



UNITARIAN
UNIVERSALIST CHURCH
OF MEADVILLE

*346 Chestnut Street
Meadville, PA 16335
(814)724-4023*

2011
Annual Congregational
Meeting

Sunday, December 4, 2011
Following Service

Mission Statement

Adopted April 2005

*Our covenant is to be a loving, joyful community
that nurtures spiritual growth
and promotes compassion, social responsibility,
and service in an atmosphere of mutual respect.*

*Our mission is to offer
a welcoming and safe community
that reaches out to and receives spiritual seekers.
We provide a voice for religious diversity and encourage
personal transformation
as we strive toward a better world.*

CALL TO MEETING AND AGENDA

2011 Annual Meeting

December 4, 2011

Unitarian Universalist Church of Meadville

- Call to order; Establish quorum (current membership is 126; quorum is 32)
- Review and approve minutes of the 2010 Annual Meeting
- Review and approve minutes of the February 13, 2011 Special Congregational Meeting
- Review and approve reports from Minister, President, Treasurer, Coordinator of Religious Education, and Committees
- Review and approve 2012 budget
- Vote on proposed revisions to Bylaws
- Vote on proposal to reduce our maximum allowed annual draw from the endowment from 6% to 5% (if approved, would take effect for 2013)
- Vote on proposal to join PA Interfaith Power & Light
- Establishment of Banners Task Force
- Review and vote on proposed slate of Board officers, Investment Committee members, a Leadership Development Committee member, and a Trustee
- Installation of new officers and elected committee members
- New business
- Adjournment

**Minutes of Annual Meeting
Unitarian Universalist Church of Meadville
December 5, 2010**

- 1) Parish Board President Josh Searle-White called the meeting to order at 11:42 a.m. With 40 members present a quorum was established. (Current membership 129 with 32 required for a quorum.)
- 2) The minutes for the 2009 were reviewed. The minutes report that a motion was made from the floor to add a 7th (at-large) member be added to the Board and that this was voted on and approved. This was not consistent with the Josh's and several others' memory. Their memory was that after voting on this motion it was pointed out that we could not make a bylaws change based on a motion from the floor (since the congregation would not have had time to consider it thoroughly), and the motion was subsequently dropped. It was approved that the minutes be amended to reflect that an at-large director had not been added to the Board.

Also item five is changed to read "the 2010 budget".

The minutes were approved as amended.

- 3) The minutes of the Special Congregational Meeting were reviewed and amended to change the words of the paraphrase Carmen's remarks after agreeing to become our settled minister to read "I have fallen deeply in love this week".
- 4) The 2011 budget was discussed. The final total of the pledge drive was \$98,600, and the budget was based on 97% of this amount or \$96,000. Amelia Carr proposed that any additional money collected in excess of the amount pledged or from lower than expected expenses would be used toward paying our full dues to the Ohio Meadville District. At Joyce Milberg's suggestion it was decided that should there be a surplus in 2010, any restoring of funds should be voted on at the 2011 annual meeting. The budget was approved as presented.
- 5) The slate or nominees as present by the Leadership Development Committee was reviewed. There were no nominations from the floor. A motion to elect the slate was approved.
- 6) Carmen led the congregation in a responsive reading installing the new officers and committee members and included any member of the congregation that had helped in any capacity. (Essentially everyone)
- 7) As there was no new business, the meeting was adjourned 12:18.
- 8) Respectfully submitted,

John Stewart, acting secretary.

**Unitarian Universalist Church of Meadville
Special Congregational Meeting of February 13, 2011**

Text from Explanatory Handout distributed at the meeting:

Agenda Item: The paint is flaking off of some of the walls in the sanctuary and testing revealed that it contains lead. The options: a. Do Nothing b. Scrape and paint all the places where the pain is flaking and repair and repaint all the cracks in the walls and ceilings. C. scrape all of the paint off of the entire sanctuary and repaint it.

Laurie Parendes, Vice President, convened the meeting at 11:45.

A quorum of 43 members was established by sign in sheets collected from the congregation.

The Explanatory Handout was distributed to the members.

Laurie went over the the issues and options described in the handout and started the discussion by stating that the board recommends option b.

What about the paint on the pews? Laurie: The properties committee has send a paint sample for testing and does not yet have a report.

Would this option b take care of the lead paint problem forever?

Laurie: No, properties or a contracted painter would have to touch up, keep up with it. The lead paint is still there. Does this estimate include the window trim, stencils, ...? Laurie: yes.

What color would be used? Laurie: same color. John Gerlach and Jed Miller with research help identified the original color(s) of the walls. We are sticking with that color choice.

When will we have to do it again? Laurie: Paint jobs may last 30 years...what we are doing won't cure the problem permanently. We have to monitor the condition of the paint on the walls.

Lisbet Searle-White: Our use of the building in hours per week does not warrant more drastic measures of total lead paint removal.

Will new paint seal the surface and cover over existing lead paint? Answer: Yes.

How long will the job take? Jim Snyder: The sanctuary will be unavailable for 2-3 weeks once work begins.

David Coy: Motion to Call the Question. . Scrape and paint all the places where the pain is flaking and repair and repaint all the cracks in the walls and ceilings. Motion Carried.

We have three bids:

- a. Lilly painting \$18,423.0
- b. Salt Painting \$18,269.00
- c. Braendel Painting: \$74,850.00

The board recommends option b.

Award the contract to Salt painting for \$18,269. Motion carried.

Financing the job. The board offered four ways to finance the work.

- a. Pay for the work directly out of the endowment
- b. Borrow the money from the endowment and establish a repayment schedule to pay it back.
- c. Borrow the money from a bank via a “shared loan.” We deposit approximately \$22,000 in a 5 year CD at a bank at a 2.5 rate of interest. The bank then lends us back \$20,000 at a rate of 4.5 or 5%. The payments would be about \$377 per month is we took out a 5 year loan; about \$212 per month is we took out a 10 year loan. There is no penalty for pre-payment.
- d. Raise all or part of the money right here, today, and thereby lessen the need for any kind of loan.

The Board would love to recommend option d, but more realistically recommend option c. Board's rationale is in the handout.

Questions and discussions:

How much will it cost us to borrow the money from a bank? We don't have exact figures and it would also depend how long we took to pay it back.

Rachel Q. The borrowing from a bank 1. Keeps us honest-we have to pay it back on a regular schedule. And 2. Improves the church's credit rating.

Cindy Snyder: if you elect a board, you should follow their recommendations and support them. You trust them with the details of leadership when you elect them.

David Anderson: This is a new step for us. We feel healthy enough to make this commitment (...to take a bank loan). This is a new place for us, to know we can repay.

Discussion: current endowment is making under 5%. The CD is making 2.5%. We are saving ourselves approximately 2.5% per year of the loan amount if we do not take option b. Ann Sheffield and Val Valore commented that we could pay for the whole thing with an increase of 5% for 40 pledges.

Lisbet Searle White: Call the Question.

The motion passed. 37 in favor; 5 opposed.

Meeting adjourned 12:24 p.m.

2011 Minister's Annual Report

One year and a few months into my life as your minister, and I continue to love the life of ministry and this Congregation. I don't think I've ever worked as hard, or been as happy. I said to you in last year's annual report that our first two years are primarily about getting to know and to trust one another; it feels to me that we are making great progress. This is important, because a trusting relationship between minister and congregation is foundational to effective shared ministries.

As your minister, I spend my time in eight general areas of professional ministry, including: counseling and pastoral care; practical arts; organizational ministry; lifespan religious education (in sermons, stories for all ages, religious education classes, and covenant groups); denominational activities (at District and Continental levels); prophetic outreach; worship and rites of passage; and, personal and professional growth. If you have any questions about any of these areas of my work, please do not hesitate to speak with me. I offer a few highlights:

Counseling and Pastoral Care: It is my deepest privilege to be trusted with your pastoral care, to walk with you in navigating the twists and turns, ups and downs of life. My conversations, house and hospital calls, office meetings, emails, and telephone calls with you are always confidential. It is my goal to hold your sharings with tenderness, strength, and honesty. In addition to individual pastoral care I have recently begun a grief support group (meeting 2x monthly).

There are many pastoral care needs in our Congregation, and it may be helpful to create a pastoral care team. If you are interested in training and serving as part of a pastoral care team, please let me know.

Practical Arts & Organizational Ministry: I've spent much time during my first year here attending many meetings, in order to know you better and to better understand the rhythms of congregational life in Meadville. I am inspired and amazed by the large amount of work that small groups of people are able to accomplish (hint: every committee is "understaffed" and could use more help and support!).

I am proud of and grateful to the committed leaders and volunteers who take care of all the things that need to happen to keep our Congregation and its assets (people, programs, communications, fellowship, governance, infrastructure, buildings and grounds) in good shape. It is impossible to name everyone individually within a single report, but please know that I notice and appreciate the small *and* the large things you do to tend our faith community. Thank you and blessings on your work!

It is a continuing pleasure to work with our very committed staff, including Carole Schenberg (office administrator), Doug Schenberg (custodian), Aimee Reash (music director) and Ariel Denman (coordinator of religious education), and I thank each of them for their support – especially during this first year together, when they've shown me lots of ropes!

Lifespan Religious Education & Covenant Groups: Over the past year I've continued to meet bi-weekly with the Women's Covenant Group, and to offer adult religious education courses in fall and spring, in addition to UU:101 classes. (Many thanks to Sue Mallick and everyone from the Membership Committee who offer such hospitality in the lunches they make for us during UU:101 classes!)

The "Stories for All Ages" time of our worship service is quickly becoming a favorite time; it is something to see those sweet and curious little faces looking back at me (and other storytellers), and they keep us on our toes because you never know what they will ask, or say.

Two ideas I would like to explore further with you: participating in the UUA's "Common Read" program (studying Eboo Patel's book, *Acts of Faith* or Margaret Regan's *Death of Josseline* or Mark Harris' *Elite*); and a Sunday afternoon cinema/forum series.

Our children's religious education program is growing, thanks to our Coordinator of Religious Education, Ariel Denman, and her dedicated group (yet very small group) of teachers and volunteers. I

cannot say strongly enough how important it is for every member of our Congregation to support our children's RE programming. The health and stability of our Congregation, and our faith tradition, will depend on your involvement – thank you! And thanks to Christian Maher and Mary Spicer for advising our Youth Group; the people in our youth group are fantastic – get to know them!

Denominational Activities – Ohio Meadville District & UUA: Our congregation will co-host the 2012 District Annual Assembly meeting to be held in Meadville on March 23-24-25, 2012. We are fortunate to be a part of an active and visionary District, and I hope that someday soon we will again be fair share contributors to both our District and the UUA (by way of our OMD and UUA dues). Our District offers fantastic training opportunities for leadership and faith development, and I encourage your participation.

I am part of the UU Ministers Association, and serve as Secretary of its OMD Chapter.

Prophetic Outreach: I believe we've made great strides in the area of prophetic outreach as a Congregation, given our involvement in the Community Garden last summer, and our current sponsorship of the Creating Landscapes After School Tutoring program hosted on Tuesdays and Thursdays in the Parish House. Thanks for your support of and involvement in both programs! There are many opportunities for connection with the children and families in the after-school tutoring program; please contact me if you're interested in helping.

We are beginning to develop our relationship with the UU Service Committee, thanks to the commitment of John Stewart and Rachel Meerson.

Our Share-the-Plate program is another way we, as a Congregation, reach out and support the community in which we dwell.

I plan to attend this summer's UUA "Justice" General Assembly in Phoenix, and would welcome any opportunities for conversation about the immigration issues.

Worship & Rites of Passage: As a new minister, perhaps this is the area in which I work the hardest: it is our weekly, face-to-face hour together, as a Congregation, and I want to spend the time well! During each worship service, and within each sermon, I have four goals: to challenge, to comfort, to teach, and to welcome. I hope to touch both our heads and our hearts by way of stories, sermons, readings, prayers, rituals, and music.

Ann Sheffield has been an amazing Worship Committee chair to work with, and I will always be grateful during this first year for her thoughtful guidance – as well as the help and guidance of our Music Director, Aimee Reash, who is great fun to work with. It is a pleasure, truly, to work with all who contribute to our worship service, and I extend my deepest thanks to the Choir, and to all who've been greeters, ushers, pulpit assistants, and sound techs during the past year.

In the past year I have offered four memorial services; performed three weddings and one commitment ceremony; and hopefully, by the time this annual report is distributed, I will have performed a child dedication service (tentatively scheduled).

Two highlights for me during the past year: the worship service by which I was installed at the 64th settled minister of the UU Church of Meadville, and the Community Interfaith Thanksgiving Service hosted by our Congregation on 11/22/11.

* * *

Rev. Jack Mendehlon once wrote that good ministers and good congregations need, and make, one another. It seems to me that we are engaged in exactly this kind of partnership. I look forward to the coming year, and to all the ways we will engage in shared ministry as Minister and Congregation serving the UU Church of Meadville.

Respectfully submitted,
Rev. Carmen Emerson

President's Report for 2011 Annual Meeting

UU Church of Meadville

Joshua Searle-White

To me, 2011 has been a year of getting our feet on the ground and making investments for our future. Our first full year with Carmen has gone extremely well; we have gotten to know her better, and she has gotten to know us. The Board has begun to take advantage of its smaller, more flexible structure to think about strategic planning and the larger future of the church. We've been thinking outside the box and trying new experiments (pancake breakfasts and the Hogwarts summer camp come to mind). And we've made some significant upgrades to our infrastructure, both grand (painting the sanctuary) and less noticeable (a new phone system). We are poised to grow and to flourish in the future.

As we face the new year, even with a stripped-down budget, I feel very optimistic. Our Religious Education program is growing. Sunday attendance is up. We have strong leadership coming on to the Board. And maybe, if I am nice, Ariel will let me teach Defense Against the Dark Arts again next summer! It's not like we don't have challenges; we do. One of our main ones is simply spreading the joys and tasks of leadership around through the congregation more. There are a number of people (you know who you are) who have been wearing several hats at once, assisting with multiple activities, and giving freely of your time to keep the church going. Thank you to all of you! It is great to get the benefit of these people's generosity, but we also need to care for their time and energy and not let them get burned out. So my guess is that one of the tasks of next year will be to broaden the pool of people doing these many tasks. If you haven't volunteered to be on a committee, or run a breakfast, or create an event, or teach a class, think about it – the rewards are substantial!

As a final note, I'd like to add some personal thanks to all those dedicated souls who have served on the Board with me these past two years. One result of our new Board structure has been, at least for me, an increased sense of ease and (yes, believe it or not) enjoyment at the Board meetings. The Board has functioned well and been productive, and the members have stepped up to tasks and significant responsibility without complaint. It's people like you (and all you others who have given yourself to the Bazaar, RE, Properties, Fellowship, Worship, Membership, and all the other committees) who make this church endure for – yes, centuries. So thank you.

On we go to a new adventure!

Josh

Treasurer's Report – 2011 Annual Congregational Meeting

Since this is being written in mid-November, this report does not cover all of 2011.

The big financial event of the year was paying for the repainting of the sanctuary. At a special congregational meeting it was decided to obtain a loan secured by money from the endowment. \$20,000 was moved from our UU Common Endowment Fund account to a CD at Marquette Bank, from whom we borrowed \$18,000 at a reduced interest rate. Monthly payments of \$250 have been made on the loan since April from contributions given specifically for that purpose.

2011 Budget

Income

- Contributions this year have been a little slower than hoped, but this is somewhat offset by an unexpected amount of money at the beginning of this year on 2010 pledges donated too late to count in the 2010 budget.
- The Bazaar has not taken place yet, but we are hopeful that fund raising will end the year above budget.
- Rent receipts have been below normal this year.

Expense

- Some purchases/repairs of needed office equipment resulted in office expenses being over budget for the year. Fortunately, these were one-time costs.
- Also electrical and roof repair work in the parish house was a significant expense early in the year.

Bottom Line

- At this point it is impossible to predict if we will end the year with a surplus or deficit, but a slight surplus seems the most likely outcome.

Balance Sheet Report

- “Loan Payable – Sanctuary Painting” is the amount still owed on the loan.

Proposed 2012 Budget

- Regular \$250/month loan payments have been included in the budget, but extra donations can also be applied to the loan principle.

UU Church of Meadville - Meadville
Balance Sheet as of October 31, 2011

Saturday, November 12, 2011

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Account Name

YTD Balance

Assets

Marquette Savings Bank - CD	20,000.00
NWSB Checking - Operations	9,433.13
Petty Cash	50.00
UU Common Endowment Fund	270,028.45
Total On Deposit	\$299,511.58
Total Assets	\$299,511.58

Liabilities

941 Tax Withholding	818.23
Meadville IT Withholding	36.13
Meadville LST Withholding	20.20
State Tax Withholding	183.38
Total Taxes Payable	\$1,057.94
Health, Life, LTD Insurance Payable	153.41
Pension Payable	125.00
Total Benefits Payable	\$278.41
Loan Payable - Sanctuary Painting	16,675.83
Loans Payable	\$16,675.83
Total Liabilities	\$18,012.18

Fund Balance

Archive Fund Balance	100.00
Bazaar Fund Balance	1,698.80
Campus Ministry Fund Balance	88.41
Capital Fund Balance	(16,129.63)
Committee - RE FUND Balance	905.00
Committee - Search	1,736.68
Committee-Flowers FUND Bal	542.91
Committee-Mbrship FUND Bal	79.62
Committee-Properties FUND Bal	15,014.83
Endowment Fund Balance	270,195.33
Holding Fund Balance	78.54
Hymnal Fund Balance	137.04
Memorial Garden Fund Balance	1,134.00
Memorial, Betty Bailey Fund Bal	200.00
Memorial, C. Berry Fund Bal	100.00
Memorial, David DeGrange Balance	400.00
Memorial, Fred Moss Fund Bal	150.00
Music Prof. Exp. Fund Bal	460.00
Operations Fund Balance	(1,059.34)
Organ Fund Balance	3,334.73
Prepaid Pledge Fund Balance	800.00
Sharing Plate Fund Balance	272.72
Sister Church Fund Balance	1,259.76
Total Fund Balance	\$281,499.40
Total Liabilities and Fund Balance	\$299,511.58

**UU Church of Meadville - Meadville
Presentation Budget Report**

Thursday, November 10, 2011

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Account Name	01/12 vs. 01/11 %	Yr Beg 01/2012	Yr Beg 01/2011
Income			
Fundraising Program Receipts	150.29%	8,760.00	3,500.00
Income From Endowment	(8.11%)	17,000.00	18,500.00
Income Surplus Carried Forward	257.14%	3,000.00	840.00
Interest on Ops Checking	(58.33%)	25.00	60.00
Non-Pledge Receipts	15.00%	6,900.00	6,000.00
Pledge Receipts	(5.71%)	92,500.00	98,100.00
Previous Year Cont.	33.33%	2,000.00	1,500.00
Rent Receipts	0.00%	1,500.00	1,500.00
Total Income	1.30%	\$131,685.00	\$130,000.00
Expense			
Total Minister Direct Earnings	1.98%	\$43,850.00	\$43,000.00
Total Minister Benefits	2.17%	\$11,750.00	\$11,500.00
Minister's Discretionary Fund	0.00%	500.00	500.00
Minister's Prof. Expenses	1.98%	4,385.00	4,300.00
Other Minister Expense	1.77%	\$4,885.00	\$4,800.00
Total Minister Expense	2.00%	\$60,485.00	\$59,300.00
Keyboardist	(28.57%)	2,500.00	3,500.00
Music Dir FICA	12.90%	350.00	310.00
Music Dir Prof. Expense	25.00%	500.00	400.00
Music Director	9.76%	4,500.00	4,100.00
Special Guest/Music	1.61%	630.00	620.00
Total Music	(5.04%)	\$8,480.00	\$8,930.00
Child Care	0.00%	1,800.00	1,800.00
DRE FICA	33.33%	900.00	675.00
DRE Professional Expense	(18.18%)	900.00	1,100.00
DRE Salary	33.33%	12,000.00	9,000.00
RE Committee	(45.45%)	1,200.00	2,200.00
Total RE	13.71%	\$16,800.00	\$14,775.00
Board Expense	(100.00%)		150.00
Fellowship	0.00%	350.00	350.00
Flowers	0.00%	150.00	150.00
Membership Committee	0.00%	250.00	250.00
Pledge Drive	(100.00%)		150.00
Publicity & Advertising	0.00%	150.00	150.00
Social Action	(50.00%)	100.00	200.00
Worship Committee	(50.00%)	500.00	1,000.00
Total Committees	(37.50%)	\$1,500.00	\$2,400.00
OMD Dues	100.00%	1,000.00	
UUA Dues	100.00%	500.00	
Total Dues	(63.41%)	\$1,500.00	\$4,100.00

**UU Church of Meadville - Meadville
Presentation Budget Report**

Thursday, November 10, 2011

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Account Name	01/12 vs. 01/11 %	Yr Beg 01/2012	Yr Beg 01/2011
Total Outreach	(63.41%)	\$0.00	\$0.00
Total Custodial	0.00%	\$2,700.00	\$2,700.00
Total Maint & Repairs	8.70%	\$2,500.00	\$2,300.00
Total Equipment	8.70%	\$0.00	\$0.00
Total Properties Accrual	(29.29%)	\$3,500.00	\$4,950.00
Total Landscape & Snow Removal	8.00%	\$1,620.00	\$1,500.00
Total Utilities	1.35%	\$7,500.00	\$7,400.00
Total Security	12.36%	\$500.00	\$445.00
Total Insurance	3.49%	\$4,450.00	\$4,300.00
Total Admin Comp.	4.55%	\$11,500.00	\$11,000.00
Total Office Supplies	0.00%	\$1,000.00	\$1,000.00
Total Copy Costs	12.50%	\$900.00	\$800.00
Total Mailing	(23.08%)	\$1,000.00	\$1,300.00
Computers & Technology	23.08%	800.00	650.00
DSL - Windstream	12.50%	450.00	400.00
Phone - Credo	14.29%	400.00	350.00
Phone - Windstream	10.00%	1,100.00	1,000.00
Total Communications	14.58%	\$2,750.00	\$2,400.00
Total Admin Expense	3.94%	\$17,150.00	\$16,500.00
Other Expense	(100.00%)		400.00
Painting Loan	100.00%	3,000.00	
Total Other	650.00%	\$3,000.00	\$400.00
Total Other Funds	650.00%	\$0.00	\$0.00
Total Expense	1.30%	\$131,685.00	\$130,000.00

Annual Board Report 2011: Religious Education

In January, RE continued where it left off in 2010 with classes mirroring topics discussed in Sunday services. Classes were headed by RE Committee President and RE teacher, David Perry, for the older group of students and RE teachers Amy Wells and Jill Hyatt for the Pre-K group.

RE hosted a Valentine's Day Tea Party this February with good attendance. RE classes continued as usual this month.

Most of March through June was business as usual for RE classes as much of my time was spent planning for special services, stories, and the upcoming day camp.

A Bridging Ceremony was held in June to honor and say goodbye to the graduating seniors of the congregation. RE classes stopped for the summer from June until September.

In August, RE hosted a Harry Potter themed day camp. Many members and friends of the church participated in the preparation for the camp and helped out during the camp. The camp lasted two days and brought in a few community members and out-of-town visitors along with some children from our own congregation.

This September, we attempted to begin O.W.L. classes for grades 7-12. Due to having so few registrations, we were unable to actually begin the classes but we now possess most of the materials needed for the class. RE classes resumed this month with a single, all-ages class on Sunday mornings.

The new *Spirit Play* curriculum began in October with returning teacher and new RE Committee President, Amy Wells. We welcomed a new RE teacher, Judy Arnold, as well. Also this month, Youth Group meetings were officially resumed and established to occur on the 1st and 3rd Sunday of every month barring holidays and special occasions in order to encourage regular attendance.

In November, RE classes are to continue with the *Spirit Play* curriculum. I continue to keep the RE classes discussing similar topics as those in the regular Sunday services within the *Spirit Play* curriculum.

The Christmas Pageant is scheduled for the 18th this December. Rehearsal will take place on December 11th. We will also collect donations for our Mitten Tree in December with the recipient to be determined.

I meet weekly with minister, Rev. Carmen Emerson and administrator, Carole Schenberg. Also, I maintain an up to date RE bulletin board complete with a monthly schedule and I submit articles in *The Oracle* and *the Between & Betwixt* regularly to inform the congregation of the goings on in RE. I help with Stories for All Ages in Sunday services about once every month as well. In addition, I co-teach RE classes whenever needed and care for the children in the nursery when our usual attendant, Jenifer Maloney, is absent.

Submitted by

Ariel Denman, RE Coordinator

Fellowship Committee Annual Report for 2011

The Fellowship Committee currently lists the following members:

Carlin Almes, Chair; Cynthia Burton, Gladys Corpuz, Karen Stewart, Marty Thaeler, Mary Lib Whitney, Miriam Bowman, Pam Williamson, Peggy Bell and Vanessa Shaffer.

The duties of the committee are to coordinate fellowship activities and to organize the coffee hour hosting schedule. We also offer a cookies and coffee reception for memorial services. We do a thorough cleaning of the kitchen area once a year and the refrigerator is cleaned once a month. We try to plan a fellowship event for every month to offer members and friends an opportunity to get together in a social atmosphere and to enjoy each others company.



This year we began a Fair Trade coffee pilot program to support a new UUSC/Social Action initiative. To help support this program, we have asked those who attend the coffee hours to consider placing a dollar or two in the donation basket available at the after church service time.

This year's Fellowship Committee activities included the following:

January—Hot dish and Haiku fest

February—DeGrange Memorial Reception

March—Chili and charades

April—Robust coffee hour to celebrate return to the sanctuary following the painting project and hosting 2nd District Creative Landscapes.

Also in April was the film “Out of the Silence” with dinner and discussion

May—Birding and Breakfast at the Ted and Sue Mallick home in Conneaut Lake

Also in May, we did the yearly kitchen cleaning and coordinated the reception following Carmen's installation service.

June—Memorial service for John McDaniel

Church Picnic and “Snyderfest Farewell”

July—Coordinated birthday party for Betty Richmond

August—Annual Church Picnic

September—6:59er and hymn sing

October—6:59er potluck in conjunction with the Annual Pledge Drive

Also in October, we coordinated the memorial service reception for Carolyn Chase Rupert

November—Social events were put on hold so that we could concentrate on helping with the Bazaar activities Fellowship will provide a reception following the Community Thanksgiving Service.

December—There will be a Christmas “giving back” event featuring food, carol singing, and an opportunity to give to a charity chosen by our Board.

Also in December, the Fellowship committee will provide a light refreshment reception following the Christmas Eve service.

The Fellowship Committee would like to thank all those who participate in our events and also those who generously contribute time, effort, food, etc. to help make the events successful. We sincerely appreciate all the support we receive from our congregation.

Respectfully submitted,

Carlin Almes, Chair 11/9/11

Membership Committee Report 2011

The Membership Committee continues to welcome visitors to our church and to encourage them to consider moving on to membership. We THANK the greeters who have volunteered this year for a month at a time to help with continuity of relationships that we try to build. Carole Schenberg, our church administrator, transfers the pew card data to the computer database for our information. We blend with Fellowship, RE, and work projects to help integrate visitors and new members to our church. Carole has taken over the task of ordering name tags for new members. She also works to see that our new member packets are up to date when we need them for UU101 workshops. This year we had five workshops, providing lunch and child care for support for Carmen Emerson's meaningful presentations for all those interested in learning about our religion. We were pleased to welcome new members: Ron and Judy Arnold, Doug and Cathy England, and Carrie Jadud. Twice a year, our congregation honors them at new member recognition time as part of Sunday service.

Thanks to Bruce Thaeler's pictures and Carole's computer skills, we are about to complete the ongoing project of a picture directory. Anne Jones is working on rounding up everyone that wants to be in it.

We continue to post by-law requirements in the ORACLE regarding UUCM membership stipulation of a financial contribution of record. The deadline for contribution is Dec. 31st.

We meet with Mission & Outreach board liaison, Deb Lehman, several times a year and receive and give reports to board through her. Thank you, Deb.

Lastly, thanks and kudos to committee members and working contributors, Debbie Salerno, Bruce Thaeler, Anne Jones, John Stewart, Karen Stewart, Gladys Corpus, Jan Day, and Pam Williamson. This committee has benefited greatly by our minister, Carmen Emerson, who diligently guides us through our work and we are grateful to her.

Thanks to record keeper Carole Schenberg: our membership tally for the year is 126 as of December 4th, 2011.

Respectfully submitted, Sue Mallick, Interim Membership Chair

Mission and Outreach Team Report 2011

The Mission and Outreach Team coordinates the activities of the Religious Education, Fellowship, Worship and Membership committees. Over the past year protocol was established to coordinate the mission of the committees. M&O team meetings were held over the course of 2011 to schedule events and plan together. We settled on 3 team meetings:

Start-up – held late August/ early September

Spring planning - January

Summer planning - May/June

Each committee has submitted it's report – here are some highlights of the past year:

- Showing of 'Out in the Silence' with pot luck and discussion with film's authors.
- Continued focus on the seven principles through the spring as a basis of programming for RE, theme for worship and events.
- Summer worship based on the Evensong program adapted by the worship committee to become 'Summer Song' an innovative interactive approach to worship.
- RE committee's Valentine Tea
- The introduction of 'Hogwarts Camp' by RE
- The Installation of our minister, Carmen Emerson in May
- Use of the Spirit Play program for our growing RE classes

We are very grateful to Amy Wells for rising to the challenge of RE chair when David Perry departed with his family for a year's sabbatical in Egypt. We also appreciate the growing number of children in RE and volunteer teachers. Adult programming continues to be a mainstay of RE for our church.

Many thanks to the members of the membership committee, especially Sue Mallick, for pulling together to continue the functions of committee.

Fellowship – Carlin and the crew have done an excellent job of providing fun and thought provoking 6:50ers. Fellowship also facilitates the celebration of rites of passage, including memorials and the installation of our new minister

Worship – I think the “Wild Rumpus” says it all. Thanks to everyone for embodying the concept of shared ministry and facilitating the growth of minister and congregation.

A special thank you to Ariel Denman who's hard work, dedication and continued growth help to grow our RE program.

And of course thank you, Carmen, for being a part of all we do here and sharing your wisdom and insight.

Deborah Lehman

Properties Committee Report 2011

We recently held our Fall clean-up day. Thank you to everyone who grabbed a rake and pitched in getting the gardens put to bed for the Winter. We've had a busy year and I have many people to thank for keeping the buildings and grounds looking good and functioning well.

First is the stalwart crew who've maintained our Wednesday or Thursday work sessions all summer mowing and gardening, Jim Snyder, Mark Wickenheiser, Mary Larson, Amy and Jeremy Wells and Amy Miller. We said good bye to Jim this past summer. He (and his tireless work and knowledge of Properties Committee history) will be sorely missed. We passed the annual Fire Department inspection early this fall with no repairs necessary (yeah!).

We hoped to have the outside of the Sanctuary painted this past year. However, analysis of the interior paint in the Sanctuary showed lead concentrations above allowable limits. As a result, painting the interior of the Sanctuary took precedence. We will be looking to have the paint on the outside of the Sanctuary addressed this year. We will continue to have our Wednesday (or Thursday depending on schedules) work sessions through the winter with some indoor projects, such as painting the Library area in the Parish House. Everyone is welcome.

Respectively Submitted,
Bill Miller

Public Relations/Information Technology Committee Report 2011

The Public Relations/Information Technology Committee did many things this year.

We switched to producing a monthly version of The Oracle.

We installed a new phone system in the Parish House.

We kept the web site updated with information about upcoming services and events of interest to the congregation.

Respectfully submitted,

Christian Maher, Chair

Worship – 2011 Annual Report

The Worship Committee was (or will be) responsible for fifty-four worship services in 2011, thirty-three of them preached by the Reverend Carmen Emerson. In the Spring, we concluded a worship year dedicated to an exploration of the Seven Principles. The May 1 service was followed by Carmen's Installation as our settled minister, a time of celebration and music when we welcomed an impressive array of visiting clergy to our sanctuary. In the Fall, we began this year's focus on the Six Sources, and on November 22, we will again open our doors to a larger community when our church hosts the annual Interfaith Thanksgiving Service of the Meadville Area Ministers' Association. In between, we devoted eight weeks of the summer to "Summersong," an extended program of shared readings, active listening, and discussion based on Barbara Hamilton-Holway's *Evensong* curriculum for small-group ministry. Thanks to Cynthia Burton, Josh Searle-White, Ann Sheffield, and Mary Spicer for facilitating these sessions.

Guest speakers this year included the Reverend Matt Alspaugh, the Reverend Steve Aschman, Professor Vika Gardner, the Reverend Jane Ellen Nickel, and the Reverend Erik Wikstrom. We would also like to extend our special gratitude to members of our congregation who led services this year – Mike McGrath, Josh Searle-White, Mary-Lib Whitney, and the Meadville UU Youth Group – and to everyone who served as a pulpit assistant or usher this year. Finally, we would like to thank Religious Education Director Ariel Denman, Music Director Aimee Reash, the UU Choir, and all of our guest musicians for sharing their gifts with us.

Our experience of worship this year has been enhanced by an upgrade to the sound system in the sanctuary, including hearing-assistance devices for those requesting them, and the purchase of new candlesticks. Special thanks to Jim Emerson for his tireless work behind the scenes and for constructing the beautiful chest that now supports the community candles during Joys & Concerns.

Finally, as I step down as Chair of the Worship Committee, I would like to express my personal gratitude to everyone who has offered help and support over the past three years (especially those who said "yes" when they thought of saying "no"); to the members of the Worship Committee for their enthusiasm and encouragement; and to Carmen, who is a joy to work with.

Respectfully submitted,

Ann Sheffield, Worship Committee Chair

2011 LEADERSHIP DEVELOPMENT COMMITTEE REPORT

October 26, 2011

The Leadership Development Committee proposes the following slate for the Board and elected committees for 2012.

Board Positions:

The bylaws changes adopted at the 2009 Annual Meeting provided for a 6-person Board, with each Board member serving a 2-year term. In order to achieve staggered terms, which is also the intention of the bylaws, the following is proposed:

- These Board members will be completing the second year of their 2-year term in 2012:
 - Mission & Outreach: Deb Lehman
 - Secretary: Cynthia Burton
 - Stewardship: Amelia Carr
- These Board positions will be elected for a 2-year term (2012 to 2013). Nominees are:
 - President: Joyce Milberg
 - Vice President: Christian Maher
 - Treasurer: Mike McGrath

Investment Committee:

- Chair: Bill Smith
- Member 1: John Stewart
- Member 2: Mike Thomson
- Member 3: Gladys Corpuz
- Member 4: Tom Ritchey

Trustee:

- Margaret Stewart (through 2016)
- [The other Trustees are Joan Mason (through 2012), Peg Anderhalt (through 2013), Jerry Almes (through 2014), and Emmy Boughton (through 2015).]

Leadership Development Committee:

- Mary Larson
- Christian Maher
- Sarah Sargent

**Bylaws of the Unitarian Universalist Church
of Meadville, Pennsylvania
Bylaws**

Proposed Revisions – December, 2011

Proposed deletions are in strikeout; proposed additions are underlined; and explanatory comments that would not be included in the Bylaws document are *italicized*.

Article 1. Name and Affiliation:

The name of this congregation is the Unitarian Universalist Church of Meadville, Pennsylvania. ~~Its former name is the Independent Congregational Church.~~ In the deed to the church, its name is the Independent Congregational Church.

[This change is simply to clarify the wording of our church's name and make it more accurate.]

This congregation (church) is independent in polity and organization; it is affiliated with the Unitarian Universalist Association (UUA), its Ohio Meadville District (OMD), and other organizations as the membership shall decide, in order to provide services that this congregation cannot provide for itself and to strengthen and grow.

Article 2. Purpose:

This is a congregation which celebrates diversity and welcomes all. We share values that allow this congregation to come together as a nurturing, caring community committed to a democratic and liberal outlook, spiritual and educational growth, fellowship and community outreach.

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Deleted: in certain existing legal documents.

The purpose of these Bylaws is to establish the over-arching rules of governance for the church. All documents in the church must abide by and be in compliance with these Bylaws.

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[The purpose of the bylaws was inadvertently eliminated in an earlier revision.]

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Article 3. Membership:

Any person 16 years of age or older who is in sympathy with the spirit and purpose of this church, and can demonstrate an understanding of the responsibilities of membership, may become a voting member of this congregation by signing the membership book in the presence of the Minister or a member of the Parish Board. An annual financial contribution of record is a requirement of membership in the church. A person under the age of 16 may become a member upon obtaining the recommendation of the membership chair and consent of the Parish Board. No subscription to creed or ceremonial participation is required for membership. Any person who so desires may be listed as a friend of the congregation in the church records.

Members may hold office and vote on church business. To vote as a member for any purpose, a person must be a member for 30 days preceding the date of the ballot or signature. All members shall have the right to reasonable expression of their respective views, including the right to request and receive hearing at meetings of the church organization. Any interested person who is not a member may serve on committees or participate in the activities of the church other than holding office and voting on church business.

Withdrawal of membership may be made by written request to the Minister or the Secretary of the congregation. Such a notice will be transmitted to the Board and noted in the Membership Book (the official record of membership) and other records of the church. At least annually, the board, on the recommendation of the Membership Committee, will delete from membership those individuals who have died within the year. Reasonable attempts will be made to contact those individuals who have ceased contact with the church or who have not made an annual financial contribution of record. They will be asked to positively reaffirm their interest in remaining members of the congregation. The board, with input from the Minister, may remove from membership those who do not respond.

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[These are suggestions proposed by the Membership Committee to bring the bylaws into alignment with the workings of the committee and to clarify that the Membership Book is the official record of the church.]

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Article 4. Fiscal Year:

The church's fiscal and administrative year runs from January 1 to December 31.

Article 5. Congregational Meetings:

The Annual Meeting of the congregation will be held during the first week of December at a time determined by the Parish Board. The purpose of the Annual Meeting is to elect officers, the Leadership Development Committee, the Investment Committee, and Trustees for the upcoming fiscal year, to receive reports of the current year's activities from the Board, Minister, Director of Religious Education, and committee chairs, to adopt a budget for the upcoming year, and to discuss such other business as may come before it.

The President of the Parish Board will prepare and submit an agenda to the Parish Board far enough in advance so that the agenda can be discussed, approved and published in the newsletter at least two weeks before the meeting. Any five members may request that an item be placed on the agenda for the Annual Meeting by requesting it in writing of the President in sufficient time to meet the above congregation notification schedule.

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[This paragraph was moved from third in this article to second; the addition of "congregation notification" was simply to improve clarity.]

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Special congregational meetings may be called by the President, by the Parish Board, or ~~shall be called at~~ by written request to the president ~~and signed by~~ 10 lay members of the congregation. Only such business as indicated in the call for the meeting may be transacted at any special congregational meeting. At least seven days notice of all special congregational meetings must be given ~~to the membership~~ by mail, e-mail, or other electronic notice; and all meetings will be announced at regular worship services, on the website, and in the *Oracle*, whenever possible, prior to the meeting.

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[These changes are to improve clarity of the writing and to include electronic means as a way to notify the membership about special meetings.]

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A quorum for congregational meetings described above is constituted by 25% of the membership. When a quorum is present, the congregation at its meeting may conduct business by majority vote. Members must be present to vote.

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Article 6. Parish Board

The Parish Board manages the affairs of the church between Annual Meetings. The Parish Board shall meet monthly whenever possible, with no fewer than six meetings per year. These meetings shall be open to any member who wishes to attend. It is expected that the Parish Board shall delegate many day-to-day activities to committees as defined in Article 8. Other duties that the Parish Board is expected to accomplish include, but are not limited to, the following:

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1. Develop and present an annual budget to the congregation for a vote at the Annual Meeting.
2. Oversee the finances of the church to ensure appropriate fiduciary responsibilities.
3. Appoint committee chairs
4. Establish and implement policies and practices that support the programs of the church.
5. Develop a long-range plan for the church.

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[This new section specifies the general duties of the Board.]

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The UU Parish Board will consist of ~~six~~ seven officers of the Church: President, Vice-President, Secretary, Treasurer, Coordinator of Mission and Outreach, ~~Stewardship Chair,~~ and Member-at-Large. Each of these must be bonded for at least \$5,000. The Board requires a quorum of four officers to do business, and affirmative votes by a majority of those present are required to carry a motion in the Board.

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[The Member-at-Large position was added to give the Board more flexibility in managing its workload and to provide a tie-breaking vote when needed.]

The Minister will also serve as a non-voting ex officio member of the Board. Officers will be elected by the Congregation at its Annual Meeting for two-year terms, beginning January 1st. The terms of the Church officers should attempt to ensure both continuity and new blood among Board members.

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Potential addition: "The President, Vice President, and Secretary shall be elected during the Annual Meeting held in odd calendar years. The Treasurer, Coordinator of Mission and Outreach, Stewardship Chair, and Member-at-Large shall be elected during the Annual Meeting held in even calendar years." No two Church officers may be members of the same household. An individual may serve no more than four years of any six consecutive years as a member of the Board.

[The intent of this paragraph is to convey that some Board members remain when other new ones are elected. The potential addition, which will be voted on separately, gives a process by which the "continuity and new blood" mentioned earlier in the paragraph will be achieved. Those in favor of adding that language believe it is important to specify exactly how the process of election will go. Those opposed to it believe that it is too prescriptive and is potentially unworkable.]

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Note: Listing important duties and describing exactly how terms are staggered will clarify this section.¶

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Article 7. Officers

The **President** conducts all business meetings of the congregation and Parish Board. The President schedules all meetings of the congregation and the Parish Board. The President is a member ex officio of all committees of the church. The President implements and administers the policies of the Parish Board. No person ~~will~~ may be nominated to serve as President without having served at least one year on the Parish Board, preferably the year immediately previous. The President's term of office is for 2 years and begins on January 1st. The President serves as liaison to the Personnel Committee, the UUA and Ohio-Meadville District, and to any Search Committees. The President is authorized to sign checks in the absence of the Treasurer.

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[Currently there is no provision for someone to sign checks if the Treasurer cannot.]

The **Vice-President** serves as liaison to the Board for the administrative functions of the Church, including Properties, Public Relations, Information Technology, and Leadership Development. The Vice-President assumes the duties of the President in the President's absence. The Vice-President oversees the conduct of the annual audit of the church's books.

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The **Secretary** is responsible for keeping a record of all church and Parish Board meetings and ensuring that topics discussed at board meetings are communicated to the congregation. The Secretary maintains the permanent records and documents of the Church as well as being the primary correspondent on behalf of the Congregation and the Parish Board. The Secretary will also maintain the list of all committees, their membership, and a description of their functions and normal procedures; The Secretary is responsible for keeping the Bylaws up to date and serves as liaison to the Church Historian and Bylaws Committee.

[We do not have a Church Historian at present.]

The **Treasurer** oversees the funds of the church to ensure that the annual cash flow is sufficient to meet the operating needs of the church. The Treasurer prepares accurate financial reports, advises on expenditures and financial policy that assist the Parish Board and congregation in decision-making, and signs the checks for the day-to-day operations of the church including payroll and tax obligations. The Treasurer may supervise the activities of a church bookkeeper and accountant. The Treasurer will serve as liaison to the Investment Committee. The Treasurer will serve as a non-voting ex officio member of any committee relating to the stewardship of the church, as needed.

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The **Coordinator of Mission and Outreach** serves as liaison to the Board for those areas of the Church that put faith into action: Membership, Religious Education, Worship, Fellowship, and Social Action.

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The **Stewardship Chair** serves as liaison to the Board for the functions of the Church that grow, nurture, promote, and build the gifts and resources of the Church: Annual Budget Drive, Fund-Raising, and Planned Giving.

The Member-at-Large carries out tasks as assigned by the Board.

Article 8. Committees

Many Church functions are carried out by committees whose chairs are approved, appointed by the Board, usually at the first meeting of the year, and whose activities are monitored by the Board. A list of all committees, their membership, and a description of their functions and normal procedures, will be maintained by the Secretary, and made available in the Church Office, and published in the Oracle. Each chair is responsible for recruiting individuals from the congregation to serve on the committee, except for the Investment Committee and the Leadership Development Committee, the members of which are elected by the congregation. A committee is responsible for managing its resources, requesting annually a budgeted amount from the Parish Board, and reporting regularly to its Board Liaison on the activities and concerns of that committee. Additionally, each committee will submit a report on its year's activities at the Annual Meeting. Committee chairs are required to meet

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- Note: If committees or positions are not going to be named as standing committees or standing positions, they should not be named in the Bylaws. Their functions, however, may be mentioned. ¶
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as a group with their Board Liaisons at least twice a year for purposes of coordination and long-range planning.

The President is an ex-officio non-voting member of all committees of the Parish Board. Board members are ex-officio non-voting members of all committees for which they serve as liaison. An individual may serve no more than five of any seven consecutive years as chair of the same committee.

The following committees are an integral part of the Church and should be considered standing committees:

1. Leadership Development Committee, as described in Articles 5 and 9
2. Investment Committee, as described in Articles 5 and 15
3. Bylaws Committee, as described in Articles 7 and 16
4. Audit Committee, as described in Articles 7 and 11
5. Membership Committee, as referenced in Article 3
6. Personnel Committee, as referenced in Articles 7 and 13
7. Properties Committee, as referenced in Articles 7 and 15
8. Worship Committee, as referenced in Article 13
9. Public Relations, as referenced in Article 7
10. Information Technology, as referenced in Article 7
11. Fellowship, as referenced in Article 7
12. Religious Education, as referenced in Article 7
13. Social Action, as referenced in Article 7
14. Annual Budget Drive, as referenced in Article 7
15. Fund Raising, as referenced in Article 7
16. Planned Giving, as referenced in Article 7

[This list is given to describe current practice.]

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Article 9. The Leadership Development Committee:

The Leadership Development Committee is comprised of the Vice President of the Parish Board and two other members of the church ~~elected by the congregation with overlapping terms.~~ Each year at the Annual Meeting, one member of the congregation shall be elected to serve on the Leadership Development Committee for a two-year term. The Leadership Development Committee will meet as soon as is reasonably possible after a new committee is formed to select a chair from among its members. It ~~will~~ shall make nominations at the Annual Meeting to fill elected positions according to these Bylaws (appropriate officers, ~~committee chairs,~~ trustees, ~~members of the Investment Committee,~~ and ~~nominators,~~ a member of the Leadership Development Committee). Except for the ~~appointee of the Board-~~ Vice President, Leadership Development Committee members may not succeed themselves.

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The Leadership Development Committee ~~will~~ shall solicit recommendations from each current officer and committee chair for persons to fill ~~that particular office~~ each position. In addition, the committee shall seek recommendations from the congregation at large through the newsletter and at Sunday services well before it makes a final decision.

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The Leadership Development Committee must publicize its selection of candidates ~~in the one month two newsletters~~ preceding the Annual Meeting.

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[This change reflects that we publish the newsletter monthly now.]

The committee may present to the congregation more than one candidate ~~for an office, or committee chair, a trustee position, or a nominator position for any of the above described positions.~~ The names of anyone else wishing to stand for ~~office~~ an elected position are to be announced at the same time as the Leadership Development Committee selections. The committee will make every effort to assure that each of its nominees is clearly aware of the duties of the position for which nominated. Nominations may be made from the floor at the Annual Meeting with a second. In all cases, those nominated must consent to stand for election, and written consent must be provided if those nominated from the floor are not present.

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Article 10. Vacancies:

If an elected position becomes vacant, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint a member of the church to serve in the position until the next Annual Meeting.

Article 11. Auditors:

The Vice President will select an Audit Committee to examine the financial records of the church as well as compliance with these bylaws, as soon after the close of the yearly books as practicable and submit a report to the congregation. ~~Every attempt will be made to have~~ The Audit Committee should consist of three members of the congregation, if practical, one of whom would overlap from year to year, or an outside accounting firm.

[The addition of the Bylaws audit is made in recognition of the importance of the Bylaws as the governing document of the church. The specification of an overlapping Audit Committee member was removed to give maximum flexibility in creating a high-quality committee.]

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Deleted: Note: Because the Bylaws are the main governing document of the church organization, the Parish Board, the committees, the Minister, and the staff should all be in compliance with the Bylaws. To ensure this is done, an annual audit of Bylaw compliance by the audit committee should be done along with its financial audit. It is the opinion of this Bylaws Committee that it is more important to have superior choices for the Audit Committee than to have an on-going presence of one member. ¶

Article 12. Trustees:

Five members of the congregation serve as trustees who are entrusted with the responsibility of signing all documents relating to the sale, transfer and alienation of all church real estate. The trustees are elected at the Annual Meeting for staggered five-year terms. A trustee may be re-nominated at the end of his/her term. If a vacancy occurs, the Parish Board, with the concurrence of the Leadership Development Committee, shall appoint an interim trustee to fill the vacancy until the next Annual Meeting, at which time a trustee is elected to complete the term.

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Article 13. The Minister:

The Minister shall be responsible for the conduct of worship within the congregation and the congregation's spiritual interests and affairs. The Minister keeps records of namings, weddings and deaths. The Minister provides spiritual guidance and practical counsel to those in distress. Our Minister will maintain and exemplify the church's faith in the free and respectful sharing of ideas. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinion outside the pulpit.

The Minister shall be an ex-officio member of the Parish Board and of all committees except the Leadership Development Committee.

The Minister is also chief of staff of the church. As such, the Minister—acting within the framework of the budget, and with the advice and consent of the Personnel Committee—manages the administrative affairs of the church; may hire, train, evaluate and terminate staff; and recommend salary actions and recommend policy changes.

The Minister will report matters of church life and operations to the board on a regular basis and to the congregation at the Annual Meeting.

The Minister represents this church in the community at large.

In the event of a ministerial vacancy, the Parish Board and the Worship Committee will provide for temporary ministerial services. At the direction of the congregation, a Ministerial Search Committee may be created, consisting of four members selected by the congregation and three members selected by the Parish Board. As far as possible, the search committee is to follow UUA search and selection guidelines.

A Minister shall be called to serve upon recommendation of the Ministerial Search Committee by an 80% majority of qualified members of the congregation present at any congregational meeting legally called for the purpose. A quorum for such a meeting is to be constituted by 40% of the voting membership, rather than the 25% of the voting members, as called for in Article 5, Congregational Meetings.

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The Minister may be dismissed by a majority vote of the qualified members of the church present at any congregational meeting legally called for the purpose, the quorum for such a meeting to be constituted by 40% of the voting members rather than 25% of the voting members as called for in Article 5, Congregational Meetings.

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[These changes simply keep the word usage consistent.]

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Article 14. Financial Matters

The Parish Board shall administer and manage the business of the Unitarian Universalist Church of Meadville.

At each annual business meeting, the Parish Board shall submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income. A budget is adopted by a simple majority vote of the voting members present at the meeting. Once a budget is approved, the Board may authorize and expend the funds as budgeted. Committee chairs ~~when approved by the Board~~ and Staff are empowered to spend amounts as budgeted annually. Although each committee normally administers the funds budgeted to it, the Board may set an amount above which a committee may not spend without prior approval of the Parish Board ~~or Executive Committee~~.

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[These changes bring the Bylaws in line with current practice.]

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The Board may reallocate budgeted funds, as long as the reallocation does not exceed ~~ten five~~ percent (~~10 5~~%) of the approved budget. No committee of the church or the Parish Board may enter into a contract involving an expenditure of more than \$5,000 except for approved budget items. The membership must approve any expenditure or obligation for indebtedness that exceeds \$5,000.00. The membership must also approve the purchase, sale, or mortgage of real property.

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[This change makes the amount of reallocating that the Board can do consistent with the \$5000 spending limit in this paragraph.]

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The right or authority to make contracts or binding promises for monetary outlay on behalf of the Church, whether oral or written, rests with the Parish Board, or its designated representatives. Checks and other orders on the funds or credit of the church, and all contracts and instruments in writing by the church, shall be valid and binding upon the church only when executed by such officers or other representatives as shall be designated and authorized by the Board.

Article 15. Endowment and Investment Funds

Oversight and management of endowment funds is vested with the Investment Committee of the church. At least five church members will act as investment managers for endowment funds: the Investment Committee Chair and at least four other members elected by the congregation who are knowledgeable of finance and investments. All decisions and recommendations of this committee require the approval of at least a majority of the entire committee.

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The endowment is invested in a mix of growth and income fund(s) which carry a moderate amount of risk; these terms being generally accepted definitions in the banking business. The details of management shall rest with the Investment Committee, which acts in consultation with and with advice from professionals at of the investment company. The yearly withdrawal from the endowment may not exceed 6% of the amount at the end of the previous year.

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The endowment also should provide a financial cushion which enables the church to pay for unexpected emergency capital expenditures prior to mounting a specific fundraising campaign. If an emergency arises where time is of the essence to protect the health of the congregation and/or the value of the church's real property; ~~three at least four~~ members of the ~~Executive Committee~~ Parish Board, on the recommendation of the properties chair, may approve spending an amount up to 5% of

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endowment principle. This action must be immediately announced and explained to the congregation and plans put in action to repay the endowment over a reasonable time frame.

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Other unexpected expenditures must be brought before a special meeting of the congregation as defined in Article 5, Congregational Meetings, and approved by a vote of two-thirds of the members present. These funds generally should be no more than 20% of the principle amount of the endowment and treated as though they, too, are loans from the endowment to the congregation. An amortization plan also must be presented and approved at the special meeting.

~~Procedures and policies for managing our investment funds are covered in a separate "Investment Committee" document.~~

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~~*These changes are to safeguard the endowment by requiring larger votes for expenditures from it. The reference to the Investment Committee document has been taken out because it does not currently exist.*~~

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Article 16. Bylaws Review and Amendment:

These bylaws, so far as allowed by law, may be amended or replaced at any Congregational Meeting (as described in article 5) ~~of the congregation by~~ a two-thirds vote of those present and voting. At least every five years. In years divisible by 5, and more often if needed, the President will appoint a special committee to review these bylaws and recommend changes to **potential addition: be approved and presented by the Parish Board to** the congregation.

Once the Board has approved the proposed changes, the members of the church should be given an opportunity to review them and present additional suggestions for the Board's consideration. A full copy of all proposed changes shall be contained in the call to meeting. Only amendments as proposed in the call to meeting may be adopted at any given Congregational Meeting. No changes (other than corrections of grammar or spelling that do not affect the meaning of the document) may be made to the proposed amendments prior to a vote.

[These changes clarify the process for making Bylaws changes. The phrase "to be approved and presented by the Parish Board" will be voted on separately. Those in favor of adding that language believe that because the Board is the elected leadership of the church, it is appropriate for the Board to receive and approve potential changes to the Bylaws recommended by the special committee. Those opposed to adding this language believe that since the Board entrusts the review of the Bylaws to the special committee, the proposed changes should be brought before the congregation, even if the Board disagrees with them.]

Article 17. Dissolution:

In the case of dissolution of the congregation, all of its property, real and personal, after paying all just claim upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the trustees of the congregation shall perform all action necessary to effectuate such conveyance.

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