

# Annual Meeting Packet of the Unitarian Universalist Church of Roanoke

June 5, 2016

*“Once you make a decision, the universe conspires to make it happen.”*

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### Church Officers and Professional Staff:

- President, Gary Crawford
- Minister, Alex Richardson
- Vice President-Finance, Carl Reed
- Vice President-Council, Jessie McKeon
- Director of Lifespan Faith Development, Dawn Rees-Blakeman
- Youth Advisor, Bonnie Evans
- Personnel, Laura Latham
- Music Director, Kerry Morgiewicz

### Committees:

- Caring, Sally Garber
- Endowment, Frosty Landon
- Membership, Nancy Brattain
- Nominating, Judy Nelson
- Shared Ministry, Lynn Yates
- Sunday Services, Bill & Sheri Bestpitch

The Annual Meeting will be held at 12:30 pm in the large sanctuary on Sunday, June 5. To vote on important measures affecting our shared future, attendance of all UUCR members is requested. This packet contains summary reports about church activities in the 2015-2016 church year, as well as action items for the coming 2016-2017 church year, which begins July 1. Please read through these materials, and plan to vote in person (or by proxy) on June 5.

If you have questions or wish to discuss any of the proposed measures prior to the annual meeting, there will be an opportunity to do so on Sunday, May 8, immediately following the worship service. If you cannot attend this informational session, you may contact any member of the Board to discuss.

Proxy forms must be completed in advance of the meeting if you will be unable to cast your vote in person. You will find the proxy form included in this packet. Remember, both you and the person you designate to vote on your behalf must sign the form, and the form must be presented to the Clerk before the meeting is called to order.

Thank you for your active participation in the life of your church community.

**Agenda:**

Call to Order and Chalice Lighting  
Determination of a Quorum  
Approval of 2015 Annual Meeting Minutes  
Presentation and Vote on 2016-17 Budget  
Election of Officers  
Special Collections  
Extinguish the Chalice and Adjournment

**Reports from Church Officers and Professional Staff****Minister:**

We've had the good fortune over the 2015-16 church year to see our congregation grow. On average, we have had more than thirty additional adults worshipping with us each Sunday morning than we did in 2014-15. Many of us feel good to see our sanctuary more full. Many of us also feel that our congregation is stronger and more capable as a result.

Long-standing wisdom about congregations is that they either grow or die. Wisdom shared within our faith by our UUA President is that 80% of our UU congregations are in decline – they are dying. UUCR is fortunate to be amongst the 20% growing.

For congregations to thrive, growth needs to happen in different ways. Attendance, programming, stewardship, spirit, hospitality, and mission are desirable areas of growth. Many of the reports in this document are testament to the various ways in which we're growing

Deep thanks to each of you for helping our congregation grow. I live in the hope that we get our good UU news out to more and more people in this beautiful Roanoke Valley.

**Thankful to share with you in our faith.**

**Thankful to be your minister.**

**Rev Alex**

**President:**

On March 6, 2016, the Unitarian Universalist Church of Roanoke installed the Reverend Alex Richardson as our eighth settled minister. The installation ceremony was notable for the unanimous joint resolution of the Virginia General Assembly published that day "expressing admiration for the congregation's commitment to religious liberty and six decades of service to the residents of the Great Appalachian Valley." House Joint Resolution No. 353 further acknowledged our member's covenant "affirming the interdependent web of existence, while seeking to live in harmony with nature and neighbors."

The Virginia General Assembly is the oldest continuing democratic legislature in the Western Hemisphere. That this distinguished body commended our regional contribution to religious liberty is historic.

The Unitarian Universalist Church of Roanoke, therefore, begins its seventh decade proud of yesterday's accomplishments, united by today's covenant, and enthused by tomorrow's aspirations. Our membership is committed to the mission of loving, learning, and serving the world. This past year the board of directors has supported that mission through decisive collaboration. Calling upon the benefit of three years of congregation discernment, and listening to the wisdom of the Shared Ministry Committee, the board proposed strategic plans nourishing a green and growing future.

**Future Miniseries:** Our congregation has witnessed enormous success with ongoing ministries. The board has approved new initiatives speaking to our vision as a congregation and the potential to define our role in the wider-community. More internal programs and community actions should be introduced. We should commit to expanding music ministry, implementing legislative ministry, improving ministerial aspirant support, introducing additional worship services, growing interfaith programming, and developing ongoing covenant groups. The board has also approved mission-focused promotions in community newsletters and video messages between screenings at the Grandin Theatre. We want the community to know 'we are not just another pretty faith.'

**Strategic Planning:** Our congregation has made well-known its desire to ascertain long-range planning options concerning renovation, restoration, rehabilitation, or relocation of the overall physical plant and all real property leasehold of the congregation. The board appointed the Strategic Planning Committee charged to gather pertinent information, formulate crucial questions, and determine facts to be considered, pose possible solutions, identify congregational reactions, and submit recommendations to the Board.

**Improving Administrative Management and Staff Support:** Our congregation requires administrative and management improvements not only to operate more efficiently, but also to promote shared pride and commitment. Responsibility and accountability for expanding administrative duties must be centralized, providing effective communication between ministries, staff, board, committees, membership, and volunteers. Information management systems must be upgraded to state-of-art hardware, software, and training to ensure staff requirements, but also provide innovative direct support for our thriving membership, fellowship, educational, and mission activities. The church office must become a vital communication center, offering centralized, well-organized, well-equipped resources for members and volunteers. The board has charged a subcommittee to define and satisfy staffing needs. The board has also approved out-sourcing to implement the substantial recommendations of the Information Task Force.

**Increase Salaries and Benefits for Staff:** Our congregation is committed to providing fair and equitable salaries and benefits for our staff. Our success in this area has been uneven. However, the board adopted a budget this year to increase staff salaries by three percent. The increased salaries will also increase the cost of paid benefits. Our loyal staff deserves this long-overdue recognition.

This past year, we've witnessed historic transition. We have much to accomplish next year. And as we continue together, my advice is to embrace the words of the Reverend Benjamin Jowlett, nineteenth-century English clergyman: "The way to get things done is not to mind who gets the credit."

**Warmest regards,**  
**Gary Crawford**  
**Board President**

**Vice President-Finance:****FINAL RESULTS FOR FISCAL YEAR 2014-2015**

A final report was issued on Oct 2, 2015 for the fiscal year that ended 6/30/15. Total operating income equaled \$244,485 and total operating expense equaled \$246,919 (including depreciation expense). Total pledge income came to \$169,930 or about 70% of operating income. Cash deposits in checking and savings accounts totaled \$154,400 (excluding Endowment accounts), of which \$40,438 was in banking sub-accounts (restricted). The unrestricted cash surplus was \$74,768 on 6/30/15, down slightly from \$75,866 a year earlier.

**CURRENT YEAR OPERATING BUDGET FY 2015-2016**

As of March 31, nine months into the fiscal year, income is above budget and expenses are under budget, so that we are in good shape at this point. We will probably have a surplus on the order of \$2,000 to \$5,000 for the year although that could change. After modifications to the budget during the year, the income budget is \$262,100 and the expense budget is \$264,415. Pledge payments appear to be on track, and non-pledge income including the Sunday cash offering is about \$4,000 over budget. The service auction was a big success at \$14,700, or \$3,700 over budget. However, the Board has decided to drop the Jumble Sale, which was budgeted for \$4,500. On the expense side, relocation expense for the new minister should be about \$5,000 under budget. Buildings & grounds expense, currently running below budget (excluding janitorial service that was originally located in payroll expense), probably has the greatest potential for surprise over the remaining three months of the fiscal year.

**PROPOSED BUDGET for 2016-2017**

A sustaining budget that maintains our programs and momentum requires about a 4.5% increase in expenditures. The proposed budget includes a 3% cost of living increase for staff, an increase in the UUA G.I.F.T. contribution (formerly UUA dues) to the 7% of expenditures level required for an “honor congregation,” an increase in the maintenance accrual fund, and increases in other program areas including Lifespan Religious Education and Sunday worship. The annual giving campaign needs to generate about 7% more in pledge commitments to make this happen, because of an expected drop in combined fundraiser income (Jumble Sale, Kroger Rewards).

**History of Unrestricted Church Income**

2005-06	\$176,054	2010-11	\$206,677
2006-07	\$188,200	2011-12	\$219,182
2007-08	\$248,826	2012-13	\$220,395
2008-09	\$225,234	2013-14	\$245,599
2009-10	\$207,546	2014-15	\$244,485

**Acknowledgements**

The all-volunteer finance team consists of Al and Jan Hoover, co-Treasurers; Joanne Derryberry and Anne Marie Patterson, assistant Treasurers and check-writers; and Chris Jordan and Bill Bestpitch, income coordinators. Their efforts are gratefully appreciated.

**Respectfully submitted,**  
**Carl Reed, Vice-President, Finance**

### **Vice President-Council:**

The Coordinating Council consists of chairs or representatives from core committees and groups (such as Mission groups) of the church. The Council and its members are responsible for executing and managing the programs of the church. Council meets on a regular basis (at least quarterly) to coordinate and support the work of committee chairs and all activities that occur in the church or involve groups from the church. Represented on Council this year are Membership, Fellowship, Sunday Service, Caring, Religious Education, Green Team, Non-theists, The Jumble Sale, and the A-Team. Ex-officio are Pastor Dave and the Shared Ministry committee. These groups organize activities ranging from Sunday services to social events, new member classes, children's religious education and adult faith development, and much more.

The work of all of these groups and the members and friends who support them is important to our church; please consider volunteering your own time and talents to help if you do not already do so.

**Jessie McKeon**  
**Vice President-Council**

### ***Director of Lifespan Faith Development:***

#### **Adult Religious Education**

The Adult RE program continues to grow and flourish with a variety of offerings to meet the needs of a diverse congregation.

#### **New courses and groups offered over the course of this year are as follows:**

- "Interfaith Bridges", a class for adults that teaches about different religions from around the globe. Informative sessions about different religions are held, as well as visits to other places of worship;
- "Parents Group", which started in the fall, became "Parents Connect" in the spring semester. This is an adult discussion group with topics that are pertinent to modern families and a structure to encourage the building of rapport between UUCR families. Topics change each month and each month's topic is independent of previous ones given. Examples of topics are:
  - How to talk to your child about sex
  - Peaceful parenting: Techniques and strategies from the Buddhist faith that encourage better parenting skills
  - Mindfulness and meditation courses have been offered throughout the fall and the spring by Mary Ann Koch
  - Women and Spirituality
- The women's lunch group, which meets on the first and third Fridays of the month, kicked off this year.

#### **One-time events and presentations offered this year were as follows:**

- Full day workshop on January 9, with author Jennifer Grace-Bird presenting, "Women in the Bible"; Jennifer wrote, ***Permission Granted: Take the Bible into Your Own Hands.***
- Another full day workshop offered on January 30<sup>th</sup> titled, "Meditative Stillness and Movement", which consisted of different sessions on Meditation, QiGong, & Yoga; experts in these fields were brought in as instructors, with Greg Johnston teaching QiGong, Susan Kraughto teaching yoga, and Mary Ann Koch teaching meditation.
- Bill Bestpitch's presentation, "If Jesus is the answer, what was the question?"
- Donna Haley's presentation, "Cold Frames and Fall Gardens"
- Heather Egbert's presentation, "Medicare Q & A"
- "Choose Happiness" a one evening class teaching Buddhist meditation techniques

**Ongoing events and classes that have continued to be offered are as follows:**

- "Intro to UU" classes (both offered in the fall and spring semesters)
- First Thursday Explorations
- Popcorn Theology
- Earth-friendly Fridays
- Nontheists
- Living the Questions

An upcoming class, "Dividing Perennials", will be presented by Donna Haley. The membership committee offered several "Newcomer Meet-up" sessions for new people at the church to learn how to get involved

**Children's Religious Education**

**Nursery:** Nursery care is offered for infants-age 3 and is supervised by experienced, paid caregivers. In the nursery, play and storytelling is the focus delivered in a warm, nurturing atmosphere.

**Age 4-Grade 3 Class:** In this class the "Holidays and Holy Days" unit was taught the duration of the year September through May. The children learned about holidays from religions around the world as well as many cultural traditions from other countries.

They also participated in the following service projects:

- In the fall, the kids participated in "Trick or treat for UNICEF" and raised several hundred dollars.
- Also in the fall semester, the children decorated boxes and created a skit to promote the church wide fundraiser "Guest at Your Table".
- In the winter, they visited the Brookside Assisted Living Facility and brought handmade art pieces, cards and treats that they made and gave them to the residents. The children's choir also performed several songs for them.

**Grade 4-grade 7 Class:** During the fall they finished up the "Neighboring Faiths" unit that had been started the previous year. The class attended religious services at the following:

- mosque
- Baptist Church
- Hindu temple
- Buddhist center

During this spring, they are participating in the "Living in UUville" curriculum. This curriculum gives youth an opportunity to explore the full meaning of the principles of Unitarian Universalism in their lives within an environment that encourages individual initiative as well as teamwork in pursuit of multiple goals. The program's activities encourage youth to think about their own religious beliefs and promote their own spiritual growth.

Grade 4-Grade 7: The students studied about other faiths in the unit, "Neighboring Faiths", and made several visits to other places of worship. During the past few months, they have been reading and discussing the stories in the Old Testament and working collaboratively with the younger class on the murals.

**OWL (Our Whole Lives Lifespan Sexuality Education Curricula):** This class is currently being taught with our 7-9<sup>th</sup> graders from 10:30-12:00 every Sunday morning. The instructors are Donna Musgrave and Ed Hally.

**Faith Development Committee:** A new committee has been formed, which oversees programming for both Children's RE and Adult RE. This committee has taken the place of the two separate Children's RE Committee and the Adult Faith Formation Council.

**Churchkeeper and RE Staff Support Person:** Linda Wallis was hired for this newly created staff position.

Responsibilities and duties of this position include scheduling of childcare workers for the nursery and recruiting new childcare workers; improving the overall appearance of both floors of the church to prepare for Sunday services; and assisting church staff in preparing for events for RE programs.

## **Multigenerational services**

There have been several multigenerational services spread throughout the church year whereby the children and youth participated heavily in the service. The purpose of these services is to include the youth in our worship and have them play a role in the spiritual life of church.

**Summer RE:** Curriculum during the summer months is geared towards a greater span of ages. Learning about Lammas festival was a major focus of the summer. The kids created salt dough figures and painted them; they made cornhusk figures, and they helped create a Lammas Altar. During our Lammas festival, they learned songs and participated in a ceremony. The children also held discussions about our seven principles, highlighted in great books such as "One Green Apple", and Tolstoy's story, "The Three Questions".

## **Summer camp**

Summer Camp 2015 was held during the second week of August. The kids had a great time with various activities such as water play, art activities, team building exercises and science experiments.

## **YRUU:**

The first policy manual, *Youth Group (YRUU) Expectations, Guidelines, And Procedures, 2016*, received Board approval in February.

**Respectfully submitted,**  
**Dawn Rees-Blakeman**  
**Director of Lifespan Faith Development**

## ***Youth Advisor:***

YRUU started off the year in the summer of 2015 with a Mission Trip to the 4-H Center at Smith Mountain Lake to rebuild their compost bins. Also in the summer, we painted our new, bigger meeting room (old "Steeple" room) and got new furniture. At the end of September, Mark Nevin, a former YRUU Advisor, invited us to have a lock in at his house at Smith Mountain Lake. Other than the deluge of rain, a great time was had by all. Halloween weekend, we turned the upstairs into a scary carnival and opened it to the public both Friday and Saturday night. The Roanoke Times published a front page article on the event, including several pictures. This event was a huge success netting our scholarship fund several hundred dollars.

We continued our community service both inside and outside the church. Once a month, we packed two weeks' worth of snacks for eligible children in four Roanoke City elementary schools. This activity takes place at Grandin Court Baptist Church. Our participation is very much appreciated and is noticed by many. Inside the church, we ushered, decorated the Reading Seeds Christmas tree, labeled books for Reading Seeds and helped out in the nursery. We also helped with hiding cans at Easter for the annual "can hunt".

We held a couple of lock-ins which was enjoyed by the youth. In February, eight of us traveled to UUCR in Charlotte, NC for the youth con. Some youth were returning and others were attending for the first time. They enjoyed hanging out with like-minded teens.

We took on the project of establishing YRUU policies and behavior guidelines which the youth reviewed and gave their input on before the final document was presented to the Board for approval.

Once Rev. Alex was settled, we invited him to conduct a once-a-month meeting with the YRUU during our regular scheduled meeting time. That has worked out well.

We continued the curriculum, Neighboring Faiths, by exploring other religions and have visited two local churches this year so far and I plan on another before the end of term. TED Talks were also a popular meeting activity and elicited lots of questions and discussion.

The attendance continues to average 10-18 each Sunday. They are a very cohesive group. Three will be graduating this year and will participate in the Bridging Ceremony May 8, 2016. Our annual youth led service is scheduled for May 15, 2016. Summer activities will also be scheduled.

**Respectfully Submitted,**  
**Bonnie Evans**  
**Youth Advisor (YRUU)**

***Personnel:***

The 2015-2016 year began for the Personnel Committee by assisting newly called minister of Unitarian Universalist Church of Roanoke, Rev. Alex Richardson, complete tax and personnel paperwork to officially add him to the payroll staff at UUCR.

In November, after several months of conversation and careful consideration during board meetings the board and the personnel committee made the difficult decision to terminate sexton Sam Chaplin's employment with UUCR. Reverend Alex and Laura Latham met with Sam on Sunday, November 15, 2015 to inform him of the decision effective November 30, 2015. The sexton's keys were collected at that meeting.

Upon the recommendation of Kim Duncan, Elvira Martinez-Garcia and Heberth Orozco of Heberth Cleaning were hired on a temporary basis to clean the church every two weeks from January through March. On April 9, 2016, Heberth Cleaning was contracted on a permanent basis to perform sexton duties at UUCR, including cleaning, room set up, and lawn care, as per the current sexton job description.

Following extensive conversation with Dawn Rees-Blakeman, Director of Lifespan Faith Development, the board, and the personnel committee, a new staff position of Religious Education Assistant and Church Keeper was created in December 2015. Linda Wallis was offered and accepted this position effective January 1, 2016. In keeping with UUCR's bylaws, she resigned her membership to UUCR at that time.

Laura Latham would like to personally thank the Board, UUCR staff, and the congregation for their love, patience, and support following her father's passing on February 18. She is especially appreciative of those who stepped in to help with various personnel matters while she was away caring for her family and herself.

**Respectfully,**  
**Laura Latham**  
**Personnel Chair**

***Music Director:***

- Held weekly choir practices. Three new members joined the choir.
- Made contacts with local and non-local musicians and church member musicians to provide music for Sunday services.
- Selected piano music and prepared music for Sunday services.
- Selected choir music, ordered new music, and weeded out old music.
- Led the choir in several outreach singing opportunities at Natural Bridge Caverns and Christmas caroling in Raleigh Court (both coordinated by Betsy Biesenbach).
- Took a more active role in the planning and rehearsal of the children's choir.
- Helped coordinate the installation service.
- Discussed plans for reorganization of the sanctuary.
- Attended monthly staff and Sunday service committee meetings.
- Coordinated Sunday services with the Minister and the DLFD.

Reverend Alex asked the staff to set several measurable goals for the year. My goals included:

- Reorganizing my office:
  - Emptied the filing cabinets containing all choir music, and emptied shelves filled with music books. Put the octavos (350) onto the shelves and moved the shelves (thanks to Jerry Trammell).
  - Weeded out many copies of music.
  - Reorganized and improved response folders (Spirit of Life, Blessings of Love). (also thanks to Jerry Trammell).
  - Tasks left include clearing out one last shelving unit and moving it to the cubby area.
- Adding more service music to Sunday services. This includes Chalice Lightings such as "May the Light" and Benedictions and other short responses:
  - After consultation with Reverend Alex, more service music will be added to Sunday services in the Fall.
  - In the meantime, I have written several short responses that are ready for use.
  - Submitted a composition to the UU Musicians Network hymn and song competition.

The music fund received a generous donation from two members, which allowed me to purchase new music folders for the choir to replace our old ones that were small and falling apart. Another donation by the same members was used to purchase a xylophone to be used by the children's choir. Another xylophone will be purchased by the end of the church year.

**Respectfully submitted,**  
**Kerry Morgiewicz**  
**Music Director**

## **Committee Reports**

### ***Shared Ministry:***

Members of the Shared Ministry Committee (SMC) as of Spring 2016 are: Lynn Yates (chair) Jerry Trammell, Betsy Biesenbach, Melanie Ham, Jeanne Larsen, and Joan Petrus. Reverend Alex serves on SMC ex-officio.

The SMC continues to support and monitor the well-being of the church-wide ministry. We meet each month to have a short discussion with the Minister and to work on projects. A representative of SMC attends each Board and Council meeting. We seek feedback from the Minister, Board and congregation. We make recommendations as needed.

In the past year, the SMC conducted eight Listening Circle sessions at the request of the Board. The purpose was to help UUCR ascertain the congregation's views on our church building, and its vision for renovating, rebuilding, or relocating. The results of each Listening Circle session were reported to the Board and Transition Team, posted to the UUCR web site, and presented to the congregation at the April 17 service.

**Respectfully submitted,**  
**Lynn Yates**  
**Shared Ministry Committee Chair**

### ***Endowment:***

The Endowment Fund remained essentially flat for 2015, with only a modest \$500 increase for the year. Gifts to the Funds fell off sharply from Calendar Year 2014. In addition, the markets did not increase as much over the year as one would have hoped.

The Endowment Fund began Calendar Year 2015 valued at \$279,200. At year's end, the fund was valued at \$279,700. Because the Fund did not grow appreciably, the Endowment Committee was able to approve only a 1%, or \$2,727, transfer to the UUCR board for ongoing church operations for FY 2015-2016.

The separate, donor-directed Seven Principles Fund holds the Goodykoontz Trust Fund as well as other, smaller gifts. Terms of this Fund require that disbursements be made for capital expenditures only. The Seven Principles Fund began Calendar Year 2015 valued at \$61,600 and ended the year at \$62,200.

During 2015, we, the members of the Endowment Committee, focused our efforts on refining and exploring our purpose, with special attention to the intent of the original contributors to the Endowment Fund. We are in the process of revising the Endowment Brochure to better reflect this intent while respecting the charitable wishes of later donors.

In 2016, we intend to continue this work, while paying close attention to our fiduciary duty to conserve and protect the Endowment Fund. We are also keeping our collective ear to the ground on the UUCR new building initiative in case we need to take action in this regard.

For additional information about the Endowment Committee's work, contact any of the Endowment Trustees (Frosty Landon, Walter Dixon, Ann Hackworth, or Cynthia Petzold). The four trustees elected by the congregation each serve a staggered four-year term, and can serve no more than two consecutive terms.

**Respectively submitted,**

**Frosty Landon, Chair**

**Ann Hackworth, Walter Dixon, Cynthia Petzold, Trustees**

### ***Sunday Services:***

The main function of the SSC is to identify and arrange for speaker(s) on Sundays when the minister is not in the pulpit. The committee has been successful in this endeavor.

The committee also maintains a schedule of Sunday services, including the members scheduled to perform the responsibilities necessary to conduct the services. As changes/updates are received, the schedule is sent via email to church staff, SSC members, and other UUCR members involved in planning and conducting Sunday services.

Many thanks to the coordination provided by these members and staff for their areas:

Worship Associates – Carol Hingular

Life Lines – Sally Garber

Audio/Visual – Bob Egbert

Ushers – Bruce Stewart

Greeters – Mary Harshfield

Lifespan Faith Development – Dawn Rees-Blakeman

Music – Kerry Morgiewicz

Thanks to Nancy Valle for taking minutes of committee meetings and to Donna Haley for organizing donations for flower arrangements. Also thanks to Bev Telfer, who attends the SSC meetings as a representative from the Worship Associates.

Bill and Sheri Bestpitch have enjoyed co-chairing the Sunday Services Committee for the past two years.

## **Membership:**

The Membership Committee accomplished the following areas during the 2015-2016 church year:

1. Completed Pictorial directory that was distributed January 2016.
2. Joined 20 new members between April 1<sup>st</sup> 2015 and March 10<sup>th</sup> 2016.
3. Held new members recognition during Sunday service in November 2015.
4. Held four Newcomer Meet – Ups after church in October 2015, February 2016, and May 2016 with an average of 15 participating each meet up.
5. Guided newcomers, friends, and members to find ways to get involved at UUCR through follow up with meet up surveys, Sunday sign ins, Membership Sunday inquires, and ‘Got Questions’ Sundays
6. Maintained an on-line Church Directory (see paragraph below for details)
7. Recruited, trained, and scheduled greeters to work every Sunday.
8. Emailed or called all Church visitors within one week of their first visit to UUCR.
9. Participated in UUCR Council meetings.

**On-line directory:** Efforts to maintain the directory are ongoing and labor-intensive. The directory is in a .pdf format, and may be accessed by all members and friends of UUCR from a secure location on the UUCR website. A limited number of paper copies will be printed for those who do not have on-line access. Maintaining membership information continues to be problematic. There are now at least 3 different places where information about our membership is stored, the on-line directory, the finance data base and the Website. We recommend the formation of a committee including representatives responsible for church information be formed to find web based enterprise software to maintain all church data in one place.

We continue to maintain all member information on the UUA Web site. This allows for our members to receive the UU World Magazine.

Thanks to our dedicated Membership committee members: Nancy Brattain, Meridith Entingh, Mary Harshfield, Eileen Lepro, Judy Robertson, and Lydia Woerner. Our monthly meetings are held in the evening on the second Thursday each month.

**Respectfully submitted,**  
**Nancy Brattain**  
**Membership Committee Chair**

## Nominating:

The Nominating Committee is pleased to present the following slate. The entire board, endowment committee, and nominating committee are listed for informational purposes. **Only positions noted by an asterisk (\*) are being voted on.** The President, President Elect and Past President are all one year terms, but part of a three-year succession. All other board positions are two-year terms. Board members may serve a second elected term. The board will determine the Personnel Committee chair (who must be a member of the Board) and composition of that committee. The Endowment Committee is a four-year term. Members of the Endowment Committee may serve a second elected term. The Nominating Committee is a two-year term. Nominating Committee members may not serve a second elected term.

Board		
Position	Name	Term Expiration
Past President	Gary Crawford	2017 (rotates off board)
President	Jeannie Berger	2018 (becomes past-President)
*President Elect	Spike Harrison	2017 (becomes President)
Vice-President Council	Jessie McKeon	2017
*Vice-President Finance	Carl Reed	2018
*Clerk	Sheri Bernath	2018
At Large	Kim Duncan	2017
At Large	Walter Dixon	2017
*At Large	Laura Latham	2018
*At Large	Michelle Peppers	2018

\* indicates positions that are being voted on at the 2016 annual meeting

Endowment Committee		
Position	Name	Term Expiration
Chair	*Frosty Landon	2016
Committee member	Walter Dixon	2017
Committee member	Cynthia Petzold	2018
Committee member	Ann Hackworth	2019

\* indicates positions that are being voted on at the 2016 annual meeting

Nominating Committee		
Position	Name	Term Expiration
Chair	Judy Nelson	2016
Committee member	Kay Broschart	2016
Committee member	Eileen Lepro	2016
Committee member	Georgianne Vecellio	2017
Committee member	Jim O'Donnell	2017
*Committee member	Joan Petrus	2018
*Committee member	Emma Beneke	2018
*Committee member	Kris Shandor	2018

\* indicates positions that are being voted on at the 2016 annual meeting

Respectfully submitted,  
**Judy Nelson**  
 Nominating Committee Chair

## ACTION ITEMS

### 2016-17 Slate of Nominees

#### Board

President-Elect	Spike Harrison
Vice-President Finance	Carl Reed
Clerk	Sheri Bernath
At Large	Laura Latham
At Large	Michelle Peppers

#### Endowment Committee

Frosty Landon

#### Nominating Committee

Emma Beneke  
Kris Shandor  
Joan Petrus

### ***Special Collections Report***

At the annual meeting in 2006, UUCR members voted to contribute the offerings from four Sunday services each year to community service or social justice agencies in the Roanoke Valley. Members choose the beneficiaries for the upcoming year at each year's annual meeting. To be eligible, an agency must serve the local community and must be nominated by a UUCR member or friend who works or volunteers for the organization. The organizations that received funding in the current year (Angels of Assisi, Roanoke Area Ministries, Happy Healthy Cooks, and New Horizons Healthcare) are not eligible for funding next year so do not appear on the ballot. The funds collected for these organizations are as follows:

June, 2015: Legal Aid Society of the Roanoke Valley, \$1,075

September, 2015: Angels of Assisi, \$800

December, 2015: Roanoke Area Ministries, \$1855

March, 2016: Happy Healthy Cooks, \$725

### **2016-17 Special Collections Ballot (vote for up to four (4))**

These agencies are new on the ballot or have not yet received funding:

#### **Carilion Clinic Hospice's Soul Survivors**

Soul Survivors is a new Hospice program which is targeted to start in September, 2016. Soul Survivors is a grief/loss support group for school-aged children and their parents/guardians, who have had a death in their family. This free service provides a caring, safe environment where children are free to explore their feelings and concerns and can meet others their own age who know what it's like to lose a loved one. Participants will learn about grief, how it impacts them, and how to memorialize the

deceased by sharing memories. They will also participate in activities including arts, crafts, music, and games.

Website: <http://www.carilionclinic.org/hospice/>

UUCR contact: **Pam Fisher**

### **Planned Pethood Clinic and Adoption Center**

The goal of the Planned Pethood Clinic is to stop the needless destruction of healthy dogs and cats by reducing pet overpopulation. The clinic provides low-cost spay-neuter services and helps needy clients find assistance in paying for the procedures. They have performed close to 50,000 spay/neuters since opening in 1999. The Adoption Center rescues dogs and cats from agencies including the Roanoke Valley SPCA and the Franklin County Animal Shelter and also accepts "owner surrender" animals. Rescue pets are thoroughly vetted and spayed/neutered and then adopted out locally or transported for adoption to states where there are fewer unwanted pets. The center has rescued almost 9,500 dogs and cats since opening in 2007. The agency also works with local animal protection agencies to identify and prosecute animal cruelty cases.

Website: <http://plannedpethoodrockymount.com/about.html>

UUCR contact: **Marybeth Chaconas**

### **Feeding America Southwest Virginia**

Feeding America Southwest Virginia's mission is to feed the hungry and engage our region in the fight to end hunger. They distribute more than 20 million pounds of food annually to nearly 400 soup kitchens, rescue missions, and food pantries. For each dollar donated, they are able to provide seven meals. They also partner with the VA Cooperative Extension to provide nutrition education to food insecure families, helping them to make healthier and more economical choices when spending their scant food dollars.

Website: [www.faswva.org](http://www.faswva.org)

UUCR contact: **Julie Janoff**

### **Operation Santa Claus at Catawba Hospital**

Most of the patients at Catawba Hospital are isolated and have limited family or friends to love and support them, which can make Christmas especially lonely and disappointing. Each year Operation Santa Claus uses donations to provide each of their 110 patients with a gift bag on Christmas. Patients are asked if there is something special they would like for Christmas and, when possible, donations are used to purchase individualized gifts which are delivered on Christmas Day by a staff member dressed as Santa Claus. Operation Santa Claus brings joy to people with severe mental illness, who often do not draw much attention or support.

Website: <https://www.catawba.dhds.virginia.gov>

UUCR contact: **Melanie Ham**

### **St. Francis Service Dogs**

St. Francis Service Dogs is an internationally accredited non-profit organization whose purpose is to assist children and adults with disabilities become more independent and self-sufficient through partnership with a professionally trained service dog. Though it takes on average two years and \$25,000 to prepare and certify a service dog, the St. Francis service dogs are provided to their partners for free. The effect is profound.

Website: [www.stfrancisdogs.org](http://www.stfrancisdogs.org)

UUCR contact: **Susan Anderson-Hodges**

### **These agencies received funding as noted, and are eligible to receive funding again this year:**

#### **Blue Ridge Literacy (June, 2010; March, 2014)**

Blue Ridge Literacy provides free, confidential, one-to-one or small group tutoring by trained volunteers for illiterate adults and speakers of English as a foreign language. Approximately 25% of adults in Roanoke City are functionally illiterate, that is, they cannot read well enough to fulfill essential tasks like filling out a job application, following a bus schedule, understanding a medicine label, or assisting children with homework. Immigrants struggle with negotiating daily life in an unfamiliar language. Volunteers assist both groups to develop the skills they need to improve their lives.

Website: <http://blueridgeliteracy.org/>

UUCR contact: **Jimbo Harshfield**

#### **Family Promise (formerly Interfaith Hospitality Network) (March, 2007; December, 2011; June, 2014)**

Family Promise is a network of 28 congregations and over 1,000 volunteers who provide temporary housing and meals for homeless families with children. They work with four to five families (up to 14 people) at a time. Professional staff assist families in addressing and overcoming the causes of homelessness and creating goals for employment, housing, education, and a return to independence. UUCR has been a member congregation of IHN/Family Promise since 2001 and dozens of UUCR members and friends have provided meals and volunteer staffing during our weeks of service.

Website: <http://familypromiseroanoke.org/>

UUCR contacts: **Erin Dove, Hildy Getz**

**Habitat for Humanity** (June, 2008; March, 2013)

Habitat for Humanity in the Roanoke Valley, Inc. is an affiliate of Habitat for Humanity International. It is a non-profit, ecumenical Christian housing organization which uses donations of money, land, materials, and volunteer labor in its mission to eliminate poverty housing. Working in partnership with families to build decent, affordable homes, the organization sells the homes to the family with zero-profit and zero interest mortgages.

Website: [www.habitat-roanoke.org](http://www.habitat-roanoke.org)

UUCR contact: **Bill Haddad**

**Legal Aid Society of Roanoke Valley** (September, 2011: June, 2015)

The Legal Aid Society offers legal services in civil matters to low-income residents of a five-county area around Roanoke. In areas such as consumer protection, landlord-tenant disputes, unemployment claims, domestic violence, and custody, the Legal Aid Society provides a balance of advice and representation, negotiation and litigation, lobbying and traditional advocacy. The Society's four lawyers bring substantial expertise in poverty issues to the pursuit of justice for the individual client and systemic improvements in the lives of the poor.

Website: [www.lasrv.org](http://www.lasrv.org)

UUCR contact: **Henry Woodward**

**Refugee and Immigration Services** (June, 2007)

Refugee and Immigration Services, a program of Commonwealth Catholic Charities, resettles refugees and assists immigrants, empowering them to build new lives in a welcoming community. They have helped settle over 14,000 refugees in VA, providing assistance with housing, employment, orientation to U.S. laws and customs, school and youth services, English language learning, transportation, interpretation, and advocacy. They also provide immigration counseling and assistance.

Website: [www.cccofva.org](http://www.cccofva.org)

UUCR contact: **Abigel McIntyre**

**Planned Parenthood Health Systems** (September, 2007; June, 2011; June, 2013; September, 2014)

Planned Parenthood Health Systems seeks to ensure that every individual has access to preventive reproductive healthcare and education in order to make thoughtful and responsible decisions regarding sexuality and parenthood. They provide health services including family planning and birth control, gynecological care and cancer screenings, testing and treatment of sexually transmitted infections, medical and surgical abortion, mid-life services, and pregnancy testing and education. They also sponsor programs for schools, community groups, religious organizations, and corporations on topics related to birth control and pregnancy, sexually transmitted infections, women's health, effective communication skills and decision-making, adolescent pregnancy prevention, and positive parenting skills. Website:

[www.plannedparenthood.org](http://www.plannedparenthood.org)

UUCR contact: **Liz Stone**

**Roanoke Valley Court Appointed Special Advocates** (September, 2009)

CASA volunteers are assigned by judges to recommend the best possible outcomes for abused or neglected children involved in the court system. The trained volunteers help protect children's interests through custody hearings and other legal matters. Volunteers review records, research information, talk to everyone involved in a case, including the children themselves, and ultimately present to the court their recommendations on what is best for the child.

Website: [www.roact.org/casa](http://www.roact.org/casa)

UUCR contacts: **Donna Batzel, Spike Harrison**

**St. Francis House** (December, 2008)

The St. Francis House Food Pantry provides a free, three-to-five day supply of emergency groceries once a month for residents in NW and SW Roanoke City who lack the resources to purchase food and supplies. In a typical week, 180 families, about 450 people, receive food from the food pantry.

Website: [www.cccofva.org/stfrancishouse.html](http://www.cccofva.org/stfrancishouse.html)

UUCR contact: **Dawn Rees-Blakeman** for R.E.

**Sexual Assault Response and Awareness, Inc. (SARA)** (March, 2015)

SARA is the sexual assault crisis center for the Roanoke Valley. It is estimated that one in three women will experience sexual violence during their lifetimes, but only 5-10% of assaults are ever reported to the police, partly due to the lack of social support victims receive. SARA has been providing services to survivors of rape, sexual abuse, and other forms of sexual violence for over 30 years. They provide free confidential counseling services to survivors and their families and also provide trained advocates who offer immediate support and information to victims negotiating the medical and legal systems. This may include accompanying the victim to the hospital in order to obtain medical care or have forensic evidence collected and, if she chooses to report the assault, providing support throughout the legal process.

Website: [www.sararoanoke.org](http://www.sararoanoke.org)

UUCR contact: **Barbara Horton**

**Total Action for Progress – Head Start** (December, 2010)

TAP Head Start provides child care, education, and health and family services to 1145 infants, toddlers, preschoolers and pregnant women from low-income families in Roanoke and surrounding areas. Over half of enrolled children have at least one parent who works, yet their families still live below federal poverty levels. TAP Head Start recognizes that it is only by focusing on the whole child and working in partnership with parents that we can help children be ready for school and help parents move toward self-sufficiency. TAP Head Start operates child development centers (one across the street from UUCR!), provides home visits, and works cooperatively with local school systems to make sure children are prepared for the challenges of school and life.

Website: [www.tapintohope.org/HeadStartProgram.aspx](http://www.tapintohope.org/HeadStartProgram.aspx)

UUCR contact: *Amy Hatheway*

**West End Center** (December, 2009; December, 2014)

The West End Center serves children who live in many of Roanoke's most disadvantaged neighborhoods and seeks to equip them with the developmental assets they need to become productive, responsible adults. It serves as a safe after-school haven for children and youth and offers a tutoring program, parents' program, and pregnancy and school dropout prevention programs.

Website: [www.westendcenter.org](http://www.westendcenter.org)

UUCR contact: *Kitty Schear*

The final special collection of the 2015-16 year, which will be taken in May, will benefit New Horizons Healthcare.

## Proposed Budget for FY 2017

	<u>FY 2017</u>	<u>FY 2016</u> Current Year	<u>Change</u>
Income	Next Year		
<b>4000.1 · PLEDGE INCOME</b>			
4001 · Pledge income, incl interim	195,913	182,500	13,413
4002 · Pledge, extra donation	5,500	5,500	0
Total 4000.1 · PLEDGE INCOME	201,413	188,000	13,413
<b>4100 · NON-PLEDGE CONTRIBUTIONS</b>			
4101 · Non Pledge donations	6,000	5,000	1,000
4102 · Sunday cash offering	4,000	3,300	700
Total 4100 · NON-PLEDGE CONTRIBUTIONS	10,000	8,300	1,700
<b>4200 · FUNDRAISER INCOME</b>			
4201 · Service Auction	14,000	11,000	3,000
4202 · Kroger rewards program	5,000	6,000	(1,000)
4203 · Jumble Sale	0	4,500	(4,500)
4205 · Other Fundraisers	0	2,000	(2,000)
Total 4200 · FUNDRAISER INCOME	19,000	23,500	(4,500)
<b>4300 · CHURCH USE</b>			
4310 · Church Use	1,500	1,500	0
4312 · Cellular leases	38,000	38,000	0
Total 4300 · CHURCH USE	39,500	39,500	0
<b>4400 · OTHER INCOME</b>			
· ENDOWMENT Distribution	2,700	2,700	0
<b>TOTAL INCOME</b>	272,613	262,000	10,613
Expenses			
· ADMINISTRATION			
5102 · Office supplies & misc	1,600	1,600	0
5104 · Postage	800	800	0
5106 · Telephone	1,800	1,515	285
5108 · Copy machine contracts	2,700	2,500	200
5110 · Internet & computer	920	920	0
5112 · Advertising	300	300	0
Total ADMINISTRATION	8,120	7,635	485
· BUILDINGS & GROUNDS			
5202 · Maintenance	7,600	7,600	0
52xx · Utilities_Electricity & Gas	9,000	9,000	0
5208 · Utilities_Water & Sewer	600	600	0
5209 · Utilities_Stormwater fee	700	450	250
5210 · Janitorial supplies	850	850	0
5211 · Janitorial/groundskeeping service	10,700	0	10,700

Total 5200 · BUILDINGS & GROUNDS	29,450	18,500	10,950
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## Proposed Budget for FY 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
	Next Year	Current Year	
<b>5300 · UUA G.I.F.T. PROGRAM</b>			
<b>5302 · UUA G.I.F.T. PROGRAM</b>	<u>16,538</u>	<u>10,600</u>	<u>5,938</u>
<b>Total 5300 · UUA G.I.F.T. PROGRAM</b>	<u>16,538</u>	<u>10,600</u>	<u>5,938</u>
<b>5400 · FINANCE / ACCRUALS / DEPRECIATION</b>			
<b>5402 · Prop/Liab Insurance</b>	3,600	3,600	0
<b>5490 · Depreciation- ignore, non-cash</b>			0
<b>5212 · Maintenance accrual</b>	3,000	100	2,900
<b>5712 · Minister Sabbatical accrual</b>	7,000	5,000	2,000
<b>5406 · Service charges &amp; misc finance</b>	200	200	0
<b>5454 · Fundraising + Miscellaneous</b>	<u>550</u>	<u>550</u>	<u>0</u>
<b>Total 5400 · FINANCE &amp; FUNDRAISING</b>	<u>14,350</u>	<u>9,450</u>	<u>4,900</u>
<b>5500 · COMMITTEE EXPENSES</b>			
<b>5504 · Fellowship &amp; Coffee</b>	900	900	0
<b>5501 · Committee expenses -other</b>	<u>1,100</u>	<u>1,100</u>	<u>0</u>
<b>Total 5500 · COMMITTEE EXPENSES</b>	<u>2,000</u>	<u>2,000</u>	<u>0</u>
<b>5550 · BOARD EXPENSES</b>			
<b>5551 · Minister relocation expense</b>	0	10,000	(10,000)
<b>5552 · Contingency items &amp; gifts</b>	600	600	0
<b>5554 · Leadership development</b>	500	250	250
<b>5556 · Personnel Committee</b>	<u>220</u>	<u>220</u>	<u>0</u>
<b>Total 5550 · BOARD EXPENSES</b>	<u>1,320</u>	<u>11,070</u>	<u>(9,750)</u>
<b>5600 · LIFESPAN RELIGIOUS EDUCATION</b>			
<b>5602 · RE Program materials &amp; supplies</b>	2,700	1,800	900
<b>5603 · Adult religious education</b>	2,000	2,100	(100)
<b>5604 · Teacher education &amp; development</b>	400	400	0
<b>5610 · Youth groups</b>	2,500	1,800	700
<b>5612 · Sunday AM child care</b>	2,600	2,200	400
<b>5613 · Other committee child care</b>	<u>2,260</u>	<u>2,160</u>	<u>100</u>
<b>Total 5600 · LIFESPAN RELIGIOUS EDUCATION</b>	<u>12,460</u>	<u>10,460</u>	<u>2,000</u>
<b>5700 · SUNDAY WORSHIP</b>			
<b>5702 · Sunday Services committee</b>	3,600	3,000	600
<b>5704 · Music program</b>	3,050	2,850	200
<b>5705 · Altar supplies</b>	300	100	200

<b>5711 · Audio-visual equipment</b>	<u>500</u>	<u>500</u>	<u>0</u>
<b>Total 5700 · SUNDAY WORSHIP</b>	<u>7,450</u>	<u>6,450</u>	<u>1,000</u>

## Proposed Budget for FY 2017

	<b>FY 2017</b>	<b>FY 2016</b>	<b>Change</b>
	Next Year	Current Year	

### P A Y R O L L with 3% increase

#### MINISTER'S PACKAGE

· Salary & Benefits	<u>83,018</u>	<u>77,248</u>	<u>5,770</u>
<b>Total MINISTER'S PACKAGE</b>	<u>83,018</u>	<u>77,248</u>	<u>5,770</u>

#### SALARIES

<b>6510 · Office Admin</b>	<u>15,064</u>	<u>14,625</u>	<u>439</u>
<b>6520 · Sexton</b>	<u>0</u>	<u>10,700</u>	<u>(10,700)</u>
<b>6530 · Dir Lifespan Faith Dev</b>	<u>29,716</u>	<u>28,850</u>	<u>866</u>
<b>6540 · Music Director</b>	<u>22,815</u>	<u>22,150</u>	<u>665</u>
<b>6541 · Music Director_bonus</b>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
<b>6550 · Asst Music Dir</b>	<u>4,146</u>	<u>4,025</u>	<u>121</u>
<b>6552 · Youth Advisor</b>	<u>5,511</u>	<u>5,350</u>	<u>161</u>
<b>6570 · Church Keeper</b>	<u>1,473</u>	<u>1,430</u>	<u>43</u>
<b>6500 · Employer share FICA</b>	<u>6,252</u>	<u>6,786</u>	<u>(534)</u>
<b>Total 6500 · SALARIES</b>	<u>87,975</u>	<u>96,916</u>	<u>(8,941)</u>

#### EMPLOYEE BENEFITS (other than Minister)

<b>Health Insurance</b>	<u>3,750</u>	<u>3,750</u>	<u>0</u>
<b>Disability Insurance</b>	<u>706</u>	<u>793</u>	<u>(87)</u>
<b>Retirement</b>	<u>2,777</u>	<u>2,968</u>	<u>(192)</u>
<b>Music Dir Professional Expense</b>	<u>700</u>	<u>700</u>	<u>0</u>
<b>DLFD Professional Expense</b>	<u>2,000</u>	<u>2,000</u>	<u>0</u>
<b>Total EMPLOYEE BENEFITS</b>	<u>9,933</u>	<u>10,211</u>	<u>(279)</u>

#### TOTAL PAYROLL

<b>TOTAL PAYROLL</b>	<u>180,925</u>	<u>184,375</u>	<u>(3,449)</u>
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#### TOTAL OPERATING EXPENSE

<b>TOTAL OPERATING EXPENSE</b>	<u>272,613</u>	<u>260,540</u>	<u>12,074</u>
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#### OPERATING SURPLUS / DEFICIT

<b>OPERATING SURPLUS / DEFICIT</b>	<u>0</u>	<u>1,460</u>	
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OFFICIAL PROXY  
Unitarian Universalist Church of Roanoke  
2015 Grandin Road SW  
Roanoke, Virginia 24015

MEETING OF THE MEMBERSHIP

Date of Meeting:

June 5, 2016

To the Clerk of the Board:

In accordance with the Unitarian Universalist Church of Roanoke bylaws, as amended May 9, 2013, I hereby designate the member indicated below to cast my vote on any business coming before this meeting.

The Member and Proxy hereby consent to this designation by affixing their signatures.

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Member Name

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Signature of Member and Date

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Designated Proxy Name

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Signature of Designated Proxy and Date