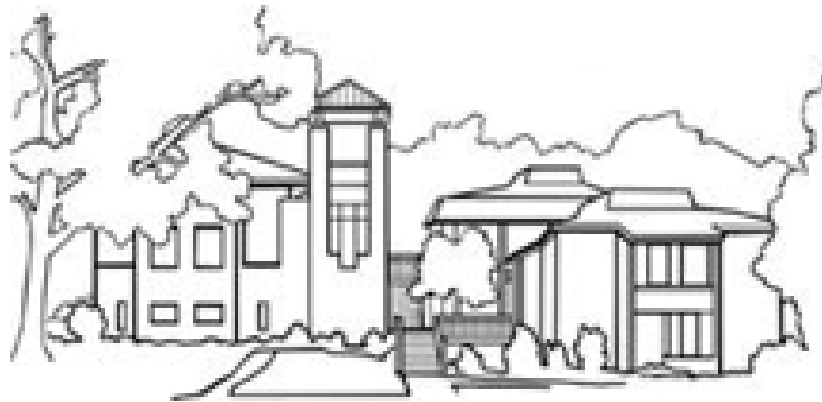


# 2018–2019 ANNUAL REPORT

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## UNITARIAN UNIVERSALIST CHURCH OF SILVER SPRING

10309 New Hampshire Avenue, Silver Spring, MD 20903



Rev. Lyn Cox, Interim Minister  
Catherine Boyle, Director of Religious Education  
Michael Holmes, Music Director  
Tamara Bowman, President, Board of Trustees  
Melinda Yalom, Church Administrator

June 2019

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# STAFF AND BOARD REPORTS

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## INTERIM MINISTER

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### Interim Minister's Annual Report 2019 Unitarian Universalist Church of Silver Spring

Dear Ones,

I have enjoyed being your Interim Minister this year. Though I might have wished for you an easier transition to settled ministry, I look forward to another year of working together in the interim period. UUCSS has done a great deal of healing and learning this year, and I believe all of that work will bear fruit in the future you will be able to build with your next minister.

The Board and I agreed when I arrived that the congregation would work on the Five Focus Points, as described by the ecumenical organization that guides best practices for transitional ministry, the Interim Ministry Network. Those Five Focus Points are Heritage, Leadership, Mission, Connections, and Future. I am very grateful to the Board, the Transition Team, and all of the other leaders who helped the congregation delve into each of these focus points.

**Heritage:** Working to understand the congregation's past, including its origins, is a worthwhile activity for a congregation throughout the transition period. In 2017 and 2018, that work focused mainly on the two most recent departures. In the 2018-2019 year, we expanded the scope to look more broadly at UUCSS's history, the stories you tell yourselves about that history, and how those stories might be affecting you today. The importance of the work that Archivist Jo Paoletti has done on your behalf cannot be understated here. The Transition Team and I also learned a great deal during the Heritage Tea gatherings we held in October with longtime members. I also met with a few members individually who were not able to attend those gatherings. The Board and I will continue to reflect on what we have learned.

One thing that we learned in our historical research is that the congregation appreciates it when their relationship with their minister or ministers is clear, boundaried, warm yet professional, communicative, and based on shared goals. That sounds simple, but it takes planning, negotiation, consultation with best practices, and shared evaluation from both congregation and minister to stay on track. It's not simply about choosing the right minister; ongoing work to maintain clarity and boundaries are necessary to cultivate healthy shared ministry.

**Leadership:** Congregations in ministerial transition are usually navigating several other transitions at the same time. There are often simultaneous shifts in lay leadership patterns and personnel, and an opportunity to reflect on the way the congregation relates to staff. During the fall and winter, the Board and I shared a common read of the second edition of *Governance and Ministry* by Dan Hotchkiss. It's available as an E-book as well as in paperback. If you are the kind of person who reads annual reports, I recommend it to you. *Governance and Ministry* has given us a chance to talk about policy goals, the space between power and authority, clarity of role, and several other topics that help the Board do its job better.

Some of the work in the leadership realm has involved clarifying roles and assisting with volunteer training. The Lay Ministers have had a resurgence in their ability to communicate their role as peer listeners this year, and participated in a regional training session held at Cedar Lane UU Church. Our new Web Team has arisen to assist the Webmaster in making timely updates to the website, and to reflect on how best to continue to develop the site to the congregation's best advantage. Here and there, I have tried to be helpful with connecting volunteer leaders with resources.

On the staff side of this focus point, I have continued the tradition carried by previous ministers of encouraging the staff to share a covenant and to stay in communication about the various facets of ministry we support. With the help of VP of Personnel Stephanie McConachie, job descriptions have been updated, and we have instituted a format for staff evaluations that is linked to job descriptions.

**Mission:** I applaud the Strategic Planning Task Force in their work to bring the various goals and plans of the congregation into alignment, and to organize them into themes according to what members have communicated about shared goals. I don't think I get any credit for this work, but it is an excellent example of how a congregation can make use of the interim opportunity.

Though there is plenty of going on with the big picture -- adjusting systems and clarifying roles and doing organizational development work -- congregations also continue with the regular practice of shared ministry during the interim period. You have met for worship, cared for one another, created environments for religious learning, hosted weddings and memorial services, spruced up the grounds, shared meals, and done all of the things spiritual communities usually do. The Lay Ministers, Worship Committee, Membership Committee, Sunday Support Team, Religious Education Committee, and all of the other committees, teams, and task forces whose activities are represented in this Annual Report deserve our appreciation.

In observing the way you live out your mission in practice, I think the congregation's priorities have something to do with spiritually sustaining people and equipping them to develop their gifts so that they can go out into the world to do justice and practice kindness. The strong emphasis on music and religious education dovetail with this set of priorities. The congregation is a laboratory for talent, encouraging people to learn musical instruments, try public speaking, and teach about something that ignites their passions. You might consider how to not only send people out to bend the arc toward justice in their individual lives, but also leverage your collective power to live out your mission in the wider world.

**Connections:** Congregations in transition are in a good position to take stock of their institutional relationships. This includes denominational connections, interfaith relationships, connections with justice and service organizations in the local community, and other connections for which the congregation as a whole body is in relationship with other entities. I have heard a great deal from longtime members about the desire for a renewed connection with our Unitarian Universalist faith movement. The provision in the proposed budget to return to contributing some amount to the Unitarian Universalist Association Annual Program Fund is part of that call for renewal. Other signs of denominational connection this year included the book group studying the UUA Common Read, *Justice on Earth*, edited by Manish Mishra-Marzetti and Jennifer Nordstrom. As I mentioned, there was also the participation of Lay Ministers in a regional training, and interest among the Board and Program Council in connecting with online leadership development resources.

Among our interfaith relationships, the most significant seems to be the partnership with the Ahmadiyya Muslim Community. There is a small interfaith women's book group that has been meeting for several years, though there is a waiting list on the UU side so that the numbers from both congregations are somewhat balanced. After the tragedy in Christchurch, New Zealand, we stepped up the renewal of this relationship, and have been receiving regular invitations and updates from the mosque. We might consider how UUCSS can reach out and host something in the coming year.

There are other institutional connections that would benefit from review and renewal in the coming year. Our relationships with Beacon House, So Others Might Eat, and Shepherd's Table continue quietly, yet the congregation might enjoy greater depth, reflection, and involvement to expand the impact and spiritual growth arising from these ministries.

**Future:** Looking toward the future is often on the minds of congregations during the interim period. Though your ultimate result will be delayed for another year, the Ministerial Search Committee did an excellent job of helping the

congregation discuss where UUCSS is now and where you would like to be in the years to come. I have already mentioned the Strategic Planning Committee, whose work also supports this future orientation.

Financial stewardship is another aspect of this focus point. I have enjoyed working closely with your Annual Budget Drive co-chairs, Cynthia Curry-Daniel and Jean Snell, on a campaign that emphasized connection and conversation. In cottage meetings and other conversations, we were encouraged by the gratitude members have for the congregation and by the hope and enthusiasm members hold for UUCSS's future.

I believe that UUCSS is at a positive turning point. Thank you for your continued commitment and faith in the congregation.

Take Care,  
-Rev. Lyn

Rev. Lyn Cox  
Interim Minister

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## DIRECTOR OF RELIGIOUS EDUCATION

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### Director of Religious Education's Annual Report for 2018-19

For the UUCSS Religious Education Program during the 2018-19 church year there have been many highlights, challenges, and opportunities. This year was a year of growth and trying new things with our implementation of children and youth beginning in worship, learning about world religions, and connecting deeper to each other as Unitarian Universalists.

#### Highlights:

- We implemented RE classes starting in Sunday Service where children and youth stay until the Message and then leave for class together with teachers. The DRE worked with the Minister and RE Assistant to create vibrant and creative Messages every Sunday (except for multigenerational services) this year. This change received positive recognition from parents and students.
- We offered Preschool RE classes starting at 10:30 for ease of parents this year except for Art Assembly Sundays.
- We offered Kindergarten-1<sup>st</sup> grade OWL for a class of eleven children.
- We continued to send out the Weekly RE Nuus, a weekly newsletter with important information about the RE program as well as posting on social media and boards at church, following our 2017-18 communication plan.
- We celebrated all our RE Volunteers with an Appreciation Breakfast on May 12<sup>th</sup>.
- We performed ten multigenerational services, including two youth led services and our Christmas Eve pageant and nine Children's Chapels including a lesson in which Deaf Access taught the Chalice Lighting in ASL.
- We provided an in-depth RE Program for preschool through middle school on the topic of World Religion. We also offered nursery care.
- We offered a Coming of Age program for five 9<sup>th</sup> graders. Coming of Age students led their service on March 24<sup>th</sup>.
- We offered 7<sup>th</sup>-8<sup>th</sup> grade OWL for fourteen participants, nine UUCSS members and five visitors.
- We offered five workshops in the spring on nature, democracy, scrapbooking and gender.
- The UUCSS Halloween Party was a success in its second year. We hope this becomes a yearly tradition!
- RE and FLUUV offered a family night each month this year.
- The high school youth group successfully fundraised over \$2000 for the Boston 2020 trip.
- We offered Play Boxes for younger worship attendees in service.
- Miranda Bradley and Liska Friedman joined the Religious Education Committee. Erica Anderson stepped up as the new chair. Liska Friedman stepped up as FLUUV coordinator.

#### Challenges:

- Children and youth received less class time due to starting in service. While classes ran until 11:45 (until service ended), it was difficult and stressful for teachers to cover the entirety of lesson plans. Lesson plans next year must be adapted and shortened if we plan to continue this model.
- Since the elimination of two services, RE classes led by teachers were offered two times (three times if the month had five weeks) a month so teachers could attend service. While appreciated by teachers, some grades experienced trouble with maintaining a rhythm in lessons, particularly with K-1 RE who stopped meeting during the eight weeks of K-1 OWL. To remedy this next year we need to either recruit more volunteers to teach or find volunteers willing to teach three/four Sundays a month. Children's Chapel will be cut next year to ensure this.
- RE Committee was in flux. Keri Archambeault and Kandra Strauss-Riggs stepped down from the committee. Michael LeBlanc stepped down as chair but continues on the committee.
- 7<sup>th</sup>-8<sup>th</sup> OWL is one of our most important ministries in this age of misinformation. It is the program where we historically have seen the most visitors. However, it is an intense and time-consuming program with 24 two hour lessons and two overnights that needs more volunteer support. This year there were two teachers along with the DRE

and one sub. We need more trained teachers to continue offering this vital ministry every year or we need to switch to a two year rotation to prevent volunteer burnout. Currently there are two people planning to attend training in August 2019.

**Opportunities:**

- Michael Knaapen will be the Summer RE Coordinator this summer.
- Rev. Lyn continues on with UUCSS, enabling us to deepen children and youth's experience in service.
- There is a great desire for Adult RE classes. While the DRE offered Adult RE classes once or twice a month from October to April, increasing these classes is beyond her contract. There are laity interested in leading Adult RE classes and deepening these explorations for this population.
- This summer working with Erica Anderson and RE teachers, we will have a new RE Teachers' Closet where each grade will have its own shelf with supplies and resources instead of being stored in the classroom/DRE office to streamline Sunday morning setup and cleanup.
- The DRE will be ordained this summer.

Sincerely,  
Catherine Boyle

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## **MUSIC DIRECTOR**

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### **MUSIC DIRECTOR'S REPORT**

#### Annual Report of the Music Program, 2018-2019

As the music committee report lists, there have been numerous activities that the music program has enjoyed. The Children's Choir has grown in size even further, though it was discussed between myself and its co-director Audrey Engdahl that we may want to have the kids' season be finished by Spring Break, when families begin to compete with numerous other spring activities. In early May, we continued our involvement in the Strathmore Bloom program. UUCSS has a very strong presence in the religious community for the eastern portion of Montgomery County. This year's event was entitled *Our Voices, Her Song*, in collaboration with Voix de Femmes directed by Annick Kanter-St. Hubert, director of music Burtonsville Catholic Church of the Resurrection, and Strathmore artist-in-residence Cecily Bumbray. We explored a vast array of music by women composers. The second year of the Jazz@UUCSS quarterly series continues to flourish. The music committee and I are thinking of ways to align the series more with the church's mission.

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## PRESIDENT OF THE BOARD OF TRUSTEES

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### Annual Report from the President of the Board of Trustees 2018-2019

This past year at UUCSS has been a whirlwind. There has been so much energy and so much going on this year it's hard to know where to begin. While not everything turned out as planned, we moved forward with joy and the expectation that good things were ahead. We've come together for the annual retreat at Catoctin, the auction, Seder and Fellowship dinner. All of these events are made possible by both long time and new members.

As a congregation we've worked to understand how our culture reflects white supremacy and how we can best support those impacted by white supremacy. We've worked to stop climate change by supporting solar energy and lobbying to support legislative action to support green energy and green jobs. We didn't get everything we wanted but we made steps forward. This past year has seen the reinvigoration of the LGBTQ task force now renamed the Rainbow Alliance. We've reached out in our neighborhood and supplied Thanksgiving baskets and Christmas gifts to students at Frances Scott Key Middle School.

A big change this year was including our children and youth in our worship service. It has been a joy to be part of the stories and listen to their responses. A side effect has been we have our youth in the pulpit now for services other than Coming of Age. Their voices are determined, inspiring and give hope for the future.

We welcomed Chaplain Ashley Burczak as an affiliated minister. Chaplain Ashley is soon to be Reverend Ashley when UUCSS ordains her June 8. Our DRE Catherine Boyle will also be entering preliminary fellowship. To support both in preliminary fellowship the board has chartered a Committee on Shared Ministry. The committee will also serve to periodically evaluate the various ministries within UUCSS.

For the board this has also been a year of study. We held a group read of "Governance and Ministry: Rethinking Board Leadership" by Dan Hotchkiss, to discuss the various ways churches are organized. The board developed a better understanding of how our organization and processes are helping or hindering our efforts.

Working with Rev Lyn has been inspiring and thought provoking. We are looking forward to continuing to work with her next year.

It has been my honor and privilege to serve as your President. I would like to thank the other members of the board Emily Tien, Stephanie McConachie, Christa Maher, Steve Wilmarth, Gregg Harry, Lisa Schumaker, Fred Teal and Sara Tarr for their support and generosity of spirit. A special thanks to past president John Henderson for answering all my questions.

Respectfully submitted,

Tamara Bowman  
President, Board of Trustees



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# **FIRST VICE-PRESIDENT CORPORATE ANNUAL REPORT**

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## **FIRST VICE-PRESIDENT/CORPORATE**

Planning Committee Annual Report 2018–2019

### **PLANNING COMMITTEE'S PURPOSE**

The Board's planning committee is made up of the at-large Board members and the corporate vice president (myself). Its role is three-fold: plan the annual leadership retreat, keep the church's policies up to date, and monitor the church's progress on its strategic plan. The entire planning committee did not formally meet during the 2018-2019 church year. The retreat was planned by the new Interim Minister and me. Formation of a new policy was undertaken by a subcommittee of the Board. Because we embarked on a new method for developing a strategic plan, there was no need for at-large members to play a role this year on the task force.

### **LEADERSHIP RETREAT**

Our Annual leadership retreat included congregation's board, committee chairs, staff as well as representatives from the advisory task force, racial justice task force, diversity team and dream builders. It was held on a weekend in September, 2018, and facilitated by Rev. Lyn. We held the retreat in the UUCSS Sanctuary on Saturday to minimize our expenses. The retreat focused on big picture goals. Rev. Lyn helped participants form thematic teams around four main goals. The groups then developed objectives and measurable outcomes to try to achieve during the year.

### **POLICIES**

This year the Board adopted a Conflict of Interest Policy which clarifies the church's decision-making process when contemplating using its resources in a way that might benefit the private personal, professional, or business interests of one or more of its members. The Board also drafted and approved a charter on a Committee on Shared Ministry. The Committee on Shared Ministry is a continuing body whose purpose is to strengthen the quality of ministry within the congregation. It serves as a support group for the Minister(s) and as a communication channel between the Minister(s) and members of the congregation.

### **STRATEGIC PLAN**

This year a Strategic Planning Task Force was formed to create our first 3-year rolling strategic plan. The members of the Task Force, John Henderson, Brian Livelsberger, Doneby Smith and I, are

proud of this achievement! It is an articulation of our goals for the next three church years (starting in July 2019), the actions we will take toward achieving those goals, and the measurable outcomes and other indicators we will use to evaluate our progress.

The 3-year plan is a synthesis of input provided by the Board, the committees on the Program Council, the committees on the Operations Council, other organizations in the church, and the congregation at large. The strategic plan is concrete regarding the goals, actions, and outcomes for the first church year covered by the plan. The second year is less specific, and the third year even more general.

The Strategic Planning Task Force will facilitate the reassessment and articulation of a new 3-year plan each year by focusing on near-term, achievable actions toward our goals, while still engaging in long-term planning (Year Two) and maintaining a longer-term vision (Year Three).

#### **CLUSTER REPRESENTATIVE TO UUA CERG CAPITAL CLUSTER**

I served as UUCSS' representative to the Central Eastern Region's Capital Cluster. I shared email notices about issues and events in the wider UU community with the UUCSS community on a regular basis.

Respectfully submitted, Emily Tien, First Vice-President/Corporate

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## FINANCE VICE-PRESIDENT REPORT

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### FINANCE VICE-PRESIDENT Finance Committee Annual Report 2018–2019

#### General Operations

Olivia Pickett continues to serve us diligently as Treasurer, ensuring that the church makes all due payments in accurate and timely fashion. Teresa Meeks put down the mantle of Collector at the end of December, having given 6 months notice and assisting cheerfully in the transfer of duties. Two positions have been created to fill the same duties Teresa was handling alone. Emily Harris is the Collector, handling all bank deposits and information transfer to the accountant. Rachel Vanarsdall is the Pledge Manager, tracking pledge payments and preparing reports and statements for pledgers and the Annual Budget Drive team.

When you see Emily, Rachel and Olivia, please thank them for performing these essential tasks for us all!

#### Capital Campaign financial accounts

All Capital Campaign contributions received (\$1,052,842) minus all expenses (\$176,628) as of December 10, 2018 were transferred to a Merrill Lynch Preferred Deposit account bearing 2.07% interest on 12/14 18 (total transferred amount \$876,214). Tremendous thanks to Fred Teal for researching investment options and initiating the relationship with Merrill Lynch.

To maximize the yield possible within the time period before funds were estimated to be required for construction, we purchased three 3-month CDs totaling \$750,000 (at yields of 2.3%, 2.35% and 2.45%), which matured between 4/1 and 4/15/19. This brought the account as of 4/30/2019 to \$882,504 (total gain of \$6,290).

The entire amount is now back in the Preferred Deposit account so it will be available for construction expenses. At the current interest and current balance monthly gains will be ~\$1500, until the balance declines from making construction payments.

Further contributions to the Capital Campaign since December come to about \$52,000 and will be transferred to the Merrill Lynch account in June.

#### Current Accounts and Finance Information

The fiscal year ends on June 30, 2019. As of May 20, we had collected 83% of the budgeted pledge income of \$376,046 (assumed 97% fulfillment of \$387,676 pledged). As May is the 11th month, i.e., 92% of the fiscal year, this is significantly below budget. At the same time last year pledge income was at 94%. We will send pledge statements before the annual meeting. Please complete your pledge if you have not already done so.

As of May 20, total expenses were at 86% of budget (compare to last year's 82%). Income from all sources was 89% of budget (last year, 95%). The endowment value as of May 23 is \$61,909. Mutual funds at T. Rowe Price (\$23,842) were sold to meet unexpected Property expenses (this amount is not included in the budgetary income total of 89%).

Submitted by Lisa Schumaker, Vice President for Finance

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## PERSONNEL ANNUAL REPORT

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### PERSONNEL VICE-PRESIDENT

Personnel Annual Report 2018-19

Because there were no major changes in personnel this church year, my work focused on improving personnel processes and supporting staff. In the fall, job descriptions for our eight staff were updated. Also, an evaluation cycle was developed that includes goal-setting and quarterly evaluations as well as support for senior staff's yearly evaluations of the employees that they supervise. With the staff's support, Rev. Lyn has implemented this review cycle which will continue next church year.

Rev. Lyn brings considerable expertise and interest to staff leadership and professional learning. She has arranged for our senior staff to participate, along with staff from 9 other area Unitarian Universalist churches, in training this fall on racial equity. Rev. Lyn has been open to new ideas and ways of working, including ongoing, explicit support for marginalized groups, creating thought-provoking articles and sermons, and speaking forthrightly on sensitive topics. She has highlighted how some of the things we do are ableist, or come from a place of privilege, be it white and abled or as a result of ignoring cis-gender, addictions (alcoholic, diet, opioid), or economic needs. She has helped us think more deeply about how we can be more inclusive. Rev. Lyn's mid-year evaluation process was completed by the Board and her 2019-20 contract will be finalized in time for final salary approval at the Annual Meeting.

Earlier this year, the Board engaged in a discussion of Fair Compensation for our staff. The discussion drew from the UUA fair compensation guidelines which articulate a salary range based on geographic area and congregational size. UUCSS is classified as a midsize congregation with membership currently under 250. The geographic component looks at the salaries in our area (not the cost of living) comparing similar positions. Within the salary range for each position, UUCSS has met the mid-point, the equivalent of Fair Compensation, for 6 of 8 staff members. For this coming year, 7 of our staff will meet the Fair Compensation guidelines and the remaining staff member will be at 99% of the mid-point salary. By adhering to the UUA guidelines for salaries, we can monitor potential implicit bias that the church may be carrying and not unintentionally perpetuating a wage gap on the basis of gender or race. All hourly staff will earn over \$15 an hour in the next fiscal year. Even in the midst of continued financial restraints, the Board has once again allocated a cost-of-living (COLA) increase for hourly staff. We recognize that a 1% COLA is a small raise. UUCSS is fortunate to have the talented and dedicated staff that we have. The Board and congregation appreciate and value the work they do for our community. Staff will again receive their annual Compensation and Budget Statements which include an explanation of individual compensation and benefits. We were able to once again provide small bonuses to hourly staff at the end of 2018.

As part of the process to hire a settled minister, the Search Committee (as noted in the Committee's Prepared Congregational Record) and the Negotiation Team led by Sharon Snyder recommended

that an evaluation process be developed for the new minister. Using the *UUA handbook, Fulfilling the Call: A Model for Unitarian Universalist Ministry in the 21<sup>st</sup> Century*, a draft evaluation instrument was developed. As noted in the publication, the proposed evaluation takes on the challenge for congregations of “how to provide specific, useful developmental feedback to their minister.” This process will align with the larger shared ministries process that supports the mission and vision of the church. As we continue the search to hire a settled minister, both processes will remain relevant.

As we look to the future, it is important to continue to support the staff and monitor their individual goal setting and development. Melinda Yalom, church administrator, ably manages our church’s rentals, a significant source of church income and a fair and more complete use of our facilities. Juan Vargas, sexton, makes it possible for our community to enjoy safe and clean facilities each Sunday and throughout the week. Our Director of Religious Education and soon to be ordained minister, Catherine Boyle, recently has agreed to serve with me and others on a Safety Plan Task Force to develop and implement a broad safety plan for our staff and congregants’ use. Her involvement will be critical to congregants’ learning about and using the plan. Michael Holmes’ talent and leadership of our music program continues to grow in ways that live love and commitment to our community. Accompanying our choir and as church pianist, Phyllis Stanley beautifully adds to our worship experience. Michael Knaapen, Youth Coordinator, and Phi Thi Thach and Michelle McMorris, Nursery Assistants, engage our youth and toddlers with expertise and care that exemplifies the talent and experience they bring to their positions.

As part of long-range planning and the goals in the new Strategic Plan, leadership will continue to advocate for the resources to hire a full-time Congregational Administrator who would assume many of the duties of personnel and finance consistent with Board policies. These duties are now divided among individual staff, the minister, and volunteers. There is also a need to amend our church constitution so that the minister can assume the role of a full chief of staff and has the authority to hire or discharge staff in consultation with the Board. Presently, the Constitution allows only the Board to hire and discharge staff.

As a new member of the Board and VP for Personnel, I owe many thanks to Sharon Snyder, immediate past VP, for her guidance as I entered the board and her support throughout the year. I was most fortunate to inherit well-thought-out systems and a careful record of past accomplishments and actions.

Respectfully submitted,  
Stephanie McConachie  
VP of Personnel

# BOARD COMMITTEES

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## CAPITAL IMPROVEMENTS COMMITTEE

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### 2019 Capital Improvements Committee Annual Report

Erik Leaver, Jim Paoletti, Brian Beard, Doneby Smith, Linda Barrett, Robin Moore Lasky

The Capital Improvements Committee was formed in the Fall of 2018 to carry out the vision that was crafted by the congregation and the Dream Builder Committee. The work of the committee fell into four main areas this year: recruiting committee members, evaluating the finances, planning current work, and planning future work.

#### Recruitment

Much of the Fall was spent recruiting new team members. Erik Leaver came on the committee as the Chair and new members Linda Barrett and Robin Moore agreed to join the committee in early 2019. Former Dream Builders Jim Paoletti (managing current work), Brian Beard (representing Property) and Doneby Smith (representing Green Sanctuary) agreed to remain on the committee.

#### Finances

In September 2018, the Capital Campaign Chair (Erik Leaver) completed a review of all current financial commitments for the Capital Campaign and provided an update to the Congregation through two in-person meetings and electronic communications. The review provided a collection figure with a high degree of confidence of \$1.465m.

#### Current Work (aka “Phase I”)

The first phase of work focuses on repairs to the sanctuary, which includes replacing the foyer roof, replacing the HVAC system, replacing the exterior doors and some additional work on the outside of the building. We expect the work to take roughly two weeks and we are expecting the work to be completed in August 2019. Estimated cost is \$375,000

#### Future Work (aka “Phase II”)

The Committee has been charged by the Board to evaluate Future Work with the following guidelines:

- (1) Construction of a new building will not be within scope
- (2) We expect to need to keep and maintain the current administration building.
- (3) The community hall should be improved
- (4) The Fellowship house must be kept and maintained

The Committee participated in the Strategic Planning day in early 2019 to gather input on current priorities of the congregation.

In the fall, the Committee will focus on creating a plan for upgrades to the Community Hall and engaging in a consultative process with the congregation with a goal of finalizing a Board and Congregational approved plan by the Spring of 2020.

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## SEARCH COMMITTEE

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### Report of the Search Committee for a Settled Minister

The Search Committee held a weekend retreat in July with our UUA transitions coach. There we chose Carol Hamilton as our chair and assigned roles to the other members. We began meeting on a weekly basis to accomplish preparatory tasks throughout the fall:

- A survey in which more than 60 percent of the congregation participated.
- Seventeen cottage meetings with staff, the Board, and groups of congregants (including children and youth).
- A meeting of about 40 congregants helping the committee analyze data from the survey and cottage meetings.
- The Congregational Record, which (with help from many congregants) responded to more than 80 questions from the UUA.
- A packet of documents, including videos and photos, provided to applicants whom we interviewed.
- A well-attended workshop called “Beyond Categorical Thinking,” to promote inclusive attitudes during the search process.

We continued meeting every week. At the beginning of January we received 17 applications and held hour-long video-interviews with 11 of those ministers, two of whom accepted our invitations to pre-candidate. (While we had budgeted for three pre-candidating weekends, the committee did not find another applicant suitable for the third spot.) In February and March, we hosted each of the two ministers for an entire weekend, consisting of a three-hour interview, lots of informal discussion, and a service led by the pre-candidate in a “neutral pulpita” in the vicinity of Silver Spring. Unfortunately, neither pre-candidate chose to become a candidate at UUCSS. At the Board’s request, we entered a second round of search, but found no fitting applicants during that process.

During the interviews and pre-candidating weekends, many applicants commented favorably on our strong music and religious education programs and on the vigorous activities of committees such as Racial Justice and Green Sanctuary. Applicants often commented on how much good work we’ve done to heal from our experience with ministerial conflict. A number of applicants were concerned that our salary range wouldn’t be adequate in this expensive metro area. They often asked questions about the congregation’s capacity for change.

The Search Committee prepared a detailed report to the Board, including experiences with the applicants and pre-candidates, budget information, and exploration of possible paths forward. The documents and processes developed this year will be made available to the next search committee when that group is convened.

Despite our disappointment at not finding a candidate this year, each member of the Search Committee is grateful for having had the opportunity to serve UUCSS in this way. As we worked long hours at difficult tasks, we took pleasure in the knowledge and understanding we gained, the trust and support we received from Rev. Lyn and the entire congregation, and the friendships we formed and deepened among ourselves. We stand ready to assist the next search committee with lessons learned and moral support.

Respectfully submitted,

Alice-Ann Beachy, Carol Hamilton, Janne Harrelson, Maggie Hayes, Carl Miller, Susannah Numa, and Colin Riggs

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# OPERATIONS COUNCIL

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## Operations Council Annual Report 2018-2019

Purpose: The Operations Council coordinates the activities of its four member committees, and their interaction with the Board of Trustees.

### Members:

Steve Wilmarth, Chair of the Operations Council

Marty Atias, Co-chair of the Audio Visual Technology Committee

Rob Dahlstrom, Chair of the Administrative Operations Committee, Co-chair of the Audio Visual Technology Committee

John Henderson, Chair of the Property Committee

Steve Leete, Chair of the Information Technology Committee

### Highlights:

This is the first year operating under the new Operations Council organizational structure approved at the June 2018 Annual Meeting. The changes created the new position “Chair of the Operations Council,” to be held by a board member selected by a board vote for a one year term. The goal of that change was to improve communication and interaction with the board, following the successful model of the Program Council and its chairperson.

\* The council met monthly this year (except for one month canceled due to emergency); agendas were agreed upon in advance of the meeting, detailed meeting notes were kept, and actions tracked and reported on at the next meeting. Members of the council located all committee charters and the council produced a written statement of the purpose of the council and the duties of the chair.

\* The council participated in the church budget process as a group, which ensured that committee budget proposals were collected on time and in a manner and format useful to the VP Finance and the board. The council also was able to respond coherently as group for other “data call” items such as ideas for topics the leadership retreat.

\* The council was able to help resolve issues and provide information to the board involving use of restricted funds, categorization of expenses, and access to minutes of board meetings. The council also kept the board aware of important developments such as emergency property repairs, and updates and status of safety systems. In addition, the council provided valuable input to the new Conflict of Interest policy.

\* The council facilitated resolution of a number of cross committee items, some examples are: fire alarm system improvements, phone system replacement, interaction with the new web team.

### Challenges

\* Rental of church facilities remains a major cross-committee concern on which we were unable to make much progress. The issues include setting appropriate rates, use and payment of attendants, use of A/V equipment and personnel, damage to church facilities, and so forth. This issue extends beyond the council to include the Rental Committee and the Board of Trustees.

\* The committees of the council participated individually in the strategic planning process, but the Operations Council did not produce a coordinated group response; it is expected that this can be corrected next year.

\* The committees of the operations council routinely find themselves short of volunteer and financial resources. There are also many “single points of failure” in which critical functions rely on the talents and time contribution of single individuals (e.g., “committees of one,” or concentration of knowledge in a small number of individuals). This



also contributes to the inability to plan for succession of committee chair positions, since there are no experienced individuals to assume these positions.

#### Opportunities

\* The council produced a list of topics to address as a group in the future, including succession planning, recruitment of volunteers, procurement policy, purchasing and contracting, clarification of shared of responsibilities with the minister, improvements to the budgeting process, and creation of re-usable timelines and other templates. Some of these items appear in the strategic plan.

\* With the strategic plan for next year in place, the council will be better able to align and track progress on its activities with respect to the overall strategic plan for the church.

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# ADMINISTRATIVE OPERATIONS COMMITTEE

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## ADMINISTRATIVE OPERATIONS COMMITTEE Administrative Operations Committee Annual Report 2018-2019

### **Purpose:**

Support the Ministers, staff, and church leadership in performing the administrative functions of the church.

### **Members:**

- Rob Dahlstrom, Chair, membership and auction databases, Microsoft computing
- Nancy Dougherty, database, office procedures
- Mark Ferrenz, telephones
- Ken Iobst, corporate office services, logical email addresses, electronic file system, web calendar, UNIX computing, computer security
- Melinda Yalom, Church Administrator
- Sally Porter, furnishings, office support

### **Highlights:**

- The evolving Operations Council structure has enabled us to focus more on office procedures and their documentation and the new membership database because the new Information Technology and Audio Visual Technology Committees have relieved us of the tasks that they now perform. Having a board member chairing our work has been a big plus in our partnership. In addition, we are completing the process of transferring the management of the phone systems to the Information Technology Committee now that they have become a part of our IT infrastructure as we moved to VoIP.
- We continue to invite new new members into our committee and Sally Porter has agreed to join our committee.
- We are evaluating Constant Contact to improve the appearance of our emails and give us better exports of our mailing list. We have solved email authentication problems and are confirming its suitability for our needs. The Plus option includes event marketing. If that function meets the church's needs, we will include the Plus option.
- We are beginning to use Microsoft Office 365. Currently, we are using it to update the resident office software on our computers and are beginning to explore the online features such as file sharing for collaboration and additional software capabilities.
- We replaced the Administrator's computer with a Dell all-in-one at minimal cost that has eliminated the frequent computer complaints and problems.
- We have clarified the use and procedures concerning the Standing Member membership statue at Rev. Lyn's suggestion.

### **Challenges:**

- We continue to work with our fund drive, finance, and membership committees to coordinate keeping our membership records up-to-date and confirm that proper procedures are being followed. We have made significant progress but are awaiting the results of this year's fund drive for confirmation.
- We continue to need clear, up-to-date policies on building rentals. Since rentals are administered by the church administrator, issues with rentals become a topic of conversation for this committee. However, the rental procedures and policies have been the responsibility of Finance, and when functioning, the Rentals Committee falls under Finance.
- We continue to be involved in building issues, particularly failures of the old HVAC and alarm systems. Improved procedures for responding to these failures has helped us keep these systems functioning until they can be replaced.

**Opportunities:**

- The Archive Closet is full and doesn't have room to safely store building drawings and other large items. We are looking at how to store the different types of information in our archives so we can begin to clean out what we don't need and digitize what can be stored on our church server.
- Despite last year's improvements, the appearance of our office spaces is still lacking and should be improved for the benefit of our use and to be more inviting for a new minister.

Submitted by Rob Dahlstrom, Chair, Administrative Operations Committee

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# AUDIO VISUAL TECHNOLOGY COMMITTEE

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## 2018-19 AUDIO VISUAL TECH COMMITTEE ANNUAL REPORT

### OVERVIEW:

The AV Tech Committee continues to provide technical support for all regular and special services, congregational meetings, special concerts, presentations, and film screenings.

### HIGHLIGHTS:

We supported a music residency and several concerts this year plus workshops, meetings, and a number of rentals which included music performances.

We acquired and utilized a video extension system for Beth Riggs' memorial service which enabled us to set up an overflow room in the Chapel with projected video and stereo audio. We were able to enlist Bob Hirshon with his video camera which completed the system.

We supported a Strathmore East County Initiative concert at UUCSS which went especially well. We expect to continue our partnership with Strathmore and other partner churches to provide cultural enrichment of our community and spark outreach engagement with neighbor houses of worship.

### CHALLENGES:

The AV Tech Committee still consists solely of its co-chairs, Marty Atias & Rob Dahlstrom; John Sullivan rounds out the volunteer team. Until we expand the roster by either recruiting new volunteers, starting an internship program, or paying outside people, we run a very real risk of **no availability for any regular or special service. This, in fact, is the case for June 2, the flower communion.** Fortunately, one new person has come forward with a willingness to be trained to help with the one service.

Room acoustics, the inappropriate chancel loudspeakers, and the inability to correctly position all of the loudspeakers will continue to degrade the sound quality of the spoken word and of music (particularly for the pulpit and the choir) and continue to be aesthetically objectionable to many in the congregation.

We had two equipment issues this fiscal year. A failed power amplifier that was repaired for only \$125.00, and several controls on the mixing console were not responding properly. Marty was able to replace the parts, saving us money and 2-3 weeks in the shop, which would have left us without a mixer.

Wireless Mics- We are operating with very old, inexpensive wireless systems for two hand-held mics and a loaner system for the minister's hands-free mic. All the receivers are sitting on the mixer desktop with an ugly antenna farm that can be bumped into as people walk by. Rather than replacing the loaner unit with another inexpensive one, we would like to invest in a set of good quality wireless microphones.

Our stage lighting system is impossible to operate. The control position has NO VIEW of the music stage, the controls themselves are completely manual and chaotically organized, and they are inaccessible from the sound mixing desk, requiring a separate person to be sequestered in the little isolation closet during events and special services (such as Christmas Eve). They are extremely difficult or literally impossible to operate as needed during events when they are needed the most.

### LOOKING FORWARD:

We need to emphasize the importance of volunteer recruiting for the AV crew.

We would very much like to improve the aesthetics and sound in the Sanctuary this year by replacing and mounting appropriate speakers on the walls for the chancel and replacing and hanging speakers for the choir stage as well.

We want to upgrade our wireless microphone systems to be more reliable, improve their sound, make them physically secure.

We now have the capability to set up an overflow space when necessary, however a video camera is an essential but missing component to making it work. A good camera (with accessories) can be very useful for many purposes such as videotaping services and events, and for producing web site content.

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# INFORMATION TECHNOLOGY COMMITTEE

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## UUCSS IT Annual Report

Purpose: The IT Committee manages computer and network resources

Members: Stephen Leete (Chair), Rob Dahlstrom, Ken Iobst, Andrea Tanner, Mark Ferrenz, Marty Atias (part of year)

1. Expanded WIFI network to include a guest network with an external router and repeater.
2. Upgraded all 3 networks (internet, LAN/WiFi and guest WiFi) to 1 Gbps.
3. Upgraded internet speed by a factor of three to 150/150 Mbps.
4. Surveyed staff for telephone usage, needs, and preferences.
5. Installed a new hosted Verizon voice over internet protocol (VoIP) service called Business Digital Voice with 2 digital phones (one for the minister and one for the administrator including voice mail) and an auto-attendant service (on a new phone number) to forward incoming calls to either of these phones or the DRE or Music Director's cell phones. This included dedicated analog lines for FAX and the elevator phone.
6. Installed a backup office server to serve as a "hot spare" should the main server fail.
7. Fully transitioned from our old UUCSS web site to our new UUCSS web site (except for on-line calendar)
8. Continued management of office and ISP site security including DMARC domain protection (both SPF and DKIM encryption) for all out-going messages from our office.
9. Continued management of UUCSS logical email addresses and SPAM filtering.
10. Installed a four port analog telephone adapter (ATA) on the VOIP service to support Sanctuary fire alarm system and three other functions.
11. Developed a proposed IT Committee budget for 2019-2020.
12. Provided inputs to the Strategic Plan
13. Participated in Operations Council meetings.
14. Communicated with Staff directly, and with congregation through all-church emails and the Uniter.
15. Held regular monthly committee meetings.

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# PROPERTY COMMITTEE REPORT

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## Property Committee 2018-2019 Annual Report

The Property Committee members are John Henderson (Chair), Marty Atias, Brian Beard, Rob Dahlstrom Ken Iobst, and Jim Street.

### Buildings and Grounds Repairs and Maintenance

- Working with our fire alarm and sprinkler contractor, Fusion Fire Protection, we resolved issues with the fire alarm panel and communications with the fire department for the Sanctuary building. We also addressed a number of fire systems issues, such as replacing the faulty sensors in the air ducts and repairing the valves for connecting fire hoses to the sprinkler system.
- Electrical power was restored to the Fellowship House. This ended up being a very significant project requiring trenching and installation of a completely new service line to the building.
- Our contractor, S&K roofing, replaced the roof on the structure in the breezeway between the Community Hall and Administration Building. The existing roof was leaking substantially and did not have a proper slope. This should address some of the water management issues in the courtyard, though additional work to address drainage is needed and part of the work the Property Committee intends to undertake going forward.
- Our contractor, Refined Gardens, replaced several portions of the concrete pad for the courtyard. The material had significantly deteriorated and presented a number of problems.
- Organized 8 Church Work Days, throughout the year. We performed a mix of landscaping and grounds work (including significant weeding and removal of a large dead tree), repair work on the buildings (including repairing the Fellowship House roof and leveling platforms in the Sanctuary),
- Continued to remove invasive vines and add more plantings near NH Ave, and cut back overgrowth near Nature Trail—in addition to lots of other weeding and pulling of invasive vines.

### Organizational changes

- We established a Labor Brigade. This is a group of individuals on an email list who are willing and able to help with property management and repair projects. There are approximately 15 individuals on the list and it has been working well. For example, when a window in the Community Hall broke, presenting a safety hazard, a member of the Labor Brigade was able to come the same day and temporarily address the issue to ensure adequate safety, and then, with help from another Labor Brigade member, perform a permanent repair within a couple of days.
- We established and implemented a procedure for identifying the project manager for instances in which the church will engage the services of a contractor. This is part of the continuing effort to clarify roles and responsibilities relating to property, to more efficiently address these needs.

### Coordination with other Committees

- Coordinated with Capital Improvements Committee liaison, Brian Beard, and other members of the Capital Improvements Committee regarding the work to be performed in the near future on the Sanctuary Building. And to appropriately prioritize other repair work, based on the timing and potential scope of other capital improvements work.

- Under the leadership of the Green Sanctuary Committee, worked on monitoring recycling to monitor compliance with recycling guidelines and reduce extra charges from our trash contractor.

#### Activities for the upcoming year

- Establish a database to track repair needs and maintenance needs and schedules.
- Repair concrete parking pad.
- Resurface gravel parking lot.
- Repair south retaining wall.
- Update gardens/ grounds list.
- Develop plan for updated physical security.
- Identify existing and potential issues for weather-proofing (water penetration and the like).
- Develop and implement means of communicating with the congregation regarding: needs, activities, and plans for repairs and maintenance.

Submitted by John Henderson, Property Committee Chair - May 20, 2019

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## PROGRAM COUNCIL

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### PROGRAM COUNCIL ANNUAL REPORT 2018-2019

Program Council Leadership:

Chair of Program Council, At-Large Board Member: Gregory Harry

Vice Chair of Program Council: Vacant

Secretary of Program Council: Laura Ellis

The mission of the Program Council is to oversee, support, and coordinate UUCSS's programs, such as worship, social justice, religious education, and music. It also allocates the program portion of the UUCSS budget. Besides the leadership, the Program Council consists of all the chairs of committees that provide programming for the church. Regularly attending committees at Program Council during 2018-19 have been Membership, Worship, Religious Education, Racial Justice, Green Sanctuary, and Music. An Operations Council representative also attended regularly. Starting in spring 2019 the newly formed Rainbow Alliance began attending. Gregg Harry's At-Large Board position terminates at the end of this church year and there will be a new Program Council Chair for 2019-20. Laura Ellis has served for three years as the Program Council Secretary and is also stepping down at the end of this church year.

### ACCOMPLISHMENTS

Program Council continued to promote a Program of the Month throughout the church year. Notable Programs of the Month in 2018-19 included the Halloween Party, Holiday Bazaar, Common Read, YRUU Boston Tea Party, and Seder. We also continue to choose and publicize a Volunteer and Charity of the Month.

The newly reformed Rainbow Alliance to support UUCSS's LGBTQ community was integrated into Program Council. Rainbow Alliance has submitted a Charter and will be considered for Program Council support from the Church budget in 2019-20.

The Program Council Secretary began a monthly column on Program Council and the work of it and its committees for the *Uniter*. Column topics have included an introduction to the Program Council, the role and work of the Worship Committee, and an introduction to the Rainbow Alliance. The final column before the *Uniter* summer recess is planned on How to Hold a Program at UUCSS.

The Program Council has begun looking at updating the Program Council handbook, which is out-of-date. This work will need to continue in the 2019/2020 church year.

As result of last year's discussion on effective support of volunteers, Program Council did volunteer recognition for Committee Chairs. Each committee chair received a gift from the UUA online store as token of the congregation's appreciation of their work throughout the year.

### DISCUSSIONS

Program Council also held several discussions to help clarify and determine church policy around programming. The Council discussed the Program Council Handbook and noted out-of-date information. There was a discussion about improvements to the church webpage and how Council committees can use it effectively as a communication mechanism. The Council participated in a discussion about improving the signs around the church campus, along with Operations Council and specifically the Property Committee. There was a discussion of the proper place of Sunday Support within the church structure. One result of this discussion was to include Sunday Support as a separate line item in the Program Council budget, to better reflect current spending practices. There was also ongoing discussion of the role of Program Council Vice Chair and specifically the need for someone on Program Council to focus on volunteer recruitment.



## **FUTURE PLANS**

The 2019 Strategic Plan calls for a change of emphasis on the Program Council, to evaluation of programs and development of programs to fill unmet needs. This will likely be a major endeavor of next year's Program Council. Redefining role of Program Council Vice-Chair also promises also to be a focus next year. Having gone the whole church year without a Program Council Vice Chair has emphasized the value and importance of this position. In tandem with the first plan from the Strategic Plan, the Program Council Vice Chair will consider a greater role in program evaluation and volunteer recruitment.

Gregg Harry, Program Council Chair  
Laura Ellis, Program Council Secretary

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## DEAF ACCESS COMMITTEE

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### Deaf Access Committee Annual Report 2018–2019

#### Committee Members and Primary Roles

- Angela Conant, chair 2015-Current
- Lisa Schumaker, budget management
- Miako Noel Villanueva, principal interpreter and interpreter co-coordinator
- Deborah Weiner, interpreter coordinator

#### HIGHLIGHTS

- DAC continued to provide interpreting services for Sunday sermons throughout the calendar year for UUCSS members and visitors and their families.
- DAC provided interpreting services for inreach and outreach events at UUCSS.
- DAC continues to support the goals and mission of UUCSS's Green Sanctuary at its committee meetings by serving vegetarian and vegan meals and using products that are recyclable.

#### CHALLENGES

- Following up with event coordinators to ensure that event information includes the interpreter request policy as stated in the Program Council handbook.
- Getting the UUCSS message out to deaf people and attracting more deaf people to UUCSS.
- Recruiting volunteers for DAC.
- Recording the Sunday sermons interpreted by Miako Noel Villanueva, with the goal of placing them on the UUCSS website as a way to reach out to the Deaf community broadly, and provide an additional resource for Deaf members within the congregation.

#### OPPORTUNITIES

- Work with UUCSS AV team to improve and expand technology to assist all members, including deaf members.

Submitted by Angela Conant, Chair, Deaf Access Committee

#### Updates-

1. New Member Mary Beth Morgan
2. Held Deaf Access service highlighting its history and congregational commitment to providing access and creating a welcoming environment for the deaf community.

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## GREEN SANCTUARY COMMITTEE

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### UUCSS Green Sanctuary Annual Report for Church Year 2018-2019

#### Accomplishments

Addition of three new members to our group: Maureen Malloy, John Roberts, Nicole Breedlove

Lifting up Seventh Principle in worship at Oct 14 and April 28 services

Recycling and waste reduction

Continued using compostable dinnerware for church events- newly including Catoctin retreat

Collected Styrofoam for recycling

Presentation by Lori Hill

Clean residential electricity promotion- 10 members signed up for community solar electricity for total of 58 households

using renewably-sourced electricity

Coordination with other UUCSS groups

Provided goals for church strategic plan

Conducted discussion on UU Common Read [Justice on Earth](#)

Worked with Capital Improvements committee to advocate for “green” building and renovation decisions

Lobbying efforts

Hand-delivered 87 postcards from congregation; 12 members participated with in-person lobbying to increase Maryland Renewable Portfolio Standard

Generated 36 postcards (so far) to oppose widening of Beltway

Provided environmental/climate scores for Maryland Governor’s race and 33 toss-up races in 2018 national election

#### Challenges

Increasing congregational motivation and participation in climate change activism

Recycling

- recyclable items are still being put in recycling dumpster in plastic bags which makes them unacceptable. Olivia has taken on working with congregation and staff. Once we have stabilized our own practices within the congregation, we need to start working with tenants and renters towards better practices.
- plans to work with DRE and youth members to establish Eco-Corps to monitor recycling bins and dumpster have been abandoned due to concerns about appropriateness and due to lack of energy

Institutionalizing green event protocol including managing the logistics of using compostables

Identifying opportunities for active work on environmental justice

Work with UUSJ has been abandoned for lack of progress

#### Plans

Recycling

Work with congregation, staff and tenants to ensure appropriate recycling

Compostable usage

Develop systems and enlist help to track need, keep inventory, make orders etc.

Work with event planners and staff

Sustainable residential electricity

Re-engage the congregation in the fall

Meet goal of 25% additional congregation members using renewal sources for residential electricity

Reduction of transportation-related carbon emissions –Investigate

connecting congregation with regional carpooling programs

getting a Zoom contract to allow for online meetings

Environmental justice

Plan and conduct UUCSS Social Justice Summit with the hope of identifying opportunities for joint environmental justice work  
Connect with local climate/environment organizations such as MC-FACS, 350.org, Sierra Club, etc.  
Legislation and regulations  
Mobilize congregation to lobby for state-level climate bills and county-level regulations  
Conduct annual Earth Day service and events to lift up our Seventh Principle.

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## MEMBERSHIP COMMITTEE

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### UUCSS Membership Committee Annual Report/Update May 2019

The Membership Committee is currently comprised of six members: Dina Raley and Jean Snell, co-chairs, Maggie Hayes, MaryBeth Lerner, Dorothy Hale, and Marcia Joiner. Former Membership Committee participants, including Patti Poss, Emily Harris, and Linda Barrett, have stepped down yet continue to help in staffing the weekly Welcome Table during the Coffee Hour. During bi-monthly meetings, we have worked together to refine the distribution of responsibilities among the participants as well as the processes for outreach to visitors and prospective members.

Given that the Membership Committee has been volunteer led and staffed for only three years, it is worth noting that over the past year the committee leadership has continued to fine-tune the church's outreach strategy for prospective members. The committee hosts a Welcome Table every Sunday which is announced from the pulpit each week, leads a "UUCSS 101" class once a month after the worship service, and teaches a *Pathways to Membership* class twice a year – once in the fall and once in the spring. In addition, the membership committee collaborates with the Sunday Support teams and the church database manager to track repeat visitors to the church who express interest in learning more about our congregation and/or the process for joining the church. All visitors are sent an individualized welcome email and invited to attend a UUCSS 101. We had five new members join in the fall, and three new members will be joining this spring (the next New Member Recognition event is scheduled for Sunday, June 9).

The Membership Committee has also upgraded its outreach materials this past year. We have invested in a new, professionally designed welcome sign that we use each Sunday during Coffee Hour to clearly signal where visitors can talk with a representative from our committee. We created a new one-page "Staying Connected at UUCSS" document to share with prospective members during the Pathways class, and we updated our "Welcome to UUCSS" and "Membership" brochures. The Committee also celebrated our newest members by featuring their photographs on the membership bulletin board just outside of the sanctuary.

As part of the Program Council, the Membership Committee participated in the recent congregational Strategic Planning process. Through this process, the committee members committed themselves to continuing the tradition of hosting an annual brunch for new and prospective members, and to connecting with the leadership of the Sunday Support team to explore how we could collaborate more effectively in welcoming our visitors. Our initial combined meeting provided a forum for both committees to learn much more about how our mission and processes both overlap and diverge, and we agreed that we would continue to meet twice a year to further our productive teaming.

One co-chair of the Membership Committee also served as co-Chair of the 2019-20 Annual Budget Drive, which has laid the groundwork for the Membership Committee to liaison with the ABD co-chairs and the interim minister to work over the next three to six months to cull through the membership database and separate the active members from the inactive, standing, or former members. There is also interest in more actively exploring how to encourage long-time friends of the congregation to formalize their ties to the church through membership in the upcoming church year.

Respectfully submitted by

Jean Snell & Dina Raley  
Co-Chairs, Membership Committee

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## MUSIC COMMITTEE

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### Annual Report of the Music Program, 2018-2019

**Committee Members:** Tina Borrer (chair), Marty Atias, Bob McGaughy, Deborah Thornton, Ron Turner, Michael Holmes (ex officio), Phyllis Stanley (ex officio)

The Music Committee works closely with the Music Director, Michael Holmes, to plan and coordinate the music program at UUCSS. The committee is open to anyone who shares a passion for the musical life of our community, including musicians and non-musicians. The activities of the Music Program contribute to the Strategic Plan Theme “Cultivate a rich spiritual life and build community connections.”

#### **Accomplishments:**

The Sanctuary Singers (choir) gained several new members and continued to provide a wide range of high quality music for Sunday services.

The A Cappella ensemble performs periodically and has attracted new members who do not sing in the choir.

Our music program has become more intergenerational. The Children’s Choir now performs about once a month, and middle- and high-school youth are now performing music for the Coming of Age and YRUU services.

The UUKes group meets monthly to play ukuleles and sing songs and occasionally plays for services and other events.

The Music Committee further developed the jazz series, jazz@uucss. jazz@uucss is a quarterly concert series produced by the UUCSS Music Committee and jazz scholar, Bertrand Uberall. Our vision is to create an affordable, listener-friendly performance venue for jazz in the DC area, create new audiences for outstanding young jazz musicians, and foster connections between UUCSS and the local jazz community. This was the second year of the series and we have noticed a number of frequently returning attendees from outside the church; individuals have visited church services after attending a jazz concert, as well. One of our Hillandale neighbors praised the April concert on a neighborhood social networking site and stated “This is about the 4th of these jazz concerts I’ve attended at UUCSS, they are attracting top notch talent and still not getting the audience sizes they deserve. For those of us in Hillandale, to be able to walk to great concerts is such a treat, we should be encouraging this as much as possible.” We have presented three concerts this church year, with another planned for July. The organizers of Jazz@UUCSS is seeking ways to align more with church work, and they are striving to provide a safe space for people in our immediate community may live, via the rich musical and ethnic tradition of jazz and its history.

The Music Program has continued to be active with the Strathmore East County Initiative, now called “Bloom.” This is a community development project for the east part of Montgomery County to connect the dots between several churches in our area. Part of this initiative are Corridor Concerts. Corridor Concerts are performances featuring local choirs and ensembles paired with a professional Strathmore Artist-in-Residence. Members of the community can hear voices in harmony celebrating the diversity of music and culture throughout our region. On May 10 UUCSS hosted the Bloom program “Our Voices, Her Song” which explored the songs that give voice to individuals and cultures overlooked in our society today and throughout history as part of the Strathmore Bloom Program. Strathmore Artist-in-Residence Cecily Bumbray contributed her own compositions in stunning performances that bring people together to celebrate speaking out for what is right. This performance featured choirs from the Unitarian Universalist Church of Silver Spring, and Voix De Femmes. On June 9, 2019 members of UUCSS will join with singers throughout our area performing the Rutter Gloria, Lili Boulanger Psalm 24, Trinity Te Deum by Esenvalds, with Barclay Brass Ensemble under the direction of Dr. Stan Engebretsen.

The Music Committee purchased a performance license for the church to cover music at parties, or if our musicians play at another venue.

The Committee purchased 30 teal hymnals to match the number of gray hymnals, and has plans to purchase more hymnals in the near future, to ensure availability to the congregation during services.

**Challenges:**

The Music Committee took a \$100 budget cut to help offset a budget shortfall for 2018-2019. In addition, budget inconsistencies (between our accounting and the church accounting) for the music budget and the music fund have made tracking expenses difficult. We would like to avoid this in the future.

We would like to expand efforts to increase number of committee members. More voices, ideas, and event volunteers are desired. The music committee needs more support from the church in order to continue engaging the community with high quality cultural offerings. We have succeeded in bringing outside audiences into the church, but there are only 3 active music committee members who are organizing, marketing, and executing all of the events and they alone cannot sustain the programs.

We would like to find more effective ways to get larger audiences to our special events. The turnout for events in the last year is typically less than expected and quite unpredictable.

**Opportunities:**

Leverage the visibility that our new jazz series, jazz@uucss, allows, and to connect with a younger, more diverse community.

We have started periodic joint meetings with the Worship Committee to assure alignment of goals and promote cooperation to produce events and manage music for summer services.

Seek outside funding to support high caliber guest artists and improve production values. Grant funding could be used to develop our arts programs for music, film, literature, dance, folk arts, visual arts, and other disciplines, to include additional residency programs, workshops, a coffee house concert series, educational programs, community youth programs, partnerships with other non-profit organizations, etc.

Continue to expand the diversity and quality of music performed by UUCSS musicians.

Increase collaboration with other committees to ensure that the music program engages the entire congregation, especially the youth.

Improve publicity for residencies and other events, both within and outside the church.

Respectfully submitted,

Tina Borrer, Chair

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# RACIAL JUSTICE TASK FORCE

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## UUCSS Racial Justice Task Force Annual Report, 2018-2019

*Vision:* Because we know that our lives and destinies are interdependent, the Unitarian Universalist Church of Silver Spring (UUCSS) Racial Justice Task Force (RJTF) creates greater equality and racial justice in the world and in our congregation. We measure our progress in decades.

*Mission:* The mission of the Racial Justice Task Force (RJTF) is to better enable members and friends of UUCSS to stand up for racial justice. Our Unitarian Universalist faith calls us to recognize the essential worth and dignity of every human being and our essential interconnectedness with each other. We strive to do our part—individually and collectively—to bring racial justice to fruition.

### **Accomplishments**

The focus of the Racial Justice Task Force work this year was to invite people into the work of building racial equity within our congregation. To that end, the RJTF

- Initiated a new adult program for engaging congregants in meaningful and vulnerable discussions about racism and equity. Led by Charles Alexander, the Color Blind to Color Brave workshops were held in the fall and in the spring, with a total of approximately 35 participants.
- Led the March 10 service, featuring the insights from Color Blind to Color Brave participants.
- Held 3 Justice@UUCSS dinner & movie conversations to engage in more intimate conversations about equity
- Gave a presentation at the New Day Rising conference led by the Central East Region to collaborate with area congregations working toward racial equity. UUCSS was one of a handful of congregations invited to present. The presentation was about the journey thus far with racial justice work at UUCSS.

More broadly, the RJTF has supported the work of leading the congregation this year through its representation on the UUCSS program council.

### **Challenges**

The RJTF tries to strike a balance between pushing forward our priorities around building a multicultural, equitable world and respecting the limits of the congregation's resources and attention. This is sometimes difficult given the current lack of clarity on what the church's overall mission and priorities are in relation to social justice work. We look forward to continuing our participation in the congregation's efforts to articulate its vision and make decisions on how to use its limited resources to reach that vision.

There are so many opportunities and needs in the realm of racial justice and equity. The RJTF is committed to helping UUCSS connect with the larger community of groups and individuals who are working passionately on equity and justice issues. The biggest challenge is making reasonable choices about what to take on given the limited resources available. More people on the team would allow us to accomplish more tasks. More financial resources would enable us to bring expert resources to the community, or to enable UUCSS community members to learn from and contribute to the work of other groups.

### **Plans**

In the next year, RJTF will continue building racial equity within our congregation through Color Blind to Color Brave workshops. We have plans to connect with other justice-focused groups at UUCSS for a Summit. We also will begin to plan for making connections with groups in the community at large that do racial justice work.



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# RAINBOW ALLIANCE

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## Rainbow Alliance Annual Report 2018-2019

### Accomplishments:

- Formed committee with 3 co-chairs (committee attendees confirmed acting co-chairs)
- Set up Rainbow Alliance email going to tri-chairs
- Created a Rainbow Alliance bulletin board
- Developed a charter & strategic plan
- Developed a brochure to share information about Rainbow Alliance with members & visitors
- Submitted Rainbow Alliance materials to the Program Committee for review and approval
- Created a committee with about 10 people in attendance at each meeting / 30 on “interested” list
- Conducted monthly meetings – 3<sup>rd</sup> Sunday of month in Chapel
- Planned & leading 2 church services – Reflections on Gender Identity 5/19, Transgender 6/23
- Holding Q&A sessions after each service for congregants to ask questions
- Advertised Gay day at Zoo as Rainbow Alliance activity
- Planning and collaborating w/ Family LUUV for Family PRIDE picnic 6/16
- Arranged for special offering for Casa Ruby 5/19 & National Center for Transgender Equality 6/23

### Challenges:

- Need to improve communication
- Need budget allocation (to support participation in PRIDE parade & festival, workshops on Safe Spaces, Family picnic)
- Would like more participation and buy in from congregation
- People took jobs to do .... But there were no clear timelines & very little guidance
- Lack of advertising far enough ahead to get majority of people to meeting / event
- Need to get Rainbow Alliance web page up and running
- Lack of time – lack of planning
- Endorsing/supporting legislation vs informing congregants about legislation...Defining a process

### Future Plans:

- 2 church services (Q&A session after service)
- PRIDE month activities at UUCSS (June)
- Family PRIDE picnic
- Listening groups (need training on what to ask / how to listen)
- Utilize Safe Spaces with Jean Alexander (workshops?)
- Website needs to be created & kept up to date
- Equality Act – support it?
- MoCo Pride Center (<https://www.mocopridecenter.org>) – get involved?
- Renew Welcoming Congregation status
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## RELIGIOUS EDUCATION COMMITTEE

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### Religious Education Committee 2018-2019

Religious Education Committee Leadership:

Director of Religious Education: Rev. Catherine Boyle

RE Committee Chair: Erica Anderson

Current members: Charles “Chip” Birdsall, Rachel Mears, Liska Friedman, Audrey Engdahl, Miranda Bradley, Michael LeBlanc

The mission of the Religious Education Committee is to:

#### *Grow*

We believe in the importance of spirituality for people of all ages. We encourage spiritual growth through experiential religious education programming. We grow strong Unitarian Universalist identity through education on the principles, sources, and history of this faith.

#### *Inspire*

We believe in the inspirational power of Unitarian Universalism. We provide religious education classes based on our UU principles that inspire compassionate, justice minded engagement with the world. We also offer comprehensive sexuality education to inspire healthy, confident, well-informed decision making about our bodies.

#### *Empower*

We believe in empowering children and youth to be leaders within our congregation and in the larger world. Our program seeks to create opportunities for leadership that lift up the many strengths and gifts people of all ages have to share and to build a community that truly values children and youth as leaders.

## ACCOMPLISHMENTS

We feel that the inclusion of our children to the beginning of each service through messaging and stories has been successful. Michael Knappen has been a great support to the RE program.

## CHALLENGES

Our committee had a lot of movement in the past year. Keri Archambeault and Kandra Strauss-Riggs stepped down from the committee. Rachel Mears and Chip Birdsall are long-standing members. Michael Leblanc stepped down as Chair, and Erica Anderson stepped in. Michael is still kept in the loop, but his desire to serve the church in other ways limits his continued involvement. Liska Friedman is called to guide the Families LUUV group and thus joined our committee as well. Audrey Engdahl rejoined in fall 2018.

It's been difficult to schedule RE Committee meetings that we can all attend, so light attendance is common.

The inclusion of children in all services challenges teachers since they have less time in the classroom. We hope to see class time as a sacred space that is carefully stewarded.

## DISCUSSIONS

We have an annual retreat scheduled for June 8. We will seek to articulate what we want our RE classes to offer our children, check in on how we are doing with feedback from teachers, and brainstorm how to support those ideals. Organization of the RE program, including schedules, teacher substitutes, training, and visitor and parent communications are all of primary concern.

As the RE Committee, we plan to consider priorities for the next year such as RE classes, OWL, and Family programming. We will discuss whether and how adult RE fits into the RE Committee mission and scope.

## **FUTURE PLANS**

Future plans include consideration of how the RE Committee can best support the parents and children of UUCSS.

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## WORSHIP SERVICES COMMITTEE

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### Worship Committee Annual Report for Church Year 2018 -2019

The chief functions of the Worship Committee is to provide the UUCSS Minister support and guidance in the conduct of Worship Services as well as leading services provided by members and guest ministers. These functions include co-ordinating with the Music Committee and Director, Michael Holmes, Religious Education Committee and the Director of Religious Education, Catherine Boyle as well as Support, Property and Audio teams. The committee is an enjoyably successful one due to the cooperative efforts of all involved!

The year was notable for transitioning to our second year interim minister, The Rev. Lyn Cox, and attention to changes in our services in part due to the church having transitioned from two to one service. As part of that effort, we listened to people's needs and concerns as well as conducting a survey of members. The results were largely positive with particularly strong support from members in the church who provide direct support to the services. In addition, there was significant interest expressed in having the children be more present in the church services and members being more connected than when there were two services.

Notable in the year was the success of the summer theme for lay services focusing on people who most influenced us. The resulting sharing was remarkable in how it touched many people. Also, notable, was the continuation of services provided by committees and work groups from within the church as part of the 65th Anniversary of the founding of our Silver Spring Church. These were both informative and inspirational in that they held up for all to view where the church has been, what has happened to it and the future in front of us.

to the success of the year's lay lead services, the Committee has chosen this year's summer theme: "Living Our UU Values." The committee is looking forward to working with interim minister the Rev. Lyn Cox another year as we continue to strengthen and explore how best to connect the church's people and purpose in our worship.

thank the members of the committee and its Worship Associates for their hours of focused effort and hard work to assure our having meaningful services. I want to especially thank Jeffrey Noel-Nosbaum who co-chaired the committee with me into the fall and also Ashley Holt who has served on the committee for two years. The committee also welcomes this year Bruce McConnachie, Veronika Martin and the return of Esther McBride. Our continuing members are Carey Schneider, Carolyn Savadkin and Kathryn Leete. Essential to our work are, of course, our Minister, the Rev. Lyn Cox and our Director of Religious Education, Catherine Boyle.

Preston Mears  
Chair, Worship Committee

# MINUTES FROM CONGREGATIONAL MEETINGS

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## Unitarian Universalist Church of Silver Spring Annual Meeting June 10, 2018

**Welcome and Call to Order** - John Henderson, President, Board of Trustees

### Opening Words

*This is the Hour by Connie Simon*

*This is the hour.*

*The time has come.*

*Mindful of our responsibilities as leaders of this faith*

*and guardians of the living tradition,*

*we call upon that great cloud of witnesses –*

*those who came before.*

*those who are here now and*

*those who have yet to come.*

*We seek their presence, love and support in this place at this hour.*

*We kindle this flame to light their path and call them near as we undertake this sacred work.*

### Review of Motions

John Henderson provided the following summary of the motions to be considered by the congregation:

**Motion 1.** Interim Minister Salary: To increase the salary for the interim minister, Rev. Lyn Cox, by \$5,000, to a total of \$90,000.

**Motion 2.** Budget: To adopt the 2018-2019 budget, with an amendment to transfer \$1000 from Programs to AV Budget.

**Motion 3.** Nomination for Vacancy on Board: To elect Gregg Harry to serve as an At Large Trustee on the Board of Trustees, for the remainder of Miranda Bradley's term, through June 30, 2019.

**Motion 4.** Nominations for the Board and Nominating Committee: To approve the nominees for the following UUCSS leadership positions:

Board of Trustees (three-year terms)

VP for Personnel; Nominee: Stephanie McConachie

At Large Trustee; Nominee: Sara Tarr

At Large Trustee; Nominee: Steve Wilmarth

Nominating Committee (two-year terms)

Nominee: Nicole Levesque

Nominee: George Meekins

Nominee: Phyllis Ryder

**Motion 5.** Nominations for the Settled Minister Search Committee: To approve the following nominees to serve on the search committee for a settled minister: Alice-Ann Beachy; Carol Hamilton; Janne Harrelson; Maggie Hayes; Carl Miller; Susannah Numa; Colin Riggs

### Procedural Review

John Henderson provided a procedural review of Robert's Rules of Order. We operate under Roberts Rules to act with kindness, empathy and compassion and seek productive resolution of conflict when it does arise.

A motion is how a question is put before the congregation for action. Most motions are subject to debate; you must be recognized by the chair to speak. There are limits on speaking multiple times to the same motion. A motion to end debate is "calling the question" and requires a two-thirds majority of the congregation. Once debate is over, the chair restates the question and calls the voice vote. There may be an actual count if unsure, if moved for, or in there is a minimum voting threshold for the question.

### **Motion**

**Emily Tien moved to increase the salary for the interim minister, Rev. Lyn Cox, by \$5,000, to a total of \$90,000. Tamara Bowman seconded.**

### **Discussion:**

Under the church constitution, the congregation must approve the salary of the interim minister. Rev. Cox is declining some of the compensation package, and the moving expenses are not needed. Even with this proposed increase in salary, the total cost of compensation is lower than we had originally budgeted. This increase gets us to the mid-point of the UUA salary guidelines for an accredited interim minister, and is already reflected in the proposed budget.

### **Motion carries**

### **Motion**

**Emily Tien moved to adopt the 2018-19 budget. Tamara Bowman seconded.**

### **Discussion:**

John Henderson noted that the majority of our budget is from pledges, and he offered special thanks to Ashley and Jeremy Holt and Jane Jackson for leading this year's annual budget drive. Sixty-two percent of the pledge units increased by at least 4%; fifty percent increased their pledge by over 6%. The church had a decline in the number of pledge units, so the net amount of pledges is basically the same as last year. The budget projects a 5% rental increase next year based on increases built into major tenants and actuals on other rentals. Personnel expenditures are relatively flat; Rev. Cox's compensation is less than this year. Catherine Boyle's additional credentials and excellent work are reflected in a 5% increase, which puts her within the UUA fair compensation guidelines for an Assistant Minister.

Property reflects a decrease in the total maintenance budget, and an increase in the property repair/replace budget to allow us to address ongoing and deferred maintenance and repairs. Administrative costs reflect decreases in our finance expenses, payroll savings and lower copier costs. The programs budget originally proposed a decrease of \$1500; looking at actual program costs, they've been spending approximately 50% of their allocated budget.

Questions from the congregation included:

- Disappointment that for another year we have a \$0 budget for denominational affairs.
- Concern that we are budgeting for two ministers and we can't afford it going forward; looking at other staff changes we would like to have, can't see it being sustainable. We've seen decreases over the past three years; is this budget enough for the congregation to thrive going forward? Call on the board and the congregation to work together to make a long-term plan on how we move forward as a congregation to get back into a fiscally tenable position.
  - Responses: hopeful that we are through a lot of the shakeout of the past 3 years and we are past the point of decline. There's a real need to look at professionalizing some of the things that volunteers do, that will come at some cost. If we continue to decline, we'll have to make significant choices at changing our structure – how we organize, staff and structure ourselves.
  - The net of this budget is the same as what it has been since I've been a member – we've mostly had a balanced budget; even when we've had a larger budget it is not more sustainable than this one. Even when it was larger it wasn't healthier

- What is the status of the capitol campaign? Where does insurance fit into this budget?
  - John Henderson responded that Jim Paoletti is meeting with general contractor to address remedial measures for this building – heating, roof, doors, gutters – in Phase One. There were \$1.63 million total pledges. We have set aside \$160,000 as an operating reserve if something comes up during the year that was unanticipated. We have between \$350-400,000. for the remedial phase of the Sanctuary building. The second phase is a separate group of property activities. Ongoing maintenance and Property Repair & Replace are separate from capital improvements.
  - Lisa Schumaker, Vice President of Finance, responded that we have two different liability policies and workers compensation; anyone interest in reviewing the policies can contact the VP finance. The \$900 reduction in workmans compensation is a savings based on actual cost.

**Managers motion to change allocation on budget: Emily Tien moved to transfer \$1000 from Program Council to AV. Steve Wilmarth seconded.**

**Discussion::**

Questions from the congregation included:

- A congregant noted an overall program council reduction of \$2500 instead of \$1500.
  - Gregg Harry responded, indicating that Program Council has a single budget line item and committee chairs work out the details. This year we spent 50% of the budget; as a council we spent significantly less than we were allocated. These reductions reflect reality. We're a smaller congregation now than we were three years ago; he doesn't expect there to be a problem. If this is what we have to work with, this is what we'll use to work with.
- What does professionalizing the staff look like?
  - John Henderson responded that a number of significant tasks related to finance, Human Resources and property are a huge drain on volunteers without professional support. Having more continuity in those functions would be a good thing for the congregation, the volunteers, and the church overall. The proposed staffing plan from UUA a few years ago suggested moving some responsibilities around; where we are now a lot of our rental contracts and other things are handled by our professional staff, additional changes would be a cost increase overall.

Vote on the first question: motion to transfer \$1000 from proposed AV budget

**Motion carries**

Vote on Main question: budget as modified by amendment above:

**Motion carries**

**Motion: Emily Tien moved to elect Gregg Harry to serve as an At Large Trustee on the Board of Trustees, for the remainder of Miranda Bradley's term, through June 30, 2019. Tamara Bowman seconded.**

John Henderson clarified that the changes to the church constitution approved at the April 15

Congregational Meeting mean that chair of Program Council will be elected from among the board.

**Motion carries.**

**Motion: Emily Tien moved to approve the nominees for the following UUCSS leadership positions:** VP for Personnel Nominee: Stephanie McConachie; At Large Trustee Nominee: Sara Tarr; At Large Trustee Nominee: Steve Wilmarth; Nominating Committee Nominees: Nicole Levesque; George Meekins; Phyllis Ryder

**Tamara Bowman seconded.**

John Henderson clarified that the Nominating Committee puts together this slate of nominees; continuing members of Nominating Committee are: Cynthia Curry Daniel and Robin Moore Lasky.

**Motion carries.**

**Motion:** Emily Tien moved to approve the nominees to serve on the search committee for a settled minister: Alice-Ann Beachy; Carol Hamilton; Janne Harrelson; Maggie Hayes; Carl Miller; Susannah Numa; Colin Riggs.

**Tamara Bowman seconded.**

**Discussion:**

John Henderson reminded the congregation of where we are in this process: under the constitution, the board nominates seven candidates to engage in self-study and congregational engagement about the search. The UUA will make a Transitions Coach available to help the committee plan and carry out its activities, and will work with Rev Keely and Rev Cox. In September, the search committee will begin meeting with the congregation and determine the best methods for the congregation to express its needs and wishes.

In January, the search committee will review applications and interview potential candidates. In February and March, the search committee will select ministers to pre-candidate, which involves extensive interviews and opportunities to preach at neighboring churches. The committee will then decide whether to select a minister to candidate with the congregation for a week in April (including two weekends), at the end of which, there would be a vote by the congregation.

**Questions from the congregation included:**

- Bios for search committee were not received; questioning the balance between males and females on the search committee.
  - John Henderson responded with an observation that we look for balance in a variety of ways of engaging in the congregation. Some of this depends on who says yes; we do as good a job as we can; we have a group that represents a broad swath of the congregation in different ways.
- In the nominating process by which the congregation chooses a settled minister: is the congregation only given one choice?
  - John Henderson replied that yes, it is a simple majority vote on a single candidate. Most ministers want a nearly unanimous decision to accept a call. There are a number of ways this works out; this is the anticipated search process.
- How long does the community have to discern what they want in a new minister?
  - John Henderson noted that the bulk of the discernment process takes place over the fall, from September to December. The search committee runs the search process, not the board. A member of the previous search committee noted that they had a slightly different timeline, and expressed confidence that the search committee will be working over the summer to figure out the process for how to gauge the state of the congregation. A lot of the discernment process is done behind a wall – that is the process we went through the last time we sought a settled minister. He was very impressed by the nominees for the search committee.
- Concerns with governance and process over programs. We need to consider not only numerical growth but incarnational growth. We are the people doing this work. When it comes to looking for a minister, reframe it as “what do we offer to all these suitors” rather than “what they can bring us”. This is about us and our strengths and where we want to go next.
- Rev. Keely’s information in the annual report is more detailed than what was in the Uniter. The process of calling a settled minister is determined by UUA, not something the board came up with.
- We want to say who we are and what a new minister will be coming into. The search committee will be running that – it’s an open process that we will shape.



- This is a good group of people, concerned that we really need time and a good process to figure out how are we going to market ourselves to these ministers; are we more of a community raising kids, doing political action, doing environmental action? We all need to read what Rev. Keely has said: who are we and what are we bringing to the relationship instead of looking for a guru. We are a community and all bring strengths to it. It's not about our individual specific needs but who we are as a community living together. We need someone who can join with us in an effort, not someone to lead from the front. There's a ton of competence, heart, and smart people in this congregation.

**Motion carries.**

### **Appreciation**

John Henderson expressed special thanks to Sharon Snyder, who served VP Personnel at a remarkably difficult time in the life of this church.

Steve Wilmarth joined the board at a crazy time and stepped up to serve another three year term.

Tamara Bowman will serve as president next year.

In her first act as president, Tamara Bowman thanked John Henderson for stepping in when things were a mess and for moving us from a time of reactivity and crisis to normal operations. The congregation agreed with a standing ovation!

### **Adjourn**

Respectfully submitted,  
Christa Maher, Secretary

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NOTE: In accordance with UUCSS policy, the minutes from the June 2017 annual meeting and the congregational meetings (March 2018, April 2018) were reviewed and ratified by the Board of Trustees at the subsequent board meetings, and are contained in the 2017-2018 Annual Report, distributed to the congregation and posted in Dropbox.

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### **Adjournment**

The meeting adjourned at 12:29 pm.

Respectfully submitted,

















