



First Universalist Church

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Annual Report

2018 – 2019

“Nurture the Spirit, and Serve the Community”

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Annual Meeting Agenda June 2, 2019

- I. Call to Order - If you are a congregation member, please remain seated.
- II. Establish Quorum
- III. Break for coffee: 10 minutes
- IV. Chalice Lighting / Opening Words
- V. Approval of 2017-2018 Annual Meeting minutes
- VI. Vice President's Comments
 - a. Treasurer's Report - presentation and vote on proposed budget for 2019-2020
- VII. Elections
 - a. President: Eric Van Dusen
 - b. Nominating Committee: Steve Munson
- VIII. Social Justice all-church project proposal and vote
- IX. Social Justice Plate Offering Organizations
- X. Special Recognitions
- XI. Other Business
- XII. Adjournment
- XIII. Closing Words – Extinguishing the Chalice

The First Universalist Church of Rochester Covenant of Responsible Behavior

First Universalist Church is dedicated to the free and responsible search for truth and meaning; the inherent worth and dignity of the individual; and justice, equity, and compassion in human relations. We hereby covenant to create an open and supportive community where we can meet and grow towards wholeness, inspire and challenge one another, share in the observance of special life events, and act according to our principles in the local and world communities—in short, where all can feel safe and welcomed.

To do so, we make these promises:

*To respect one another's beliefs,
To nurture an environment of direct and positive communication,
To build a caring community through understanding and learning,
To respect the safety and welfare of others,
To respect our sanctuary and church facilities.*

We assert these promises as fundamental rights and responsibilities of all persons attending the First Universalist Church. We accept this Covenant of Responsible Behavior as a guide. Its accompanying policy shall guide the response where responsible behavior is in question.

FIRST UNIVERSALIST CHURCH OF ROCHESTER MINUTES OF ANNUAL MEETING

June 10, 2018

The Annual Meeting of the First Universalist Church was called to order at 11:35 after today's church service, and a quorum of members (60+) was established. The chalice was lit and Rev. Meeker gave the opening reading. Approximately 66 members and friends were in attendance.

Approval of Annual Minutes of June 4, 2017: Motion made by Ed Deller, seconded by Karen Dau and passed with no objection.

President's Comments: Nancy Gaede, President, recapped our year of interim ministry noting all the changes that occurred, and the successful conclusion of our search for a settled minister.

Treasurer's Report: Dick Shroyer, Treasurer, reviewed the current financial picture. He noted we are ending the 2017-18 fiscal year with a deficit of approximately \$19,000. The biggest factor contributing to the deficit was unpaid pledges. The proposed 2018-19 budget is balanced, and committee requests have been fully funded. Dick addressed the following questions:

- Why are pledges missing? Several members had to adjust their pledges, and some have made no payments. No clear pattern has emerged as to the reasons.
- How will pledge income be handled going forward? Finance has built in a small unrealized pledge loss for future budgets.
- Do we still get billing statements as in the past? Yes, and they hopefully will be sent out ASAP this month. Suggestion was made to send them via email.
- Suggestion made for members to consider automatic bank withdrawals for their pledge payments.
- Motion to accept the 2018-19 Budget was made by Paula Marchese, seconded by Dave Van Arsdale and passed, all in favor.

Elections:

For the Board of Trustees: Richard Reed and Tess McFarland-Porter. Nancy Gaede as President (2nd term).

For the Nominating Committee: Ed Deller, Shelley Adams

For the Personnel Committee: Beth Ares

For the House Committee: Ed Deller and Tom Ruganis, Co-chairs

For the Committee on Ministry: Bridget Watts, Steve Munson, Charlie Courtsal. A fourth person will be nominated.

Motion was made to accept the above slate of candidates (including the one to be nominated to the CoM), seconded and passed unanimously.

Special Recognitions: Nancy thanked all the members of the congregation who give so much to the church. The leaders of the committees were acknowledged. Nancy noted all the ways, large and small in which people participate, as listed in the congregational volunteer directory published this spring. In particular, Nancy recognized the herculean efforts of the search team members and thanked the departing members of committees (Lisa Gwinner from Music, Bill and Becky Elwell from MOCHA and Ed Deller and Janet Rothbeind from the Board). Nancy also recognized Ruth Fitzgerald on the Membership Committee as an “unsung hero.”

Other Business: Volunteers are needed for ushers/greeters and for coffee hour. Motion to adjourn. Closing words by Rev. Meeker. Meeting adjourned at 12:15pm.

Respectfully submitted,
Karen Ruganis, Clerk

Board of Trustees 2018 - 2019

The members of the Board of Trustees for the 2018-19 church year were: Nancy Gaede (President), Eric Van Dusen (Vice-President), Karen Ruganis (Clerk), Kitty Forbush, Tim Mullins, Richard Reed, Tess McFarland-Porter, and Reverend Lane Campbell (Minister, ex-officio).

The Board meets the second Wednesday of each month. We held 11 regular meetings, 1 special meeting and convened a Leadership Assembly this year. At each monthly Board meeting, we review the financial reports and the Minister's report, and approve the previous month's minutes. Minutes are available on the bulletin board and in the office for review.

Highlights of our Board activities this year include:

Governance: This church year the Board continued examining components of our church structure. The Board discussed these topics: congregational self-identification, worship, leadership development and hospitality/coffee hour. We invited leaders of committees to participate in these discussions. We also crafted a Board Covenant. As part of beginning a new ministry with Rev. Campbell, we held a Ministerial Start-Up Weekend. We looked at the roles and responsibilities involved in governance and ministry and talked about a vision for the church. The board continued work on drafting a shared church vision, based on various visioning exercises the Board, staff and congregants participated in. This was presented at the leadership assembly in May to solicit feedback and finalize.

Minister/Staff: As part of Rev. Campbell's Preliminary Fellowship renewal, the Board will complete a ministerial evaluation. We considered increasing the hours for the Office Administrator and Director of Life Span Development. In light of the Office Administrator's increased responsibilities, the Board approved an increase of 3 hours per week. We collected and distributed staff holiday bonuses.

Finance: The Board reviews monthly finance reports, supports the stewardship campaign and provides feedback for budget planning. Dick Shroyer, Treasurer, presented "Finance 101" to help us understand how to interpret the monthly financial reports. The Board also supported implementation of the audit recommendations from the CARE (Church Administrative Review and Evaluation) summary report. In May, the Board reviewed and endorsed the proposed 2019-20 budget. The final budget will be presented to the congregation for approval on June 2nd. We approved one-time requested expenses (initial Unirondack Membership fee, disbursement from the Organ Endowment).

Committees: We recommended and/or approved various committee policy initiatives and actions from: Communications, Finance, Personnel, Committee on Ministry, Nominating, EcoJustice Task Force, Faith in Action Council, Homeless Task Force, MOCHA and House. We approved new members of the project team and committee chairs.

Safety and Risk Management:

We initiated an active shooter training by an officer from the Rochester Police Department and created the Safety Plan Team. We provided a charge to the Safety Plan Team to create a safe environment with a comprehensive safety plan for building security and physical safety of community members. The Safety Plan Team will develop a proposal for Board review. We obtained Congregational Cybersecurity Guidelines from the UUA to recommend security protocols for our electronic devices and social media platforms. We have begun a review of our church insurance policies and are exploring board indemnification.

Wider Community:

The Board supported hanging a Black Lives Matter banner as a way to promote more discussion, education, and engagement in our social justice focus of facing systemic racism. We approved Rev. Kelly Spahr as an Affiliated Minister. The Board approved granting congregational sponsorship to Rachel Irato as a candidate for Ministerial Fellowship. Many board members took part in various workshops this year, offered by UUA Central East Region. We approved Rachel Irato and Connie Valk as delegates to the General Assembly in June.

We met with advocates for the homeless to gather suggestions for establishing a relationship with our homeless/houseless neighbors that embodies caring, safety, welcome, and healthy boundaries. The Homeless Task Force has developed a multi-tier plan, which will include relationship building and developing a safe and healthy environment. The Board approved this plan. We nominated honorees for the annual Faith in Action award.

Other Actions:

Planning is underway for the New York State Convention of Universalists conference taking place in our church in October. Board members took turns serving as Children's worship assistants.

Respectfully submitted,
Karen Ruganis, Clerk

President's Report 2018 - 2019

It has been an exciting year of firsts at First Universalist! Reverend Lane Campbell began her first year of ministry in September. She has filled the pulpit with energy and love from day one. I am so delighted that she has joined us and wish her many happy and fulfilling years of ministry here with us. Our new Music Director, Brock Tjosvold, began his first year here as well. Brock has gifted us with beautiful music and a dedication to helping the choir to become better and better. In January, Emma Barry joined us as the Office Administrator. She settled into the position quickly, and her many talents have helped us to move forward in a fulfilling our mission.

When you add in the expertise and enthusiasm of Reverend Michelle Yates, and the support of Brandon Fagan, what do you get? A dream team! The atmosphere at First Universalist is crackling with enthusiasm and possibility. We can look forward to great things as we approach our next church year.

Our social justice work continues to evolve. After much research and reflection, and many listening sessions, our Project Team will be presenting an all-church project for a vote at today's meeting. We have also proudly hung a "Black Lives Matter" banner in our sanctuary. Our hope is that the congregation will support having it moved outside in the near future. As I began gathering information for this report and meeting, I was amazed (but not surprised) at how many folks show up so consistently so that the mission of First Universalist can be realized. Many, many thanks to all of you for all that you do. We don't say it often enough (I don't know how we could!), but your efforts do not go unnoticed or unappreciated. Let's keep working together to make our beloved community one that truly "nurtures the soul and serves the community".

I am so proud to have served as your president,
Nancy Gaede

Minister's Report 2018 - 2019

Each morning, as I wake up and prepare to come to First Universalist Church, I hold you in my heart with gratitude for calling me to be your minister just this past year. Thank you all for welcoming me so warmly. Thank you for the ministries of this church which you share with me. This has been an incredible first year with you all and I could not be happier to be here.

It feels important to note at the top of this report that this has been a year of transition. Not only did you welcome me as your new minister, but there were two staff positions that experienced transition. In August of 2018, we welcomed Brock Tjosvold as First Universalist's Music Director. In November, Andrea Lewis left the position of Office Administrator and Emma Barry began in January of 2019. With Emma and Brock on-board, the staff is really functioning as a team. This was a lot of change for this congregation to go through and I believe we have come out on the other side in good shape.

In starting my ministry with you all, I wanted to focus this year on getting to know one another. I made the invitation for folks to come meet with me one-to-one, which was so helpful in getting to know you all in a deep way. We invited folks from the congregation to share their stories with a Testimony offered during each worship service. I have been around the table with many of you in meetings, potluck dinners, UU and You sessions, and other opportunities to connect.

The Board and I have been crafting a vision statement for First Universalist Church. In a process that began with brainstorming during my ministerial start-up workshop in October, input has been asked from the congregation and a vision statement is currently being drafted. It is my hope you will get to look at it in the near future.

When I came here, there were three core areas of my ministry with you all that I wanted to focus on. I heard throughout the search process from the Search Committee that you were interested in excellent worship, a public-facing social justice ministry, and church growth, particularly in the area of children, youth and families. In worship, we have resurrected the Worship Committee, tried some different rituals, and crafted monthly themes that guide our spiritual exploration together. This year, we have hosted multiple justice forums and town halls in the areas of immigrant justice, environmental justice, and LGBTQIA+ justice. The church is displaying a Black Lives Matter banner and will soon have a chance to vote on displaying it outside. I have been a part of collaborating with RocACTS to work on a civilian-led Police Accountability Board. We are well on our way and the work continues.

For this third area of church growth, with a particular focus on families, children, and youth- a conversation is beginning. You can expect that the conversation will continue next year. Rev. Michelle and I have been a part of a learning community with ministers across the country exploring what it might look like to do faith development differently. As a church, we will be experimenting next year with some new models, trying some new things. I am excited to share in the experiential learning with you all.

Looking ahead, you can expect that next year will be a year of theological depth and exploring what it means to be a Unitarian Universalist. Plans are under way to strengthen our offerings for families and adults. We may be doing more multigenerational worship and offering families a chance to be together in worship. We are keeping an eye towards doing some new and innovative things with social justice, continuing to live into and to claim our downtown location.

What I know for sure is that we will be continuing to nurture the spirit and serve the community together.

Thank you for a fabulous first year, First Universalist Church.

Communications Committee 2018 - 2019

Committee members: Emma Barry, Rev. Lane Campbell, Dolores DaLomba, Marcy Klein, Connie Valk, Lisa Gwinner - Chairperson

Communications Committee is responsible for overseeing and improving communications within our church community and to the larger community. We oversee the church's website, newsletters, social media presence, and assist other committees and church groups with advertising and press releases for events as requested. We also try to make sure that our church is accessible and inclusive in the language and communication methods used, so that we may better communicate our congregation's vision of Unitarian Universalism to the community.

Here's an overview of our activities over the past year:

In the summer of 2018, the Board asked us to create a policy for use of the various computers used at church, to increase security. We researched current best practices for churches and submitted a policy that was approved by the Board in August.

As of September 2018, two new, freestanding bulletin boards were purchased for the Lounge to take the place of bulletin boards lost in the summer 2017 Lounge renovation. One is used for Faith In Action Council, Project Team, and Social Justice Circles and the other for postings from other Committees.

Over the past year we've had some very successful collaborations with other church committees, including the creation of a new brochure about the church with the Membership Committee, and continuing to update and improve the signage inside and outside of the church with the House Committee. Marcy and Emma produced the brochure for this year's Stewardship campaign as well.

In the fall of 2018, it became apparent that the church's Frontiernet email account was not flexible enough for our needs, especially when it came to privacy concerns when posting emails of church members. Rev. Lane began the process of applying for a non-profit G Suite account with Google, and after some hoop-jumping, it went live in February 2019. This now allows us assign unlimited church email addresses to members who are doing work on the church's behalf, so that they may maintain the privacy of their personal email addresses. G Suite also allows greater collaboration among church members when creating services, projects, and other activities. The potential is just beginning to be explored.

Committee members, along with many other church members, took over office tasks in order to keep things running smoothly after the sudden resignation of Andrea

Lewis as Office Administrator. Lisa participated in the interview process for a new administrator.

Communications once again sponsored the holiday mitten tree and collected items that were donated to the children at School #7 and adults at the REACH House.

Emma Barry was hired as our new Office Administrator in January 2019. Emma's organizational, graphic, and tech skills have been an enormous benefit to the church. She has revived our Twitter account, and as of February, has been live-streaming the sermon portion of the services and Eastman at Washington Square concerts on Facebook, as well as increasing our Facebook presence with posts nearly every day. It has been a great joy to get to know Emma and to work with her.

Connie conducted press release training for the committee. She also brought to our attention an online article from the UUA about the importance of using a microphone at all church gatherings, in order to communicate with all. We adapted this article and published it in Our Outlook. Emma taught the committee about Twitter, explaining how it improves the communication of our church's activities to the community.

Bill Elwell retired as Wayside Pulpit coordinator in February. We thank him for many years of service! Ruthlee Barton is our new coordinator for the Wayside Pulpit. Thanks so much Ruthlee for taking over this important communications job!

The Board asked us to review proposed cybersecurity guidelines for the church, which was also done in February.

As part of an on-going committee discussion of inclusive language, we first wrote an article in the Outlook to prepare the congregation and then purchased stickers with pronoun preferences that could be added to name tags, indicating everyone's preferred pronouns. Emma designed the stickers and arranged to have them printed, and they were available to hand out during the March 2019, service recognizing the Transgender Day of Visibility.

Communications took leadership on having the Black Lives Matter banner for the sanctuary designed and made. Many thanks to House Committee members for the hanging the sign! We are prepared to order the outdoor banner as well, should the congregation approve it at the Annual Meeting.

I am so grateful to the members of this committee for their support in making this another productive year supporting our church's mission. Thank-you!

Respectfully submitted, Lisa Gwinner

Finance Committee 2018-2019

Committee Members: Ann Rhody (chair), Richard Shroyer (treasurer), Bill Jones (collector), Karl Abbott (assistant treasurer), Beth Ares (payroll and benefits coordinator), Katherine Flynn, Paula Marchese, Richard Reed, Dave VanArsdale.

We began the 2018-19 church year with the following goals in mind:

- Change the way our church handles Discretionary funds, to better reflect predictable expenses in the operating budget and discontinue outdated practices.
- Improve communication about budget development, with the goal of more timely input from committee chairs and other church leaders
- Work with the Board to implement recommendations of the 2018 CARE review.
- Review our benefits practices to ensure compliance with Fair Compensation Guidelines and church personnel policy (The UUA offers a “benefits tune up” workbook which can be used for this purpose).

We are pleased to report that progress has been made on a number of these goals, as well as others.

Discretionary Fund Plan:

- We asked church leaders to budget for all committee needs within the 2018-19 operating budget, and to avoid using discretionary funds this year.
- The Finance Committee drafted and edited a new structure for off-budget funds, which consolidates most discretionary funds into a pool of “undesigned funds.”
- We communicated throughout the year with Board, church leaders, and the congregation regarding our plans. Leaders were encouraged to reach out with any concerns, which were addressed. We used Outlook articles, emails to leaders, and personal conversations to keep the dialogue going.
- A final draft was presented to church leadership and is scheduled for a vote at the congregational meeting on June 2. We are hopeful that it will pass and that our new plan will move forward!

Budget Development Communication:

- We began talking about budget development in January for the following fiscal year. In many cases, personal contact was made with committee chairs in addition to blanket emails. This seemed to increase responses to requests for budget request information.

- The Board of Trustees and the Minister were very attentive to the need to establish some budget priorities well in advance of the formation of the budget. This early information helped, as did the fact that committee member Richard Reed served on the Board, and Rev. Lane Campbell attended many of our meetings this year.
- The proposed 2019-20 budget reflects a great deal of committee input, rather than just last-minute guesses about what might be needed.

Implementing CARE Review Recommendations:

- We are moving toward streamlining the fund structure as detailed above.
- The Board appointed Eric VanDusen to work with Dick Shroyer on determining which committees were most appropriate to carry out each recommendation.
- Finance committee will be dealing with updating fund policies, the Board and Personnel will be updating policies related to employment and other areas.

Fair Compensation and Benefits Tune-Up

- We became aware that one requirement of the UUA retirement plan is that ministers are automatically eligible, whether or not they are employed in that capacity. This meant that we needed to go back and make contributions for Rev. Michelle Yates from the time of her employment with us. This proved to be a somewhat complex process, and it was handled well by Treasurer Dick Shroyer as he communicated with the UUA folks and with TIAA.
- Committee chair Ann Rhody participated in a focus group with the UUA regarding modification of the fair compensation guidelines.
- There is a need to devote some time to really updating and consolidating personnel policies, contractual benefits, and UUA guidelines and offerings. This is going to remain a goal for 2019-2020.

Other items of note:

- A successful auction was held on February 3. The event was co-chaired by Paula Marchese and Katherine Flynn, with assistance from many volunteers. The auction exceeded budget expectations and brought in over \$6,100.
- The Stewardship 2019 theme was “Let’s Show Up,” with co-chairs Richard Reed and Jillian Beaman. Our goal for this year was to increase the overall number of pledges, no matter the size. We set a goal of reaching 100 pledges and established a “bonus fund” from people who were willing to give an extra \$100 if we reached the goal. Although it took a few weeks

past Stewardship Sunday, we did reach and exceed the goal and the total pledges received as of this writing is 103. Our pledge total is still being clarified, but as of now we are at about \$208,000.

- The Finance Committee met with our investment advisor Bob Reeves and reviewed our portfolio and its performance. We continue to be happy with Geovest and its management of our Schwab account.

During 2019-20, we hope to work on the following:

- Continue to update, organize, and store payroll and benefits information
- Finalize figures and reporting for the PACT campaign, 2014-19, and prepare a final report
- Work with the stewardship team and the minister to review and update stewardship practices, and to maintain the higher number of pledge units from this year.
- Fully update the finance policy manual.
- Better organize electronic storage on the finance computer, clearing out files which are not necessary to keep.

Thank you to the committee members and to the congregation for your trust and cooperation.

Respectfully submitted for the committee,
Ann Rhody, Chair

House Committee 2018 - 2019

The church building and grounds are in good condition with no critical issues. The core committee, Tom Ruganis, Ed Deller, Michael Scott, Sarah Singal, Moritz Wagner, Marcy Klein, managed a variety of projects to help maintain the church in this state while also supporting the safety and accessibility needs of the congregation. We are grateful to all who pitched in to help on our clean-up days.

The following summarizes key tasks completed during this church year:

- Installation of new storm windows in the volunteer office
- Installation of a non-copper replacement for the flat roof on the south side of the church, which was damaged in a theft of copper materials.
- Semi-annual elevator inspection
- Two church wide clean-up days for general cleaning, painting, and repairs.
- Installation of a stability bar in the small first floor bathroom
- Installation of a children's coat rack in the second-floor hallway
- New signage on the Clinton/Court street entrance to clarify the location of the accessible entrance.
- Installation of Black Lives Banner in the sanctuary
- Work with Communications for improved elevator signage.
- Installation of lighting for the garden area per recommendation of the Homelessness Task Force.
- Removal of the large faded First Universalist sign on the parking lot side of the church building.
- Annual fire inspection and recharging of extinguishers
- Ongoing collaboration with the Garden committee, led by Sarah

Significant projects in progress or being planned for the coming year:

- Resurfacing of the parking lot and fix to the parking lot entrance ramp
- Scoping design options for a vestibule for the Clara Barton Lounge parking lot entrance to cut down on the cold when the door is opened.
- Estimating the cost and vendor options to replace the storm windows in the Clara Barton lounge and on either side of the Court Street door.
- Installation of an air conditioner in the nursery room.
- Painting the stairwell to the 3rd floor.
- Addition of stability bars in 2nd floor bathrooms
- Working with church leadership for installation of a Black Lives Matter banner on the Clinton Street church exterior.

Respectfully Submitted, Tom Ruganis and Ed Deller

Rental Committee 2018 - 2019

Parking:

Currently there are 5 spots filled. We currently charge \$65/month. There have been issues with late payments from some renters, but a system of reminder emails seems to have cleared that issue up. Warning parking tickets have been created to help with unauthorized parking, and we are looking into exploring a green way to issue parking permits. We have also reached out to local businesses via email to procure further parking renters.

Long-Term Rentals:

- Rochester Model Railroad Club
- First Tuesdays of the Month - Rochester Democratic Society of Rochester

Rentals this past year include:

- Violin and Piano Duet (June 18, 2018)
- Memorial Service for Daniel Bork (July 21, 2018)
- Campbell Wedding (July 22, 2018)
- La Leche League (July 26, 2018 & August 23, 2018)
- Organ Historical Society Event (August 03, 2018)
- Homes for the Homeless (August 26, 2018)
- Glenda Brayman (September 29, 2018)
- Spear wedding (October 6, 2018)
- Stott wedding (October 20, 2018)
- Campaign for NY Health (October 23, 2019)
- Refugees Helping Refugees (November 10, 2018)
- Rochester Permaculture Center (November 13, 2018)
- Rochester Area Homeschoolers Association (November 14, 2018)
- Farmworker's Rights Town Hall (February 10, 2019)
- Narcotics Anonymous (February-March 2019)
- Memorial Service for Max Cook (April 13, 2019)
- Celebration Forest Concert (April 27, 2019)
- Rochester Dachshund Parade (May 11, 2019)
- Memorial Service for Eunice Eckberg (May 18, 2019)
- Baby Shower for Joyce Dennis (June 15, 2019)

Upcoming rentals include:

- Rochester Theater Organ Society Concert (July 4, 2019)

Respectfully submitted,
Emma Barry
Office Administrator

Lifespan Faith Development: Children and Adult 2018 - 2019

This year, the title Director of Lifespan Faith Development was changed to Minister of Lifespan Faith Development to recognize that Rev. Michelle Yates, who currently holds the position, is an ordained Unitarian Universalist minister.

Our Children's Programming:

- We have seen some new, returning and visiting **Children and Families** this church year, along with those who attended last year. On an average Sunday we see 2-5 children for Children's Worship. We have 25 children registered for Children's Worship and Child Care.
- Our **monthly themes** were as follows:
 - September - Beloved Community
 - October - Spiritual Practices
 - November - Prayer
 - December - Worship
 - January - UU Identity
 - February - Universalism
 - March - Visibility
 - April - Rebirth
 - May - Families
- **Children's Worship** activities were most often searched from Tapestry of Faith curriculum based on the theme of the month or service theme for that day.
- The children learned about and shared ideas to send to Rochester PlayWalk team.
- **Childcare** has been open and active all year long and will continue through the summer again this year. For the first time, the Childcare room will be air conditioned this summer so the children will not have to move to the Clara Barton lounge for the warm weather season. Coat hooks were also added to the hallway outside of the room. Thank you, House Committee!
- The children are from a **wide range of ages**. As there are not enough middle and high school youth for a youth group, we aim to invite these youth to be involved in church activities aligned with their interests.
- Per our volunteer screening policy, all our volunteers who regularly work with the children have gone through a **background check**.
- The CFD Team has been working on **revising our outdated policies** and hope to be able to send the new policy to the board for approval in fall 2019.
- Two **Family Nights** were held this year. One in November and one in February from 6-8pm on Friday nights. Food (with a vegan option) was provided to encourage family attendance. The program consisted of a communal meal, short family worship, kids' activities and parent discussion time. The events were well received, and families expressed an interest in doing more in the future.

- For the first time in a long time, we had an **Easter Egg Hunt** after service Easter Sunday. Joined by the children from the RAIHN families, and with our older youth helping, it was a fantastic success. Thank you Ruthlee Barton, Paula Marchese, Marti Eggers, Dominic, Joey, Samantha, Meredith and others!
- **“The Story”** portion of our worship service continues to be a well received and much beloved portion of our worship.
- The MLFD Rev. Michelle Yates worked with Rev. Lane Campbell to design and support **Whole Church Worship** once each month throughout the year.

A Big Thank you to our:

- Children’s Worship Leaders & Assistants: *Charlie Courtsal, Heather Jones, Beth Ares, Tess McFarland-Porter, Connie Valk, Becky Elwell, Rachel Irato & Shamiah DiFrancesco*
- Children’s Worship Guest Assistants: *Kitty Forbush, Karl Abbot, Chris DeGolyer, Ed Deller, Eileen Fernandez, Eric Van Dusen, Karen Ruganis, Nancy Gaede, Tim Mullins, & Richard Reed*
- Storytellers: *Janet Clark-Hazlett, Pat Deane, Elizabeth Osta, Soren Kilmer, Bridget Watts, Shirley Malone, & Richard Reed*
- Childcare Staff: *Carol Williams & Sundae Hodge*
- and ALL the others who have made all this happen!

Our Adult Programming:

- **Monthly newsletter articles** focused on faith development themes (listed above) were contributed to the Outlook by Rev. Michelle.
- Six **Cozy Night Supper potlucks** were held this year with attendance that ranged from 10 to 35 people. The programs were led by: Rachael Baldanza on Volunteering in our City, FIAC on White Fragility, Holiday Pastimes, the Project Team exploring an all-church project, Roc/ACTS, and the Eco-Justice Social Justice Circle. Many thanks to the facilitators, guest speakers, and the generous food/hospitality volunteers!
- The **Spirit in Practice workshop series** explored spiritual practices over 10 sessions. The series was offered once per month in the evening at church, and every other week from 2-4pm at the Irondequoit Public Library. The last two sessions at the church were cancelled due to low attendance. The library sessions had an average attendance of 10 people; of the rotating attendees 7 were church members and 14 were community members.
- **Social Justice Second Sundays** were an opportunity to learn about and participate in social justice initiatives. First Universalist’s Social Justice Circles were invited to share. Events included showing our support for BLM (Black Lives Matter) outside our building, a BLM banner discussion, a documentary on challenges faced by Native Americans, Homeless Heartbeats panel discussion, packing “healthy snacks” bags, Out Alliance panel sharing experiences from transgender persons, Project Team discussion considering project ideas, Eco-Justice information and advocacy tables, and a speaker from the Rochester PlayWalk team.

- We currently have one daytime **Small Group Ministry** group, and one evening group. Thank you, facilitators: *Connie Valk, Bob Remley, and Alex Pita!*
- Joy Leccese led several monthly **Mindfulness and Meditation** sessions this year.
- Lew Ward-Baker led a several session program “**Learning to be a Human Being: the 16 People I’ve Never Met.**”
- The Sunday Morning **Drop-In Discussion Group, the Book Group, the Library and Bookstore** continue to be vibrant and essential parts of our community! Thank you, facilitators, teams and committees!

A huge thank you to our Adult Faith Development Chair *Kathy Russell*, and Committee: *Shelley Adams, Suzie Syta Gutierrez, Janet Rothbeind, Joy Leccese, Phyllis Bentley, and Rachael Baldanza!*

Thank you to all who make Faith Development programming happen in our church community!!

Respectfully Submitted,
 Minister of Lifespan Faith Development, Rev. Michelle Yates
 Children’s Faith Development Chair, Connie Valk
 Adult Faith Development Chair, Kathy Russell

Membership Committee 2018 - 2019

Committee members during the year included: Nancy Gaede, Connie Valk, Janine Osagie, Donna Anderson, and Peter Perine (Chair).

The monthly UU and You presentations sponsored by the Membership Committee since the beginning of the 2018-2019 church year were offered each month, but continued to be sparsely attended. After a review of the presentation material by Rev Lane, it was decided that a more personalized approach delivered by Rev Lane herself might be more attractive to visitors interested in knowing more about Unitarian Universalism and about our church itself. UU and You programs continue to be offered on the first Sunday of each month.

A First Universalist Handbook brochure was developed jointly by the Membership and Communication Committees, designed for distribution to visitors and event guests. The brochure reviews Unitarian Universalist beliefs and principles, and describes our worship services and children's religious education, our Social Justice programs and activities, our building facilities and rental opportunities. Copies are available in brochure racks throughout the church, and can be found in hymnal racks in the Sanctuary.

Efforts continued throughout the year to expand the pool of volunteers willing to serve as Ushers and Greeters for our Sunday services. There are now a total of 12 people in the group, and a weekly email note solicits the next Sunday's support. An easy-to-use on-line signup application has been in place for the past year, and the whole process runs fairly smoothly.

The 2019 Path To Membership training session was held on February 23, with six prospective new members attending. New Member Sunday on February 24 welcomed to the church five new members: Donna Anderson, Eunice Eckberg, Karen LoBracco, David Markham and Alexander Pita. Two more new members joined the church during the 2018-2019 church year, Kelly Spahr in October and Dorothea Atwell in April.

The Membership Committee continued to support the implementation of a computerized record-keeping process for non-financial congregational information. The new process, based on a software package called PowerChurch, consists of a single Congregational Data Base with flexible reporting capabilities. Several computer-generated reports are regularly produced using the new system, including the Church Directory, Board-Staff-Committee Directory, Congregational Volunteer Directory, and the Church Membership Register. Many additional reports can be generated as needed. Efforts are currently underway to transfer responsibility for the operation and maintenance of

the system to the church's Office Administrator, with backup technical support to be provided by Alex Pita.

For the Membership Committee,
Peter Perine, Chair

Caring Committee 2018 - 2019

Members: Becky Elwell, Eileen Fernandez, Katherine Flynn, Cathie Grisley, Marcy Klein, Kathi Milch, Jennie Sutliff, Paula Marchese (Chair), Connie Valk (Secretary)

Our mission aims to provide short-term help to members and friends of the First Universalist Church through caring, comforting and visitation. We do our best within the limits of our resources to see that those who are experiencing a period of grief, sorrow, illness, joy, or need due to life's transitions are attended to by someone from the church.

This past year we oversaw memorial services for Bill Hickok and Eunice Eckberg. These services/receptions were supported by many congregants who bolster Caring Committee activities; we could not do it all without them.

At Christmas time, working with Finance and RAIHN, monies from the Spare Change Drive (now named the Charles Gibson Spare Change Drive) were used to grant the holiday wishes of a settled RAIHN family.

Also, at holiday time, our committee took orders for poinsettias and spring flowers. Dedications were listed in the holiday orders of service; and the committee arranged the plants/flowers to decorate the sanctuary.

We continue to send cards of encouragement and sympathy, make visits, and assist as we are able. This year 50 plus cards were sent; dozens of meals, visits, and rides were provided for those needing assistance.

Respectfully submitted,

Paula Marchese, Chair

**Social Justice Plate Committee
2018 - 2019**

The Social Justice Plate Offering is collected the third Sunday of every month during service. The money collected is then given to an organization or agency which promotes justice, equity and compassion in the greater Rochester region and very occasionally beyond. A different agency or organization is selected each month. We focus on small but vibrant groups.

Becky Elwell and Shirley Bond are on the selection committee and, as usual, members and friends of First Universalist are encouraged to recommend a worthy organization that catches their eye. Thank you so much for your continued support.

Many thanks,
Shirley Bond, chair
Becky Elwell

Month	Organization	Amount
September 2018	School #7	\$371
October 2018	Flower City Pickers	\$379
November 2018	Enough is Enough	\$221
December 2018	Staff Bonuses	N/A
January 2019	[Snow Day]	N/A
February 2019	Eastern Service Workers Assoc.	\$325
March 2019	REACH	\$140
April 2019	NCBI Rochester	\$352
May 2019	ROCovery Fitness	N/A
June 2019	Migrant Workers Summer Camp for Children	N/A

Nominating Committee 2018 - 2019

Committee members:

Joy Leccese (Chair), Ed Deller, Shelley Adams

The Nominating Committee for this church year considered how to best function throughout the church year in terms of identifying individuals who would be good candidates for this particular committee, as well as engaging members in volunteer positions that we need to fill: some of them needing Board approval or a congregational vote, etc.

We investigated materials on the UUA web site, discussed options with Board President Nancy Gaede, and concluded that we are not prepared at the time to make any significant changes. The Board is revising the Vision statement for the congregation, and we are still in transition on what the Board would like the Nominating Committee to do in terms of cultivating leaders.

There is abundant information about Nominating Committees at the UUA level, but we don't see anything about how to choose Nominating Committee members in congregations.

We have asked how we can connect with membership committee. One suggestion is to include NomCom in the path to membership class, and have each person complete a modified version of an MVVP course, in groups. (Mission, Vision, Values, Passion.) This will assist membership and NC in knowing more about what our members' interests are and guide them to participation in activities/events that meet their needs. After further discussion, it was decided to postpone adopting any changes until the Board is clear on its vision and direction for this committee.

Joy Leccese will continue as Chair, with Ed Deller and Shelley Adams as members.

Respectfully submitted, Joy Leccese

Worship Committee 2018 - 2019

The mission of the Worship Committee is to support and collaborate with our called minister, staff, and volunteers in providing worship that supports the mission of First Universalist.

2018-2019 committee members were Suzie Syta Gutierrez, Janet Clarke-Hazlett, Tom Williams, Emerson Finkle, Bridget Watts (chair), and Rev. Lane Campbell (ex officio.)

This year, we served as a sounding board for Rev. Lane on worship-related issues, helped plan themes for worship for this year and next, and worked with Rev. Lane to schedule guest speakers for her Sundays out of the pulpit.

Summer services:

We began the 2018-2019 church year by providing refreshments and support for our summer minister, Peter House, during the summer months. Many thanks to the 2018 summer services team: Richard Reed, Carole Hoffman, Karen Ruganis, Katherine Flynn, Joy Lecesse, and Bridget Watts.

Beginning in summer 2019, MOCHA will take over summer refreshments. In another change, we will now be using the same order of service during the summer as we use during the rest of the church year, and there will be a Worship Associate every Sunday to assist Peter House and our guest speakers, so we no longer need a separate summer services team.

Thanks to the following teams associated with the Worship Committee who contributed to the worship ministry of our church:

Keepers of the Flame:

(Folks who prepare the sanctuary for worship, primarily by setting up the chalice, tapers, stones and water on the altar table.) Thanks to outgoing team leader Michael VanArsdale, and to Kate Fleury who stepped up to take over for Mike this year. (If you'd like to help with this vital but time-limited service, please talk to or email Kate ekard@aol.com.)

Worship Associates Team:

2018-2019 WA's, led by Coordinator Patti Goodwin, included Jillian Beaman, Janet Clarke-Hazlett, Catherine Coates, Brendan Courtsal, Dolores Da Lomba, Emerson Finkle, Kitty Forbush, Rachel Irato, Robert Remley, Bridget Watts, and Tom Williams.

Special thanks to Tom Williams and Kitty Forbush for decorating the sanctuary for Christmas. Thanks also to the speakers who filled in last summer when Peter House was out of the pulpit: Rev. Catherine Coates, Janet Clarke-Hazlett, and the team of WA's led by Kitty Forbush who covered Labor Day weekend.

It has been a joy this year to work with our newly called settled minister, Rev. Lane Campbell, with our Minister of Lifetime Faith Development, Rev. Michelle Yates, and with all the wonderful staff and congregants who help create inspiring worship at First Universalist. Thank you! Looking forward to 2019-2020!

Bridget Watts, Chair

**RAIHN (Rochester Area Interfaith Hospitality Network)
2018 - 2019**

Mission: to provide a welcoming, safe place for temporarily homeless families with children to call home four times a year for a week at a time. Volunteers from First Universalist (a Host Congregation), and from Support Congregations St. Mary's and Aldersgate United Methodist Church of Greece, The Church of Jesus Christ of Latter-day Saints as well as a number of unaffiliated volunteers provide hot evening meals, evening activities, an overnight presence and breakfast in the church during each Host Week. Volunteers also set up and take down the guests' rooms and launder all the bedding. At least 90 volunteer slots, representing approximately 390 hours, need to be filled during each Host Week.

Task Coordinators:

Volunteer Scheduler: Chris DeGolyer

Meals: Ed Deller

Bedding: Karen Dau

Families served: We hosted in July and October in 2018, and in January and April in 2019. The chart below shows the number of families, individual guests and bed nights served during the 2018-2019 church year. This represents a decrease in the number of adults and the number of bed nights over last year. However, the number of guests remained approximately the same, with a substantial increase in the number of children.

Number served at First Universalist 2018-2019	
Families	16
Adults	19
Children	33
Total guests	52
Total bed nights	347

News: We are happy to announce that we have a new support congregation – The Church of Jesus Christ of Latter-day Saints – providing many volunteers and easing our volunteer crunch, making everyone's burden lighter! It's great to be working alongside them and making new friends.

We are sad to announce Sarah Singal's retirement from her position of Co-coordinator for RAIHN at First Universalist. Sarah has been a faithful and strong volunteer for RAIHN over the past 15 years and will continue to volunteer as time permits. Sarah was the brainstorm for the RAIHN cookbook – Recipes for a RAIHNy Day – a project that brought in \$16,000! Thank you, Sarah, for all you do for RAIHN.

The Social Justice Committee at St. Mary's continues to provide substantial financial support to RAIHN at First Universalist, allowing us to replace failing beds and to increase our bed count so that we are no longer reliant on beds from the Day Center.

Thanks to a generous matching challenge grant from an anonymous donor who is very impressed with the Social Justice effort in general in our congregation, and with RAIHN in particular, more than \$4,000, including the matching grant, was raised for RAIHN during the summer of 2017. This has been spent on providing our guests with a more comfortable space to call home while they are with us – new carpets (which also lengthen the bed life), tables, lamps, space heaters and room fans as well as a substantial bookcase filled with books for our RAIHN guests of all ages, especially books for the children. These amenities are enjoyed by the congregation as well.

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Comments: Filling all the volunteer slots before the beginning of each hosting week can sometimes be a challenge, and we need to recruit from the RAIHN sub list more often than we'd like, but in the end all slots are filled. More volunteers are always needed and welcome.

We continue to be impressed with the resilience of these families who are under stress. When there are issues with a guest, we get good support from the RAIHN Director.

Respectfully submitted,
Marti Eggers, Coordinator

**Committee on Ministry
2018 – 2019**

Committee Members: Charlie Courtsal, Sarah Singal, Bridget Watts, Rev. Lane Campbell (ex-officio) and Steve Munson, Chair

The Committee on Ministry has met monthly with Reverend Campbell since she began settled ministry. As part of our task we have completed the Parish Ministry Evaluation for the UUA Ministerial Fellowship Committee. In our meetings we have reviewed the progress of Reverend Lane's participation in the ministry of our congregation and have supported her as she has assumed the role of our settled minister.

Respectfully Submitted,
Steve Munson, Chair

Music Committee 2018 - 2019

Committee members: Howard Spindler (Chair), Dolores Da Lomba, Kitty Forbush (Board Liaison), Rev. Lane Campbell (Minister), Theo Munson, Peter Perine, Keith Stott, Martha Welch, Lew Ward-Baker, Brock Tjosvold (Music Director)

Music at First Universalist has flourished this past year. Any fears that the program might stumble with a new minister and a new music director have been allayed.

We have struck gold with our new music director, Brock Tjosvold. Brock has brought a fresh perspective to our music ministry: he has been adventurous and energetic in choosing new repertoire for Sunday worship, and he has shown himself to be a demanding, yet compassionate choir director. The choir has blossomed under his guidance: our numbers and voices are enviable for a congregation our size. Typically, we have 12-24 singers on a given Sunday, and generally the parts are quite evenly distributed SATB. Brock is also a thoughtful, reliable and supportive member of the music committee.

A high point of the season was the UUROC choir's performance of a new cantata, "Remember the Dark" by David M. Glasgow (2009). This was one of our strategic music purchases for the season; the performance featured an instrumental combo joining Brock, and vocal soloists drawn from our congregation, along with a guest performer from 1st Unitarian. It was a big hit with the congregation.

Our historic Hope-Jones organ has undergone significant renovations and improvements in the capable hands of our master technician, Mr. David Peckham. The instrument has been featured in several noteworthy recitals, as well as in a video recording. The recording project took place last summer, when a team of British producers came to film our organ as part of a documentary about the history of English organ builders. (No word on the publication date yet: it is a large international project and it will take time.) Last August, Mr. Peckham—who is also an Eastman graduate and internationally acclaimed recitalist—performed twice at our church for a national convention of the Organ Historical Society. Two of our Eastman at Washington Square Thursday noontime concerts have been organ recitals: one of them featured a prize-winning Eastman School organ graduate student, and the other featured a return engagement of David Peckham.

Our church now supports a AUUMN (Musicians Network) membership for our music director. Both Brock and Rev. Lane will attend UUMN convention this August in Denver!

The committee, in consultation with Rev. Lane and with Finance, has endorsed the idea of Brock working through the summer in a reduced capacity as music director/coordinator for summer services. The open invitation to members and friends to provide summer worship music will continue. Brock's function will be to coordinate and to "take up the slack," particularly in playing hymns.

Topics of ongoing interest to the music committee include the following:

- Disposing of old, unused and unusable music from our choir library.
- Collaboration with other area UU churches on musical events.
- Nicer seating for choir in the choir room.
- Hymn sing events. Martha and Lane both had good ideas for this.

Respectfully submitted on behalf of the Music Committee,
Howard Spindler, Chair
May 24, 2019