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# ANNUAL MEETING PACKET FOR THE UNITARIAN UNIVERSALIST CHURCH OF ROANOKE

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June 6, 2021

Again this year, our Annual Meeting will be held online near the end of the June 6, 2021 Sunday morning Zoom service. We need your vote on elections, next year's proposed budget, next year's Special Collections, and proposed updates to our Bylaws.

You do not need to participate in the Zoom meeting in order to vote. Votes may be cast only by UUCR Members (i.e., people who've officially joined by signing the membership book at least 28 days prior to June 6). You may vote as soon as you've read through this packet, if you choose to. Most of us will vote online.

ACCESS THE ONLINE VOTING FORM HERE

<https://forms.gle/3Gdnm6kB8y1NoYPs8>

The **\*\*DEADLINE\*\*** for casting your vote is **6 p.m., Sunday, June 13**. If not enough people vote, these important decisions can't be made. Democracy is a precious thing.

Those few in our congregation who cannot vote online should contact Judy Granger at [jgranger@uuroanoke.org](mailto:jgranger@uuroanoke.org) or by calling the church office at (540) 342-8888. Paper ballots will be valid only if the envelope lists in the return address the name of the Member voting. How you vote will remain anonymous. That said, please vote online if you can.

This year, you will need a proxy ONLY if you cannot vote either online or via a mailed/delivered paper ballot by June 13. The link above does allow a Member to vote online as a Proxy for another Member who has given them permission. Both the Member and the Proxy should complete and sign the [Official Proxy Form](#) included in this packet.

You'll find a [Sample Ballot](#) at the end of this packet. Whether you're voting online or on a paper ballot, you may write in (type) an alternative to the nominated candidate for each elected position and vote for that person if you wish.

**Questions** may be e-mailed to our Board President, Dave Perry, at [davidperry000@gmail.com](mailto:davidperry000@gmail.com) or to our Board Clerk, Jeanne Larsen, at [larsenjeanne@aol.com](mailto:larsenjeanne@aol.com).

In addition, there will be a chance for comments at the Zoom meeting on June 6. This is not an ideal set-up for hearty discussion, but it's the best option we've got, given the need for social distancing.

As you know, we've been running a series of **Zoom Q&A sessions** focused on the proposed changes to our Bylaws. The last of these is scheduled for **7 p.m. on Thursday, May 27**.

This packet contains information on the matters requiring your vote, including a list of nominations. You'll also find summary reports on activities for the 2020-2021 fiscal year from UUCR officers, professional staff, and committees. No virus is gonna stop us!

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## AGENDA FOR ANNUAL MEETING

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### Sunday, June 6 on Zoom

- Call to Order, Dave Perry, President
- Questions / Comments on [2020 Annual Meeting Minutes](#)
- Questions / Comments on [2021-22 Budget](#)
- Questions / Comments on [Proposed Changes to the UUCR Bylaws](#)
- Questions / Comments on [Election of Officers](#)
- Questions / Comments on [Special Collections](#)
- Adjournment of Meeting

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  - Includes [Proposed Budget for Fiscal Year 2021-22](#)*
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- LFD Administrator, Bonnie Evans
- Personnel, Katherine Hoffman
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- Church Administrator, Judy Granger

### Committee, Mission Group, and Team Reports

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- Special Collections Ballot Information for 2021-22
- Summary of Proposed Changes to our Bylaws
- Proposed New Bylaws
- Proxy Form
- Sample Ballot

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## CHURCH OFFICERS & PROFESSIONAL STAFF REPORTS

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### Minister

I offer you an annual report reflecting my time with you, which began in September 2020. Opportunities to meet and engage with you have been severely hampered. I've been frustrated at not having the chance to meet face-to-face with most of you, nor to conduct a single church service in person.

That said, my time here has been wonderful. Yvette and I have been warmly and graciously received. A high point was our introduction to you via a drive-thru coordinated by the Connections Team, where we were able to briefly meet a significant number of you, learning five things about each one. Your outreach and welcoming have tremendously eased our transition.

I've had the opportunity to meet and work with all of your operating committees. I'm impressed by the relative high level of commitment and functioning of each. I get to meet and work with the Board and Board members on a regular basis. You have a good and committed Board. They work well together as a group and have clarity about what's before them and plans to address identified needs. They've proactively welcomed me to participate fully in congregational leadership.

You are extremely fortunate to have a highly competent staff. Kerry's musical selections and video creations wonderfully support and enhance Sunday service messages. Jessie provides creative programming for our enrolled children, teens and Young Adults and is supported by Bonnie in her administrative role.

Judy has been tremendously helpful to me as the Office Administrator. Prior to my arrival, she ordered furniture and managed getting my office set up. Since then, in addition to her wide-ranging office management responsibilities, she's been my primary guide in getting acquainted with the "what to" and "how to" of the congregation's functioning.

My primary focus has been on helping the congregation stay connected during these times of separation. I instituted a Listening Circles program as a way to enhance and strengthen interpersonal relationships. Through Sunday services and work with the Board and committees, I've attempted to lay groundwork for addressing the issues you've identified to work on during this developmental ministry.

Respectfully submitted,

*Rev. Walter LeFlore*

### Board President

When I was recruited to serve on the UUCR board as president-elect, I was asked by a long-time church member "if I knew what I was getting myself into." He was a veteran of past boards who'd experienced turmoil, some of which we're still recovering from. His words were prophetic, but not in the way he'd intended: there's been no board turmoil (kudos to our fine board), but there has been this little pandemic. I inherited a global coronavirus pandemic in full force when I subsequently became president in July of 2020. No, I did not know what I was getting myself into. No one did.

It's remarkable how much we as a church have accomplished in the midst of this terrible, historic event.

I don't have data, but I have no doubt that some churches, UU and otherwise, have folded during the last 18 months. Certainly, small businesses, non-profits and other organizations that sometimes live on the edge of viability have. It would have been easier to hunker down and agree to meet again when the storm was past. But that was never, not even for a moment, discussed. Perhaps if we'd known that the pandemic was not going away by Easter, or even last summer (or certainly in time for football season, right?), we'd have thought differently.

But our ignorance was our godsend. We carried on as if things would get better any week now. That's all you really ever can do. Take it one increment at a time. And because we were darn sure it was about to get better, that we'd turned a corner, we kept plugging away. We said goodbye to one minister and hired a new one, entirely by electron. No small undertaking there. And some of you have still never seen Rev. Walter in person! We learned to do Zoom church, we recorded our music in advance and read books from our back porches. We held offerings, made pledges, gathered food, gave blood, distributed books, recycled and auctioned.

If you can turn a blind eye to the great void that is not seeing one another for more than a year, it looks pretty good on paper. It doesn't feel so good sometimes, but you can't deny that the good work of UUCR went on in the same weird way that everything else has gone on during the pandemic: kinda normal, but not really, and sometimes not normal at all.

You owe yourselves a hug, at the least, for persevering. Or as Professor Dumbledore said, "A nice cup of tea, or a large brandy." In a faith short on promises that there's a master plan even if we can't see it, but long on "we'll get through this together," we did pretty well on the together bit. Without this godforsaken pandemic, we'd have never had a [UUCR Connects on Facebook](#), or visitors joining us from far-away places on Sunday mornings, or a [YouTube channel](#). We've learned and embraced new ways to be sort-of-together, so that when we are truly together again, the glue that binds us will be even stronger.

It's been an honor to be your board president. Thank you for the opportunity. Keep persevering!

Respectfully submitted,

*Dave Perry*

## VP Finance

### FINAL RESULTS FOR FISCAL YEAR 2019-2020 (FY 2020)

For the fiscal year that ended 6/30/20, operating income equaled \$261,721 and operating expense totaled \$269,279. This resulted in a deficit of \$7,558, which equaled 2.9% of operating income. Total pledge income came to \$178,198 or about 68% of operating income. On 6/30/20, cash deposits in checking and savings accounts totaled \$272,270 (excluding invested assets as summarized below), of which \$34,373 was in banking sub-accounts (temporarily restricted), and \$99,600 was the combined balance on our Small Business Administration (SBA) Paycheck Protection Program (PPP) Loan and our SBA Economic Injury Disaster Loan (EIDL). See the section in this report titled, "Current Fiscal Year 2020 – 2021," for further explanation and disposition of these two loans.

Invested assets on 6/30/20:

Endowment General Fund	\$360,263
Goodykoontz Capital Fund	\$ 21,082
Mission and Ministry Fund	<u>\$100,268</u>
TOTAL	\$481,613

Financial Results for the Last 5 Fiscal Years

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20
<b>OPERATING BUDGET</b>					
Income	259,700	265,900	262,300	259,256	261,721
Expenses	254,600	276,600	270,200	262,161	269,279
<b>SURPLUS   (DEFICIT)</b>	<b>\$ 5,100</b>	<b>\$ (10,700)</b>	<b>\$ (7,900)</b>	<b>\$ (2,905)</b>	<b>\$ (7,558)</b>
Number of Pledges	128	131	103	99	112
<b>NON-OPERATING INCOME</b>	<b>\$ 41,500</b>	<b>\$ 126,900</b>	<b>\$ 105,200</b>	<b>\$ 43,539</b>	<b>\$ 63,344</b>
<b>RESERVE FUNDS</b>					
Accumulated Surplus	\$ 92,256	\$ 81,600	\$ 73,669	\$ 70,764	\$ 65,865
Reserve Accruals	17,093	24,093	24,093	24,493	26,093
<b>TOTAL RESERVES</b>	<b>\$ 109,349</b>	<b>\$ 105,693</b>	<b>\$ 97,762</b>	<b>\$ 95,257</b>	<b>\$ 91,958</b>
<b>INVESTED ASSETS</b>					
Endowment General Fund	\$288,556	\$305,140	\$311,604	\$320,657	\$360,263
Goodykoontz Fund	62,233	40,041	30,739	21,052	21,082
Mission & Ministry (M&M) Fund	-	99,521	94,566	96,355	100,268
<b>TOTAL INVESTED ASSETS</b>	<b>\$350,789</b>	<b>\$444,702</b>	<b>\$436,909</b>	<b>\$438,064</b>	<b>\$481,613</b>
<i>Note: Asset values are at fiscal year end on June 30th</i>					

**CURRENT FISCAL YEAR 2020-2021 (FY 2021)**

The current year operating income budget is \$299,300. There have been 110 pledges, totaling \$196,613 and representing 66% of the operating income. Meanwhile, the operating expense budget is \$291,975, which represents a surplus of \$7,325. With the fiscal year nearly over, it appears that the actual surplus will be more, most likely around \$30,000. The surplus is in spite of reduced income from the annual Service Auction, Sunday cash offering, church use, and non-pledge contributions as a result of Covid-19. Items that contributed to this surplus are outlined in bulleted format below.

- Unanticipated reduced operating expenses due to closure of the church as a result of Covid-19.
- Minimal if non-existent shrinkage in pledge income due to Covid-19 (contrary to UUA expectations as originally budgeted).
- Additional \$3,000 in Economic Injury Disaster Loan (EIDL) advance monies (anticipated) from the Small Business Administration (SBA). See below for additional discussion of stimulus monies received from the SBA.

The stewardship campaign for the next fiscal year (2021-22) is ongoing, and as of this writing (5/11/21), 93 pledges have been received, representing a commitment of \$188,137. It is hopeful that the final pledge commitment will be at least \$225,000, which is the basis of the 2021-2022 budget.

## Stimulus funds received from the Small Business Administration (SBA) associated with the CARES Act

UUCR applied for and received a \$32,700 Paycheck Protection Program (PPP) Loan on April 24, 2020 from the Small Business Administration (SBA). The monies were deposited in the church checking account and recorded as income for the 2020-2021 church budget year. The loan was forgiven on March 26, 2021, which means the church does not have to pay back the monies.

UUCR applied for and received a \$7,000 advance and a \$60,000 Economic Injury Disaster Loan (EIDL) from the SBA on June 6, 2020. The monies were deposited in the church checking account. The advance was recorded as income for the 2020-2021 church budget year. The church does not have to pay back the advanced funds. The \$60,000 loan was recorded as such on the church Balance Sheet. The loan has been accumulating interest at the rate of \$4.52 per day (2.75%). The loan has been retained and viewed by the Board as a back stop to the financial impact of the pandemic. The Board will make a decision at the June Board meeting as to whether the loan should be paid back or kept for the interim.

At the request of the SBA, UUCR applied and was approved for an additional \$3,000 in EIDL advance monies on March 16, 2021. The monies have not been received as of yet, but once they are received, they will be deposited in the church checking account and recorded as income for the 2020-2021 church budget year. These additional advance monies will not have to be paid back.

## PROPOSED BUDGET FOR FISCAL YEAR 2021-2022 (FY 2022)

The proposed budget for next fiscal year, 2021-2022, is summarized below with the difference between the previous year noted in the right-most column. Operating income is projected to be \$302,950, and operating expense is projected to be \$305,290. This equals a small deficit of \$2,340. This deficit is 0.8% of the operating income. Projected pledge income of \$225,000 represents 74% of operating income.

Spending in several areas increased over the last two years as follows: 1) general Cost of Living Adjustment (COLA) increase of 1.5% - 2.5% per year across all budget line items; 2) increased IT services (website development, computer repair/replacement, network maintenance, Zoom contract, Zoom host); 3) 2x increase of UUA program fund commitment toward meeting our fair share; 4) addition of fundraising expenses for Generosity Campaign and processing fees for on-line giving contract with Vanco; 5) additional monies for maintenance and sabbatical accruals; 6) funding of Mission Groups; 7) increased monies for leadership development and addition of fees for financial audit and Board contingency; 8) competitive salary package for Developmental Minister; and 9) modest pay raises for staff.

There is the possibility that the pandemic will have an impact on next year's budget greater than what has been foreseen. UUCR will closely monitor the pandemic and its impacts throughout the upcoming year to assess if the budget needs to be amended.

## Proposed Budget FY 2021-22

	<u>FY 2021</u>	<u>FY 2022</u>	<u>change</u>
<b><u>OPERATING INCOME</u></b>			
<b>4000.1 · PLEDGE INCOME</b>			
4001 · Pledge income	185,000.00	220,000.00	35,000.00
4002 · Pledge, extra donation	<u>4,000.00</u>	<u>3,000.00</u>	<u>(1,000.00)</u>
<b>Total 4000.1 · PLEDGE INCOME</b>	189,000.00	223,000.00	34,000.00
<b>4100 · NON-PLEDGE CONTRIBUTIONS</b>			
4101 · Non-Pledge income	3,000.00	2,250.00	(750.00)
4102 · Sunday cash offering	<u>4,000.00</u>	<u>3,000.00</u>	<u>(1,000.00)</u>
<b>Total 4100 · NON-PLEDGE CONTRIBUTIONS</b>	7,000.00	5,250.00	(1,750.00)
<b>4200 · FUNDRAISER INCOME</b>			
4201 · Service Auction income	15,000.00	15,000.00	0.00
4202 · Corporate Rewards programs	<u>2,600.00</u>	<u>2,600.00</u>	<u>0.00</u>
<b>Total 4200 · FUNDRAISER INCOME</b>	17,600.00	17,600.00	0.00
<b>4300 · CHURCH USE</b>			
4310 · Church use income	1,500.00	1,500.00	0.00
4312 · Cellular leases income	<u>44,400.00</u>	<u>45,500.00</u>	<u>1,100.00</u>
<b>Total 4300 · CHURCH USE</b>	45,900.00	47,000.00	1,100.00
<b>4400 · OTHER INCOME</b>			
4410 · Interest income	100.00	100.00	0.00
4440 · Endowment Distribution	0.00	10,000.00	10,000.00
PPP Loan + EIDL Loan	<u>39,700.00</u>	<u>0.00</u>	<u>(39,700.00)</u>
<b>Total 4400 · OTHER INCOME</b>	<u>39,800.00</u>	<u>10,100.00</u>	<u>(29,700.00)</u>
<b><u>TOTAL OPERATING INCOME</u></b>	299,300.00	302,950.00	3,650.00
<b><u>OPERATING EXPENSES</u></b>			
<b>5100.1 · ADMINISTRATION</b>			
5102 · Office supplies & misc	2,200.00	2,200.00	0.00
5104 · Postage	500.00	500.00	0.00
5106 · Telephone expense	1,150.00	1,150.00	0.00
5108 · Copy machine contracts	3,300.00	3,000.00	(300.00)
5110 · Internet & computer service	4,000.00	5,500.00	1,500.00
5112 · Advertising expense	150.00	150.00	0.00
xxxx · Website Development	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>
<b>Total 5100.1 · ADMINISTRATION</b>	11,300.00	13,000.00	1,700.00
<b>5200 · BUILDINGS &amp; GROUNDS</b>			
5202 · Maintenance expense	7,600.00	7,600.00	0.00
5204 · Utilities_Gas	3,675.00	4,000.00	325.00
5206 · Utilities_Electricity	3,675.00	3,675.00	0.00
5208 · Utilities_Water & Sewer	600.00	600.00	0.00
5209 · Stormwater & Waste Fees	700.00	800.00	100.00
5210 · Janitorial supplies	800.00	600.00	(200.00)
5211 · Janitorial contract service	9,792.00	8,567.00	(1,225.00)
5212 · Groundskeeping	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>



Total 5200 · BUILDINGS & GROUNDS	30,842.00	29,842.00	(1,000.00)
<b>5300 · UUA &amp; COMMUNITY GIVING</b>			
5302 · UUA Annual Program Fund	8,000.00	9,000.00	1,000.00
Total 5300 · UUA & COMMUNITY GIVING	8,000.00	9,000.00	1,000.00
<b>5400 · FINANCE &amp; FUNDRAISING</b>			
5402 · Prop/Liab/WC Insurance expense	3,600.00	3,600.00	0.00
5406 · Service charges & misc finance	1,000.00	1,000.00	0.00
5407 · Payroll service	2,200.00	2,200.00	0.00
5409 · VANCO fees	1,000.00	2,000.00	1,000.00
5412 · Maintenance accrual	1,500.00	1,500.00	0.00
5454 · Fundraiser expenses	2,400.00	2,400.00	0.00
5712 · Sabbatical accrual	500.00	500.00	0.00
Total 5400 · FINANCE & FUNDRAISING	12,200.00	13,200.00	1,000.00
<b>5500 · COMMITTEE EXPENSE ACCTS</b>			
5501 · Other Committees	600.00	450.00	(150.00)
5504 · Fellowship & Coffee	900.00	675.00	(225.00)
Total 5500 · COMMITTEE EXPENSE ACCTS	1,500.00	1,125.00	(375.00)
<b>5550 · BOARD OPERATIONS</b>			
5552 · Contingency items	1,000.00	1,000.00	0.00
5554 · Leadership development	1,500.00	1,000.00	(500.00)
5555 · Mission Groups	6,000.00	3,000.00	(3,000.00)
5556 · Personnel Committee	220.00	220.00	0.00
Minister Moving Expense	10,000.00	0.00	(10,000.00)
New Minister miscellaneous	3,000.00	0.00	(3,000.00)
Total 5550 · BOARD EXPENSES	21,720.00	5,220.00	(16,500.00)
<b>5600 · LIFESPAN FAITH DEVELOPMENT</b>			
5602 · Program materials & supplies	4,750.00	4,850.00	100.00
5603 · Adult programs	1,000.00	1,000.00	0.00
5604 · Teacher education & development	1,800.00	1,850.00	50.00
5610 · Youth groups	1,200.00	1,250.00	50.00
5612 · Sunday AM childcare	2,400.00	2,450.00	50.00
5613 · Other committee child care	500.00	500.00	0.00
Total 5600 · LIFESPAN FAITH DEVELOPMENT	11,650.00	11,900.00	250.00
<b>5700 · SUNDAY WORSHIP</b>			
5702 · Sunday worship program	3,600.00	4,000.00	400.00
5702.1 · Summer Supply Preacher	2,400.00	0.00	(2,400.00)
5704 · Music program expense	4,000.00	4,100.00	100.00
5705 · Altar Supplies	400.00	450.00	50.00
5711 · Audio-visual equipment	250.00	250.00	0.00
Total 5700 · SUNDAY WORSHIP	10,650.00	8,800.00	(1,850.00)

**PAYROLL**

5900 · MINISTER'S PACKAGE

Salary (Includes LTD)	49,240.00	60,727.00	11,487.00
Housing Allowance	20,000.00	24,000.00	4,000.00
Professional Expense	6,833.00	8,200.00	1,367.00
Health insurance	4,167.00	5,000.00	833.00
Retirement Benefit	3,462.00	4,236.00	774.00
<b>Total 5900 · MINISTER'S PACKAGE</b>	<b>83,702.00</b>	<b>102,163.00</b>	<b>18,461.00</b>
<b>6100 · EMPLOYEE BENEFITS (other staff)</b>			
<b>6110 · Professional expenses</b>			
Director LFD	3,500.00	3,500.00	0.00
Music Director	700.00	700.00	0.00
<b>Total 6110 · Professional expenses</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>
<b>6140 · Retirement Benefit</b>			
Director LFD	0.00	1,013.00	1,013.00
Music Director	1,446.00	1,472.00	26.00
Office Administrator	1,373.00	1,282.00	(91.00)
<b>Total 6140 · Retirement Benefit</b>	<b>2,819.00</b>	<b>3,767.00</b>	<b>948.00</b>
<b>Total 6100 · EMPLOYEE BENEFITS</b>	<b>7,019.00</b>	<b>7,967.00</b>	<b>948.00</b>
<b>6500 · PAYROLL QUICKBOOKS</b>			
6510 · Office Administrator	27,456.00	25,632.00	(1,824.00)
6530 · Director Lifespan Faith Dev	15,181.00	30,969.00	15,788.00
6532 · Bonus_DLFD	1,875.00	3,750.00	1,875.00
6540 · Music Director	25,928.00	26,447.00	519.00
6541 · Bonus_Music Director	3,000.00	3,000.00	0.00
6560 · LFD Administrator	11,440.00	5,915.00	(5,525.00)
6572 · Bonus_Staff	1,875.00	0.00	(1,875.00)
6500 · Employer Payroll Taxes	6,637.00	7,360.00	723.00
<b>Total 6500 · PAYROLL QUICKBOOKS</b>	<b>93,392.00</b>	<b>103,073.00</b>	<b>9,681.00</b>
<b><u>TOTAL PAYROLL</u></b>	<b><u>184,113.00</u></b>	<b><u>213,203.00</u></b>	<b><u>29,090.00</u></b>
<b><u>TOTAL OPERATING EXPENSE</u></b>	<b><u>291,975.00</u></b>	<b><u>305,290.00</u></b>	<b><u>13,315.00</u></b>
<b><u>SURPLUS / DEFICIT</u></b>	<b><u>7,325.00</u></b>	<b><u>(2,340.00)</u></b>	<b><u>(9,665.00)</u></b>

### **ACKNOWLEDGEMENTS**

The finance team currently consists of Treasurer Carl Reed, Assistant Treasurers Martha Boswell and Anne Marie Patterson, and Income Coordinators Christine Jordan, Bill Bestpitch, and Heather Mason.

Respectfully submitted,

*Gary Mason*

## Director, Lifespan Faith Development

As a new Lifespan Faith Development Director, who started in the Christmas season of a year with a pandemic, it's been a wonderful, wild first year! I am in the process of getting my feet underneath me, and I am excited to see what the next year holds for UUCR, especially the LFD department. This year, I have served outside the LFD-specific duties of my role due to the all-skate nature of church in a pandemic. These additional services and accomplishments are listed at the end of this report. Thank you for an excellent first four months! I am working toward joining LREDA, and I am already part of the independent group for queer UU professionals.

### General Information

- We temporarily hired Bonnie Evans to serve as Interim Coordinator over the summer of 2020. Bonnie served in this position from June to December 2020
- Jessie McKeon started as Director of LFD in December 2020
- The Covid-19 pandemic caused all programming to be virtual
- We complete CY20 with 32 enrolled in the youth LFD program, 5 Young Adult/Campus Ministry participants, and roughly 24 active adult participants

### Ongoing Programs

- Monthly mailers of activities included stories and crafts for all registered children
- Living the Questions continues on Sunday mornings via Zoom
- Added Headspace Happy Hour for Young Adult/Campus Ministry group (YAC)
- Online classes and curriculum for registered youth by age group:
  - Preschool and K-2 – Meditation and Mindfulness
  - 3-5 – Mindfulness Activities
  - Middle School Youth Group – Devon Donahue-Reid's Mindfulness Curricula
  - Young Religious Unitarian Universalists – Guided Journaling

### Special Events

- YRUU decorated the church for Christmas and enjoyed s'mores afterward (12 participants)
- Christmas Eve readings by 5 youth
- Wrote and directed "Weatherbee's, Inc." holiday play (6 participants)

### Monthly Intergenerational "Parties"

- February – Mardi Gras – included history of the holiday, discussion of Mardi Gras traditions and origins, and trivia (9 youth, 7 adults)
- March – St. Patrick's Day – included trivia and discussion (4 youth, 8 adults)
- April – Neighborhood Stroll Easter Egg Hunt - children and their families searched for easter eggs around the neighborhood and were awarded up to three prizes after finding the eggs and marking them on a map. (8 youth, 11 adults)
- May – Cinco de Mayo – has not happened yet
- June – Summer Kick-off Activities and Movie Night – has not happened yet

## Additional Duties and Services

- Produced Sunday morning services, training additional Sunday morning producers three times in February and March
- Collaborated with Racial Justice Team to produce the RJT Service on March 14, 2021.
- Created video for Special Collections
- Created video tutorial on how to donate to UUCR via Vanco
- Led social media creation of events and streaming services
- Investigated and identified new volunteer management software
- Contributed to UUCR's [YouTube channel](#)
- Currently collaborating with Connections Team on New UU classes

## Goals for Church Year 2021 (2021-2022 School Year)

- Teach OWL for 7th-9th grades (preferred retreat style, will depend on pandemic)
- Focus on UU history in fall, UUCR history in spring
- Collect oral history of UUCR members
- Attempt guided meditation library again
- Present on retreat-style learning at General Assembly
- Attend SUUSI and General Assembly

Respectfully submitted,

*Jessie McKeon*

## Music Director

### Changing Duties and Challenges

Many of my duties as music director have had to completely change since Covid. I spent the year conceiving of creative ways to keep the congregation engaged with the music of the church. I encouraged the congregation to sing, dance, send in pictures, hold up signs, and throw any ideas they have my way. I have created numerous virtual choir videos, sung various parts of songs myself, and edited them together, and found interesting and relevant material on YouTube. Beginning in October, I began to explore options for the choir to meet together and sing again with one another while observing Covid-safe practices. In November, I managed to procure a place where we could sing outside together in an acoustically sound area that would allow us to make a strong recording without too much outside noise. The choir has met together since October at least once and often twice a month as long as the weather provides.

### Technology

The Christmas Eve service posed another unique challenge in that there was much more music than in a typical Sunday service, and the staff felt it was important to bring this service to the congregation from the sanctuary. Together with Reverend Walter and Jessie McKeon, we met several times to devise a schedule and a service that would be meaningful, personal, and still virtual. Because our church had not previously fully embraced online streaming technology, we had to build the plan from square one. I think we showed that going forward, it is possible and desirable for us to have our services streamed

virtually, and we revealed the gaps in our current equipment and set-up that would allow us to do this easily.

To further our outreach and online presence, we created a [YouTube page](#) that can be accessed by Judy Granger, Jessie McKeon, and myself. The videos I make for the church can be found there as well as Moments with our Children, the Christmas Eve service, and other videos that we have used in Sunday services. While the page has only 59 subscribers and 21 videos, as we get caught up, we are expecting to have a large increase in both those numbers.

### Church Services Projects

I have been actively participating in the Generosity Campaign by doing an interview with Walker Hartman to be played on the kick-off day and creating various music videos around the theme of “Planting the Seeds, Investing in Our Future.”

I put a call out for any and all in the congregation who would like to participate in the ordination of Tyler Coles, who was such an integral member of our church for many years. My goal is to get 50% of members to submit something.

A Music Sunday is planned for May.

### Office Space

Lastly, I was given the upstairs small “kitchen” room to use as my office space. Shelves are being ordered and a choir folio cabinet is also on order. This will allow me to move all music materials out of the small left sanctuary closet, leaving it empty for another user. In addition, this move affords Jessie more room in her own office without having sheet music and a giant filing cabinet occupy a good bit of her space.

Respectfully submitted,

*Kerry Morgiewicz*

### Personnel

The 2020-21 Personnel Committee consisted of Katherine Hoffman (Board member and chair) and Rev. Walter Leflore (ex officio), along with Nancy Brattain and Candace Bell, who graciously agreed to serve on the committee starting in January.

This year, the Committee supported our new Minister, Rev. Walter Leflore, as he hired Jessie McKeon to be the new Director of Lifespan Development, and Bonnie Evans as she made the transition from Acting DFLD to Lifespan Faith Development Administrator. We supported Rev. Walter as he completed staff evaluations in February-March. In doing so, he beta-tested a revised and streamlined staff evaluation process that is part of a set of much-needed revisions to the Personnel Policy Manual. The committee completed these over four meetings. These revisions will be presented to the Board, and the newly revised manual approved, soon after this year's Annual Meeting. We are waiting for the Annual Meeting to ensure that the Personnel Policies match up with the Bylaws revisions that will be voted on then.

In the coming year, we stand ready to support the Minister and the rest of the staff with any personnel policy related needs that may arise.

Respectfully submitted,

*Katherine Hoffman*

## Office Administrator/ Facility Coordinator

Due to the church being closed for meetings and services, I learned the Zoom software program, and have served as the administrator for setting meetings and minor troubleshooting.

- Served as supervisor to Kerry Morgiewicz, Bonnie Evans, Anna Tulou Orr, and Ken Dyer during the months of June-August, when we were without a minister.
- Responsibility for producing and publishing UUCR Weekly Announcements (newsletter) to UUCR subscribers.
- Set up [Facebook page for UUCR](#) and [UUCR Connects](#) assisted by Ginelle Heller, and served to answer questions/comments asked and posted by individuals.
- Posted weekly recorded services to weekly newsletter, Facebook, and UUCR Connects.
- Sought new IT service provider for service and installation of network capabilities to new copier.
- Supervised the Church Assistant (Church Assistant job ended June 30, 2020).
- Continued to work with the Sexton Ken Dyer on detailed cleaning of the church. We scheduled deep cleaning projects during the summer because no meetings or services were being held.
- Attended and participated in monthly staff meetings.
- Sought bids and purchased a new copier for the church office.
- Developed plans, hired a contractor, and oversaw the renovation of the church office to make a more efficient workspace.
- Sought bids to correct the peeling paint throughout the building; postponed due to church closing.
- Sought bids for removal of dead tree in the Memorial Garden; tree removed April 12, 2021.
- Worked with Jessie McKeon to re-invent the church website; more work is required.
- Updated the Church directory; completion date was July 2020.
- Assisted Jeanne Larsen in completing and distributing all aspects of the Annual Meeting, worked on virtual presentation, and voting process.
- Served as program leader for UUCR Blood Drives. Served as volunteer coordinator, appointment scheduler, and day of drive registrar. Three blood drives were held in 2020, and there has been one so far in 2021.
- Received "Outstanding Service Award" from the American Red Cross for steadfast support during the Covid-19 pandemic.
- Assisted in the on-boarding of our new minister. Assisted with introducing him to programs and committees.
- Set-up meet-and-greet meetings for introduction of our new minister to the congregation.
- Ordered furniture and set up minister's office to offer him a turnkey office set-up starting on day one.

Respectfully submitted,

*Judy Granger*

## COMMITTEE, MISSION GROUP, & TEAM REPORTS

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### Action Advocates

The Action Advocates encourage Members and Friends of UUCR to phone, write and visit their federal and state legislators on issues related to our Seven Principles.

Due to Covid, we were unable to physically hand out information that pertained to the 2021 state legislative session but sent weekly email updates that included information on issues under consideration in the legislature, including the bill number and contact information. We also send out emails on federal issues throughout the year.

Respectfully submitted,

*Judy Nelson*

### Auction Committee

Due to the COVID-19 pandemic, UUCR conducted its first-ever virtual service auction in December and January. Our committee meetings were held via Zoom. Lynn Yates set up our auction software to allow participants to go online and place their bids, including a method for applying a maximum bid for each item. With very few exceptions, folks had no difficulties with the software, and the entire bidding period went very well.

Because certain types of items could not be offered (dinners; most social events), we were unable to raise as much as in the past few years. However, we still ended the event with a respectable total of nearly \$9,000.

Respectfully submitted,

*Sheri Bernath*

### Building Committee

[no report this year; see below for the [Grounds Committee](#) report]

### Caring Committee

Throughout the church year, the Caring Committee has helped UUCR Members and Friends facing difficulties, illness, and hospitalization. During this year, we said good-bye to one member: David Riley. Due to the pandemic, our activities have been limited. We did provide phone calls and many mailed greetings. In the last several months, we have begun providing meals – often left on the front porch.

Four members of the Committee recorded an introduction video that used in each Zoom church service for the sharing of joys and concerns of the congregation through Lifelines. Members and Friends can share their joys or concerns by emailing Sally Garber ([jcssgarber@comcast.net](mailto:jcssgarber@comcast.net)) or Judy Granger ([jgranger@uuroanoke.rog](mailto:jgranger@uuroanoke.rog)) at the church office.

We have worked on updating the Memorial Service pamphlet, and we will continue this work with a Wedding Pamphlet.

We have found that our shared leadership model has enabled each of us to best use our respective talents. The Caring Committee continues to recruit and coordinate volunteers to assist individuals with

caring needs and recognizes all those other UUCR community members who share the responsibility of caring for one another.

Due to the pandemic, we have continued to meet via Zoom at 12:30 pm the first Monday of each month.

We are blessed with the contributions of these dedicated committee members: Sheri Bernath, Betty Bright, Beth Caruthers, Jane Harrison, Dick Hawkins, Judie Lallmang, Lucy Lee, Kitty Schear, Terry Smith, Robert Wallenborn, Linda Wallis, Linda Wood, and Pam Yates. We are also grateful for the support of Rev. Walter and Judy Granger, Office Administrator.

Respectfully submitted,  
*Sally S. Garber, Chair*

### Connections Team (AKA Membership Committee)

Connections Team members: Lydia Woerner, Judy Robertson, Chris Yates, Nancy Brattain, Hildy Getz, Betsy Beisenbach, Peggy Cooper, Linda Wallis, Suzi Newton

It has been a different year for the Connections team, as I am sure it has for most of our committees. Many of our usual activities, such as Sunday greeting and Newcomer Meet-ups, did not happen due to the pandemic.

Here is a list of what we were able to do successfully:

- The Connections Team had a Zoom meeting the 2nd Tuesday of each month.
- On June 27<sup>th</sup>, we hosted a drive-through goodbye celebration for Rev. Alex and Ray at the church. Over 70 congregants showed up to wish them off in person.
- We assisted with the start-up of the “Coffee Talk” breakout on Zoom following the Sunday service during the summer. Members of our team facilitated the discussions initially, encouraging connections. The breakout talks continue to be a connection point, and we continue to facilitate discussion, especially when there is a newcomer in the group.
- When we become aware of a newcomer attending Zoom services, one of our team members connects with them by phone or email. We get to know them, answer questions, and help connect them with the church. Judy Granger assists us in making the contact.
- On October 31, we hosted a drive-thru welcome for Rev. Walter and Yvette at the church. Again, we had over 70 congregants attend. Rev. Walter and Yvette felt welcome.
- Eight people officially join the church in late June. In January 2021, we sent each new members the Pocket Guide to UU and a UU Magnet, along with a personal note.
- We are updating our membership process with the guidance of Rev. Walter. There has been much discussion about what it means to be a Member and how the joining process can be more meaningful. We would like the process to be educational and intentional. We hope to have this in place by the fall.
- We are updating the protocol for contacting, connecting, and tracking our newcomers. This will be in place by summer 2021.

Respectfully submitted,  
*Nancy Brattain*



## Endowment Committee

The Endowment Committee is responsible for three Trustee investment funds: The Endowment Fund and the two Seven Principles funds.

We invest the Endowment Fund, a true endowment, in conformity with the Bylaws of the church and the 2008 Virginia Uniform Prudent Management of Institutional Funds Act. Although the inflation-adjusted Endowment Fund principal must be preserved in perpetuity, Endowment Trustees have the discretion to distribute earnings from the Endowment Fund each year as Endowment Fund investment performance allows.

The Seven Principles Funds (the Goodykoontz Fund and the Mission and Ministry Fund) are quasi-endowment funds. Both principal and earnings of these funds are available to support approved disbursements that are consistent with the guidelines for each of these funds.

### Endowment Fund

During 2020, the Endowment Fund balance rose from \$353,000 to \$416,000, an increase of \$63,000. Factors contributing to this growth were a strong stock market rebound in 2020 and several generous gifts to the Endowment Fund despite the pandemic. This increase also allowed a \$10,000 distribution to the general operating budget for the current 2020-21 fiscal year.

Gifts to the Endowment Fund for 2020 totaled \$2,250.

### Seven Principles Funds

#### Goodykoontz Fund

The late David Riley left a substantial bequest of almost \$16,000 to the Goodykoontz Fund. Expenditures from this account are limited to spending on capital improvements.

#### The Mission and Ministry Fund (M&M Fund)

The fund exists to minister to our church community and the broader world beyond our walls. The M&M Fund balance increased from \$101,000 to \$110,000 during 2020, thanks to the strong stock market. There were no grants from the Mission and Ministry Fund during 2020.

In Fall 2020, at the request of the M&M Committee, the Endowment Committee's responsibilities expanded to encompass not only the investment of the M&M Fund but the solicitation, review and approval of grant requests from the M&M Fund as well. As part of these new responsibilities, the Endowment Committee has updated the M&M Fund brochure and grant application form. We anticipate that these forms will be available on the UUCR website soon, and we encourage UUCR Members and staff to apply for M&M Fund grants during our regular spring and fall grant cycles.

### Endowment Committee Accomplishments

The Endowment Committee fulfilled all its goals for 2020:

- Thanks to the diligent efforts of many individuals, the UUCR website now features an Endowment Committee page, containing information and forms for the Endowment Fund and the Seven Principles Funds.
- To promote and expedite donations to the Trustee investment funds (Endowment Fund, Goodykoontz Fund and M&M Fund), all three funds now appear on the Vanco Giving Page accessed through the UUCR website.

- In keeping with our Seven Principles, we invested all Trustee investment funds in low-cost Environmental, Social and Governmental (ESG) instruments.
- Endowment Committee members met with the UUCR Board in fall 2020 to review and explain our plans and procedures to new Board members.
- The committee continued to ensure that all the assets under its stewardship were invested appropriately.
- In fulfilling our fiduciary duty, we continued to track the effects of inflation on the Endowment Fund to ensure that the purchasing power of the principal was not eroded.
- The Endowment Committee met frequently during the year and provided meeting minutes and reports to relevant members of the Board.
- The Endowment Committee assumed responsibility for the M&M Fund grant process.

### Future Directions

We will meet regularly to work on the following:

- Continue refining the Endowment Committee page on the UUCR website to provide information to interested parties and to facilitate donations to the Endowment and Seven Principles Funds.
- Continue to encourage donations to all three Trustee investment funds.
- Provide continued fiduciary oversight of all three Trustee investment funds.
- Conduct all other regular Endowment Committee functions.

If elected, Lowell Inhorn has agreed to kick-off his second four-year term on the Endowment Committee by assuming the position of Chair as of July 1, 2021.

Respectfully submitted,

*Cynthia Petzold, Chair, Sally Garber, Lowell Inhorn, Anne Perrin, & Henry Woodward*

### Family Promise

Family Promise of Greater Roanoke is a non-profit program that provides temporary housing for homeless families in need. It is unique in that it keeps families together, and it is open during the day. Families use the Salem headquarters' facilities during the day while they look for work, transportation, permanent housing, daycare, and stabilizing routines. In the evening, they are transported to one of the host sites, which are either a church or some property owned by a church. Families are screened out if they have a history of drug abuse, mental illness, or domestic violence before entering the program. Typically, there are no more than 16 children and parents in residence.

Coordinators: Hildy Getz, Ninon Hentz

Respectfully submitted,

*Hildy Getz*

### Generosity Campaign

The Generosity Campaign (GenCam) for the 2021-22 Fiscal Year is off to a groundbreaking, paradigm-shifting start.

We not only have sparkling additions to our staff with the arrival of Rev. Walter and hiring of Jessie McKeon as our new Director of LifeSpan Faith Development, but we also introduced these new elements into this year's campaign:

- Thanks to the hard work of Gary Mason, Vice President of Finance, and Heather Mason, we now have the full pledge packet available for viewing or downloading from our website. A brand-new infographic section on our church website provides timely information on our budget for next year. We also have virtual instructions for filling out our virtual pledge form.
- A new four-color brochure thanking members and visitors for their support was sent to all visitors and members on our rolls. The brochure also reminds us of how "UUCR Inspires, Nourishes, Connects and makes us Thrive as a Blessed Community."
- The amazing work of GenCam team members Judy Nelson, Suzi Newton and Heidi Parton was very helpful. Judy did our Planting Seeds logo and GenCam charts to measure our progress during the campaign. Suzi pitched in on special skits in support of the Virtual Cottage meetings. Heidi Parton also contributed with text and infographic support. David Perry, President of the Board, contributed infographics as well.
- This was our first year to try Virtual Cottage meetings to inform the congregation of our budget details and answer questions about plans for next year.
- Another first this year is the use of postcards, via both paper mail and email, in which we share testimonials from members about what UUCR means to them and details about one of our church missions.
- We focused our Planting Seeds theme on the investment we've made in new staff, who will fuel our growth. They are an investment we make now to insure growth in the future. Thus, each of our staff members was featured in a short video at the kickoff, talking about the joys and challenges of working in a year of pandemic restrictions. They each were also featured in a "roast" video by one of our members familiar with their work.

So, it has indeed been a year of major change in how we go to market with the budget and goals of the church. If you would like to lend your talents to our GenCam team, contact Walker Hartman, and we will craft an opportunity around your special interests and the amount of time you have available.

Respectfully submitted,

*Walker Hartman, Chair & Board Member*

## Green Team

As with everything else, the Green Team's activities have been severely restricted due to the pandemic. Our monthly "Earth Friendly Friday" (EFF) program has been put on hold until the time comes when it will be safe to hold meetings in the church again. EFF is an environmental education program series that we have conducted since 2005 in cooperation with the local branch of the Sierra Club. It has been free and open to the public.

The pandemic has also limited the number of our street corner Climate & Clean Energy Rallies. In 2020, we held only three. Two of those were directed specifically at the election. On our street corner, we held signs that said, "Vote for the Climate" and "Vote for the Earth."

Bob Egbert has continued to maintain and regularly update the [Green Team webpage](#) and the [Green Team Facebook page](#). He has also taken part in several Zoom educational and training events with the

Virginia Conservation Network (VCN), the Virginia League of Conservation Voters, and the Sierra Club. UUCR is a Partner of the Virginia Conservation Network, and those on the Green Team e-mail list receive information and action alerts from VCN through Bob.

Respectfully submitted,  
*Bob Egbert*

## Grounds Committee

Work on the grounds was limited to individuals and small groups for most of the past year due to Covid-19. However, in April, we had a big work party with 13 volunteers for the annual spring spruce-up.

A HUGE thanks goes out to Bill and Ann Hackworth and Jim Overholser for coming on their own to fix the Memorial Garden Wall and trim shrubs, and to remove fallen branches, weeds, and trash from the church property over the past year.

Also, thanks to Chris Yates, Walker Hartman, and Maya Bohler for showing up multiple times to help. In the past couple of years, Maya Bohler replaced two dogwood trees next to Brandon Road, and has nurtured them along with regular watering, weeding, and fertilizing. (Bill Hackworth planted multiple dogwood trees along Brandon and Grandin Roads several years ago).

Other news:

- The new plantings next to the driveway fence have been weeded and watered regularly, and they are looking healthy.
- A dead tree in Memorial Garden was removed in early April.

Thanks to all our volunteers who help keep our church grounds beautiful. We welcome others to join us in the coming year.

Respectfully submitted,  
*Mary Harshfield*

## Minister Search Committee & Transitions Team

The Minister Search Committee, in coordination with the church Board, successfully completed the search for a developmental minister to serve UUCR for a five-year term. Committee members were Lynn Yates, Bob Egbert, and David Perry.

Using the UUA online search resources, we were able to publish our congregational record and be matched with interested candidates. All interviews were conducted online via Zoom because of COVID-19 restrictions. The Rev. Walter LeFlore was made an offer by the Board, and we are happy that he has joined us at UUCR as of September 1, 2020.

A Transitions Team was formed to help Rev. Walter adjust to his new position, and the group has met regularly with him ever since. Members of the Transitions Team are Lynn Yates, Bob Egbert, Dana Martin, and Ann Hackworth.

We're glad to report that Rev. Walter and his wife, Yvette, were able to relocate from New York to the Roanoke area, even with all the obstacles arising from the pandemic.

Thanks to all the UUCR members who helped make them welcome and ease the stresses of such a big move. The transition process is a challenge in the best of times, so we appreciate the effort and good humor of our new minister to join us in these more challenging times.

Respectfully submitted,

*Lynn Yates*

## Nominating Committee

Please see [Slate of Nominees](#) near the end of this packet.

Committee members: Cy Dillion, Claire English, Georgianne Vecellio, Anna Tulou Orr, Nancy Brattain

The role of the UUCR Nominating Committee is to identify members of the congregation who have the skills, passion, and desire to become involved with governing of the church. This year the Nom Com started Zoom meetings in September.

We had five positions to fill nominations: President elect, two Board members, and two nominating committee members. We agreed on attributes needed to fill the position. All of us made suggestions and recommendations of potential candidates. We narrowed it down to a short list and began asking individuals if they would like to serve.

By January 2021, we had recommendations for nominations for all positions. Those recommendations were approved by the Board in March 2021, and they will be on to the ballot for congregational vote in June.

Respectfully submitted,

*Nancy Brattain*

## Racial Justice Team

The Racial Justice Team focused on two primary initiatives in 2020-21: moving forward with the Pledge to End Racism Program and using the “Racial Justice in UU Congregations” rubric to help UUCR move toward the goal of becoming an anti-racist congregation.

### The Pledge to End Racism

Continued implementation of the Pledge to End Racism program was significantly delayed when our first Living the Pledge workshop, originally scheduled for May 2020, had to be cancelled due to the pandemic. As the pandemic persisted, a virtual version of the workshop was developed by Pledge program administrators. RJT members attended Pledge meetings in July and October, which updated Pledge partner churches on progress on the virtual workshop. In February, final materials for the virtual workshop were made available, and our Pledge Steering Committee decided to move ahead with a virtual workshop of our own. We held a training in March to familiarize UUCR and Williams Memorial Baptist Church facilitators with the new format, and we will offer our first virtual Living the Pledge workshop to congregants of UUCR and WMBC in May and June 2021.

### Moving Toward Becoming an Anti-Racist Congregation

The mission of the Racial Justice Team is to facilitate the evolution of UUCR into to an anti-racist congregation. We chose the “Racial Justice in UU Congregations” rubric as a framework for working with others in the congregation to assess UUCR’s current status and determine measures that can be

taken to move us toward the goal. We contracted with Julica Hermann de la Fuente, one of the creators of the rubric and currently Director of Anti-Racism and Anti-Oppression Ministries at the First Universalist Church of Minneapolis, to serve as our “coach” in this process, and we have held several meetings with her and Rev. LeFlore to help us determine the best way to proceed in this multi-year process.

In addition, we:

- Met with Rev. LeFlore after his arrival to discuss RJT’s history, vision, mission, and current activities and get his input on future directions
- Met with the UUCR Board in August and February to update them on our initiatives and confirm their continuing support
- Attended the UUA’s General Assembly and New Day Rising Conference and the Southern Region’s webinar, “Dismantling White Supremacy in our Congregations.” With 14 individuals, UUCR had the largest congregational representation at the webinar.
- Developed UUCR’s March 7, 2021 Sunday service, which focused on anti-racism in individuals and UU churches,
- Regularly contributed notices for UUCR’s Thursday newsletters informing congregants of UUA and community events providing opportunities for anti-racism education and/or action.
- Expanded the RJT web page with updated information about the Racial Justice Team’s activities and links to anti-racism resources. Unfortunately, the web page has not been posted because of the need for additional revisions.
- Facilitated UUCR’s partnership with the Roanoke Change Academy, “a community group working to help participants understand anti-racist strategies and be stronger advocates, actors, and allies in effecting meaningful change.”
- Purchased racial justice-related materials for the UUCR library, including *Widening the Circle of Concern: Report of the UUA Commission on Institutional Change; Mistakes and Miracles: Congregations on the Road to Multiculturalism; Unitarian Universalists of Color: Stories of Struggle, Courage, Love, and Faith; and Centering: Navigating Race, Authenticity, and Power in Ministry.*

Respectfully submitted,

*Dotsy Clifton, Lorraine Fleck, Dana Martin, Teresa Poole, & Joan Wages*

## RAM House

Roanoke Area Ministries (RAM; [www.raminc.org](http://www.raminc.org)) provides a safe day-shelter for the homeless, a nutritious free lunch seven days a week, and emergency financial aid to those in need due to illness, sudden job loss, death of a breadwinner, or other unexpected circumstances. The shelter and dining hall are open 365 days a year. "RAMmer Jammers" (UUCR volunteers) regularly help serve lunch at RAM House.

In 2020, we served lunches in January and February. In March, the shelter began providing bagged lunches (AKA: Corona lunches). In May, church members donated supplies that were delivered to RAM House. In October, church members participated in the Roanoke Valley CROP Hunger Walk; a portion of the proceeds were allocated to RAM. We are hopeful that the RAMmer Jammers will soon be serving lunches again.

Respectfully submitted,  
*Christine Jordan & Alice Davis*

## Reading Seeds

Reading Seeds, UUCR's homegrown children's literacy program, has expanded its outreach. Since 2012, program volunteers have donated new, age-appropriate books to infants, toddlers and 3- and 4-year-olds at TAP Head Start Raleigh Court, a preschool and childcare program that serves working families who live in poverty. In February, Reading Seeds also began serving the Hurt Park campus of TAP Head Start twice a month. All told, 139 children in Head Start now receive books from Reading Seeds. The program also added quarterly delivery of books to 594 pupils at Grandin Court, Fishburn Park, Virginia Heights and Wasena elementary schools.

Volunteers buy books – significantly discounted – from First Book Marketplace, an online resource for programs that serve children in need. Star City Reads, Roanoke's Campaign for Grade-Level Reading coalition, also contributes books to the program. The books, complete with bookplate labels, are given to children to take home. Research shows that children with larger home libraries are more likely to become successful readers.

Pre-COVID-19, Reading Seeds volunteers – Members and Friends of the church -- were reading aloud to children from the donated books. On-site reading will resume post-pandemic. New volunteers will be welcome.

Reading Seeds receives funding from the church, the M&M Fund, and individual donors as well as from the Dorothy Koch Family Foundation and the Trowell Charitable Gift Fund.

Respectfully submitted,  
*Ann Hackworth*

## Shared Ministry Committee

The Shared Ministry Committee shifted gears during this church year because of COVID-19 restrictions. Rev. Walter met with us to help us determine how we could best support and monitor the well-being of the church-wide ministry.

To increase opportunities for meaningful contact with church members and friends, we initiated a series of Listening Circles led by SMC and other volunteers via Zoom.

Between February and May, six Circles met regularly to bond and share about topics of personal spiritual growth. The response has been very positive, so we plan to offer more Listening Circles in the coming months.

Respectfully submitted,  
*Lynn Yates*

## Special Collections

Please see [Special Collections Ballot Information](#) for 2021-22 near the end of this packet.

The cancellation of in-person services starting in March 2020 due to the COVID-19 pandemic disrupted the Special Collections schedule. Two collections originally scheduled for last year (Blue Ridge Literacy

and SARA) were carried over to this year, and two collections originally scheduled for this year (New Horizons Healthcare and West End Center) have been postponed to the 2021-22 fiscal year.

All collections this year have been conducted virtually. Special thanks to Jimbo Harshfield, Barbara Horton, Dotsy Clifton, Jill Thompson, Heather and Gary Mason, Jessie McKeon, and Kerry Morgiewicz for their assistance with the virtual collections.

- November 2020: Blue Ridge Literacy (\$800)
- January 2021: Sexual Assault Response and Awareness/SARA (\$1,825)
- March 2021: Planned Parenthood Roanoke Clinic (\$1,550)
- May 2021: Bradley Free Clinic (amount not yet available)

Respectfully submitted,

*Lorraine Fleck, Coordinator*

## Welcoming Congregation Committee

The Welcoming Congregation Committee managed to squeak in an important virtual event in June 2020 before going on hiatus due to the pandemic. Tyler Coles gave an inspiring presentation on the intersectionality of race and gender, which was well attended and well received. WCC members and volunteers from our congregation served as facilitators for the breakout sessions.

Although we haven't met officially since then, we are working on a transgender-themed Sunday service scheduled for May 16, 2021, which is one of the requirements for maintaining our UUA certification as a Welcoming Congregation. We hope to resume meeting sometime this fall.

Respectfully submitted,

*Erika Joyner, Chair*

## Worship Weavers

Not a committee, but rather an ever-shifting network of contributors, Worship Weavers continued its work in building collaborative and creative worship experiences for the congregation from the various passions and talents of the congregation itself. This past year has been an interesting challenge, with most worship being held online, which has both limited and expanded our work in unexpected ways. We look forward to bringing the lessons learned to bear when we return (joyfully) to worship in the sanctuary.

Respectfully submitted,

*Anna Tulou Orr*



## MINUTES FROM THE 2020 ANNUAL MEETING

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The meeting was convened on Zoom at 11:20 a.m. on June 6th. Approximately 85 adults attended but number of Members within that group is undetermined (and irrelevant to voting).

The meeting was adjourned at 11:47 pm.

### Determination of a Quorum

The quorum determination is based on the number of members voting by the deadline of noon on Wed., June 10. With 240 members, the required 30 percent is 72.

Eighty-three members voted. Ballots were tallied by Lynn Yates, Judy Granger, and Jeanne Larsen, with assistance from Carl Reed.

All votes below reflect the totals as of that date. They include 79 members voting online (2 via proxies cast by other members) and four members voting on paper.

### Results

#### Church Organizational & Administrative Measures

- Approval of 2019 Minutes  
Approved 83 yea votes
- Approval of the 2020-21 Budget  
Approved 82 yea votes
- Approval of Changes to the UUCR Trustee Investment Funds Policy Statement  
Approved 80 yea votes
- Waiver of Two Years of Formal Membership Requirement for Proposed President-Elect (one-time exception, requested by the Board)  
Approved 78 yea votes

#### Candidates Elected

- President-elect: Erika Joyner (2020-2021; to serve as President 2021-2022)  
80 yea votes
- VP, Finance: Gary Mason (2020-2022)  
81 yea votes
- Board Clerk: Jeanne Larsen (2020-2022)  
83 yea votes
- Member at Large: Katherine Hoffman (2020-2022; will continue as head of Personnel)  
82 yea votes
- Member at Large: James Rosar (2020-2021; completing four-year maximum term of service)  
81 yea votes
- Endowment Committee: Anne Perrin / Henry Woodward (shared position, one vote; 2020-2024)

83 yea votes

- Nominating Committee: Nancy Brattain (2020-2022)  
83 yea votes
- Nominating Committee: Cy Dillon (2020-2022)  
83 yea votes
- Nominating Committee: Georgianne Vecellio (2020-2022)  
83 yea votes

### Special Collections

Members were asked to vote for four (4) recipients for Special Collections for the coming fiscal year.

As explained to the membership in the Annual Meeting packet, two special collections were not taken in spring of 2020, due to the coronavirus pandemic, so collections for Blue Ridge Literacy and Sexual Assault & Response Awareness, selected in last year's voting, are to be held over into 2020-21.

In addition, at least two more collections will be taken up in 2020-21; if finances allow, all four of the following four will receive special collections.

Top four vote-getters for Special Collections this year were as follows:

- Planned Parenthood Health Systems (53 votes)
- Bradley Free Clinic (39 votes)
- New Horizons HealthCare (31 votes; possible Special Collection)
- West End Center (28 votes; possible Special Collection)

Respectfully submitted,

*Jeanne Larsen, Board Clerk*

## ACTION ITEMS FOR 2021 ANNUAL MEETING

### Slate of Nominees

The entire Board, and the entire Endowment and Nominating committees, are listed for informational purposes. Only positions noted in bold text and with an asterisk (\*) are being voted on at the 2021 annual meeting.

### Board Slate

The following is the Board slate for 2021-2022.

The President and President-Elect are each one-year terms, but part of a two-year succession. All other Board positions are normally two-year terms. Board members may serve a second elected term. The Board determines the Personnel Committee chair (who must be a member of the Board) and composition of that committee.

BOARD		
Position	Name	Term Expiration
President	Erika Joyner	2022
<b>President-Elect*</b>	<b>Katherine Hoffman<sup>2</sup></b>	<b>2022<sup>2</sup></b>
VP, Finance	Gary Mason	2022
<b>At-Large (Personnel)*</b>	<b>Dave Perry<sup>1</sup></b>	<b>2022</b>
Board Clerk	Jeanne Larsen	2022
<b>At-Large*</b>	<b>Walker Hartman (2<sup>nd</sup> term)</b>	<b>2023</b>
<b>At-Large*</b>	<b>Matt Livingston</b>	<b>2023</b>

<sup>1</sup> If elected, Dave Perry will take over Katherine Hoffman's one remaining year as a Member-at-Large of the Board and Chair of the Personnel Committee.

<sup>2</sup> If Katherine Hoffman is elected as President-Elect, she will serve one year in that role (July 1, 2021 – June 30, 2022), and then her term as President will begin July 1, 2022. If the changes to the Bylaws are approved with this ballot, Katherine will serve as President from July 1, 2022 – June 30, 2024; if the changes to the Bylaws are not approved, her term as President will conclude June 30, 2023.

### Endowment Committee Slate

The Endowment Committee is a four-year term. Members of the Endowment Committee may serve a second elected term.

ENDOWMENT COMMITTEE		
Position	Name	Term Expiration
Chair	Cynthia Petzold <sup>1</sup>	2022
Committee Member	Sally Garber	2023
<b>Committee Member*</b>	<b>Lowell Inhorn (2<sup>nd</sup> term)</b>	<b>2025</b>
Committee Member	Henry Woodward/Anne Perrin <sup>2</sup>	2024

<sup>1</sup> Cynthia Petzold will end her term as Chair on June 30, 2021. If reelected to a 2<sup>nd</sup> term with this ballot, Lowell Inhorn will become the new chair, effective July 1, 2021.

<sup>2</sup> Anne Perrin and Henry Woodward bring their combined talents to this position and share a single vote on the committee.

## Nominating Committee Slate

The Nominating Committee is normally a two-year term. Nominating Committee Members may not serve a second elected term.

NOMINATING COMMITTEE		
Position	Name	Term Expiration
Committee Member	Nancy Brattain	2022
Committee Member	Cy Dillon	2022
Committee Member	Georgianne Vecellio	2022
<b>Committee Member*</b>	<b>James Rosar</b>	<b>2023</b>
<b>Committee Member*</b>	<b>Allison Schilling</b>	<b>2023</b>

## Special Collections Ballot Information

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 which received funding in the current year (Blue Ridge Literacy, SARA, Planned Parenthood, and the Bradley Free Clinic) are not eligible for funding next year so do not appear on the ballot. In addition, the pandemic delayed our Special Collections schedule, so two of the organizations selected in last year's vote (West End Center and New Horizons Healthcare) are being carried over from this year to next. Thus, *only two organizations will be chosen on this ballot.*

The dates listed indicate when the organization has benefited from collections in the past.

Please vote for **up to two**.

## Blue Ridge Land Conservancy Kids' River Days

The Blue Ridge Land Conservancy's Kids' River Days is a program that gets local school children out of the classroom and into our rivers and streams. They learn how to use insects and other small animals living in the water to tell if it's clean or dirty. They also learn about the effects of pollution, why it's important to protect water quality for our neighbors downstream, and the importance of trees and plants in keeping water clean. Approximately 750 children from Roanoke City, Roanoke County and Salem Public Schools will participate in these fun and memorable one-day field trips on local conserved lands. It's our way of teaching "respect for the interdependent web of all existence of which we are a part." <https://www.blueridgelandconservancy.org/bay-days--river-days.html>

UUCR contacts: Lowell Inhorn, David Perry

## Family Promise of Greater Roanoke

(Mar 2007, Dec 2011, Jun 2014; Dec 2018)

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.

<https://familypromiseroanoke.org/>

UUCR contacts: Hildy Getz, Ninon Hentz

### Habitat for Humanity in the Roanoke Valley

*(Jun 2008, Mar 2013, Dec 2017, Dec 2019)*

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.

<https://www.habitat-roanoke.org/>

UUCR contact: Bill Haddad, Bert Spetzler

### Ladies and Gents of the Blue Ridge Transgender Alliance

Ladies and Gents of the Blue Ridge Transgender Alliance is an advocacy and support group for the transgender community in Roanoke and SWVA. Each year, they sponsor conferences with nationally and locally known keynote speakers. Ladies and Gents helped organize and now partners with Diversity Camp, Virginia's only LGBTQ+ summer camp. They helped initiate Carilion Clinic's trans health clinic and partner with many other area agencies in support of the transgender community.

[Find them on Facebook](#)

UUCR contact: Erika Joyner

### Legal Aid Society of Roanoke Valley

*(Sep 2011, Jun 2015, Jun 2018, Sep 2019)*

The Legal Aid Society offers free 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. During the economic crisis of the pandemic, the Society's eight lawyers are especially focused on preventing eviction and homelessness, protecting against domestic violence, and securing unemployment benefits.

<https://www.lasrv.org/>

UUCR contact: Henry Woodward

### Local Office on Aging

Since 1972, the Local Office on Aging (LOA) has provided community-based services to help seniors remain as independent as possible for as long as possible. LOA is best known for its Meals-on-Wheels program, but it also provides many other services to seniors, including screening, care planning, service delivery coordination, monitoring and reassessment, caregiver support, insurance counseling, and assistance with emergency needs, legal problems, and essential transportation.

<https://www.loaa.org/>

UUCR contact: Joanne Spetzler

### Planned Pethood Clinic and Adoption Center

*(Jun 2017)*

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 or free spay/neuter services and has performed over 69,000 spay/neuters since opening in 1999. They also provide free medical care and pet food to low-income clients. The Adoption Center rescues dogs and cats from area shelters, thoroughly vets and spays/neuters them, and then adopts them out. The center has rescued almost 22,500 dogs and cats since opening in 2007 and works with local animal protection agencies to identify and prosecute animal cruelty cases. Sponsored by the Franklin County Humane Society, the clinic and adoption center serve all SWVA.

### Roanoke Area Ministries

*(Dec 2007, Jun 2012, Dec 2013, Dec 2015, Jun 2019)*

Roanoke Area Ministries provides a safe day-shelter for the homeless, a nutritious free lunch seven days a week, and emergency financial aid to those in need due to illness, sudden job loss, death of a breadwinner, or other unexpected circumstances. The shelter and dining hall are open 365 days a year. UUCR volunteers regularly help serve lunch and provide many other services at RAM House.

<https://raminc.org/>

UUCR contacts: Alice Davis, Christine Jordan

### Roanoke Branch NAACP

The mission of the National Association for the Advancement of Colored People (NAACP) is to secure the political, educational, social, and economic equality of rights to eliminate race-based discrimination and ensure the health and well-being of all persons. The Roanoke Branch works locally to achieve this mission while also successfully developing a new generation of civil rights and community leaders.

The Youth Council program provides training and skills necessary for leadership and activism, and the Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) prepares, recognizes and rewards youth of African descent for exemplification of scholastic and artistic excellence.

[Find them on Facebook](#)

UUCR contact: Joan Wages

### 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. This organization provides essential support for children who have had very difficult lives.

<https://www.roact.org/programs/court-appointed-special-advocates>

UUCR contacts: Donna Batzel, Spike Harrison

### St. Vincent's Home / Blue Ridge Autism and Achievement

The mission of St. Vincent's Home (SVH) is to meet the needs of individuals with unique learning challenges across the lifespan. Its Adult Services and Family Services programs provide community-based and employment services to adults with developmental and intellectual disabilities, and workshops, support groups, and other services for their families. Blue Ridge Autism and Achievement Center (BRAAC) provides education and services for children and families affected by autism and other learning challenges at its day school and in public schools. It also offers an after-school tutoring program to provide continuity and consistency for students and their families, specialized in-home services, and training for parents.

<https://svhservices.org/>

UUCR contacts: Heather & Gary Mason

## Summary of Proposed Changes to Our Bylaws

*This summary sheet and two versions of the bylaws can also be found on the UUCR website (<http://uuroanoke.org/uucr-by-laws/>) using the password "OnwardUUCR!" (without quotation marks). One version includes strikeouts and color-coding added to the present bylaws, so you can see all details of the changes. The other is a clean copy of the bylaws as they will stand if the changes pass; you will also find this shorter and more readable version in this packet, immediately following the summary.*

**Purpose of the Bylaws revisions:** to make needed updates and continue the process, begun with the revisions of 2019, of bringing them into full compliance with UUA guidelines. We also followed the principle of keeping the Bylaws as simple and general as possible, leaving the specifics, which often need the flexibility to change with the times, to church policy.

There are 8 groups of changes that the Board recommends for congregational approval.

**NOTE:** This first section of the proposed revisions will be voted on separately from the rest. If it is voted down, Board terms and the 1-year Board Presidency will remain as they are. If it is voted in, this year's President-Elect will become the first two-year President starting in July 2022.

1. **Board terms of service (Article VII.B)** The main change here is to give the Board President a 2-year term.

Rationale: one year is not enough time for a President to initiate and complete a coherent agenda. This change will lead to more consistency in Board work over time.

The 2-year Presidency leads to a President-Elect needing to be elected only every other year (in odd years).

A one-year board position is proposed to fill out the 7-member Board in the years when there is no President-Elect (in even years).

An added advantage is that this short-term Board seat will allow more church members to circulate through the Board, adding new ideas and energies from people who may not wish to commit to a full Board term, but have a lot to offer.

These changes are slated to begin with the Board President voted in next year, in 2022. If adopted, they will not affect the term of the President who starts this year.

The revision to this section also includes a way for the Nominating Committee and the Board to ask the congregation to waive the two-year membership requirement for President-Elect.

\*\*\*\*\*

**NOTE:** Everything else in the proposed Bylaws revisions, as summarized below, will be presented as a package, to be voted up or down as a whole.

2. **Purpose statement (Article III).** On the advice of Bill Hackworth, Bylaws Expert Extraordinaire, this statement has been revised to agree with the one given in the church's Articles of Incorporation. It also includes wording that emphasizes that the basis of our UU community is the covenantal agreement to be in right relationship with each other."

- 3. Membership ([Article V](#)).** Revisions take out the distinction between active and inactive members, because the distinction is unclear and hard to keep track of. This would help clarify our membership numbers when assessing our UUA contribution. (Various mentions of “active members” throughout the document have been revised to read, simply, “members.”)

Qualifications for Membership include making an identifiable financial contribution of any size within a 2-year period, but those who cannot do so may obtain a waiver. Revisions also add the ability to terminate membership of anyone who egregiously violates our principles or causes serious injury or harm.

The category of Friend of the Church is clarified for those who are in sympathy with the church but do not wish to commit to membership. Financial support of the church is changed from mandatory to voluntary. Participation in church leadership is limited. Voting at congregational meetings is not allowed.

- 4. Endowment Committee and Endowment Trustees ([Article VIII](#)).** Revisions clarify that the elected Endowment Trustees as a whole constitute the Endowment Committee, which reports regularly to the Board.
- 5. Ministerial replacement process ([Article X.A](#)).** Revised language takes into account the hiring of Developmental and Interim Ministers, in addition to Settled Ministers and also clarifies which type of minister is called by the congregation and which is hired by the board.
- 6. Staff supervision ([Article X.C](#)).** Revisions clarify that the Minister is in direct charge of the staff (Office Administrator, DFLD, and Music Director), with power to hire, supervise, and if need be, terminate employment. The Board supervises the Minister, who is responsible for consulting with the Board and following church policies (**see [Article VII.E](#)**). The Personnel Committee supports all personnel processes and provides clear grievance policies.
- 7. Minister's public utterances ([Article X.F](#)).** Revised language gives the Minister more authority to speak on behalf of the congregation in public settings, as long as the Board is notified and they adhere to the Seven Principles.
- 8. Editing Changes (throughout).** These revisions clarify language, follow best practices for Bylaws, and update for digital media, virtual meetings, and contemporary pronouns (“they” to replace “he or she”).

*This summary sheet and the two sets of bylaws can also be found on the UUCR website (<http://uuroanoke.org/uucr-by-laws/>) using the password “OnwardUUCR!” (without quotation marks).*



## Proposed Bylaws of UUCR

### Bylaws of the Unitarian Universalist Church of Roanoke

(As adopted May 6, 2006 and amended through June 6, 2021, effective July 1, 2021)

#### ARTICLE I: NAME

The name of this religious society shall be the Unitarian Universalist Church of Roanoke (referred to hereinafter as the “Church”).

#### ARTICLE II: AFFILIATION

The Church shall be a member of the Unitarian Universalist Association (UUA) of North America and of the Southeastern District of the UUA.

#### ARTICLE III: PURPOSE

The purpose of the Church shall be to operate as a diverse, caring community, nurturing its members in their quest for spiritual growth, and living our faith in service to the larger community. To that end, we encourage members to enter into a covenantal agreement to be in right relationship with each other and to support the Seven Principles of the UUA, namely:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement of spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

No test or creed or dogma is required for membership in the Church. The Church affirms and promotes the full participation of persons in all activities and endeavors of the Church, without regard to race, gender, gender identity, physical or mental ability, ethnicity, sexual orientation, class, age or national origin.

#### ARTICLE IV: GOVERNING POLICY

The Church is constituted in the congregational manner, that is, the members acting at a legally called meeting are the ultimate authority in all matters. Subject to such authority, these Bylaws, and the policies and procedures promulgated by the Board of Directors (referred to hereinafter as the Board) shall govern the Church.

**Section A:** The members of the Church shall elect the members of the Board, the Nominating Committee, and the Endowment Trustees.

**Section B:** The members of the Church must approve the following:

- 1) Selection and dismissal of a minister.
- 2) Adoption of and amendment of the Bylaws, as specified in Article XII, Section A.
- 3) Adoption of the annual budget.

- 4) Purchase, sale, mortgage, lease, or other disposition of Church property, other than assets managed by the Endowment Committee in an amount exceeding \$5,000, or incurring any indebtedness. Transactions under \$5,000 may be effected by a majority vote of the Board without a congregational vote, subject to the overall limitation of Article VII, Section D, and state law.
- 5) Authorization of capital improvements costing in excess of \$10,000, and any budget changes equal to or greater than ten (10) percent of the adopted annual budget.
- 6) Dissolution of the Church, and disposition of all Church assets and debts at that time as provided for in Article XIII.

**Section C:** Either the members, by congregational vote, or the Board acting on their behalf, may approve the following:

- 1) Removal of members of the Board who fail to perform their duties as specified in Article VII, Section H.
- 2) Change in membership status as provided in Article V, Section D.
- 3) The establishment of policies and procedures as are deemed necessary to carry on the business of the Church.
- 4) Filling of vacancies that may occur on the Nominating Committee or the Endowment Committee (see Article VIII) and other committees as provided in the Bylaws.

**Section D:** The executive power of the Church is delegated by the members to the Board, which shall provide leadership and conduct the business of the Church in accordance with Article VII. Any 15% of the members may appeal any action of the Board by petitioning the membership for a decision, at a special meeting, in accordance with Article VI, Section B.

**Section E:** A resignation of a member of the Board, the Nominating Committee, or the Endowment Committee shall be directed in writing to the President and copied to the Clerk, and shall be effective upon receipt by either. The resulting vacancy shall be filled in accordance with these Bylaws.

## ARTICLE V: MEMBERSHIP

**Section A:** Membership is open to any person sixteen (16) years of age or older, who is in sympathy with the purposes of the Church as stated in Article III. They may become a member by signing the Membership Book of the Church either at a regular meeting of the Congregation or in the presence of the President or the Minister. Signing the Membership Book shall constitute the member's commitment to abide by the governing documents of the Church and the amendments thereto.

**Section B:** A member remains in good standing by making identifiable financial contributions, of any size, to the Congregation. A member may petition the Board President or the Minister for a confidential waiver of the financial requirement.

**Section C:** Every member shall have the right to attend all functions of the Congregation, including meetings of the Congregation, the Board and any committees. Exceptions to this right include Executive Session meetings, and other meetings so designated by the Board.

**Section D:** Only members are eligible to cast a vote on any matter coming before a meeting of the membership, or to chair a committee. Only members at least eighteen years of age are eligible to hold a position on the Board.

**Section E:** The Board is authorized to revoke the membership status of any member who:

- 1) Has indicated in writing to the Board that they do not wish to be a member of the Church, or
- 2) Has not participated in any Church activities for two or more years; or
- 3) Has not supported the Church financially for two or more years; or
- 4) Behaves in a manner that is considered to be grievously inconsistent with the Purpose of the Church as defined in Article III and/or causes serious harm to the Congregation, its members, and/or its property.

**Section F:** A list of members shall be kept. It shall be updated as members join or leave the Congregation. For the two weeks prior to any Congregational Meeting at which a vote is to be taken, the list shall be closed, and that list shall be verified.

**Section G:** Anyone who is in sympathy with the purposes of the church, but does not want to commit to Membership, may petition to become a Friend of UUCR. Friends of UUCR are welcome to participate in all church activities, financially support the church, and serve on committees and teams. They may not vote at Congregational Meetings, chair a committee or team, or serve on the Board.

## ARTICLE VI: MEETINGS OF THE MEMBERSHIP

**Section A:** An Annual Meeting of the membership shall be held on a date set by the Board each year no earlier than eight (8) weeks and no later than three (3) weeks prior to the end of the fiscal year. The purpose of the Annual Meeting is to adopt the budget, hold elections, and consider other business as set forth in the notice of the meeting. At this meeting any member present may inquire into any Church business but no business other than that stated in the notice of the meeting may be voted upon.

The President, the Vice-President Finance, the Minister, the Director of Lifespan Faith Development, the Music Director, and each committee chair shall submit a written report to the Clerk at least one month prior to the Annual Meeting. The Clerk shall see that the reports are compiled and distributed to the membership at least fourteen (14) days prior to the Annual Meeting. The reports shall include the proposed annual budget and any financial disbursements proposed for a vote. For the Annual Meeting the Nominating Committee shall nominate a candidate for each open position on the Board, the Nominating Committee, and the Endowment Committee Trustees. Further nominations may be made from the floor with the nominee's consent.

**Section B:** Other meetings of the membership may be called by the Board at its discretion upon reasonable notice, or shall be called by the Board upon being petitioned in writing by at least fifteen percent (15%) of the members. The petition shall state specifically the purpose of the proposed called meeting and shall be sent via the United States Postal Service or via email to the church office, the President, and the Clerk. Such request shall be considered not later than the Board's next regularly scheduled meeting and a day set for the called meeting which is within sixty (60) days of the receipt of

the petition request. In its discretion the Board may implement a process for mediating, conciliating or otherwise resolving the identified concern prior to the called meeting.

Petitioning members shall participate at the invitation of the Board. The Board may cancel the called meeting if the number of petitioning members withdrawing their request in writing prior to the day of the called meeting reduces the total to less than 15% of the membership. If the called meeting is held, no business other than that stated in the meeting notice may be voted on.

**Section C:** Notice of the Annual Meeting or any called meeting of the membership shall be given to all members not less than fourteen (14) days before the meeting, unless these Bylaws require longer notice for some particular business to come before the meeting. Notice of meetings of the membership shall be given by mail or email. The Notice of the Annual Meeting shall include all nominations by the Nominating Committee. In case of cancellation by the Board of any Annual or called meeting, it shall be rescheduled at the earliest possible date, with reasonable notice of the new date. No changes may be made in the original agenda.

**Section D:** The President shall preside at each meeting of the membership. In the President's absence the meeting shall be presided over by the President-Elect. The presiding officer may appoint a parliamentarian for the meeting.

**Section E:** Prior to each meeting of the membership, the President shall appoint one or more Board members as tellers, and the Clerk shall furnish the tellers with the current list of members. The tellers shall establish the number of members required for a quorum, and verify the member status of those voting.

**Section F:** A quorum at any meeting of the membership shall consist of thirty percent (30%) of the membership, except for the call or dismissal of a minister as provided in Article X, Section G. The quorum count shall include members present by proxy as well as in person. In the event that a member cannot attend a meeting of the membership, he or she may designate another member to cast the absent member's vote on any business coming before the meeting. The designation shall be made on a proxy form, provided by the Clerk for that purpose; the proxy form shall be signed by the absent member, and shall be signed by the designated member showing consent to the designation. The proxy must be presented to the tellers before the meeting. No member present in person for the meeting may hold a proxy for more than three (3) absent members.

**Section G:** Except as otherwise provided in these Bylaws, votes taken at meetings of the membership shall be by written ballot, and carried by a simple majority of the total of members voting in person and by proxy. Any motion for the adoption of a budget or other disbursement of funds must be carried by a two-thirds vote of members voting in person and by proxy.

**Section H:** Under extenuating circumstances including but not limited to natural disaster, health pandemic, or other serious threats to congregational well-being, the Board may authorize holding a virtual meeting where establishing a quorum, voting, proxy holding and the general conducting of business shall be through electronic means.

## ARTICLE VII: BOARD

**Section A:** The executive body of the Church shall be the Board, which shall at all times conduct its activities as prescribed within Article IV.

**Section B:** The Board shall consist of seven (7) members at least eighteen (18) years of age as follows (as amended on June 6, 2021):

- A President, who, starting in July 2022, shall serve a two-year term.
- A President-Elect, who shall be elected in odd-numbered years for a one-year term and shall become President in the following year. A nominee for President-Elect must have been a member of the Church for at least two years as of the date of the Annual Meeting at which the election occurs unless the Nominating Committee petitions the Board and the Board brings a proposal to the membership for a shorter time period requirement for a specific candidate.
- One Member-at-Large who shall be elected in even-numbered years for a one-year term.
- One Member-at-Large, who shall be elected in even-numbered years for a two-year term.
- Two Members-at-Large, who shall be elected in odd-numbered years for two-year terms.
- A Clerk, who shall be elected in even-numbered years for a two-year term.
- A Vice-President Finance, who shall be elected in even-numbered years for a two-year term.

The Minister shall be an ex-officio member of the Board, with no vote.

One Member-at-Large shall serve as Chair of the Personnel Committee.

All Board members shall be members of the Church as of the date of the Annual Meeting at which their election occurs, and remain members for the entire term of their office.

The President-Elect/President shall not serve more than one consecutive three-year cycle in that office. Other Board members may not serve more than two consecutive terms in the same office.

Each Board member shall have one vote in matters before the Board.

**Section C:** The Board shall establish bookkeeping and accounting system in accordance with generally accepted accounting practices for similar institutions. Promptly after the close of the fiscal year occurring during each calendar year divisible by two, the Board shall appoint an ad hoc Audit Committee of three members not currently serving in an office dealing with Church finances. This Audit Committee shall audit the Church's accounts and report the results to the Board at the next regularly scheduled meeting.

**Section D:** The Board shall authorize the expenditure of budgeted funds or other funds approved by the members.

**Section E:** The Board, as executive body for the membership, shall oversee the Minister's performance of ministerial duties, and shall ensure that the Minister receives an annual performance review. The Board shall adopt and maintain personnel policies for administration of staff of the church, including an internal grievance procedure assuring fair hearing to any paid staff member proposed for termination or otherwise aggrieved. The Board shall consult with the Minister upon the form and terms of any contract for the employment of staff, and on the proposed termination of any staff member. Any staff position that is not provided for in the current budget must be approved by the Board.

**Section F:** The Board shall meet on a regular basis, but not less often than monthly. The Board may hold executive sessions only for the purpose of considering personnel matters, real estate transactions, or possible litigation. Regular meetings of the Board shall be open to all members of the Church. Any member of the Church may present any matter to the Board for its consideration by notification in writing to the President or Clerk at least forty-eight (48) hours before the meeting, stating the issue to be considered.

**Section G:** A quorum of the Board shall be five (5) members.

**Section H:** Any member of the Board who misses three (3) consecutive regular Board meetings without good cause, or who fails to perform his or her duties, may be considered for removal by the Board at its next meeting. Removal shall be by a three-fourths vote of the Board members present.

**Section I:** New Board members shall take office on the first day of the fiscal year following the one in which they were elected.

**Section J:** In the event of a vacancy on the Board, the Nominating Committee shall nominate a member to fill that position until the end of the fiscal year following the next Annual Meeting. The Board shall vote to approve such nominee at its next regularly scheduled meeting. Any remaining portion of the original term shall be filled by election at the next Annual Meeting.

## ARTICLE VIII: ENDOWMENT TRUSTEES

The Endowment Committee shall be comprised of four Endowment Trustees who shall be members of the Church. They shall be elected by the membership at the Annual Meeting and selected on the basis of their personal or professional investment knowledge and interest. Each Trustee shall serve a four-year term, with one member elected each year. Trustees may serve no more than two consecutive terms. Trustee vacancies on the Endowment Committee that happen between Annual Meetings shall be filled by the Board. It shall be the duty of the Endowment Committee to manage the assets entrusted to them in accordance with established Endowment guidelines. A representative of the Endowment Committee shall report to the Board of Directors semi-annually, or more often as the Board requests, in order to inform the Board of the progress and direction of the Endowment.

## ARTICLE IX: COMMITTEES

**Section A:** The Shared Ministry Committee shall consist of six (6) members selected for three- year staggered terms, with the Minister serving as an ex officio member. The mission of the Shared Ministry Committee is to support and monitor the well-being of the church-wide ministry – a ministry in which all members, friends and professional staff are involved in ministering to each other and the wider community and in affirming the Unitarian Universalist principles. Members of the Shared Ministry Committee may serve no more than two consecutive terms and may not simultaneously serve on the church staff or the Board or, preferably, any other church leadership position. New committee members shall be selected by the following process: Each year the Shared Ministry Committee shall submit a list of at least twice as many names as open positions on the Committee to the Board at its March meeting. The Board shall prioritize the names and approve members for the Committee from the list. The Shared Ministry Committee shall invite new members in order of priority.

**Section B:** The Nominating Committee shall consist of five (5) members each elected for a two-year, staggered term, with at least two (2) new members elected every year at the Annual Meeting. There shall be no consecutive terms. The Nominating Committee shall work throughout the Church year to find and cultivate members who are deemed capable and are willing to serve as openings occur. The Committee shall recommend candidates for election to the Board, the Nominating Committee, and the Endowment Trustees at the next Annual Meeting after apprising the potential nominee of the duties and responsibilities of the position and obtaining his or her consent to stand for election. The Committee shall notify the President and the membership of its slate of nominees at least fourteen (14) days before the Annual Meeting by posting the list in the Church and publishing it in the Church newsletter.

The nominees shall be listed in the notice of the meeting distributed to the members. Nominations may be made from the floor at the Annual Meeting.

**Section C:** The Personnel Committee shall assist the Board and the Minister in their oversight of the congregation's personnel matters. These include ensuring that the Personnel Manual is up-to-date, annual staff assessments are conducted, job descriptions are reviewed and updated, staff training occurs, and that all staff are performing consistent with Board policies. An internal due-process grievance procedure for paid staff shall be maintained and published by the Personnel Committee in the Personnel Policy Manual. Membership shall include at least one Board member, who shall serve as chair, and the Minister.

**Section D:** The Board, in its discretion, may from time to time establish such other committees as it deems necessary to carry on the business of the Church. These committees shall be charged with specific duties and responsibilities, and their assignments may be of a continuing nature or for a specific length of time. Those with a limited charge shall cease to exist as soon as their charge is completed, unless otherwise provided in these Bylaws or by the Board. The Board shall provide for the charges, responsibilities, and members of all committees, to be maintained on the Church website.

**Section E:** All committees shall report to the Board, as the Board directs.

## ARTICLE X: MINISTER

**Section A:** In the event of a ministerial vacancy, a Ministerial Search Committee convened by the Board shall seek candidates. A candidate for Minister shall have, or be actively pursuing, ministerial fellowship with the UUA. Election of and procedures followed by the Search Committee shall follow current UUA guidelines for the search process:

- In the case of a Minister to be called by the congregation, such as a Settled Minister, the Search Committee shall recommend a candidate to be voted on by the congregation. Election shall be by at least eighty (80) percent of the members present in person or by proxy at a meeting legally called for this purpose at which not less than forty (40) percent of members are present in person or by proxy.
- In the case of a Minister to be hired by the Board, such as an Interim or Developmental Minister, the Search Committee shall recommend candidates to the Board.

A contract shall be negotiated between the Board and the Minister that specifies the Minister's duties, responsibilities and terms of employment.

**Section B:** The Minister shall be accountable to the Board. As executive body for the membership, the Board shall oversee the Minister's performance and shall ensure that the minister receives an annual performance review starting in his or her second year. The Minister shall render all such reports as the Board may require, and shall make whatever recommendations to the Board as seem pertinent to the general interests of the Church. The final decision in matters of policy or procedure shall rest with the Board.

**Section C:** The Minister is responsible for maintaining a productive and effective staff, for ensuring that its efforts are directed towards fulfilling the church's mission and vision of ministry, and for compliance by the staff with all Board policies. The Minister is authorized to hire for any program staff position that has budget approval. The Minister is also authorized to dismiss, or change the compensation of, program staff, in consultation with the Board. Program staff, in consultation with their supervisor, are authorized to hire for any program assistants that have budget approval.

**Section D:** The Minister shall ensure that the staff's working conditions are fair, humane, respectful and professional. The Minister shall also report annually to the Board, 2-3 months in advance of the budgetary planning process, regarding desired changes in compensation and/or duties of program staff. An internal due-process grievance procedure for paid staff shall be maintained and published by the Personnel Committee in the Personnel Policy Manual.

**Section E:** The Minister shall be a non-voting, ex- officio member of the Board and all Church Committees except the Nominating Committee and the Ministerial Search Committee.

**Section F:** The Minister shall have the freedom to express whatever opinion he or she wishes from the pulpit with the understanding that any expressions as official spokesperson for the Church shall be in line with our Seven Principles and in consultation with the Board.

**Section G:** The Minister may be dismissed by a two-thirds vote of the members of the Church present at a meeting called for that purpose, at which not less than forty (40) percent of the members of the Church are present in person or by proxy. Resignation may take place immediately or when specified by the members voting at such meeting, but the Minister's salary and housing allowance shall be as specified in the minister's contract.

## **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Church shall commence July 1 and end June 30 of the following year.

## **ARTICLE XII: ADOPTION AND AMENDMENTS**

**Section A:** Amendment and adoption of these Bylaws shall be by a two-thirds vote of those members represented at a meeting called for the purpose of amending or adopting the Bylaws, at which a quorum is present. A copy of the proposed changes shall be distributed to members at least fourteen (14) days prior to the meeting and posted in the Church. All rules and regulations as set forth in these Bylaws for the conduct of such a meeting shall be adhered to in accordance with Article VI, Section A.

**Section B:** An ad hoc Bylaws Committee, appointed by the Board, shall review these Bylaws at least every year divisible by five.



### ARTICLE XIII: DISSOLUTION OF THE CHURCH

If the Church ceases to function and the members vote to disband, any assets of the Church shall be transferred to the Unitarian Universalist Association or its successor, after payment of all debts.

### ARTICLE XIV: RULES OF PROCEDURE

To the extent practicable, the most recent edition of Robert's Rules of Order shall govern the proceedings of meetings of the congregation, unless such rules of order conflict with specific provisions of these Bylaws.

### ARTICLE XV: EFFECTIVE DATE

These Bylaws were originally adopted effective May 6, 2006.

## Official Proxy Form

**Unitarian Universalist Church of Roanoke**  
2015 Grandin Road SW Roanoke, Virginia 24015

### MEETING OF THE MEMBERSHIP

Date of Meeting: June 6, 2021

To the Clerk of the Board:

In accordance with the Unitarian Universalist Church of Roanoke bylaws, as amended March 17, 2019, 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.

\_\_\_\_\_ Member Name (please print)

\_\_\_\_\_ Signature of Member

\_\_\_\_\_ Date

\_\_\_\_\_ Designated Proxy Name

\_\_\_\_\_ Signature of Designated Proxy

\_\_\_\_\_ Date

## Annual Meeting Sample Ballot

ACCESS THE ONLINE VOTING FORM HERE

<https://forms.gle/3Gdnm6kB8y1NoYPs8>

### Voting Status

This ballot is for:

- Me
- Member by Proxy (max. 3 proxies)

### Member Confirmation

I pledge I am a UUCR member and have been so for at least 28 days.

- Yes
- No
- Not sure

### Approval of [2020 Annual Meeting Minutes](#)

Vote yes/no for approving last year's minutes, which are in the Annual Meeting Packet

- Yes
- No

### Approval of [Proposed Budget for 2021-22](#)

Vote yes/no to the proposed budget outlined in the Annual Meeting Packet

- Yes
- No

### Approval of [Changes to our Bylaws](#)

Vote yes/no for each of the two questions

- 1) Shall we make the proposed changes to Article VII.B, concerning Board terms of service?
  - Yes
  - No
- 2) Shall we make the other proposed changes to the UUCR Bylaws?
  - Yes
  - No

### [Slate of Nominees 2021-2022](#)

**President-Elect** (vote for 1)

- Katherine Hoffman
- Write-in Nominee: \_\_\_\_\_

**Board Member-at-Large** (Personnel) (vote for 1)

- Dave Perry
- Write-in Nominee: \_\_\_\_\_

**Board Member-at-Large** (vote for 1)

- Walker Hartman
- Write-in Nominee: \_\_\_\_\_

**Board Member-at-Large** (vote for 1)

- Matt Livingston
- Write-in Nominee: \_\_\_\_\_

**Endowment Committee** (vote for 1)

- Lowell Inhorn
- Write-in Nominee: \_\_\_\_\_

**Nominating Committee** (vote for 2)

- James Rosar
- Allison Schilling
- Write-in Nominee(s) (up to 2): \_\_\_\_\_

**Special Collections 2021-2022**

**Note:** *Two organizations selected in last year's vote (West End Center and New Horizons Healthcare) are being carried over from 20-21 to 21-22, due to the pandemic. Thus, only two organizations will be chosen on this ballot.*

The dates listed indicate when the organization has benefited from a collection in the past.

(Please vote for up to 2 [organizations described](#) in the Annual Meeting Packet.

- Blue Ridge Land Conservancy Kids' River Days**
- Family Promise** (Mar 2007, Dec 2011, Jun 2014, Dec 2018)
- Habitat for Humanity in the Roanoke Valley** (Jun 2008, Mar 2013, Dec 2017, Dec 2019)
- Ladies and Gents of the Blue Ridge Transgender Alliance**
- Legal Aid Society of Roanoke Valley** (Sep 2011, Jun 2015, Jun, 2018, Sep 2019)
- Local Office on Aging**
- Planned Pethood Clinic and Adoption Center** (Jun 2017)
- Roanoke Area Ministries** (Dec 2007, Jun 2012, Dec 2013, Dec 2015, Jun 2019)
- Roanoke Branch NAACP**
- Roanoke Valley Court Appointed Special Advocates** (Sep 2009)
- St. Vincent's Home / Blue Ridge Autism and Achievement Center**

ACCESS THE ONLINE VOTING FORM HERE

<https://forms.gle/3Gdnm6kB8y1NoYPs8>