the Board recently adopted a new Political Activity Policy in May 2019. A discussion of that policy is not on the present annual meeting agenda. But, we have the opportunity to consider a “Resolution presented to the UUCC Annual Meeting, June 2, 2019.” Copies of the one page document were handed out to congregants. However, the UUCC bylaws require a 10-day notice for submission of an agenda item to be included in the annual meeting agenda. Therefore we can consider this Resolution only if we vote to suspend that bylaw. There was considerable discussion to follow – some suggesting that we take the time to consider this Resolution and others advising against including something in the agenda without proper process or opportunity for congregants to consider implications and context. After spending some time seeking clarity regarding the decision and vote to be made, Claire Curole called the question to stop debate regarding suspending the bylaw. A vote was taken and 58 voted “yes” to stop debate. Three abstained and three voted no. Debate ceased. A second vote was then taken regarding whether or not to allow suspension of the bylaw so that the Resolution could be considered. The close vote was counted and confirmed. 29 voted “yes” to suspend the bylaw and discuss the Resolution. 31 voted “no” to suspending the bylaw. 5 abstained. Therefore, the bylaw was not suspended and the Resolution was not discussed.

## XII. Adjournment of the Meeting

A motion was made and seconded to adjourn the meeting. The meeting adjourned at 11:55.

The congregation proceeded with a closing hymn, benediction and then annual fire drill before returning to the fellowship hall for fellowship hour.

*Respectfully submitted by Susan Caldwell, Board Clerk*

## NOMINATIONS TO BOARD OF TRUSTEES – LEADERSHIP DEVELOPMENT REPORT

### **Proposed Slate of Board of Trustees UUCC Fiscal year 2020-2021**

Submitted by Leadership Development Chair, Martha Naber

(All terms are one year unless otherwise noted)

<b>Position</b>	<b>Name</b>	<b>A bit of information contributed by each proposed Board member</b>
President	Kathy Ann Shaw	Kathy joined UUCC shortly after Rev. Carie was called. She became a member of the worship committee and served as the committee’s chair for three years. Later, Kathy joined the finance committee serving as chair for two years thus a member of the board. She has been Board Vice-Chair for 2019-2020. Kathy has a B.A. from the University of Maine in Art History/Aesthetics/Religion and an M.A. in Museum Studies from John F. Kennedy University in San Francisco. She returned to Maine in 1986 and had a career with the Maine Arts Commission for 30 years. She is now retired and lives in Augusta with her husband and Newfoundland dog Sammie.
Vice President	Wick Johnson	Wick Johnson has been an active UU since the 1970's. He joined the Winthrop Street Universalist Church in 1984. Prior to merger, he was a

	<p><b>NOTE:</b> a different candidate was nominated by petition for this seat on the board.  <u>&lt;See below&gt;</u></p>	<p>board member and Chair of the Board. After merger he joined the Invested Funds Committee and he has served on the Invested Funds Committee the majority of the time since then. One of the goals of the Invested Funds Committee was to increase income from the Ballard Trust. In 2019, after years of negotiation by multiple Investment Committee chairs, the Investment Committee convinced Key Bank to resign as Trustee and the fund balance was transferred to the Maine Community Foundation. As a result income to the UUC from the Trust more than tripled from \$2,500 to \$8,000 per year. He was also a member of the Committee on Ministry at the beginning of Carrie's ministry. His proudest accomplishment at the Church was overseeing the rejuvenation of the church facility in 2009. At that time the sanctuary was realigned, windows were added and the entire building was refreshed. Because of all the Church means to him he will be honored to again serve on the Board if elected.</p>
Clerk	<p>Sue Caldwell</p> <p><b>NOTE:</b> a different candidate was nominated by petition for this seat on the board.  <u>&lt;See below&gt;</u></p>	<p>Susan has been a member of UUC for about a dozen years and has served as UUC Board Clerk for the past 2 years. She brings a commitment to the UU principles and to showing up to listen and contribute in volunteer service to the community. Previously Susan volunteered many years with the Religious Exploration program and served as Chair for 3 years. She and her husband Jim have raised 2 sons, Joshua (23) and Charlie (20) who grew up benefitting from the church community. She works with The Nature Conservancy as Conservation Coordinator and also serves on the Board of the Kennebec Land Trust.</p>
Treasurer	<p>Martha Naber</p>	<p>Martha has been a UU church member for 30+ years. She served on non-profit boards for several organizations for over 20 years. On these boards she reviewed budgets, analyzed financial policies, program plans and outcomes and approved grant proposals. She served UUC as a Board member, Vice President and President of the Board. She was the co-chair of the stewardship campaign in 2019 and with Nancy Fritz co-chaired the very successful Winter Wonderland Church Fair for two years. She is a very organized, detail type person and looks forward to learning from Nancy Fritz about the particulars of this role. Martha holds a doctorate in early childhood, management of programs from Nova Southeastern University.</p>
<p>Board Member 2021</p> <p><b>NOTE:</b> a different candidate was nominated by petition for this seat on the board.  <u>&lt;See below&gt;</u></p>	<p>Catherine Emery</p>	<p>"I am excited for the opportunity to support the UUC community by working with the board. I support this wonderful organization of individuals by making a sense of community the focus of our work together. As we work together to support and enjoy one another, I hope to bring my experiences to this community; as an architect (design and problem-solving), a math high school teacher (supportive leadership), and a research nerd - continued education to learn everything I can</p>

		about the world around me and how I can better share my talents.”
Board Member 2022	Kevin Kane	Kevin is the newest member of the Board (one year) and newest to the Church of all the Board members. His biggest asset is his wife of 2 years, Mary Kane (former Mary Simpson) who has been active in the Church over 30 years and provides great advice and understanding of UUCC principles and practices. He is a retired local physician and has time and interest in helping the Church thrive in these very challenging times. He enjoys participating in the many activities the UUCC offers besides the wonderful Church Services, like SGM, Orchestra, Yoga, Concerts, Elder Lunch, and other special events.
Board Member 2023  <b>NOTE:</b> a different candidate was nominated by petition for this seat on the board. <u>&lt;See below&gt;</u>	Terry Cairn	"May all who speak here feel they have been heard." That's one of my favorite lines from our hymnal. As a healer, I believe that healing starts when people feel they have been heard. UUCCA is in need of healing, and that begins with hearing. There are people in the congregation who feel they have not been heard, as evidenced by the "parking lot meetings" that happened after the annual meeting last year. I took a step back from church leadership because my work schedule became very hectic and demanding. I have had many leadership roles: Ministerial Search Committee, Music Director Search Committee, OWL and COA mentor, Fundraising Co-Chair; SGM group leader/liaison, choir member, and past Board member, among others. Though I have been enjoying my new-found free time, I believe I can bring healing to the UUCCA community, and it is time for me to step forward.
Chr. Finance Comm.	Catherine Palmer	Catherine graduated from UMO in 1972 with a journalism degree and worked as a reporter for daily newspapers in Maine before launching a career in grant writing and development for nonprofits. Also, she worked several years editing the University of Maine's Alumni Magazine. Catherine loves entrepreneurship and worked ten years as a motivational trainer. Early in her life, she and her then-husband built a passive solar home from the ground up. She now lives in Augusta with her beloved wife, Becky. At UUCC she has been UU fundraising chair for 3 years, Hannaford card program coordinator for 4 years, finance committee chair and Board member for 2 years.
Youth Member	TBD	
Immediate Past President	Jill Watson	From the bylaws: "The Board of Trustees shall consist of the officers, the immediate past president....." Jill has served as Vice President and UUCC Board President for 2018-2020.

## NOMINATIONS TO BOARD OF TRUSTEES – BY PETITION OF MEMBERS

A petition was filed by 13 members of this congregation nominating the following members for election to the Board of Trustees, as follows:

**For Vice President:** Doug Rooks

**For Clerk:** Hannah Faulkner

**For: Board Member at Large, one year term:** Nancee Campbell

**For Board Member at Large, three year term:** Terry Cairn

## NOMINATIONS TO COMMITTEE CHAIRS – LEADERSHIP DEVELOPMENT REPORT

### **Proposed Committee Chairs UUCC Fiscal Year 2020-2021**

Submitted by Martha Naber, Leadership Development Chair

(All terms are one year unless otherwise noted)

Facilities- Becky Harvey

Building and Grounds- Bill Allen

Finance- Catherine Palmer

Fundraising-No Chair

Invested Funds Chair-Nancy Fritz

Stewardship Chair-**AVAILABLE**

Member At Large- Harry Grimmnitz

History- Helen Zidowecki

Leadership Development- Stefanie Barley and Cheryl Ring, Co-Chairs-- Other members: Board Pres., Board VP, Minister

Membership-Diane Moongrove (New members: Susan Shaw and Ken Farrington)

Music-Dale McCormick

Personnel – Michaela Loisel, Consultant

Religious Exploration- (Lifespan) On hold for present time

Small Group Ministry- Michael Conley

Social Justice-**AVAILABLE**

Worship-Gary Chapin



## TREASURER'S REPORT

The Treasurer's Report as prepared by Nancy Fritz, UUCC Treasurer will be included with the Call to Meeting announcement. The report will include the FY20-21 proposed budget, budget notes and the FY19-20 budget update through June 30, 2020.

## PRESIDENT'S REPORT

### **President's Report 2019-2020**

By: Jill Watson, UUCC Board President

Your board of trustees have had a very busy and difficult year, as many in our nation can relate to. But through it all, we have worked as a team and made decisions that always kept the wellbeing and safety in mind for all. Since last year's discussions concerning the political activity policy at the June 2019 annual meeting, the board has faced multiple petitions, criticisms and support. In August, the board met with a group of congregants who voiced their opinions, both for and against, the political activity policy. It was at this meeting that the board voted to delay the implementation of the policy until November 1. To address the concerns, the board formed a subcommittee, with members from the board and members from the congregation, to work on the policy. The policy was further delayed to January 1 in order for more listening circles to occur and to have time for the board to listen to all sides of the issue. Multiple listening circles occurred prior to Thanksgiving. In January, we held a special congregational meeting where the congregation modified the political activity policy and agreed that work should be done to help heal the divisions that have occurred throughout this process. The first step of healing happened in February when the board, committee on ministry and staff met with the UUA district staff to help develop the next steps, which would include the congregation. Then the world stopped.....

When the COVID-19 virus hit Maine and the governor mandated that churches had to close their in-person services, an ad-hoc advisory committee made up of members of our congregation, who also were in the medical profession, was formed. The ad-hoc committee has advised the board on the safety procedures, addressed building use issues and made recommendations that the board have been used in their decision making process. Great thanks goes to Harry Grimmer, Marty Soule, Terry Cairn, Betty Cairn & Cathy Nielsen for the hours of work at developing draft protocols and fielding requests. Your board approved these protocols as checklists for anyone who has permission to use the buildings. Also thanks to Don Naber, who agreed to join the Ad-Hoc meeting this summer.

Also, special thanks to your treasurer, Nancy Fritz and the finance committee who have worked tirelessly on developing a budget within these hard financial times. Their insights and expertise have lead to the board approving the proposed budget. Please see the treasurer and finance committee reports for more detailed information, as they all deserve a gold medal!!!

The board would also like to thank each and every one of you for your patience and flexibility during the process of learning new ways of doing church. I know that it hasn't all been perfect, but through this time of isolation, we have found ways to connect and check in on each other. We've also learned to Zoom, which now has a much different meaning for most of us.



I don't want to forget that we also voted unanimously to make Rev. Claire Curole, a longtime member of UUCC, an Affiliated Community Minister. We participated in her ordination service and welcomed her back after her hard work to become a minister.

As my term of Board President ends, I want to thank all of you for your confidence and support. A big thank you goes to Lynn Smith who has always said yes to any request for help I have made to her. We are extremely blessed to have her at

UUCC. In addition, I want to express my great gratitude to Rev. Carie for her support and guidance, not just to me but for all of us in our congregation. She is a rare find and we are very lucky to have her as our spiritual leader.

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

Sincerely,

Jill Watson

## MINISTER'S REPORT

Wow! What a year!!

Our ministry together this year has been a holy endeavor of growing more deeply in community through the rich tapestry of congregational life. We have navigated the year with wisdom and love as well as conflict and division, all of this juxtaposed to reaching out in compassion, care and love across the chasm of Covid-19 quarantines. In my humble estimation, a complicated human journey of living courageously and imperfectly in liminal space.

Truth is we are always growing, however imperfectly, into our best selves. We are always living, however imperfectly, the *Grace of Love*. However imperfect, however messy, however destabilizing, however gracious, however loving this year has been, we humans are called to return again and again to aspirations of our best selves, the best of our faith, the best of our community.

The good people of UUCC have demonstrated this journey of returning in covenant to a destabilized and blessed, changing and evolving community for a variety of reasons, the least of which, may be a spiritual covenant to find our way. I deeply bow to all the membership, our leaders, and professional staff team at UUCC for their steadfast dedication and deep commitment in sustaining our church, strengthening our bonds, and celebrating our aspirations and our growing edges.

Our staff team has walked alongside and served this community with great integrity. They have demonstrated resilience, creativity, agility, curiosity, and professionalism. They have remained committed to cultivating and nurturing the ways of joy, laughter, healing, growing, and loving. They have served as pastoral ministers by showing up with compassion to care for our membership both individually or communally. They have been keepers of the covenant, the spark in the flaming chalice, the warp and weft in the tapestry we call UUCC. They are the church!

Our leadership teams faithfully take up the work of governance. This year they have been asked to stretch their capacities to make the most in these times of chaos. They have stayed present in the conflict to listen and learn. They have mined their souls for creativity ingenuity of leadership in these times of a pandemic and quarantine. Where there was work to be done, they stepped up for both the practicalities and the pain of growing into the deeper truths of our collective capacities. At the end of the year, in what is typically the slumber of summer, they are keeping the covenant. They are the spark in the flaming chalice. They warp and weft in the tapestry we call UUCC. They are the church!

Our community—the people: members and friends – have reached the pinnacles of joy and heartbreak, gladness and despair in ways only a community committed to each other, to ideals, and to love can demonstrate. From our home offices, kitchen tables and living rooms, our people are keeping the covenant. They are the spark in the flaming chalice. They warp and weft in the tapestry we call UUCC. They are the church!

This past church year has invited us all to look into a reflective pool to embrace the depth and breadth of what it truly means to be human. As we bring this year to a close, a bit later than usual, I invite all of us to pause. Consider where your church

has challenged and affirmed your faith in humanity. May we be reminded, Church is not a place where we leave parts of ourselves at the door. Church, at its best, is a place where we face our human brilliance and imperfection together.

In it all, regardless of it all, because of it all, blessed by it all, we are The Church!

May it be so, may we make it so.

In faith, Rev. Carie

## ADMINISTRATOR'S REPORT

By Lynn M. Smith, Church Administrator

### **Share the Plate 2019-20**

I am pleased to report on the congregation's commitment to our Social Justice program during FY 2018-19. Share the Plate donations are the collections generally taken on the 1<sup>st</sup> Sunday of each month.

Sep 2019	Capital Area New Mainer's Project (CANMP)	\$425.00
Oct 2019	Spirit Foundation, Wabanaki Leadership Institute	\$430.24
Nov 2019	Maine Unitarian Universalist State Advocacy Network (MUUSAN)	\$220.33
Dec 2019	Family Violence Project	\$342.00
Christmas Eve 2019	Bread of Life Ministries	\$488.00
Jan 2020	Transforming Hearts Collective	\$236.00
Feb 2020	Friends Committee on National Legislation (FCNL)	\$333.00
Mar 2020	Bridging the Gap	\$132.00
Apr 2020	<No collection due to COVID-19 pandemic>	
May 2020	<No collection due to COVID-19 pandemic>	

## MUSIC DIRECTOR REPORT

By Bridget Convey, Music Director

My fifth season as Music Director at the UUCC is coming to a close. I reflect on what wonderful music the choir has made together, in collaboration with the UUCCOO and other community musicians. We had several musical highlights this season, even though our choral season came to an abrupt end on March 11<sup>th</sup>, due to the Covid-19 pandemic. Our Spring Community Concert was cancelled, which was a great disappointment for our UUCC musicians and choir members. The UUCC moved to Zoom services in mid-March, and our UUCC musicians stepped-up to the new challenges of that platform. As music director I shared uplifting and educational choral videos and exercises with our choir members. Gary Chapin

stepped forward to create a UUCC music video for us. We invited all UUCCOO, choir, and youth members to collaborate with us. We will see where that project takes us, thank you Gary!

A few highlights from our curtailed season include: In October 2019, many UUCC choir members sang at Rev. Claire Curole's ordination service in Brunswick. The choir collaborated with the UU Brunswick choir, as well as sang a piece of their own. In December 2019, the UUCCOO and choir had a wonderful Music Sunday service. On March 8<sup>th</sup>, 2020, the UUCCOO and choir welcomed guest soprano, Jennifer Bates, for a fabulous Stewardship Sunday service. We also welcomed David Morris, as the interim UUCCOO director at this service. David has been a fabulous director during Dan Gilbert's sabbatical. This was our final Sunday in the sanctuary for the 2019-2020 season.

We have continued to learn and perform choral music of different styles and periods, as well as continuing our collaborations with instrumentalists within our UUCC community. Our themes for this season were taken from the "Soul Matters" program, we sang large and smaller pieces that reflected the themes, through March 2020.

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: Astrid and Emily Jones (violins) and Jennifer Bates (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 UUCCOO, directed under Dan Gilbert and David Morris this season, were a huge asset to our music program. We are so fortunate to have such a vibrant musical community. I am looking forward to next season.

The choir has welcomed a few new members this season. We look forward to welcoming even more new members when the UUCC reopens. All are welcome!

The choir sang the following featured pieces during the 2019-2020 season:

September 8: "Rain, Rain, Beautiful Rain" by J. Shambalala, arranged by A. Snyder

September 22: "Listen!" by R. E. Schram

October 6: "Deep Peace (A Celtic Blessing)" arranged by B. Tate

October 27: "The Gift of Love" arranged by H. Hopson

November 3: "The Rain of Leaves" by R. E. Schram

November 24: "We Shall Be Known" by MaMuse

December 8: Music Sunday

"Ave Maria" by T. L. Victoria

"Cradle Song" by S. Chatman (with the UUCCOO)

"Jingle Bells" arranged by A. Snyder

January 12: "When I Close My Eyes" by Jim Papoulis

January 26: "Sound of Silence" by Simon and Garfunkel, arranged by A. Snyder

February 9: "Deep in the Night" by Jussi Chydenius

February 23: "Rise Up With Music" by Vivaldi, arranged by Liebergen

March 8: Stewardship Sunday

"Hymn to the Eternal Flame" by Stephen Paulus  
With guest soprano soloist, Jennifer Bates  
And the UCCCOO

Our choir roster for the 2019-2020 season:

SOPRANOS: Claire Curole, Jasmine Farrington, Carolyn Ladd, Melanie Lancot, Jenny McKendry, Rachel K. Small

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

TENORS: Micah Lyn Broadbent, Terry Lee Cairn, David Morris, Edda Thiele, Marty Thornton, Annie Nessen Voorhees

BASSES: Hal Booth, Nancee Campbell, Ken Farrington, Elliot Jones, Mel Morrison, Doug Rooks, Martin Spahn

Accompanist: Karen Foust

## RELIGIOUS EXPLORATION COORDINATOR REPORT

By Monique McAuliffe, Religious Exploration Coordinator

### **RE Family Events and Activities:**

This year the RE Committee and I enjoyed organizing and hosting a number of family events/activities - *Thank you* to all who were able to join in the fun and festivities!

- Apple Picking Sunday
- Potluck Apple Pressing Event @ Foust Family Farm
- Togus Contata
- Annual Family Violence Holiday Giving Tree
- New Years Labyrinth Event: family/youth activities + crafts (cancelled due to ice/snow)
- Valentines for Veterans Event

Our 2019-2020 Junior and Senior Youth OWL 7/9 and Peace Jam Programs were active, creative, fun and engaging for our youth!

### **OWL: Our Whole Lives Youth Program**

At UUCC, we are committed to offering OWL classes (Our Whole Lives Sexuality Education) for children and youth. The goal of *Our Whole Lives* (OWL) is to provide accurate, developmentally appropriate information about relationships, gender identity, sexual orientation, sexual health, and cultural influences on sexuality; to increase self-esteem and develop interpersonal skills in communication, decision-making and problem solving; to teach responsibility for personal health and safety; Combining Unitarian Universalist Principles and *Our Whole Lives Values*.

This year we had enough youth to offer an 8 week OWL Program for Grade 7-9. Terry Cairn became a certified OWL 7-9/10-12 instructor in October and joined OWL 7-9/10-12 instructor Gary Chapin to host the class. OWL 7-9 classes began in November and were held in the Drew House on Sunday 9:15 to 12:30. They were scheduled to end in April but were interrupted by the Covid-19 shutdown. We were successfully able to host our final 2 sessions on Zoom with the youth in June to bring the class to a close. We had 8 very engaged youth and they have asked Gary, Terry and I if they could continue some OWL classes next year on building right relationships/communication and consent. We will work to prepare time and space for this valuable OWL program our youth are asking for.

Open communications builds trust in families. There is a partnership between the OWL educating program and the home. A fundamental goal of OWL is to forge a strong partnership with home, and a strong bond between parent/guardian and youth; encouraging and supporting an environment for parents/guardians to be an "Askable Parent/Guardian" for their youth.

Our 7-9 OWL instructors are passionate and committed to parents/guardians and their youth! We all feel supported by our UUCC Community who is here to offer a safe place to stretch our minds, touch our hearts and nurture our spirits.

*Thank you* Gary and Terry, I appreciate your passion, commitment and dedication to our OWL program and youth which made for a successful year!

*Thank you* to all our supportive OWL Parents!

### **UUCCA Peace Jam Youth Program:**

We had 8 active Peace Jam youth this year and I was joined with 2 new Advisors, Cricket Gottlieb and Phyllis Clark who are graduated Peace Jammers! They did an awesome job and kept our meetings fun, creative and engaging!

The mission of the Peace Jam foundation is to "create young leaders committed to positive change in themselves, their communities and the world through the inspiration of Nobel Peace Prize Laureates who pass on the spirit, skills and wisdom they embody." Peace Jam's *One Billion Acts of Peace* is made up of young people around the world, working together on community and global action projects. There are 10 *Global Calls to Action* recognized by the founding Nobel Peace Prize Laureates of Peace Jam that the youth learn about. Each year our youth create and implement their Global Call to Action project.

Our Peace Jam Youth project this year continued to focus on sustainability, moving towards Zero Waste and practice: Reduce, Reuse, Recycle. Some of the projects the youth are working on:

**Eco-Fashion:** Re-purposing old clothing, fabric into new outfits or other functional purposes (napkins, bandanas, placemats, pouches, backpacks...)

**Planting Trees:** growing seedlings to sell or donate

**Sculpture and Art:** Create Art and educational Sculpture out of recycled products

**Educational Float:** Create an educational float to participate in local town Parades!

Our Spring Peace Jam Program ended early due to the Covid-19 pandemic. The youth plan to reconnect in the fall even if by Zoom to stay active and engaged in Social Justice Causes.

*Thank you PJ Youth and Advisors Cricket Gottlieb and Phyllis Clark for your positive, inspirational and happy spirits; your can do energy and beliefs with conviction!*

*Thank you to all our supportive Peace Jam Parents!*

***Change Starts Here!***

### **Sunday Morning RE Program:**

I was ready to offer a Spirit Play Program for the potential 5 youth that sporadically attended our nursery last year. I came ready each Sunday with an activity and lesson plan. Last year was bumpy and irregular. I am sad to report this year's attendance was even more unpredictable. Attendance began scattered and then completely dropped off by November to no attendance of children during our morning services. We have been aware of this gradual decline over the years at UUCCA and how most churches of varying denominations share in this experience. The RE Committee and I remain committed and dedicated to developing new and creative ways to re-engage and meet families where they are.

Sowing the Seeds,

Monique

*The great end in religious instruction is not to  
stamp our minds upon the young,  
but to stir up their own.*

WILLIAM ELLERY CHANNING

### **The Drew House and Religious Exploration news:**

**July 2020**

Hello Everyone,

The Finance 101 meeting in July sought to draft a budget for next year – which includes the proposal to rent out the Drew House to CANMP. This proposal has been presented before as our Sunday morning RE youth numbers have gradually declined over the years. Our Junior and Senior youth are now also in decline as the last of the original generations have grown up and out of the morning RE programming. We have a few youth who are ready for our Coming of Age program that I hope to offer in collaboration with our mid-Maine UU church youth group - pandemic pending.

The Drew House has been the central home, worship space for our youth of all ages and all RE programming for 15 plus years. It is a fabulous space for hosting classes, shared meal times, sleepovers, movies, potlucks, workshops, games, crafts, retreats...! Lynn can attest to how full the schedules have been at our Church for adult and youth activities - having space at the Drew House for RE youth programming has been essential.

During these last 2 years I have been cultivating a collaborative relationship with my Mid-Maine UU colleagues involved in RE programming. I have been involved with the organizing and planning of the April Pre-Teen Con's with them- 2019 was in Bangor and 2020 "was" to be held in Rockland (cancelled due to Covid-19). These Con's rotate each year to another church, we would potentially be scheduled for April 2021. There were 22 youth in attendance in 2019 - we were anticipating 19 youth this year with 3 potentially from our church. This connection and collaborative programming between our churches

brings our UU youth together; pool our numbers and resources. It allows us to offer positive and dynamic programming to attract new families.

We were also in the early stages of planning our first Teen Conference for the end of this August - intended to be held at our church - collaborating with the Holocaust Human Rights Center of Maine. This is on *hold* because of the Pandemic but we hope to move forward with it in 2021. Naturally, I have asked myself about how we rebuild our RE Youth Programs without this valued space...

This year Drew House hosted our OWL 7/9 class and Peace Jam meetings that met one, but sometimes two Sundays a month. The same 8 youth attended these 2 programs. Then, this spring the Covid-19 pandemic moved us all to Zoom meetings.

The starkest reality of our 2019-2020 RE year is that we had no Sunday morning youth attendance. There has been a steady decline over the years and it was not unexpected that it finally happened. Still a bummer!

The RE Committee and I have been working hard creating new approaches to meet families where they are. My connection with our Mid-Maine UU churches fosters support and the sharing of ideas and creative energy needed to explore something new as we are all experiencing this shift towards a new RE adventure!

Attracting new families and young adults is vital to the health of our Church. Certainly the pandemic has complicated this effort, but it is also stimulating new ideas and directions for offering Church programming, activities and community building...

I believe that we will creatively rebuild our youth and family programs. As a congregation we must be sure that we can do this with a sustainable budget, so I do understand why the Drew House is being considered as a source of income during these difficult economic times.

Thank you for allowing me the opportunity to give an update on RE attendance, future programming and how the Drew House has been a valuable, special space for us. I know renting Drew House is no easy decision and I appreciate all your thoughtful consideration as you are challenged to draft a sustainable church budget this year and for our future years.

Yours in faith,

Monique



## REPORTS - STANDING COMMITTEES / WORK GROUPS

### COMMUNICATIONS WORK GROUP / WEBSITE WORK GROUP

**Report by:** Helen Zidowecki, Chair

**Other members:** Lynn Smith, Church Administrator; Kathy Kellison

The Communications Group (CWG) meets monthly. We welcome suggestions and comments about communication process, both what is going well and areas that might benefit from attention. In March, our focus moved to enhancing communications in wake of Covid-19.

UUCC's attention to communication over the years has contributed to the ability to have rapid response to the pandemic. The CWG article in the Spring 2020 *Flaming Chalice* describes changes and responses within the congregation, from ongoing activities to new offerings.

In a time of change and uncertainty, communication is even more critical. As a community that is increasingly aware of communications, we moved quickly to hold the community in several specific ways.

1. *Events and current information:* E-Blast, sent electronically on Wednesday afternoons, incorporates information and updates and considerations for the congregation. E-Blast is an essential reference on how to connect with each other in a variety of ways. It gives directions on how to use ZOOM and the status meeting virtually and in our space. The format included more graphics and information from of the other communications.
2. *Spiritual connection and being in community:* As the crisis was unfolding, Rev. Carie started sending such communications several times a week, including "Virtual Opportunities for the Week" on Sunday nights, "News from the Pastoral Ministry Team" and "Spiritual Reflections and Community Connections" during the week. These writings gave suggestions for connecting despite the changes and need for isolating, and they included personal stories and reflections.
3. *The work of the congregation.* The work of the congregation went virtual with Zoom. The congregation has been kept informed through specific letters and other communications as well as inclusions in the E-Blast. In addition to the usual Board functions and the Stewardship Campaign, there has been specific work through such special groups as the Ad Hoc Covid-19 Advisory Group and newly created Congregational Engagement Work Group.
4. With the rapid increase in use of electronic communication and the decrease of in-person connection, we have worked to connect with people in the community who do not have access to e-mail, whatever the reason, or are alone or have specific considerations. People without e-mail who want connection do receive information that is needed immediately. We all need to continue to connect with those who may not receive information in our usual manner.

Technology has distinct parts. One is the electronic meetings, namely ZOOM. There are advantages and disadvantages. Our effort has been to help one another learn the process of change and get access to the technology itself. It seems that most of the UUCC community moved quickly into the ZOOM phase as comfort and technology allowed.

There are some learnings from the last few months that we can bring forward:

- Keeping connections we have and establishing new connections. Old connections have become more intentional and sometimes more frequent. New connections have been established due to the necessity for caring for each other. May these continue after the urgency abates.
- Person to person connections seem to have increased in scope and interest. This came through by way of increased communication opportunities overall as well as specific possibilities for connecting and sharing the commonality of living through this unusual time.
- Keeping the communication practices that we have established as we move to a "new reality".
- Keeping awareness of the diversity within the community including the subtle needs that may have been accentuated with the pandemic.

In addition to communications related to the pandemic,

Congregational Directories of members and friends were distributed electronically and in print on request in November 2019 and June 2020. The Directory is updated by Lynn as information is received. The information is as current as we all keep it.

The revised 2019-2020 Program Book was distributed electronically in February. While the ensuing pandemic will undoubtedly bring changes, this is a basic resource as we move forward.

Our explorations with the UUA regarding upgrading the website were interrupted by the pandemic. We are resuming these as soon as possible.

In these changing times, the Communications Work Group is increasingly asked to consider communications, previous, present and as we move forward. Factors include transparency and inclusivity, who receives communications when and how, and support for the minister, administrator, staff and leadership. This also includes opportunities for interaction, feedback and engagement from the community. This work involves all of us.

## 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

**Prepared by:** Bill Allen

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

#### Work done this year -

- Thanks to all who helped with the yard cleanup days.
- Our lawn mower team consisted of Matt Foust, Richard Bridges, and George LaPointe. Thanks also to our weed whacker, Becky Harvey.
- The church sign fell down, because the screws were rusty. Matt and Bill reattached the sign to the building.
- We had a boiler failure in the Drew House, and it took a few days before Knowles was able to fix the boiler. I think they had to wait for a part. In the meantime, we used space heaters to keep the pipes from freezing.
- We added a partition to an upstairs room in the Judd House. Hal Booth, Harry Grimnitz, Marilyn Dunn and Greg Brookbank worked on the project.
- 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
- Clean out the garage and basements

**FINANCE COMMITTEE REPORT**

**Submitted by:** Catherine Palmer, Finance Committee Chair]

**Other members:** Nancy Fritz (Treasurer), Harry Grimmnitz (Member at Large) and Wick Johnson (Invested Funds).

The Finance Committee provided monthly reports to the Board of Trustees concerning UUCC cash flow and expenses.

Wick Johnson, our Invested Funds Chair, wrested control of the long-standing Ballard Trust, away from a high-cost, lower-yield trustee. In addition, the Board agreed with the Finance Committee to invest through Maine Community Foundation.

In addition, under Nancy Fritz's leadership, the Finance Committee developed financial policies and procedures to safeguard church assets, allow for more transparency and improve continuity from one Treasurer to another.

After the global pandemic hit Maine, and the UUCC campus closed, Nancy once again led the Finance Committee back to the drawing board to rework several versions of a FY20-21 budget to reflect fewer income dollars and fewer expenses. That proposed budget for FY20-21 was submitted to the Board on July 9. That same week, the Board submitted the suggested budget to the Congregation for review. Our thanks to you, Nancy!

The Finance Committee conducted a Congregational "Finance 101" online, July 19, to address questions about next year's operations budget. Some 20 people participated in the Q&A. A final vote on the FY20-21 budget will be taken at the UUCC Annual Meeting on August 16.

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In the absence of a Fundraising Chair this year, we summarize:

► Work we did to achieve our original fundraising goal of \$25,200 for annual church operations:

We only held a few fundraisers before the Covid-19 Pandemic effectively ended all church in-person fundraising.

Our successful Winter Holiday Fair, the CLYNK Bag program and Hannaford cash cards were the leading contributors to fundraising dollars this year. The Fall Pie Sale at Longfellow's was also successful.

Our December "Winter Wonderland Holiday Fair," organized by Nancy Fritz, Martha Naber and Nan Bell far exceeded fundraising expectations, and generated at least \$5,000. Thanks to everyone who helped last winter!

► Work we plan to continue:

At present, we are preparing for a November pie sale and a spring auction.

► How we worked with other committees:

We attended all UUCC monthly Board meetings.

We would like to acknowledge Hannah Faulkner, Janine Bonk, Judy McCown, Marilyn Dunn and Cheryl Clukey for their ongoing fundraising assistance.

► Other information you want the Congregation to know about your work:

The Finance Committee requires new fundraising ideas to be submitted in writing to the Finance Committee, with ample time for Finance Committee review before the expected event date.

~End~

### **Stewardship:**

The fiscal year 2020-21 Stewardship drive was managed by the Board of Trustees this year since there was no Stewardship Committee. Stewardship packets were distributed in early March just before the pandemic hit and the planned March 13<sup>th</sup> Open Mic / Variety Show was seriously contemplated but ultimately cancelled due to the social distancing recommendations to keep us all safe. The results of the campaign are noted below. Thank you, members and friends, for participating in the financial operations of our church.

#### **The totals of the FY 2020-21 Stewardship Campaign:**

	<b><u>Goal</u></b>	<b><u>Actual</u></b>
Pledges:	\$176,000	\$152,814.24
Pledge units	110	79

## **HISTORY COMMITTEE REPORT**

**Prepared by:** Helen Zidowecki, Chair

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

*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 holds 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. We use the Olsen Room in the Drew House for ongoing work and meetings. Records from the previous Unitarian and Universalist congregations are in a lead-lined 2 drawer file in the basement of Drew House. Change in the use of Drew House is coming under discussion again. The History Committee looks forward to working with leadership regarding the importance of caring for our history as well as maintaining space for work and displays. This also includes consideration of historic items throughout the church.

Publications about Unitarian and Universalist history are in the UUCS Library in the Committee Room. 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.*

We are continuing to develop the oral history collection. These are critical resources that we draw on to share the meaning of our faith community. Thanks to Doug Rooks for his interest and assistance and others who have interviewed members and been interviewed.

The work on the History projects has been interrupted this year by rescheduling of some events within the congregation as well as the impact of Covid-19 pandemic. These projects include:

The *Memorial Book* to acknowledge people from the congregation who have died.

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

Continuing tracing the role of the Augusta Unitarian and Universalist congregations in colonization.

The History Committee is a resource to the congregation. We appreciate donations to the historic collection and opportunities to share our rich story of Unitarian Universalism in Augusta.

## MEMBERSHIP COMMITTEE REPORT

There was no active Membership Committee for FY2019-20.

## MINISTRY, COMMITTEE ON

**Submitted by:** Jim Caldwell, Chair

**Other Members:** Michaela Loisel, Kathy Kellison

As outlined in our Bylaws, the Committee on Ministry focuses on all aspects of the congregation's shared and professional ministry. We attempt to promote and facilitate healthy relationships and try to be responsive to what we recognize as needs within our ministries. We meet regularly with the Minister to discuss any concerns of the Minister/Congregation relationship and the Congregation's role and responsibility in shared ministry. Some of the topics of discussion in this past year included renewing the Minister's contract, consideration of congregational conflict relevant to the political activity policy, and the possibility of a safety task force.

Currently the committee consists of: Michaela Loisel, Debbie Mattson, Kathy Kellison, and Jim Caldwell. Kathy joined us after the beginning of the 2019-2020 church year after Sunshine Perlis departed. We welcomed Michaela in March. Debbie has served longer than the regular term as she was good enough to stay on to continue sharing her love and wisdom with us and to ensure some consistency as new members joined, but intends to leave the Committee this summer.

## MUSIC COMMITTEE REPORT

By: Hannah Faulkner, Chair

Special Music during the 2019-2020 Church Year

On Saturday, September 28, 2019 at 4 p.m., our Music Director Bridget Convey arranged for a fabulous one-hour concert to be held at UUC by internationally acclaimed Chinese-American pianist, Dr. Gulimina Mahamuti. She shared a solo recital of piano transcriptions of J. S. Bach, Egon Petri, D. Scarlatti-Enrique Granados, and Schubert-Liszt, together with featured music by Maine composer Lucas Richman, maestro of the Bangor Symphony Orchestra, with his Reflections for solo piano.

On December 1, 2019, a trio from the UUC Occasional Orchestra-- Stefanie Barley, Marilyn Gordon and Dale McCormick- played the Bach Sinfonia for our prelude (cello, bassoon, and alto recorder) and Tchaikovsky's Andante Cantabile for the postlude (cello, violin, and piano).

At 1 p.m. On December 14, together with VA Maine and Chaplain Service, members of our congregation brought voices and instruments together at Togus Veterans Center to present "A Holiday Community Cantata Celebrating Our Veterans." The orchestra and choir offered "Alleluia Chaconne" and "Let There Be Peace on Earth" together with a sing-along of traditional holiday songs. The concert was followed by a meal with the veterans in their dining hall to which many of our church members had contributed. This very well-received event had been arranged by Rev. Carie with Chaplain Susie of Togus, and we hope to do it another year..

On December 15, Gary Chapin played accordion music to the theme of "This is What Love Looks Like—Living the Grace of Love."

Jenny McKendry led people singing Christmas Carols before the 5:30 p.m. Christmas Eve service, while Karen Allen and the UUCOO played Christmas music. At that service, Sage Perry played a trio of songs on her violin.

For our January 5 service, Jenny McKendry sang "Hold On" and "Keep your Hands on the Plow."

On February 16, Hal Booth and Karen Foust sang "You are Theist, I am Humanist" with Hannah Faulkner accompanying.

After the March 8 service, all of our spring services were held on ZOOM due to the social distancing required by the coronavirus pandemic. During this time, through the online platform ZOOM, Karen Allen, Stefanie Barley, and Karen Foust skillfully presented familiar worship music played on their home pianos. From their homes, our Music Director Bridget Convey played exceptional piano music with the assistance of her young son, Myles, and Vocalist Joelle Morris sang inspiring songs together with her daughter, Camille.

Gary Chapin, Bridget Convey and Dale McCormick invited Singer Joelle Morris and Violinist Joan Atkinson, together with individual members of our UUC choir and orchestra, to create a video presentation of our hymn Spirit of Life. The stirring music that resulted from this collaboration encouraged all of us to begin such work on another UU hymn as soon as possible.

Respectfully submitted,

Hannah Faulkner  
Music Committee Chair

## PASTORAL MINISTRY TEAM REPORT

**Submitted by:** Martha Pelletier

**Lay Pastoral Ministers:** Nancee Campbell, Tracy McNaughton, Martha Pelletier, Helen Zidowecki, Marilyn Gordon, Angie Blevins

### **Pastoral Ministry at UUCC**

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

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

The lay Pastoral Ministers' work is an extension of the Minister's work, not a substitute. Lay Pastoral Ministers represent the church as the Minister would. They are 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 and events and providing meals to families in times of illness and grief. Although she has recently left the PMT, Marcianne Rautenberg devoted herself to organizing and providing these services for most of the past year. Another former member of the Team, Lori Reed, also gave generously of her time and attention in support of our community.

The Pastoral Ministry Team is prepared to provide confidential, caring, and compassionate presence during times of grief, loss, life changes, and stress. The team is also prepared to respond to the communal needs of the congregation. Pastoral responses to the community have included forums on topics of broad concern, the holiday grief service, and honoring our elders.

Over the past four months, the Pastoral Ministry Team has offered additional services to meet increased need during the COVID-19 pandemic. These include expanded outreach to community members, organizing volunteer phone companions, outdoor "lawn chair" visits, and the weekly Home Alone Coffee Klatch. Emailed weekly updates from the Pastoral Ministry Team provide contact information for all Pastoral Ministers and members of the Ad-hoc COVID -19 advisory group, and information for accessing support services. As the pandemic continues, our team strives to meet and anticipate the evolving needs of the UUCC community.

## PERSONNEL COMMITTEE REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED.

## RELIGIOUS EXPLORATION COMMITTEE REPORT

### Religious Exploration Committee Report 2019-2010

Martha Naber, Chair

The RE Committee has been reactivated during 2019-2020 church year. The members are: Will Jones, Sean Fritz, Sue Pinette, Martha Naber and Janine Bonk. We met for a retreat in Oct. 2019 during which Rev. Carie shared information about “being in a liminal state” related to RE programming at UUCC. This is a period of letting go of the past, sitting with what is, reflecting on what is needed/waiting to emerge, and then making a plan to move forward.

We have met monthly using ZOOM as we all live out of Augusta. Martha was in Florida for Jan. through March. We have had lively discussions in spite of the distance! We discussed having family times to bring children, youth, and parents together for RE activities, somewhat like Faith Cafes, but on a simpler model.

Monique kept us well informed about the census of children attending all programs of RE. Currently there are 7 younger children; OWL has 8, Peace Jam 7. Next year Coming of Age may have 3. The attendance is spotty with no consistency of who attends how frequently. Many Sundays, Monique came prepared to offer a class session only to have no one come. Families are seemingly occupied elsewhere with many children’s activities filling Sunday time.

In Dec. we suggested a variety of possible events: a sledding fun family event in Jan. and a Valentines making event in Feb. Others were: cider pressing, Viles Arboretum walk, Nature walks, birding, Melanie Lanctot sharing, Nature scavenger hunt. The lack of snow and the presence of ice caused the sledding to be left behind. Monique contacted all the RE families to let them know of the Feb. Saturday Valentine making event. None were available so it was changed to a Sunday card making time. This happened during coffee fellowship and elder lunch with the 50+ cards going to Togus for Chaplin Susie to distribute to residents.

We discussed how to move forward in light of the continuing decline of children. How can the talents Monique has to offer UUCC be utilized best? She connected with Chaplin Susie at Togus for Valentines, and is helping find/coordinate volunteers for a St. Patrick’s Day event. **It seemed to us that Monique has recently been acting in the role of a community liaison. We discussed at length our vision for connecting with the people in the immediate neighborhood to UUCC. How can we help facilitate relationship building in our church area? Do we offer coffee cake and coffee for adults with simple activities on a Saturday morning? Do we have after school activities one afternoon a week for neighborhood children? How can we spread the values and 7 principles of UU into the world by our examples with others? What would this look like? Is this a new way of offering RE experiences to others?**

The committee is considering field trips to other churches to assess their strategies to incorporate children into worship and to design programming to meet the religious exploration needs of all children and youth.

**Stay tuned for further developments in 2020-2021!**



## SMALL GROUP MINISTRY COMMITTEE REPORT

Submitted by: Michael Conley, Chair

SGM Committee Members: Michael Conley, Linda Findlay, Judy Gallant and Helen Zidowecki

Most of the time, an updated annual report is a slight variation of the prior one, and the one before that, for that matter. 2020's report calls for a more in-depth report for obvious reasons.

The annual Small Group Ministry Sunday Worship Service in October 27 centered on Deep Connections. The theme grew out of the recognition of the important part that SGM plays in the personal lives of the group members. All of the groups participated enthusiastically in this service and the results were extremely meaningful to both the groups and the congregation.

SGM is, by its nature, an intimate activity among the members, starting with check-ins and then transitioning to the chosen session plan. With the onslaught of the COVID-19 pandemic, this special dynamic has focused on the overarching concern about personal and societal safety, while supporting each other through the pandemic.

What has replaced these sessions has been the introduction of Zoom conferencing and the consensus from the group leaders has been very positive so far. Groups have been able to meet virtually with considerable success, and, in some cases, more members have been able to join in because of this technology. For the foreseeable future, Zoom will remain the primary means for meetings.

With the coming of summer, another opportunity has begun taking form: socially-distant gatherings on the grounds of the UUC and occasionally elsewhere. With the valued input of the Covid-19 Advisory Group, we envision safe and responsible SGM meetings there, which will restore some of the lost intimacy of traditional meetings.

There are currently over fifty participants in seven groups that meet as often as twice monthly. About ten people have joined in the last year. New participants are always welcome. The group leaders and members met in February but the April meeting was postponed by the pandemic.

## SOCIAL ACTIVITIES COMMITTEE

By: Cheryl Clukey, Chair

It was a very chaotic year for Social Activities. Lots of cancellations and schedule re-arranging.

<b>September:</b>	Hymnal Sing Along Apple Cider Pressing
<b>October:</b>	Presentation on Frances Perkins, FDR's Sec. of Labor, by the curator of the FP Museum.
<b>November:</b>	Book Talk: The SOLDIER, by Elliot Jones Harvest Supper
<b>December:</b>	Felting Art Workshop with Donna Lausier Movie and Popcorn: Bohemian Rhapsody, hosted by Debbie Mattson and Cheryl Clukey
<b>February:</b>	Book Talk: Craig and Fred, A Story of a Soldier and a Dog <<Cancelled due to weather, rescheduled for April, but.....>>

- March:** The History of Whaling in Maine and New England, <<Cancelled due to COVID, rescheduled for September, but...>>.  
Dinner and Movie: RABBIT PROOF FENCE, hosted by Judy McCown and Cheryl Clukey. <<Cancelled due to COVID.>>
- May:** The Movie: FRIENDLY PERSUASION, hosted by Bruce Bierce, was schedule for May but had to be cancelled also.
- JUNE:** **I offered 4 ZOOM DIY Social Activities:** DIY Ice Cream in a Bag, DIY Artisan Bread, DIY Home cleaning and beauty products, DIY flower printing on fabric. Great fun, but my knowledge of zoom was abysmal. Lynn and Monique helped increase my technological knowledge greatly! I was not their best student!

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

NO REPORT SUBMITTED.

### SOCIAL JUSTICE – ST. MARK’S PUBLIC SUPPERS

#### **Public Supper (1<sup>st</sup> Saturday of the Month) Annual Report 2019-20**

Coordinators Carlene Kaler and Keith Priest

When the pandemic forced everyone indoors in March, UUCC volunteers stopped serving hot, sit-down public suppers on the first Saturday of each month.

Helpers from South Parish Church took over and prepared “to go” meals on the first Saturday (and other Saturdays). The Angel Food Network prepared anywhere from 75-110 “to go” meals each week.

They reported that the work was labor intensive for the person outside the church who took orders from diners, most of whom asked for three meals. They began picking up meals at 3 p.m. until about 5 p.m.

Three or four people worked in the kitchen prepping/cooking and keeping a safe distance. Everyone wore face coverings.

It is now UUCC’s turn to help again. On September 5, Carlene Kaler and Keith Priest have offered to cook a variety of foods in the morning, cool and then volunteers will package at least 50 “to go” meals. Food is kept refrigerated until ready to distribute.

The Angel Food Network solicited volunteers to help on Saturday, September 5. South Parish volunteers also may be available. Several UUCC members and friends came forward and Catherine Palmer agreed to coordinate volunteers.

Because Carlene Kaler’s husband is an at-risk elder, and needs surgery, Carlene cannot lead the kitchen cooking effort or attend in-person. However, she is willing to prepare food ahead of time, either by chopping or cooking.

Please let Jenny McKendry, Catherine Palmer or Carlene Kaler know if you could assist in any way on Saturday, September 5.

Funding for the first Saturday monthly supper is provided by the congregation of the Unitarian-Universalist Community Church of Augusta and a few donors.

If you could join this effort, send an e-mail to [palmercatherinemaine@gmail.com](mailto:palmercatherinemaine@gmail.com) or text Catherine Palmer at 207.458.7384. THANK YOU SO MUCH.

## WORSHIP COMMITTEE ANNUAL REPORT (NO REPORT SUBMITTED)

NO REPORT SUBMITTED

## OTHER REPORTS

### COVID-19 ADVISORY GROUP

Submitted by: Harry Grimmnitz

The other members of the COVID-19 Advisory Group are: Betty Cairn, Terry Cairn, Don Naber, Cathie Nielsen and Marty Soule. Rev. Carie Johnsen and Board President Jill Watson, both ex officio.

#### ► What we are:

An ad hoc group created by the Board of Trustees to provide advice to the Board on the best available public health information related to the COVID-19 pandemic and its impact on church life.

The original group was selected based upon their health care backgrounds. Don Naber was added for his extensive microbiology expertise. We came together in early March as the effects of the global pandemic were reaching the northeastern US and concerns about congregational safety were mounting. Since then, we have met via Zoom teleconference on a weekly basis through the end of June, with one special meeting in July related to requests for an in-person component to the church Annual Meeting.

Our guiding principle has been to maintain the health, safety and integrity of all members, friends and visitors who utilize our facilities.

#### ► To this end we have:

- endeavored to educate the UUC community about SARS-COV-2, the coronavirus responsible for COVID-19 and to provide up to date public health information to the membership and the Board
- provided guidance to Rev. Carie to protect her personal safety as she continued to minister to the congregation
- responded to numerous congregational inquiries about the safe use of UUC facilities
- created and disseminated *Expectations of People Using UUC Facilities* and a *Checklist for Individuals or Groups Using UUC Facilities*
- held a congregational question and answer session about our work via Zoom on June 20, 2020
- been available to the congregation to answer telephone or email questions about SARS-COV-2 and the advisory group's work

► Work we plan to continue:

Following a July break, we will resume regularly scheduled Zoom meetings on August 8, 2020.

► How we worked with other committees:

We have interfaced with the Board of Trustees, the Finance Committee, the Small Group Ministry Committee, the UUCC Occasional Orchestra and the choir.

## GODDESS/EARTH CIRCLES REPORT

By: Helen Zidowecki

**Goddess/Earth Circles** usually meet the fourth Sunday of a month following morning worship services (moved to 1:00pm when we started using ZOOM in April.). Gatherings are open to all ages, gender and sexual identifications. We honor the variety of earth-based spiritual traditions and feminist spirituality in considering the issues and concerns facing us in this time. 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.

Meetings in November, January and March were shortened or cancelled by weather and coronavirus. Our Summer Connections in July and August 2019 continued reflections of “Indigenous Spiritual Practices in the Americas” and “Animal Spiritual Guides” from late spring.

September 22 Fall/Autumn Equinox. We focused on a triple “Labyrinth of Our Lives” to engage with the Maiden, Mother/Nurturer, and Elder/Crone of our lives, based on *Women of Wisdom*.

October 27 The Wisdom Celebration Luncheon around Samhain included a croning for post-menopausal women (usually late 50’s or older). Participants contribute to the Women of Wisdom Book that is available for Goddess/Earth Circle participants. The 2019 celebration recognized the twenty-two crones, or wise women, at UUCC, and welcomed *Naomi Konesky* as a new crone.

*We are saddened to note the deaths of Lois Whitcomb and Ruth Butts who were crones. Both had moved to be near family in the last few years but remained as part of our Wisdom group.*

December 29 Sunday morning service was offered by Goddess/Earth Circle. “Turn in Time” involved crossroads and the goddess Hekate as we reflected on how we make choices, how choices differ throughout our lives, and approaching the new year.

February 23 “Covenant: Personal and Group, Behavioral and Religious” asked how Goddess/earth-based traditions approach relationships. Covenantal Relations was the congregational theme for the month.

April 26 introduced the Hindu goddess of chaos, “Kali and the Coronavirus.”

May 31 considered “Thresholds” as with the congregational worship theme for the month. The focus was consideration of the equinoxes and the solstices as thresholds of the seasons.

June 28 was the first Summer 2020 Connection with a focus on Summer Connection: Solstice.

**Sabbats**, earth festivals with rituals and traditions were offered by the Evergreen Grove under the leadership of Rita Moran at times and locations related to the celebrations (until March). The broader pagan and pagan-curious communities are invited.

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 resources and material that has been developed over the years. Go to <https://augustauu.org/minister-staff-and-church-life/goddess-continuing/>

## PEACEFUL HEART SANGHA

By: Marty Soule

Peaceful Heart Sangha continued sitting together every Monday evening at UUCC and every Thursday morning at River Studio in Hallowell until March 16. Then due to COVID-19 we began meeting via zoom. The transition went pretty smoothly. While gathering on zoom we have welcomed many new sangha attendees from different parts of Maine and all around the US. Our refreshing Peaceful Heart Sangha autumn retreat at Nurture Through Nature in Denmark, ME was led by a dear Dharma Teacher Jeanne Anselmo from Long Island. Many of us have also attended other retreats and Days of Mindfulness in person and online this year. We have continued our quarterly gatherings of members of the Maine sanghas in the tradition of Thich Nhat Hanh in Augusta and then on zoom. We enjoyed our January Intentions Practice and then had a second round of co-listening partner practice offered in the spring. We are grateful for the flexibility that creating an online option for sangha has given us. And at the same time we will enjoy meeting in person whenever that becomes a safe option again.

## SEASONED SOULS

By: Stefanie Barley, Co-Chair

Seasoned Souls is now in its 7<sup>th</sup> year and going strong!

We are a study/support group for elders (those eligible for Medicare) dealing with issues related to aging. Older adults find themselves dealing with physical, mental, emotional and other changes that differ from those of our earlier years. Together we explore books, poems, articles and stories that provide spiritual support for this process. We've found that really listening to one another, laughing, and crying together create connections that transcend the individual.

This group meets year round, twice a month, from 10:30 A.M. to noon on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays.

Meetings have always begun with an extended check in, often our richest time together. It has always been an open group, with people welcome to come and go, but usually with a solid core of 12 to 14 members who have developed great affection for each other.

With the advent of Coronavirus, members learned to use Zoom. At one point, when we were still gathering in person, several people were concerned about the rapid enlargement of the group and wondered if we ought to divide into two separate parts, but with Zoom, we have become a cohesive whole, no longer worried about that issue.

Seasoned Souls welcomes guests. Members talk about very interesting topics, helping us to stay alive and well, to deal with losses and gains, to keep perspective, and mostly to offer caring and support to each other. As our Covenant, read at the beginning of each meeting, says, "We come together in this space made holy by our presence. In the safety of this circle we celebrate each other's strengths and accomplishments. We revel in each other's joy..... We hold each other's pain with loving hands. We offer support, not solutions, criticism or advice. We listen to understand, not to respond..... We will conduct ourselves in accordance with UU values."

Respectfully submitted, - Stefanie Barley, Co-Chairperson

## 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

No Bylaw Changes are being proposed.

## BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH

### Bylaws of the Unitarian Universalist Community Church Augusta, Maine As amended, June 2019

#### **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, 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 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 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.

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 UUCS 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  
Revised 6/19 to include amendments passed at the June 2, 2019 Annual Meeting