



Congregational Meeting Packet May 5, 2019



Unitarian Universalist Church of Urbana-Champaign

**309 West Green Street
Urbana, Illinois 61801
217-384-8862 • www.uucuc.org**



Mission Statement

Build community. Seek inspiration. Promote justice. Find peace.

It is a reflection of who we are. The following words are not an official part of our mission, but help to explain the above eight words which were approved on December 4, 2005:

- **Build Community:** We come together to provide a caring community, to encourage and to support one another in our religious, spiritual and personal development — and to promote a more just and peaceful world.
- **Seek Inspiration:** We are moved by acts of kindness and love; we are awed by the beauty and wonder of the natural world; we are lifted up by the power of reason. Join us to find your inspiration.
- **Promote Justice:** We value deeds over creeds — it's our actions that define us. Whether you're passionate about LGBTQIA issues, addressing immigration justice, or promoting sustainability, this community provides opportunities for better understanding ... and collective action.
- **Find Peace:** We each have different concepts of what peace means to us, but without peace within ourselves, within our families and our congregation we will have difficulty bringing peace to our community and larger world.

Our Vision

We dedicate ourselves to:

- Expanding religious, educational, and social activities that serve our congregation and the larger community.
- Acting on our individual and collective commitment to promote social justice.
- Enhancing the diversity of our liberal religious community.
- Improving the accessibility and functionality of our facilities, and ensuring that they are an asset to our community.

Approved 12/4/2005

Congregational Statement



We, the members of the Unitarian Universalist Church of Urbana-Champaign, strive to sustain a caring community that promotes the personal and spiritual well-being of our members and of the larger world in which we live. To this end,

We promise to participate actively in the life of our church, to contribute as we are able, and to express appreciation for others' contributions.

We promise to join in shaping congregational life through processes that are open, inclusive, and transparent, and to support the decisions made by our chosen leaders and the congregation as a whole.

We promise to celebrate the diversity of our collective experiences and backgrounds including race, class, gender, sexual orientation, age, physical ability and economic means even as we struggle to understand those differences.

We promise to express our differences openly and respectfully, speaking directly with those involved, listening closely, offering real solutions in ways that are constructive and not judgmental, and accepting conflict as an inevitable aspect of healthy relationships.

We promise to provide an atmosphere for the minister to challenge us to think critically and creatively about all issues, thus carrying our congregations' commitment to a free pulpit.

We promise to respect our children, to encourage their development as whole people, and to teach them the values of our religion, and other religions, as well.

We promise to welcome those who are new to our church and faith by learning about their journeys, by providing opportunities to learn more about us, and by explaining how they can become more involved in the church.

We promise to support each other through life's ups and downs by creating an environment in which people feel safe to share, and by responding to the needs of the members of our congregation.

We promise to encourage one another in our efforts to promote social justice and responsible stewardship in the larger community and the world.

Approved 10/02/2005



2018-2019 Board of Trustees Officers



Jenny Hunt
Chair
chair@uucuc.org



Randy Locke
Vice-Chair
vicechair@uucuc.org



Jennifer Livingston
Clerk
clerk@uucuc.org



Gail Schiesser
Treasurer
treasurer@uucuc.org



Adam Davis
Racial Justice Liaison



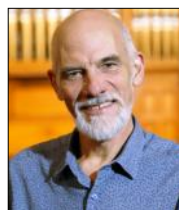
Karen Folk
*Personnel Committee
Liaison and Strategic Vision
Team Lead*



Ben Joselyn
Social Action Liaison



Brian McDermott
*Membership Committee
Liaison*



Johnny Robinson
*Property Committee
Liaison*



Cliff Singer
*Stewardship Committee
Liaison and High St.
Property Task Force*



Carol Veit
*Religious Education—
Exploring the Future*



Reverend Florence Caplow
Minister, Ex-Officio
minister@uucuc.org

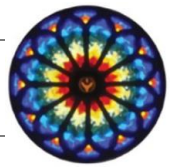


Amy Robison
Financial Secretary
finsec@uucuc.org



Chris Hannauer
Moderator

Moderator Welcome



Greetings from your new Moderator! I am looking forward to our upcoming annual meeting on May 5th, open to all voting members. This meeting will deal with all of the usual items in an annual meeting (approving a budget, electing officers), but will also address several proposed changes to our Constitution and Bylaws. In light of our significant growth over the last year, the Board of Trustees feels that these changes are necessary to make the governance of our church home more efficient and responsive to the needs of the congregation. All of the proposed changes are detailed in the following report, but some of the more consequential ones include:



- Amending the Constitution to make explicit that the minister is the Chief of Staff for the church, meaning that the minister has the ability to hire and discharge staff. The minister has functioned as the Chief of Staff for some time.
- Modification of the Bylaws's definition of the duties of the Financial Secretary to make it more manageable for the volunteer in that position, including electing a third Trust Fund Trustee rather than having the Financial Secretary in that position.
- Changing the rules for membership in the Bylaws, reducing the age to sign the book from 14 to 12 and removing the requirement for a financial contribution for voting membership.

Since our current Constitution requires the calling of a special meeting for Constitutional and Bylaws amendments, this meeting will come in two parts. The first part will be a "special meeting" where we address the proposed Constitutional amendments and Bylaw changes. Once that business has been conducted, the special meeting will adjourn and we will move directly into the "regular" annual meeting.

We will be dealing with several weighty and discussion-worthy issues in this meeting, so please come prepared by familiarizing yourself with the proposals and being ready for a longer-than-usual meeting. Also, please be prepared to have patience with your new moderator, who has been boning up on his Robert's Rules of Order but who also has the unenviable task of taking over for the most excellent Brian McDermott in this role.

See you on the 5th!

Sincerely,

Chris Hannauer
Moderator



Table of Contents



Call Letter and Agenda.....	8
Special Meeting.....	9
Board Chair Report.....	10
Reflections From Our Minister.....	11
In Memoriam.....	12
Highlights From the Church Year.....	13
Congregational Constitution and Bylaws Changes.....	20
Annual Meeting.....	21
Minutes from the Annual Meeting on May 6, 2018.....	22
Proposed 2019-2020 Budget.....	23
Slate of Nominees.....	29
England Endowment.....	33
Mini Capital Campaign for Accessibility Improvements.....	34
Appendix.....	35
Appendix A. Congregational Constitution and Bylaws.....	36
Appendix B. Minutes from the Annual Meeting on May 6, 2018.....	66
Appendix C. Budget vs. Actuals FY 2017/2018.....	73



Call Letter and Agenda

April 25, 2019

Dear Church Member,

This letter constitutes a written call for a Special Meeting of the Congregation and the Annual Meeting of the Congregation of the Unitarian-Universalist Church of Urbana-Champaign under Article V of the church Constitution and Article II of the By-Laws.

The Congregational Meetings are scheduled to begin at 11:45 a.m., Sunday, May 5, 2019.

The agenda will be:

Special Meeting

- I. Call to order and verification of a quorum
- II. Remarks by the Board of Trustees Chair
- III. Remarks by the Minister
- IV. In Memoriam
- V. Consideration of and vote on proposed modifications to the Constitution
- VI. Consideration of and vote on proposed modifications to the Bylaws
- VII. Adjourn

Annual Meeting

- I. Call to order and verification of a quorum
- II. Finalization of the Agenda
- III. Approval of Minutes from the Annual Meeting on May 6, 2018
- IV. Consideration of and vote on the 2019-2020 Annual Budget
- V. Election of Officers, members of Nominating Committee and delegates to the General Assembly.

For these positions, a proposed slate of nominees is attached. According to article XI, Section 7, of the bylaws, "nominations for any office may be made from the floor at any congregational meeting. However, nominations will be accepted only for those who have given their consent either in person or in writing."

- I. Consideration of and vote on the England Endowment
- II. Consideration of and vote on the Capital Campaign

Sincerely,

Jennifer A. Livingston

Clerk, Board of Trustees

(Printed copies of the Annual Meeting packet are available; call the office if you would like one.)

SPECIAL MEETING



Board Chair Report



Here we are at the end of another year. And oh what a year it has been, with changes, additions, and growth. We have continued to grow in membership to about 325 members and counting. Our new members bring new perspectives and new energy to the energy we are already creating here. We have added three new staff members this year - welcoming Michele Townsend Grove as our Interim Director of Religious Education beginning in August, Kate Barton as our new Facilities and Events Coordinator, and Brian Franklin our new Office Administrator. They are each already leaving their mark here at UUCUC and we welcome them.

The board has been busy with revising the Constitution and By-Laws to match where we find ourselves as a congregation and to shift items to accommodate our size change to a program size church. We have also been looking at how to create policies that respect and meet the needs of our committees and staff.

The budget that was passed last May for this fiscal year has allowed us to truly begin to live out our mission and vision. We hope that this trend will continue and will allow us to be a shining light in the community for those that need what we have to offer.

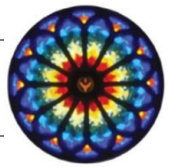
We have expanded our opportunities this year with Racial Justice Project, Social Action Committee and Welcoming Congregation all being involved with sponsoring different programs at the church. Our Soul Matters Covenant Groups have also added a tremendous amount for creating community and connections within our growing numbers, giving many a chance to get to know one another at a deeper level.

I could go on and on with everything that has happened this past year, the second of Florence's time with us, but that would take pages. We have indeed had a busy and productive year here, and I look forward to seeing what next year brings for us. It has indeed been an honor and a privilege to serve as your Chair of the Board. I hope that I have fulfilled the trust that you placed in me.

Jenny Hunt

Chair - UUCUC Board of Trustees

Reflections From Our Minister



As we end our second year together, and prepare for the annual congregational meeting, I am filled with appreciation for UUCUC, the extraordinarily deep bench of leaders here, and the wisdom and thoughtfulness I see expressed every day by your leaders. Truly, as your minister I am blessed by that leadership, as is each person who enters our doors - visitors, friends, and members. The annual meeting is your opportunity, as the voting members of UUCUC, to be thoughtful leaders too.



I urge you to study the materials here, to attend one or more of the informational meetings that will be held through April, to ask questions of your Board officers before the meeting, and to know that the items brought forward for your consideration this year and every year are the result of careful and loving discernment by many hearts and minds. The annual meeting is a time where your thoughts become part of that conversation and discernment. This is holy work, helping to shape the future possibilities of this beautiful congregation.

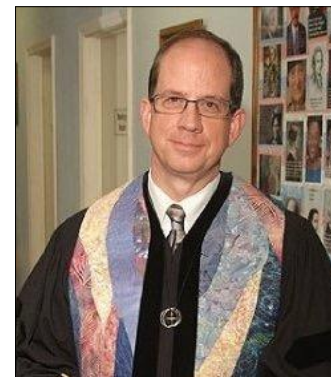
With love and appreciation,
Rev. Florence Caplow



In Memoriam

The Rev. Matt Tittle, longtime member and friend of UUCUC, died on June 26, 2018. Matt first became part of UUCUC in the 1990's, before attending Meadville Lombard seminary and being ordained as a UU minister by this congregation in 2004. He then served congregations in Texas, New Jersey, and New Zealand.

A retired naval officer, he was also a marathon runner, a writer, an educator, and a perpetual student of life. He and his wife Gail co-authored the UU leadership curriculum *Harvest the Power*, as well as *Bless All Who Serve: Sources of Hope, Courage and Faith for Military Personnel and Their Families*, and he wrote the completely delightful children's book, *Stanley, the Very Fine Squirrel*, which we shared in a service in the Spring of 2018, as well as *Taking Back Faith*.



Rev. Matt Tittle
Born July 30, 1961
Died June 26, 2018



Tom Gillespie
Born July 9, 1958
Died Oct. 7, 2018

Tom Gillespie, a beloved member of UUCUC, died on October 7, 2018.

Tom's mother, Jean Gillespie, joined UUCUC when Tom was a child, and Tom remained a steadfast and generous supporter of the church all of his life. He was particularly dedicated to the Property Committee, donating his own hard work, the time of his employees from his business, Roland Realty, and financial resources to take care of our building.

His "Beans, Bluegrass, and Barbecue" auction party was one of the highlights of the year, with a live bluegrass band and Tom playing the spoons. He was a loving friend to many in the church and in the community, and involved in causes throughout the community, including the Urban League.

Bernadine Stake, a beloved long-time member of the church, died on February 23, 2019.

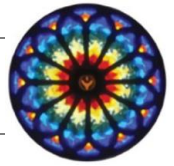
Bernadine ("Bernie") Stake and her husband Bob Stake signed the UUCUC membership book on March 17, 1968, to continue their UU commitment and to be active in Channing Murray. Bernadine later was on the board of Channing Murray. They raised their family as Unitarian Universalists and their grandson Ben Joselyn is a current UUCUC Board member. They attended services regularly, even as Bernadine's health declined, and she offered smiles and hugs to many.

Bernadine spent 36 years helping run the City of Urbana in various roles, including as an Urbana City Council member and on the Planning Commission. She completed her doctorate in education at University of Illinois. She did research on methods using Plato computer instruction in classrooms and on implementing non-sexist teacher training materials for sex equity in schools.



Bernadine Stake
Born April 29, 1926
Died February 23, 2019

Highlights From the Church Year



Accessibility

We wish to thank the congregation for their support in improving accessibility. This past year we added new tools, rearranged a practice and learned about an “invisible” challenge. We introduced the new Audio Everywhere Assistive Listening System which not only provides improved listening for those with hearing impairments but also extends the ability to stream the service throughout the entire church building. In addition, thanks to the ingenuity and hard work of Herb Hiestand with assistance of Charlie Wiseman we now have a new Name Badge Kiosk! The kiosk replaces our previous hazardous and inaccessible practice of storing the badges above the stairs. They also used some wood from the walnut tree harvested from our property! We also went through an informational period and officially



adopted a Fragrance Free Policy in order to widen our welcoming environment for people who struggle with chemical sensitivities. In the coming year we will be redoing the restrooms in the basement so we will have accessible facilities on our lower level. We look forward to continuing to create a truly welcoming, comfortable environment for all.

Building and Grounds (formerly Property)

This year the volunteer position of Property Chair was replaced with the position of Facilities Coordinator in an effort to provide more of an on-site presence for the management of our property. This change also resulted in the formation of a new Building and Grounds Advisory Team who will work with the Facilities Coordinator to assess needs and prioritize projects. Also under the responsibilities of the Facilities Coordinator is the function of Events Coordinator. This new position has the responsibility for all building events that are not committee related. Plans for this function include revising policies and documents related to building rentals and the development of a marketing plan in order to increase rental income.

Care Core

We meet monthly with our minister to monitor pastoral care needs & how we can support those in the congregation in need. We regularly keep in touch with a couple dozen folks, often people who haven't been able to attend church for awhile. This might mean phone calls, cards or home visits or any combination of those. This past year we hosted one memorial reception & will soon be helping at another that will not be held at the church. We also arranged meals for several church members throughout the year & coordinated transportation to medical appts for several others. With the very capable help of Anne Reeser, we initiated a “ride share” project where we try to match those in the congregation who need rides to church with



Highlights From the Church Year

volunteer drivers. Herb Hiestand continues to lead the “Repair Core” group (which would love to be busier than they are). We led a worship service in February (“Walking Each Other Home”) & have initiated a sub-Committee on Lay Ministry with the goal of sponsoring a Lay Ministry program in our church in the next year.

Finance Committee

It’s been a pleasure to serve on the Finance Committee over the 2018-2019 budget year. A full report will follow later this year, but below are two items of great importance with respect to finance.

1. We successfully replaced our book keeper again this year. We hired a bookkeeping service rather than an individual bookkeeper this time. It has been initially more expensive than anticipated, but the fees are coming down as they learn our systems.
2. Our treasurer, Gail Schiesser, accepted the call of the BOT to form an inter-committee task force to take over planning and managing the budget. From a functional standpoint this new task force usually includes 80% of the current Finance Committee along with others from Stewardship, Personnel, Religious Education, and your minister.

Leadership Committee

The Board of Trustees has requested an activation of a Leadership Committee, approved in Fall 2012. Priscilla Kron and Betsy Hunter are coordinating this effort. We have begun to gather input and made a brief presentation to the Committee Council in April, 2019. More to come in the fall! Note: The previous name was Leadership Committee, but we will be changing it. We’re still finalizing a new name.

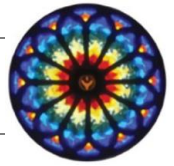
Membership Committee

The Membership Committee is extending invitations to young people in our church community to become members and to become more actively involved in leadership opportunities. The Membership Committee has also taken leadership in publication of a new photo church directory to support existing members and friends in more easily making connections with others in the church community. And the Membership Committee has worked cooperatively with the Accessibility Committee to create a safe and secure Name Badge Kiosk.

Music Program

The music program continues to be a vibrant part of both worship and the broader UUCUC experience. This year, we expanded our (new) tradition of hosting concerts at UUCUC, and we regularly experienced the joys of our own congregational musicians in Sunday services. From Children's Choir to CrUUners, from beginner to veteran, we offer musical experiences that are educational, spiritual, and meaningful for all.

Highlights From the Church Year



Partner Church Committee

The Partner Church Committee had a wonderful year. We believe that the congregation understands much more about the partner churches in India and in Romania. The Church in Nongtalang in India built their new church and are improving on the building. The church in Romania, Szekelykal is also improving on their new addition to the old building. During the shared offering in December 2018, the congregation gave to Partner churches more than \$3,000. This is the best number ever. On April 7th, 2019, we offered an Indian Brunch which was very well attended. We made \$1339 on that event. We applaud the congregation for their generosity to the Partner Churches.

Personnel Committee

Two initiatives that are especially germane to the decisions the congregation will make at the annual meeting on May 5 are: identifying changing needs for staff, including adding staff and changing the responsibilities of current staff; and envisioning how this translates into the personnel budget for FY2020 that the congregation will approve at the annual meeting.

Racial Justice Project

RJP transitioned from a 2 year initiative to a regular group within the church and organized a number of justice oriented events since last spring. These included a very successful workshop on Critical Cultural Competency offered by Crossroads training (see picture), and meetings with local groups such as NAACP and representatives of the Champaign County Racial Justice Task Force. We organized a well received Sunday Worship Service titled “Don’t Sleep Through the Revolution” on MLK weekend and supported a discussion group of the book “White Fragility” by Robin DiAngelo.



Religious Education

UUCUC entered an interim religious education period this year with a commitment to take a close look at its religious education history, present identity and religious education visions for the future. While exciting transformation work occurs, an engaging Sunday morning religious education program with seven classes and child care ran on Sunday morning for children and youth. Children and youth engaged in worship, play and learning through a variety of opportunities. Adult religious education classes led by our minister, interim director of religious education, community leaders, and UUCUC members/friends rounded out this vibrant religious education program.

Highlights From the Church Year



Highlights From the Church Year



**From the Installation Celebration
on November 10, 2018.**



Highlights From the Church Year

Social Action Committee

This year, the Social Action Committee worked to find meaningful ways to deploy its expanded budget. We brought in an innovative collaborative budgeting process to allow thirty members to work together to invest over \$2,300 in important community initiatives. Additionally, we coupled with First Followers to help launch two transitional houses for formerly incarcerated persons, complete with programs aimed at lowering recidivism and rebuilding healthy lives. And finally, a new Immigration Task Force was formed. They have begun to partner with the CU Immigration Forum, CU Fair, and the Latino Family Liaison of Urbana School District #116 to support new initiatives and create opportunities for members and friends to both support and build relationships with immigrants in our community.

Trust Fund Trustees

At the 2018 Annual Meeting, the congregation amended its bylaws to charge the Trust Fund Trustees with considering the impact of their investments on the social good. Since that time, the Trustees adopted the Socially Responsible Investment (SRI) Guidelines that were developed by the church's SRI Task Force. In February, the Trustees reinvested all non-cash assets of the UUCUC General Trust Fund into SRI funds. Our new portfolio heavily emphasizes funds from Calvert, a firm that specializes in SRI investing. The new portfolio moves us meaningfully towards our guidelines, benefits from Calvert's focus and investor activism, and maintains reasonable expenses due to our low institutional rate.

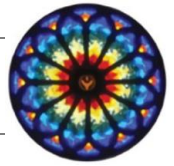
Two Year Initiative to Create a Culture of Community Engagement

We worked on transforming existing Church structures while we brought in programs to build our capacity for community engagement. This year saw changes in the Social Action Committee that are helping it become an engine to turn our congregation's passions into action. We are also working closely with the strategic visioning and interim religious education task forces to build a future where the Church is deeply engaged with our wider community. The "We Wanna Woke" choir provided a series of workshops for the congregation to learn chants and songs that will ready us to be a unified force to lift the spirit and amplify the message of protests as they are called in the future. Additionally, we have hosted two workshops led by Karen Simms to help build a broader understanding of trauma, trauma informed care, develop better practices for community engagement, build resiliency tools, positive youth justice and good practices for engaging with community violence.

Stewardship Committee

The stewardship team is happy to report another great year of Supporting Our Vision. Pledges for the 2019-20 church year total \$450,000, an increase of nearly 6% over last year! Thanks to everyone for

Highlights From the Church Year



making this sustained commitment to our church home.

UUA Communications

UUA Communications, formerly known as Denominational Affairs, is an advocacy for connecting to our larger UU world via visits to other UU Churches, using the resources of the UUA, enjoying a summer week at Camp Unistar in northern Minnesota and participating in the annual General Assembly (GA) of the Unitarian Universalist Association of Congregations. GA is the annual business meeting of the association and the host of hundreds of workshops, music events, worship services, displays and overall a grand reunion and party. It is a five-day event in late June of each year that attracts thousands of UUs. Regional Assembly was held in St. Louis and attended by our minister , and our Religious Education staff will be attending 2019 GA.

Worship Committee

The Worship Committee has continued to organize and support fine lay-led services during the regular church year. We are particularly proud of some of this year's offerings, which featured deeply meaningful reflections and personal stories from members of the congregation and guest speakers. In 2018, the Worship Committee for the first time took responsibility for summer services as well, and based on the success of last year this now becomes a permanent arrangement. As of now, five of the eight summer services are spoken for, we expect to fill out the lineup by the end of May, and we look forward to another great summer.

The Young Adult Group

We are contemplating leading another Sunday service some time since we had so much fun with the first! We also have ideas on having some sort of UU Life Skills series of workshops, either mentor or peer-trained as we have a lot of talented people in the congregation. We're just in the planning stages at this point.



Congregational Constitution and Bylaws Changes

Voting members of UUCUC will vote on modifications to the existing Constitution and Bylaws of the church. As our church has grown and we are moving to a more programmatic style of church management, we need to:

1. clarify certain requirements for governance of the church
2. realign the Constitution and Bylaws with current and future organizational needs for effective and efficient operation

Some of the major changes being voted on include:

- **Modification of the existing Constitution and Bylaws to include all previously approved amendments**
- **Modification of the scope of the Minister responsibilities to include Chief of Staff role**
 - ⇒ Constitution, Art. VII, Sec. 6 and
 - ⇒ Revision of Board of Trustees responsibilities in Bylaws, Art. VII, Sec. 7
- **Modification of scope of certain positions:**
 - ⇒ Financial Secretary position (Bylaws, Article V, sections 2-6),
 - ⇒ UU Trust Fund Trustees description (Bylaws, Article VIII, Sec. 2&5),
 - ⇒ Moderator (Bylaws, Art. III, Sec. 2),
 - ⇒ Clerk position (Bylaws, Art. IV, Sec. 2,3)
- **Modification of membership requirements (Bylaws , Article I)**
- **Modification of scope of annual meeting and timing of committee reporting**
 - ⇒ (Bylaws, Art. II, Sec. 1, and Art. X, Sec. 2)

For details on all areas of amendment, please refer to **Appendix A: Congregational Constitution and Bylaws**. Please note, the section has visible tracked changes to reflect what was changed from the previous year, and comments on the sidebar, explaining the reasons for the changes. To view the full revised Bylaws and Constitution document without tracked changed, please go to: <https://uucuc.org/s/CongDocs-20190424.pdf>

ANNUAL MEETING

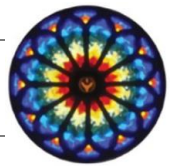


Minutes from the Annual Meeting on May 6, 2018

To review the full minutes, please refer to [Appendix B: Minutes from the Annual Meeting on May 6, 2018.](#)



2019-2020 Budget



	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
INCOME					
<i>Pledges</i>					
41180 Pledges 2017-18					
41190 Pledges 2018-19	425,000.00	450,000.00	5.88%	25,000.00	Pledge figures from Stewardship Committee.
<i>Donations</i>					
41201 eScript Unpledged Donation	17,840.00	7,500.00	-57.96%	-10,340.00	We have seen a decrease in unpledged donations this year. This budget reflects that decrease.
41300 Plate Collections (cash)	14,050.00	11,240.00	-20.00%	-2,810.00	Our plate collections were lower this year, so this budget reflects that decrease.
41400 UU General Trust	16,568.00	17,573.32	6.07%	1,005.32	
41510 Service Auction	32,000.00	26,000.00	-18.75%	-6,000.00	Reflecting the amount raised by the 2019 service auction
41610 ECIRMAC	7,500.00	0.00	-100.00%	-7,500.00	ECIRMAC has moved, and we are planning on using their office for our own needs.
41620 Special Services/Other Rentals	3,640.00	3,640.00	0.00%	0.00	All rentals are now in one line item. Rentals have been lower this year.
41630 Special Services	4,000.00		-100.00%	-4,000.00	
41640 High Street House	8,500.00	8,500.00	0.00%	0.00	
41800 Savings Interest		55.00		55.00	
Excess Reserves	88,583.00	69,223.23		-19,359.77	
TOTAL INCOME	617,681.00	593,731.55	-3.88%	-23,949.45	Despite strong pledge numbers, we are anticipating lower income this year.

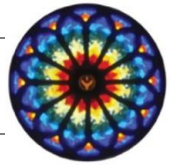
	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
EXPENSES					
<i>Congregational Expenses</i>					
53110 Trustees Contingency	3,733.37	5,854.18	56.81%	2,120.81	Increased to allow flexibility for spending
53120 Leadership Training	2,012.00	2,000.00	-0.60%	-12.00	
53130 Social Action Initiative Mid-America Region	1,500.00 7,425.00	1,500.00	0.00%	0.00	
53142 UUA Annual Program Fund	17,820.00	25,877.00	45.21%	8,057.00	Our fair share pledges are now combined.
Congregational/Community Support	200.00		-100.00%	-200.00	
TOTAL CONGREGATIONAL EXPENSES	32,690.37	35,231.18	7.77%	2,540.81	
<i>Fundraising Expenses</i>					
53151 Stewardship	1,600.00	600.00	-62.50%	-1,000.00	Reduced for cost savings and based on actual stewardship costs this year.
53151 Reverse Offering - Stewardship	1,000.00		-100.00%	-1,000.00	This was an experiment for one year.
53151 Service Auction Expenses	1,500.00	1,500.00	0.00%	0.00	
TOTAL FUNDRAISING EXPENSES	4,100.00	2,100.00	-48.78%		



2019-2020 Budget

	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
Committee Program Expenses					
53161 Membership Committee	1,500.00	1,500.00	0.00%	0.00	Reduced for cost savings.
53161 Membership Coordination	2,145.00	2,145.00	0.00%	0.00	Reduced for cost savings.
53163 Personnel	200.00	200.00	0.00%	0.00	
53164 Social Action	14,000.00	14,000.00	0.00%	0.00	
53166 Care Core	200.00	200.00	0.00%	0.00	
53168 Racial Justice Initiative	7,500.00	7,500.00	0.00%	0.00	
53169 Partner Church Project	150.00	250.00	66.67%	100.00	
53170 AV		0.00			
TOTAL COMMITTEE PROGRAM EXPS	25,695.00	25,795.00	0.39%	100.00	
Misc Congregational Expenses					
Settled Minister Installation	8,000.00		-100.00%	-8,000.00	The installation was in 2018.
53220 Chalice Lighters	1,000.00	1,000.00	0.00%	0.00	
53230 Hospitality	1,000.00	1,500.00	50.00%	500.00	
Health Insurance Premium Pool	12,000.00	0.00	-100.00%	-12,000.00	Our health insurance premium pool is now well funded. Current balance as of July 1 will be is \$20,002.49.
53250 Bookkeeping Service	6,725.00	7,200.00	7.06%	475.00	
TOTAL MISC CONGREGATIONAL EXPS	28,725.00	9,700.00	-66.23%	-19,025.00	
TOTAL CONGREGATIONAL EXPENSES	91,210.37	72,826.18	-20.16%	-18,384.19	
Office					
54110 Treasurer Expenses	200.00	200.00	0.00%	0.00	
53250 Payroll Service	1,530.00	1,530.00	0.00%	0.00	
54130 Postage	1,500.00	1,500.00	0.00%	0.00	
54130 Printing	2,040.00	1,000.00	-50.98%	-1,040.00	Based on this year's expenditures Office supplies have increased due to more printing
54150 Office Supplies	2,250.00	5,625.00	150.00%	3,375.00	Renegotiating our contract for our phone lines, and changes in security system will lower costs
57120 Telephone	4,310.00	2,500.00	-42.00%	-1,810.00	
57170 Copier Maintenance	1,200.00	1,320.00	10.00%	120.00	
57180 IT Support	3,000.00	500.00	-83.33%	-2,500.00	Our new Office Administrator has IT skills.
57180 IT Services & Subscriptions	3,900.00	4,020.00	3.08%	120.00	
57180 Computer Expenses	750.00	750.00	0.00%	0.00	
57180 Internet Service	200.00	240.00	20.00%	40.00	
TOTAL OFFICE	20,880.00	19,185.00	-8.12%	-1,695.00	

2019-2020 Budget



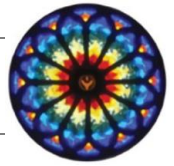
	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
Worship					
55110 Instrument Maintenance	800.00	800.00	0.00%	0.00	
55120 Music Supplies	700.00	1,000.00	42.86%	300.00	
55130 Musicians	6,000.00	3,000.00	-50.00%	-3,000.00	Reduced for cost savings.
55140 Worship Supplies	350.00	500.00	42.86%	150.00	
55150 Worship Misc	500.00	500.00	0.00%	0.00	
55170 Speakers/Worship Leaders	2,000.00	1,000.00	-50.00%	-1,000.00	Reduced for cost savings, and based on this year's expenditures.
Worship Leaders	300.00		-100.00%	-300.00	
55180 Summer Services Accompanists	900.00	900.00	0.00%	0.00	
TOTAL WORSHIP	11,550.00	7,700.00	-33.33%	-3,850.00	
Religious Education					
56100 RE Supplies & Materials	3,952.00	3,950.00	-0.05%	-2.00	
RE Staff Development	1,500.00		-100.00%	-1,500.00	Eliminated for cost savings, in consultation with DRE.
56130 Background Checks	300.00	300.00	0.00%	0.00	
56140 Youth Outreach	600.00	600.00	0.00%	0.00	
56140 Young Adult Community	500.00	500.00	0.00%	0.00	
56160 Programs	5,000.00	5,000.00	0.00%	0.00	
56160 Youth	3,500.00	3,500.00	0.00%	0.00	
56160 Coming of Age/OWL	3,500.00	1,550.00	-55.71%	-1,950.00	OWL has lower costs than Coming of Age, and 19/20 will be OWL.
56160 Children's Worship		0.00		0.00	
56100 Diversity Materials	500.00	500.00	0.00%	0.00	
TOTAL RELIGIOUS EDUCATION	19,352.00	15,900.00	-17.84%	-3,452.00	
Property					
56110 Grounds Maintenance	1,700.00	2,000.00	17.65%	300.00	
57120 Natural Gas	5,000.00	5,000.00	0.00%	0.00	
57120 Electricity	6,000.00	6,000.00	0.00%	0.00	
57140 Property Insurance	8,499.00	8,755.00	3.01%	256.00	
57150 Janitor Supplies	2,500.00	2,800.00	12.00%	300.00	
57160 Mortgage	17,400.00	17,220.00	-1.03%	-180.00	
Property Contingency	5,100.00	0.00	-100.00%	-5,100.00	Eliminated for cost savings. There is a healthy balance in this fund (\$15,156.54)
57181 Church Maintenance	8,000.00	8,000.00	0.00%	0.00	
57181 Church and/or High St Maint	8,500.00	8,500.00	0.00%	0.00	
56110 Snow Removal	1,500.00	1,500.00	0.00%	0.00	
56110 Trash Hauling	2,500.00	2,500.00	0.00%	0.00	
57120 Water/Sewer	2,600.00	2,600.00	0.00%	0.00	
57220 Equipment & Furniture	3,000.00	1,000.00	-66.67%	-2,000.00	Reduced for cost savings.
57120 Alarm Monitoring	600.00	600.00	0.00%	0.00	
Kitchen Keepers	700.00		-100.00%	-700.00	Eliminated based on this year's expenditures. These funds were a one time funding in 2018/19. We anticipate additional funding from the mini-
Accessibility	30,000.00	0.00	-100.00%	-30,000.00	
TOTAL PROPERTY	103,599.00	66,475.00	-35.83%	-37,124.00	



2019-2020 Budget

	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
Minister					
58010 Minister Expenses	8,500.00	8,287.00	-2.51%	-213.00	Minister professional expenses should be 10% salary and housing.
58020 Minister Hlth Ins	10,881.00	8,975.00	-17.52%	-1,906.00	
58080 Minister Dental Ins		336.00		336.00	We are adding dental coverage in January 2020 for all staff who chose it.
58030 Minister Pension	8,190.00	8,337.00	1.79%	147.00	
58050 Minister LTD	936.00	936.00	0.00%	0.00	
58060 Minister Salary	53,900.00	54,870.00	1.80%	970.00	1.8% cost of living increase.
58070 Minister Housing Allowance	28,000.00	28,000.00	0.00%	0.00	
58080 Minister FICA Allowance	6,265.00	6,378.00	1.80%	113.00	
58090 Minister Sabbatical (for savings)		2,000.00		2,000.00	Minister sabbatical fund has not been funded for several years.
TOTAL MINISTER	116,672.00	118,119.00	1.24%	1,447.00	
Membership Coordinator					
75010 Membership	29,438.00	35,732.00	21.38%	6,294.00	Membership Coordinator will be reclassified as Membership Manager
75020 Membership Coord Life & ADD	226.00	46.08	-79.61%	-179.92	
75030 Membership Coord LTD	294.00	193.44	-34.20%	-100.56	
75040 Membership Coord Pension	2,944.00	3,573.00	21.37%	629.00	
75010 Membership Coord Prof Devel	2,950.00		-100.00%	-2,950.00	
75050 Membership Coord Dental		672.00			
TOTAL MEMBERSHIP COORDINATOR	35,852.00	40,216.52	12.17%		
Congregational Staff					
75010 Kitchen Assistant	1,548.00	0.00	-100.00%	-1,548.00	Kitchen Assistant is resigning and Custodian will be doing this task
75010 Child Care Coordinator	2,135.00	2,608.00	22.15%	473.00	
75010 Child Care Workers	2,206.00	5,793.00	162.60%	3,587.00	Child Care Workers hours were increased.
75010 Event/Rental Coordinator	5,300.00		-100.00%	-5,300.00	This position is now Facilities and Rental Coordinator
75010 Youth Coordinator		6,686.00		6,686.00	
TOTAL CONGREGATIONAL STAFF	11,189.00	15,087.00	34.84%	3,898.00	
Office Administrator					
75010 Office Admin Salary	36,700.00	43,952.00	19.76%	7,252.00	Position is being reclassified as 30% Office Administrator, 70% Congregational Administrator
75020 Office Admin Life & ADD	281.86	205.32	-27.16%	-76.54	
75030 Office Admin LTD	367.00	301.92	-17.73%	-65.08	
75040 Office Admin Pension	3,670.00	1,098.75	-70.06%	-2,571.25	Eligible for this benefit March, 2020
75050 Office Admin Dental		336.00		336.00	
75060 Office Admin Health Ins	3,500.00	4,414.32	26.12%	914.32	
TOTAL OFFICE ADMINISTRATOR	44,518.86	50,308.31	13.00%		

2019-2020 Budget



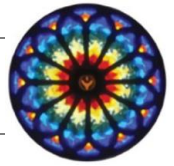
	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
Property Staff					
75010 Custodian Salary	15,465.00	15,743.00	1.80%	278.00	
75020 Custodian Life & ADD	187.77	205.32	9.35%	17.55	
75030 Custodian LTD	155.00	301.92	94.79%	146.92	
75040 Custodian Pension	1,546.00	1,574.00	1.81%	28.00	
Custodian Prof Devel	500.00		-100.00%	-500.00	All staff professional development is now in a pool.
75050 Custodian Dental		672.00		672.00	
TOTAL CUSTODIAN	17,853.77	18,496.24	3.60%	642.47	
Facilities/Events Coordinator					
75010 Facilities/Events Coordinator Salary		18,676.00		18,676.00	This is a new position, as of 1/2019.
75020 Facilities/Events Coord Life & ADD		243.57			
75030 Facilities/Events CoordinatorLTD		346.61			
75040 Facilities/Events Coordinator Pension		934.00		934.00	Eligible for this benefit January 1, 2020
75050 Facilities/Evetns Coord Dental		336.00		336.00	
TOTAL FACILITIES COORDINATOR		20,536.18		20,536.18	
TOTAL PROPERTY STAFF	17,853.77	39,032.42	118.62%	21,178.65	
RE STAFF					
Director of RE					
75010 DRE Salary	63,100.00	64,236.00	1.80%	1,136.00	
75020 DRE Hlth Ins	4,655.00		-100.00%	-4,655.00	DRE has elected not to receive health insurance benefits
75030 DRE Life & ADD	485.00	514.92	6.17%	29.92	
75040 DRE LTD	631.00	757.20	20.00%	126.20	
75040 DRE Pension	6,310.00	6,424.00	1.81%	114.00	
75050 DRE Dental		822.00			
76080 DRE Expenses					
76090 DRE Prof Expenses	6,310.00	6,424.00	1.81%	114.00	
DRE Moving Expenses					
TOTAL DIRECTOR of RE	81,491.00	79,178.12	-2.84%	-2,312.88	
75010 RE Assistant Salary		6,200.00		6,200.00	
TOTAL RE STAFF	81,491.00	85,378.12	4.77%	3,887.12	
WORSHIP STAFF					
Choir Director/Music Director					
75010 Music Director Salary	14,385.00	17,521.00	21.80%	3,136.00	Music Director is increasing hours from 10/week to 12/week
75070 Music Director Pers Days		200.00		200.00	Music staff are not eligible for other benefits. This is a small benefit.
75090 Music Dev Prof Dev		0.00		0.00	Professional development is now in a staff pool.
TOTAL MUSIC DIRECTOR	14,385.00	17,721.00	23.19%	3,336.00	



2019-2020 Budget

	Actual Budget 2018-2019	2019-2020	% Change	\$ Change	Comments
75010 Assistant Music Dir Salary	9,168.00	13,643.00	48.81%	4,475.00	This position is being reclassified to recognize greater responsibility, and increased to 12 hours/week
75070 Assistant Music Dir Pers Days		160.00		160.00	Music staff are not eligible for other benefits. This is a small benefit.
75090 Asst Music Dir Prof Dev		0.00		0.00	Professional development is now in a staff pool.
TOTAL ASST MUSIC DIRECTOR	9,168.00	13,803.00	50.56%	4,635.00	
75010 Accompanist - Childrens Choir	1,560.00	1,588.00	1.79%	28.00	
75010 Accompanist - CrUUners	1,560.00	1,588.00	1.79%	28.00	
75010 Youth Choir Director	2,550.00		-100.00%	-2,550.00	There is no Youth Choir. Worship Associates and other volunteers now perform these duties.
Assistant for Services					
TOTAL WORSHIP STAFF	29,223.00	34,700.00	18.74%	5,477.00	
75080 Staff Development		7,000.00		7,000.00	This is the professional development pool for staff
75090 Staff Recognition		250.00		250.00	
STAFF (group) EXPENSE TOTAL		7,250.00		7,250.00	
69000 Staff Benefits					
69100 Workers Compensation	2,908.00	3,270.00	12.45%	362.00	
69200 FICA - Employer Contribution	13,084.00	18,034.00	37.83%	4,950.00	
ST Disability & Health Insur (savings)		0.00		0.00	
69900 Service Fees	175.00	250.00	42.86%	75.00	
69000 STAFF BENEFITS	16,167.00	21,554.00	33.32%	5,387.00	
Total Expenses	599,558.00	593,731.55			
Net Operating Income		593,731.55			
Net Income		0.00			

Slate of Nominees



Board of Trustees – 3 Members to be elected for a 3-year term

The Board of Trustees includes nine members, a Treasure, and a Clerk. Three members are elected annually. The Board has primary responsibility for conducting business matters of the church.



James Engelhardt

I have been part of the UUCUC community since I moved to CU a little over three years ago. I serve as a member of the Worship Committee and Hospitality Team C as well as a Worship Associate. My daughter, Wendy, is a regular in RE, and both her and I enjoy playing board games. I work at the U of I Press as an acquisitions editor, which sometimes influences the poems and essays I write. I enjoy doing Tai Chi on a daily basis and exploring both nature and culture whenever I get a chance.

Brian McDermott

I've been a UU for over 25 years, having been a member in three other congregations in North Carolina, California, and Arizona, prior to settling in Champaign-Urbana. Ever since I identified in faith as a UU, I've held several positions of responsibility. Here at UUCUC, I've been Chair of the Board of Trustees; Church Moderator for far too long, and served on the Ministerial Search Committee. I have helped with the pledge drive and the Property Committee and I have been active in RE by teaching several elementary grade classes as well as being a certified OWL Instructor for our church, teaching the program for 3 out of the last 4 years. I'm married for over 33 years to Sylvia; together we've raised our 3 boys (Andrew, Evan, and Tom) here at UUCUC and recently just had the oldest one married here. As we moved to the CU area in 2002, our first criteria in looking at the area was "is there a UU church in this community?" We think that UUCUC has amply answered that question for us, and plan to help bring that community to more and more people looking for a thoughtful and caring church home.



Jerry Frye

I have been attending UUCUC regularly for five years and signed the Membership Book in 2016. I love singing in the choir and serving as a worship associate. I joined the Finance Committee in December 2018. Work for a local firm that manages farmland on an international platform and have my own tax preparation business out of my home office. Graduated from Western Illinois University and earned the designation of Certified Public Accountant in 1977. Married to Priscilla Kron, a lifelong UU and long-time member of this congregation. Priscilla and I have four children and five grandsons. My "free" time is spent on the golf course.



Slate of Nominees

Clerk – To be elected to a two-year term

The Clerk is a voting member of the Board of Trustees. The Clerk keeps the records of the Church and the regular meetings of the Board and prepares notices of congregational meetings.

Jenna Zeidler

I joined UUCUC in 2013. I currently am a co-leader of Hospitality Team A, I enjoy being a sub for a variety of RE classes and I can be seen at the Hub table occasionally. You might remember me from my supporting role in our dog, Taco's, Coffeehouse performance last fall. I live in Champaign with my spouse, two dogs and a cat.



Financial Secretary- Two-year term

The Financial Secretary exercises signature authority on all Trust accounts, electronic transfers and merchant services accounts; transfers funds as requested by the Trust Fund Trustees; receives and distributes gifts of stock; and reports on transactions.



Kathy Vance

I'm Kathy Vance. I've lost track of when I became a member of this church. My daughter, Shannon, was in elementary school so that makes it about 20 years ago. Over the years, I've had the pleasure of serving as a R.E. teacher, OWL facilitator, YRUU advisor, Board Member (briefly) and a member of the Trust Committee. After graduating from the UI back in '72 I chose to stay in the area since I kept getting jobs I liked and my network of friends and love of the community continued to grow. When I received my MBA in the 80's I considered leaving but again the community captured my heart. As a fairly new retiree I spend my free time enjoying Krannert, traveling, visiting family and friends and heading East to DC and Boston to visit my two kids and grandsons. In my spare time, I love running in honor of those that can't.

General Trust Fund Trustee - Four-year term

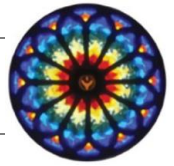
There are three Trust Fund Trustees. They administer, invest, and report on the church trust funds. One position is being filled this year.

Debbie Rugg

Raised a Unitarian, I am a relatively new member of our church. I have been on the membership committee (when brand new member) and also on the Welcoming Congregation Committee. I am still with the Feminist Book Club and Team C. Have enjoyed our small group Soul Matters and Rev Caplow's small monthly Exploring other voices in UU book series. In the community I have been on boards and otherwise active in the League of Women Voters, Urbana Park Board, and the University YMCA. At the Y I was on the governing board and am currently a Board Trustee for the Y Endowment. I feel strongly that endowments are critical to small NFP group's survival.



Slate of Nominees



Nominating Committee - 3 Members to be elected for a 1-year term

The Nominating Committee consists of the three regular Board members entering their last year of service and three members elected at each Annual Meeting. They select and recruit nominees for officers, including members of the Board of Trustees and Trust Fund Trustees.



Beth Cobb

I am a second-generation member of UUCUC. I have served on the staff twice, as the Director of Religious Education for six years in the late 1970's and early 1980's and for twenty years as the Assistant for Services, retiring last June. Additionally, I have served on many committees, as well as on the Board of Trustees in the mid-1980's, completing a term for someone who resigned. I am enjoying my full retirement (I am also retired from the University of Illinois College of Law after thirty-five years), time looking for new recipes, spending more time with my grandson, reading mystery novels, and getting to know our new members.

Tim Temple

I live with my husband of 38 years, Jerry Carden, and our Schnauzer, Percy, in Urbana. Jerry and I started attending UUCUC regularly in 1996, and became members shortly thereafter. I served on the Board of Trustees; currently serve on Building and Grounds; and I'm the coordinator for the Caregivers Chalice Circle. I coordinate 24-hour caregivers for my 92 year-old mother in her home. After 32 years, I retired from Carter's Interiors on Prospect as an Interior Designer, and now I do contract work as time allows. I enjoy landscaping and home improvement projects.



Cindy Ingold

I have been a member of UUCUC for 17 years. I have served on the Social Action Committee, the Finance Committee, the RE Committee, and on the Board of Trustees. I was a co-leader for Hospitality Team C, and continue to be a member of that team. For the last 5 years I have enjoyed teaching our K-1 students. When I am not at church, I am the Gender Studies and Multicultural Services Librarian at the University of Illinois Library. I also have a sweet 16 year-old dog named Ginger.



Slate of Nominees

Mediation Committee—Two to be elected for a two-year term

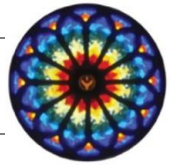
The Nominating Committee recommends that the congregation not elect additional members, leaving it to the Board of Trustees to reconsider the role, name, and structure, in view of lack of mediation brought before that committee for several years.

Delegates to the General Assembly of the Unitarian Universalist Association:

Six candidates who are voting members, including young adults:

1. Emily McKown
2. Not filled
3. Not filled
4. Not filled
5. Not filled
6. Not filled

England Endowment



The Board of Trustees recommends to the Congregation that the donation described below be accepted at the May 2019 Annual Meeting.

Terry and Barbara England Endowment (England Endowment)

The donation will be made to the UUCUC Trust Fund to be administered as follows:

1. The initial donation will be \$50,000. The goal of the endowment is to provide earnings while preserving the corpus of the endowment.
2. It is their intent that earnings from the endowment will be distributed annually. 75% will be used at the discretion of the Board of Trustees; 25% will be used for musical activities, as determined by the Board of Trustees and/or a designated group, e.g. the Music Committee. The endowment's support of musical activities will be recognized.
3. The endowment's value and distributed income will be reported annually. If funds from this endowment are merged with another UUCUC endowment for investment purposes, the endowment's value, earnings, and distributed income can be estimated.

This endowment is inspired by the generosity, energy, warmth, support, music, and mission of this church and its congregation.

Terry and Barbara England



Mini-Capital Campaign for Accessibility Improvements

Please note, at the time of printing this packet, this campaign is currently DELAYED.

The congregation will consider a capital campaign for up to \$100,000 to improve the accessibility of our beloved church home. We will air condition the sanctuary, improve the air quality throughout the building and create accessible bathrooms on the lower level. This is a mini-capital campaign in a short time-frame, with the hopes of completing the work before Fall 2019.



APPENDIX

Appendix A. Congregational Bylaws and Constitution	36
Appendix B. Minutes from the Annual Meeting on May 6, 2018	66
Appendix C. Budget vs. Actuals FY 2017/2018	73



Appendix A: Congregational Constitution and Bylaws

The Constitution and Bylaws materials provided in Appendix A may be read from the source document without tracked changes at: <https://uucuc.org/s/CongDocs-20190424.pdf>

Summary of Changes to Congressional Documents

(most recent changes on top)

	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
37	A.3	XV	3	2018.05.06	Revised Bylaws regarding Socially Responsible Investment Guidelines
36	A.4		3	2018.05.06	Approved Resolution to install Black Lives Matter banner
35	A.4		4	2018.05.06	Approved Racial Justice Initiative Resolution
34	A.2	VII	2	2016.08.28	Special Congregational Meeting. Approved the change from “two-thirds” to “95 percent”
33	A.3	I	2.3.a	2015.05.3	Changed text “Central Midwest District” to “MidAmerica Region”
32	A.3	II	4	2015.05.3	Changed “mailed” to “sent via U.S. Postal Service or electronic mail”

Appendix A: Congregational Constitution and Bylaws



	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
31	A.3	XV	7	2015.05.3	<p>Changed “specific” to “restricted bequest or non-recurring gift subject to the limits set forth in the Constitution Article 5, Section 3e”.</p> <p>Removed “However, any restricted bequest in excess of \$5,000 must be approved by the congregation at an Annual or Special Meeting called for that purpose”.</p>
30	A.2	V	3e	2014.05.04	<p>Changed “restricted bequests or non-recurring gifts” to “non-recurring gifts or restricted bequests”</p> <p>Reason: The Board of Trustees believes that reversing these phrases clarifies the intent of the statement.</p>
29	A.2 & A5.1	II	1	2014.05.04	<p>Changed all text “Central Midwest District” to “MidAmerica Region”.</p> <p>Reason: The Central Midwest District has been combined with other districts in mid America to form the MidAmerica Region for purposes of consolidation and reducing expenditures. This change was only approved to the Constitution because the change to the Bylaws had not been communicated to the congregation in the Annual Meeting notice.</p>



Appendix A: Congregational Constitution and Bylaws

	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
28	A.3	VII	6	2009.05.03	Updated and approved by congregation at annual meeting. Replace previous text with new text: “The Board of Trustees shall endeavor to maintain a cash flow reserve level equal to fifteen (15) percent of the annual budget.”
27	A.1			2005.12.05	Approved and added “Our Vision”
26	A.1			2005.12.05	Approved and added “Our Mission”
25	A.1			2005.10.02	Approved and added “Covenant Statement”
24				2004.11.14	Special Congregational Meeting: Approved members for the Mediation Committee
23	A.4.2			2004.05.02	Added Policy Regarding Congregational Safety and Behavior. Approved by Congregation.
22	A.3	X	5	2003.05.06	Approved change to Section 5 Trust Fund distribution procedure.
21	A.3	IX	1	2003.05.06	Approved and added language regarding removal of officers.

Appendix A: Congregational Constitution and Bylaws



	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
20	A.4			1999.05.02	Added Congregational Resolutions and Policies. Approved by Congregation.
19	A.2	V	3.d	1997.05.04	Added text “which may be altered by the Board of Trustees during the fiscal year by an amount up to a total of five (5) percent of the total budget approved. The altered amount(s) must be immediately reported to the congregation in writing.”
18	A.3	I	2.c	1997.05.04	Replaced “the 12 months prior to the notice of the meeting” with “either the current or prior church fiscal year”
17	A.3	I	3	1997.05.04	Replaced all with “The membership list shall be reviewed in odd-numbered years by the Board of Trustees, and members who have been inactive for the previous two-year period may be removed from the membership list, after appropriate attempts at notification. A member may voluntarily resign in writing at any time.



Appendix A: Congregational Constitution and Bylaws

	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
16	A.3	II	3	1997.05.04	Replaced “by petition of 5% of the voting members, or by the Minister” with “by written petition of five (5) percent or more of the voting members of the congregation, or by the Minister(s).
15	A.3	II	4.g	1997.05.04	Replaced “Thirty voting members shall constitute a quorum at any meeting.” With “Twenty (20) percent of the voting members shall constitute a quorum at a congregational meeting.”
14	A.3	III	1	1997.05.04	Added text “and shall begin that term at the adjournment of the meeting of the election.”
13	A.3	IV	1	1997.05.04	Added text “and shall begin that term at the beginning of the Board Organizational Meeting of the year elected.”
12	A.3	V	2	1997.05.04	Deleted text “(except those funds handled directly by the Treasurer of the Religious Education Committee)”.
11	A.3	VI	3	1997.05.04	Deleted text “those funds handled directly by the Treasurer of the Religious Education Committee and”

Appendix A: Congregational Constitution and Bylaws



	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
10	A.3	VI	6	1997.05.04	Added text “and shall be made a part of the next Annual Report to the congregation.”
9	A.3	VI	7	1997.05.04	Added text “as provided in the Irrevocable Trust Agreement, dated April 23, 1992.”
8	A.3	VII	2	1997.05.04	Added text “Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years.”
7	A.3	VII	10	1997.05.04	Removed text “At the next Board meeting” and added text “convene an Organizational Meeting no later than June 1 to” and “Outgoing members should attend this meeting to offer counsel to the newly-formed Board.”
6	A.3	VII	12	1997.05.04	Added text “it is desirable that Board members not serve as Committee Chairs.”
5	A.3	XIII	1	1997.05.04	Replaced text “are” with “may be.”



Appendix A: Congregational Constitution and Bylaws

	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
4	A.3	XIII	3	1997.05.04	Replaced text “and” with “committee or”
3	A.3	XIV	1	1997.05.04	Added text “and may be instructed by the Board of Trustees or by the congregation.”
2	A.3			1991.04.14	
1	A.3			1991.04.14	



Appendix A: Congregational Constitution and Bylaws

Section A. CONGREGATIONAL DOCUMENTS

A.1 MISSION, VISION, AND COVENANT

A.1.1 Our Mission¹

Build community. Seek inspiration. Promote justice. Find peace.

A.1.2 Our Vision²

We dedicate ourselves to:

- Expanding religious, educational, and social activities that serve our congregation and the larger community.
- Acting on our individual and collective commitment to promote social justice.
- Enhancing the diversity of our liberal religious community.
- Improving the accessibility and functionality of our facilities and ensuring that they are an asset to our community.

A.1.3 Covenant Statement³

We, the members of the Unitarian Universalist Church of Urbana-Champaign, strive to sustain a caring community that promotes the personal and spiritual well-being of our members and of the larger world in which we live. To this end, We promise to participate actively in the life of our church, to contribute as we are able, and to express appreciation for others' contributions.

We promise to join in shaping congregational life through processes that are open, inclusive, and transparent, and to support the decisions made by our chosen leaders and the congregation as a whole.

We promise to celebrate the diversity of our collective experiences and backgrounds including race, class, gender,

¹Approved: 2005.12.04

²Approved: 2005.12.05

³Approved: 2005.10.02

Board of Trustees Comments



sexual orientation, age, physical ability, and economic means even as we struggle to understand those differences.

We promise to express our differences openly and respectfully, speaking directly with those involved, listening closely, offering real solutions in ways that are constructive and not judgmental, and accepting conflict as an inevitable aspect of healthy relationships.

We promise to provide an atmosphere for the minister to challenge us to think critically and creatively about all issues, thus carrying our congregation's commitment to a free pulpit.

We promise to respect our children, to encourage their development as whole people, and to teach them the values of our religion, and other religions, as well.

We promise to welcome those who are new to our church and faith by learning about their journeys, by providing opportunities to learn more about us, and by explaining how they can become more involved in the church.

We promise to support each other through life's ups and downs by creating an environment in which people feel safe to share, and by responding to the needs of the members of our congregation.

We promise to encourage one another in our efforts to promote social justice and responsible stewardship in the larger community and the world.

A.2 CONSTITUTION OF THE UNITARIAN UNIVERSALIST CHURCH OF URBANA-CHAMPAIGN

~~Includes changes approved at Congregational Meetings held April 14, 1991; May 4, 1997; May 4, 2014; and Aug. 28, 2016~~

ARTICLE I: NAME, INCORPORATION, AND LEGAL SUCCESSOR

Section 1: The name of this Church is "The Unitarian Universalist Church of Urbana-Champaign, Illinois."

Section 2: This Church is a not-for-profit corporation organized under the laws of the State of Illinois.

Board of Trustees Comments

Changes now tracked in a more detailed manner in the Summary of Changes table at the beginning of the document.



Appendix A: Congregational Constitution and Bylaws

Section 3: This corporation is the successor to the First Universalist Church of Urbana, a religious corporation, and the Unitarian Church of Urbana, an unincorporated association. All rights and duties of said organizations shall belong to or be performed by this corporation.

ARTICLE II: RELIGIOUS AFFILIATION

Section 1: This Church shall be a member congregation of the Unitarian Universalist Association and of the MidAmerica Region⁴ of that association and other such organizations as the membership shall elect.

Section 2: By its association and support, this Church pledges itself to cooperate and extend the interests of the Unitarian Universalist denomination.

ARTICLE III: PURPOSES

Section 1: The members of the Church unite to strengthen each other in a free and disciplined search for truth in religious community.

Section 2: The Church joins in community to affirm, defend, and promote the supreme worth and dignity of every human personality.

Section 3: The Church affirms a special mission to minister to students, faculty, and staff at institutions of higher learning in our community and to the institutions themselves.

Section 4: The Church affirms the Principles and Purposes as stated in the Bylaws of the Unitarian Universalist Association.

ARTICLE IV: MEMBERSHIP

Section 1: All persons who are in sympathy with the purposes and programs of this Church may become members by meeting the requirements as stated in the Bylaws.

Section 2: Persons who are voting members of another

⁴Updated 2014.056.420

Board of Trustees Comments

Appendix A: Congregational Constitution and Bylaws



Unitarian Universalist ~~Society~~ congregation may not be voting members of this Church.

Section 3: Resignation and termination of membership shall be as stated in the Bylaws.

ARTICLE V: FORM OF GOVERNANCE

Section 1: The congregational form of governance shall prevail in this Church. Therefore, the ultimate authority for its governance shall rest with the voting membership.

Section 2: An Annual Meeting and Special Meetings of the Membership shall be called as provided in the Bylaws.

Section 3: The following matters are specifically reserved for decision by the voting membership.

- a. Election of officers.
- b. Call (election) and dismissal of the minister(s).
- c. Adoption and amendment of the Constitution and Bylaws.
- d. Adoption of an annual operating budget , which may be ~~altered~~ increased or decreased by the Board of Trustees during the fiscal year by an amount up to a total of five (5) percent of the total budget approved. The ~~altered amount~~ (s)changes must be ~~immediately~~ reported to the congregation in writing.⁵
- e. Acceptance and disposition of non-recurring gifts or restricted bequests having a value greater than \$5,000.00. ⁶
- f. Authorization of the Board of Trustees to purchase, sell, mortgage, lease (in excess of \$1,000 per contract per month), or otherwise deal in real estate on behalf of the Church.
- g. Authorization of the Board of Trustees to purchase, sell, mortgage, lease, or otherwise deal in tangible personal property having a value greater than \$5,000.00 on behalf of the Church.
- h. Dissolution of the Church.

⁵Updated: 1997.05.04

⁶Updated: 2014.05~~6.4~~20

Board of Trustees Comments

First usage. A Society is one type of UU congregation. The broader term, congregation, should be used instead of Society.

As the Board of Trustees (BOT) updates policies in the 2019-2020 church year, it will further clarify procedures by which the budget could be modified in accordance with the Constitution and Bylaws.



Appendix A: Congregational Constitution and Bylaws

ARTICLE VI: OFFICERS

Section 1: The officers shall be a Moderator, a Clerk, a Financial Secretary, a Treasurer, the members of the Board of Trustees, and the Trustees of the Unitarian Universalist Trust Fund.

Section 2: Only voting members shall be officers of the Church.

Section 3: The terms of office, duties, and manner of election shall be as stated in the Bylaws.

ARTICLE VII: MINISTER(S)

Section 1: This Church shall maintain the tradition of a free pulpit; the Minister(s) shall be free to express his/her opinion outside the pulpit.

Section 2: The Minister(s) shall be called by an 80⁷95% vote of voting members present and voting at a Special Meeting duly called for this purpose.

Section 3: The Minister(s) of this Church must hold fellowship in the Unitarian Universalist Association.

Section 4: The Minister(s) shall serve at the pleasure of the congregation.

- a. The Minister(s) may be dismissed by a two-thirds vote of the voting members present and voting at a Special Meeting duly called for that purpose.
- b. ~~This section intentionally left blank. The Minister(s) may resign by submitting a resignation to a duly called Meeting of the Church.~~
- c. Ninety (90) days' notice is expected from either the Minister(s) or the congregation.

Section 5:

- a. The Minister(s) shall be non-voting member(s) of all boards, committees, and organizations of this Church.
- b. The Minister(s) shall not participate in executive sessions of the Board of Trustees unless requested to do so.
- c.

⁷Updated: 2016.8.27

Board of Trustees Comments

→ According to the UUA, a 95% vote is too stringent. An 80% vote is far more common amongst UU congregations and is recommended here.

→ The Minister may resign without a Special Meeting of the congregation.

Appendix A: Congregational Constitution and Bylaws



Section 6:

- a. The Minister(s) shall be the spiritual leader(s) of the Church.
- b. At the call, the duties and the conditions of employment of the Minister(s) shall be stated in writing and shall be mutually agreed upon by the Minister(s) and the Board of Trustees, ~~subject to the approval of the voting membership.~~
- c. ~~b.~~The Minister is Chief of Staff. The Minister has authority to hire, supervise, discharge, ~~and change the compensation of congregational staff,~~ or implement other major personnel--related changes regarding congregational staff in consultation with the Personnel Committee. The Personnel Committee acts on behalf of the Board and in accordance with the Constitution, Bylaws, Board policies, and budgets established by the congregation.

Section 7: The Minister(s) shall maintain records of rites of passage performed and shall provide this information to the Board of Trustees at its request.

ARTICLE VIII: DISSOLUTION

Section 1: This corporation shall be dissolved by a three-fourths vote of voting members present and voting at a Special Meeting duly called for this purpose.

Section 2: Title to real property shall revert to the Unitarian Universalist Association or its successor organization upon either the dissolution of the Church or non-use of that property for a period of one year.

Section 3: Disposition of personal property shall be at the discretion of the voting membership except that such disposition must be to charitable or religious organizations. However, personal property items donated by individual members may be returned to the donor or the donor's heirs.

Section 4: Disposition of Assets held by the Unitarian - Universalist Trust Fund:

Board of Trustees Comments

Management best practices for congregations the size of UUCUC highly recommend that the Minister act as Chief of Staff. A shift toward administrative processes with the Minister as Chief of Staff was initiated in 2016.

Recognition of the Minister as the Chief of Staff is part of Rev. Caplow's official call agreement and this change aligns the constitution with that document.

In a previous version of proposed changes to this section, compensation adjustment was stated as within the authority of the Minister. Based on feedback from the congregation and after discussion at the April 19, 2019 Board of Trustees meeting, that component was removed.



Appendix A: Congregational Constitution and Bylaws

- a. All funds, other than real estate (Section 2), shall go to the organization or organizations which succeed the Church.
- b. If there is no successor organization within one year, all remaining funds shall be given to the Unitarian Universalist Association to be held in trust for ten (10) years for the establishment of a Unitarian Universalist ~~Society~~ [congregation](#) within Champaign County, Illinois.
- c. If no Unitarian Universalist ~~Society~~-[congregation](#) is created within ten years, the Unitarian Universalist Association may use the money as its governing board determines.

Board of Trustees Comments

ARTICLE IX: AMENDMENTS AND BYLAWS

Section 1: Amendments to this Constitution may be made by a vote of three-fourths of the voting members present and voting at [an Annual Meeting of the congregation](#) or a Special Meeting duly called for this purpose. Such amendments must have been stated in the written call for the meeting.

Section 2: Bylaws not in conflict with this Constitution may be adopted and amended by a two-thirds vote of the voting members present and voting at [an Annual Meeting of the congregation](#) or a Special Meeting duly called for this purpose. Such Bylaws must have been stated in the written call for the meeting.

Appendix A: Congregational Constitution and Bylaws



A.3 BYLAWS OF THE UNITARIAN UNIVERSALIST CHURCH OF URBANA-CHAMPAIGN

~~Includes changes approved at a Congregational Meeting held April 14, 1991; May 4, 1997; May 318, 2009; May 3, 2015 and May 6, 2018~~

ARTICLE I: MEMBERSHIP

Section 1: Members are those persons who are at least ~~fourteen~~ ~~twelve~~ (1214) years of age and who have signed the ~~M~~embership ~~B~~ook.

Section 2: Members who may vote at any given meeting (voting members) are those persons who:

- a. are at least 12 years of age and,
- b. have signed the Membership Book at least 10 days before the official notice of the meeting. ~~and,~~

~~c. have made an identifiable financial contribution during either the current or prior church fiscal year of an amount at least equal to the minimum established by the Board of Trustees.~~

~~1. Minimum financial requirement shall be determined by the Board of Trustees annually based upon the cost of Fair Share Contribution to the Unitarian Universalist Association, dues of the MidAmerica Region, and the production and mailing of the newsletter.~~

~~2. Joint contributions from individuals shall be deemed to have met the minimum if the amount totals at least the minimum times the number of joint donors.~~

~~3. In case of financial hardship, the financial contribution requirement may be waived at the discretion of the Minister (s), or the Board of Trustees.~~

~~Section 7:~~Section 3: The membership list shall be reviewed at a minimum in odd-numbered years. Review, validation, ~~and~~ ~~or~~ modification of the membership list will be done in accordance with policy adopted by the Board of Trustees. ~~by the Board of Trustees, and members who have been inactive for the~~

Board of Trustees Comments

The Membership Committee recommended that the age requirement for the membership be lowered to 12 so that youth can be invited to become members. This is the age when most youth complete the Coming of Age program.



Appendix A: Congregational Constitution and Bylaws

~~previous two year period may be removed from the membership list, after appropriate attempts at notification.~~⁸

A member may voluntarily resign in writing at any time.

ARTICLE II: CONGREGATIONAL MEETINGS

Section 1: An Annual Meeting of the congregation shall be held ~~in May of~~ each year at a time to be determined by the Board of Trustees.

Section 2: At the Annual Meeting, the congregation shall:

- a. elect officers as required, including the three elected members of the Nominating Committee;
- b. adopt the budget for the fiscal year beginning July 1 of that year, including compensation for the Minister(s) and other staff;
- ~~c. accept annual reports from the various committees and organizations within the Church;~~
- c. conduct such other business as has been included in the agenda for the call of the meeting; and
- d. conduct such other business as properly may be brought before the meeting.

Section 3: Special Meetings may be called by the Board of Trustees, by written petition of five (5) percent or more of the voting members of the congregation, or by the Minister(s)⁹.

Section 4: Official notice of all congregational meetings shall be prepared by the Clerk of the Church.

- a. All business included in the official notice of the Annual Meeting shall be considered and acted upon before any other business may come before the congregation.
- b. Only business included in the official notice of any Special Meeting may come before the congregation at such meeting.
- c. The official notice of the meeting shall be sent via U.S. Postal Service or electronic mail¹⁰ to all voting members

~~⁸Updated: 1997.05.04~~

⁹Updated: 1997.05.04

¹⁰Updated: 2015.05.03

Board of Trustees Comments

Committee reporting in May is out of sync with the fiscal year. In the future, committee reports will be due after the end of the Fiscal Year (June 30). This change will improve the accuracy of our Annual Reports and the efficiency by which they are developed.



not less than ten (10) days prior to the meeting date.

- d. All of the items specifically reserved for congregational decision by Article V, Section 3 of the Constitution must be included in the official notice of any meeting before they may come before the meeting.
- e. At the request of any voting member, the Moderator may call for a counted hand vote or a written secret ballot on any issue.
- f. Voting shall be limited to those voting members present at the meeting. ~~The Financial Secretary shall certify voting members.~~
- g. Twenty (20) percent of the voting members shall constitute a quorum at a congregational meeting.¹¹
- h. Robert's Rules of Order, Revised shall govern the conduct of all meetings, unless otherwise specified by these Bylaws.

ARTICLE III: THE MODERATOR

Section 1: The Moderator shall be elected for a two-year term in even-numbered years and shall begin that term at the adjournment of the meeting of the election.

Section 2: The Moderator presides at all congregational meetings of the Church, ~~and~~ convenes the first meeting of the Nominating Committee, ~~and convenes the first meeting of the Trustees of the Unitarian Universalist Trust Fund.~~

Section 3: The Moderator is a non-voting member of the Board of Trustees.

ARTICLE IV: THE CLERK

Section 1: The Clerk shall be elected for a two-year term in odd-numbered years and shall begin that term at the beginning of the Board Organizational Meeting of the year elected.

Section 2: The Clerk shall be a voting member of the Board of Trustees but shall not be liaison to any council or group of

¹¹Updated: 1997.05.04

Board of Trustees Comments

This reduces the duties of the Financial Secretary.

Changes to the Clerk role below clarify duties and responsibilities.



Appendix A: Congregational Constitution and Bylaws

committees.

~~Section 3: The Clerk shall keep the records of the Church and of regular meetings of the Board of Trustees, prepare the official notice of all congregational meetings of the Church, give notice of the meetings of the Board of Trustees and publication of minutes of board of trustees annual meeting of the congregation and any special meetings, and annual report and prepare any necessary Church reports required by the Unitarian Universalist Association.~~

~~Section 4: The Clerk shall be responsible for the custody of all records, current membership lists, and books of record of the Church, unless care of such is otherwise provided.~~

Section 3: The Clerk shall be accountable for the custody of all records, current membership lists, and books of record of the Church.

Section 4: The Clerk shall prepare the official notice of all congregational meetings of the Church, and notice of the meetings of the Board of Trustees and shall be responsible for the publication of minutes of the Board of Trustees, minutes of the Annual Meeting of the congregation and any special meetings, and the Annual Report.

Section 5: In the absence of the Moderator at any congregational meeting, the Clerk shall preside during the election of a moderator pro tem.

Section 6: The Clerk shall prepare ballots for written votes for all congregational meetings, shall be responsible for their timely and accurate count, and shall report the results to the congregation assembled.

ARTICLE V: THE FINANCIAL SECRETARY

Section 1: The Financial Secretary shall be elected for a two-year term in the odd-numbered years and shall begin that term at the adjournment of the meeting of the election.

Section 2: The Financial Secretary shall maintain and prudently exercise signature authority on all accounts held by any Trust

Board of Trustees Comments

Reduction of responsibilities for the Financial Secretary are needed to allow a volunteer to perform the duties. Removed responsibilities include the Financial Secretary serving as the 3rd Trust Fund Trustee.

As the BOT updates policies in the 2019-2020 church year, it will ensure that responsibilities removed from the Financial Secretary position are reassigned for continuity.



or Endowment owned by the Church. In this capacity, the Financial Secretary shall transfer funds as instructed by the Trustees of the Unitarian Universalist Trust Fund. ~~—The Financial Secretary shall receive all monies of the Church, keep records of contributions and other income, deposit money to the Church's account(s) and issue a copy of the deposit slip to the Treasurer.~~

Section 3: The Financial Secretary shall receive and prudently distribute into the appropriate funds all Gifts of Stock received by the Church. In addition, the Financial Secretary shall maintain and prudently exercise signature authority on all electronic funds transfer and merchant services accounts. In this capacity, the Financial Secretary shall make timely report to the individual(s) responsible for recording the receipt of all such gifts and donations, in whatever manner they are received by the Church. ~~The Financial Secretary shall keep records of individual pledges and payments and shall issue regular statements to all pledging units.~~

Section 4: ~~The Financial Secretary is authorized to act for the Treasurer when necessary.~~ This section is intentionally left blank.

Section 5: The Financial Secretary shall maintain and distribute any special funds created by the Church according to the terms of those funds. In this capacity, the Financial Secretary shall make timely report to all relevant individual(s) regarding those special accounts. ~~The Financial Secretary shall designate voting members at any congregational meeting.~~

~~Section 7: The Financial Secretary shall serve as a Trust Fund Trustee during the term of this office.~~

ARTICLE VI: THE TREASURER

Section 1: The Treasurer shall be elected for a two-year term in the even-numbered years and shall begin that term with the beginning of the Board Organizational Meeting of the year elected.

Board of Trustees Comments



Appendix A: Congregational Constitution and Bylaws

Section 2: The Treasurer shall be a voting member of the Board of Trustees but shall not be liaison to any council or group of committees.

Section 3: The Treasurer shall hold in custody all funds of the Church, except those funds held by the Trustees of the Trust Fund as described in Article ~~XIV~~ XV.

Section 4: The Treasurer shall keep an account of all receipts and expenditures and shall report to the Board of Trustees monthly meeting.

Section 5: The Treasurer shall pay all bills duly authorized by the Board of Trustees.

Section 6: The Treasurer shall report on the financial condition of the Church, including a current Balance Sheet, Statement of Revenue and Expenditures, and Statement of Cash Flows at the Annual Meeting. A final Statement of Revenue and Expenditures for the fiscal year shall be prepared for the Board of Trustees no later than its September meeting, and shall be made a part of the next Annual Report to the congregation.

Section 7: The Treasurer shall be responsible for custody of all evidence of property belonging to the Church. A third party will hold title to the Channing-Murray Chapel and property at 1209 West Oregon Street, as contemplated by the proposed agreement dated January 28, 1990, between the Church and the Channing-Murray Foundation, and as provided in the Irrevocable Trust Agreement, dated April 23, 1992.

ARTICLE VII: THE BOARD OF TRUSTEES

Section 1: The Board of Trustees shall include nine (9) elected members and the Clerk and Treasurer for a total of eleven (11) voting members. Six members shall constitute a quorum.

Section 2: The members of the Board of Trustees shall be elected for three-year terms, with three being elected each year. Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years.

Section 3: Members of the Board of Trustees may not serve

Board of Trustees Comments

→ *Updated the Article number after the Mediation Committee Article was added.*

Appendix A: Congregational Constitution and Bylaws



more than one complete term without a lapse of at least one year. (Members who serve a term of less than three years may succeed themselves to a full three-year term.)

Section 4: Members of the Board of Trustees shall be officers of this Church and shall have general charge of the administration and business of the Church.

Section 5: The Board of Trustees shall present the annual operating budget to the congregation for approval at the Annual Meeting.

Section 6: The Board of Trustees shall endeavor to maintain a cash flow reserve level equal to fifteen (15) percent of the annual budget. ¹²

Section 7: **Due to the Minister's planned or unplanned absence without communication of 10 or more business days, the role of Chief of Staff will temporarily transfer to the Chair of the Personnel Committee or a delegate as authorized by the Board of Trustees. ~~The Board of Trustees shall be responsible for the appointment, employment, and termination of all Church staff except the Minister(s).~~**

Section 8: The Board of Trustees shall appoint and disband such committees as it may deem necessary for the efficient operation of the Church administration and programs. Committees are accountable to the Board of Trustees.

Section 9: Following the election at the Annual Meeting, the Board shall convene an Organizational Meeting no later than June 1 to elect from among its members a chair and such other officers as it deems wise (e.g., vice chair and/or correspondent) and shall identify members as liaisons to councils or groups of committees. Outgoing members should attend this meeting to offer counsel to the newly-formed Board.

Section 10: The Chair shall represent the Board of Trustees in presenting Board motions before congregational meetings, conduct monthly board meetings, and perform all other duties

¹²Updated: 2009.05.03

Board of Trustees Comments

→ *This clarifies who will function as Chief of Staff if the minister is on sabbatical, on a long vacation or study leave, or resigns.*

→ *Removal of the original language in this section is needed to align with explicitly naming the Minister as Chief of Staff in the Constitution, Art. VII. Sec. 6c.*



Appendix A: Congregational Constitution and Bylaws

pertinent to this office, but need not be liaison to any one council or group of committees.

Section 11: Board members are expected to attend all Board meetings, to be active liaisons to their assigned councils or groups of committees, and to perform other duties mutually agreed upon. It is desirable that Board members not serve as Committee chairs.

Section 12: ~~Regular~~ **Business** meetings to be held at least monthly shall be announced to the membership of this Church and shall be open to any member who wishes to attend.

Section 13: The Board of Trustees may elect to move into Executive Session when personnel (employed or volunteer), property, or legal matters are being considered. However, no official action may be taken during Executive Session. Motions must be acted upon only in open session.

Section 14: Minutes shall be kept of all Board Meetings and shall be posted after approval by the Board of Trustees.

Section 15: The Chair of the Board of Trustees shall prepare a **report** ~~n Annual Report~~ for the Annual **Report and Annual Meeting** of the Church.

ARTICLE VIII: TRUSTEES OF THE UNITARIAN UNIVERSALIST TRUST FUND

Section 1: There shall be three trustees of the Unitarian Universalist Trust Fund.

Section 2: One trustee shall be **elected in an odd- numbered year to serve a four-year term** ~~the elected Financial Secretary of the Church~~.

Section 3: In even-numbered years, **one of the** other two trustees shall be elected to serve four-year terms, so that a new trustee is elected **at least** every two years.

Section 4: Trustees may succeed themselves one time, serving a maximum of eight (8) **consecutive** years.

Section 5: **The trustees shall elect a recorder from among themselves who shall keep minutes of all meetings and shall**

Board of Trustees Comments

For consistency, the term 'regular' is replaced with 'business', because business meetings are where the BOT officially takes action.

Changed to clarify a report at both the Annual Meeting and in the Annual Report.

Changes to Article VIII result from the change to the Financial Secretary role. An additional Trustee is added, and the role of recorder is clarified below in Section 5.



report the activity, including investing, reinvesting, or transference of trust assets, and current status of trust assets, liabilities, and fund balance to the congregation ~~in~~at the Annual Report ~~Meeting~~. The trustees shall have the authority to delegate to a volunteer any clerical tasks, as the trustees deem appropriate. No volunteer may work in this capacity for more than eight years~~The trustees shall elect a recorder from among themselves who shall keep minutes of all meetings and shall report the activity, including investing, reinvesting, or transference of trust assets, and current status of trust assets, liabilities, and fund balance to the congregation at the Annual Meeting.~~

Section 6: Trust Fund Trustees shall not be required to post any bond, nor be held liable except for acts or omissions committed or omitted in bad faith.

ARTICLE IX: REMOVAL AND COMPENSATION OF OFFICERS

Section 1: ~~Members of the Board of Trustees who fail to uphold their duties of office or maintain their voting membership in the Church may be removed by a three-fourths (3/4) vote of the remaining members~~Members of the Board of Trustees may be removed from office for due cause by a three-fourths (3/4) vote of the remaining members of the Board of Trustees. Due cause shall include, but is not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings of the Board of Trustees. ¹³

Section 2: Trust Fund Trustees ~~who fail to uphold the duties of office or maintain their voting membership in the Church~~ may be removed from office for due cause by a three-fourths (3/4) vote of the Board of Trustees. Due cause shall include, but is not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings.

¹³2003.05.04

Board of Trustees Comments

Language approved in 2003 that applied to circumstances for removing members of the Board of Trustees is reimplemented here and has been added for Trust Fund Trustees (Section 2) and other officers (Section 3).



Appendix A: Congregational Constitution and Bylaws

Section 3: Other officers ~~who fail to uphold the duties of office or maintain their voting membership in the Church~~ may be removed from office for due cause by a three-fourths (3/4) vote of the Board of Trustees. Due cause shall include, but is not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings.

Section 4: All vacancies shall be filled by appointment by the Board of Trustees in consultation with the Nominating Committee. The appointed term shall expire at the next regularly scheduled Annual Meeting election, at which time the congregation shall elect a replacement to complete the unexpired term if necessary.

Section 5: No officers shall receive monetary compensation for their services. However, appropriate expenses may be reimbursed.

ARTICLE X: FISCAL YEAR

Section 1: The fiscal year of the Church shall be July 1 to June 30.

Section 2: An annual report shall be prepared and published to the congregation no later than September 15th .

ARTICLE XI: NOMINATING COMMITTEE

Section 1: The Nominating Committee shall consist of the three regular Board members entering their last year of service and three members to be elected at the Annual Meeting.

Section 2: All members of the Nominating Committee must be voting members of the Church.

Section 3: The first meeting of the Nominating Committee shall be called by the Moderator no later than January 30 following the annual meeting. At this meeting, a chair shall be chosen from among the members.

Section 4: The Nominating Committee shall select nominees for officers, including members of the Board of Trustees and

Board of Trustees Comments

Annual Report publication is moved to after the end of the fiscal year.

Appendix A: Congregational Constitution and Bylaws



Trust Fund Trustees as provided for in these Bylaws.

~~Section 5: It is desirable that there be more nominees than vacancies for all elected offices.~~

~~Section 6:~~Section 5: The list of nominees must be published at least ten (10) days before the election.

~~Section 7:~~Section 6: Nominations for any office may be made from the floor at any congregational meeting. However, nominations will be accepted only for those who have given their consent either in person or in writing.

~~Section 8:~~Section 7: The Nominating Committee also recommends candidates to the Board of Trustees for vacancies which may occur between elections.

ARTICLE XII: MEDIATION COMMITTEE

Section 1: The Mediation Committee shall consist of five (5) members elected by the congregation.

Section 2: All members of the Mediation Committee must have been voting members of the church for at least five (5) years.

Section 3: Following the adoption of the Article, the next regular or special meeting of the congregation shall elect two members to a one-year term, to expire at the annual meeting occurring in their final year, two members to two-year terms, to expire at the annual meeting occurring in their final year, and one member to a three-year term, to expire at the annual meeting occurring in their final year. Thereafter members shall be elected to three-year terms at the annual meeting.

Section 4: No person shall serve more than two consecutive three-year terms on the Mediation Committee.

Section 5: An effort should be made to have the membership of the Mediation Committee representative of the diversity of the congregation.

Section 6: The Mediation Committee shall select its chair.

Section 7: Each member of the Mediation Committee will receive mediation training.

Section 8: The Mediation Committee shall determine who may

Board of Trustees Comments

Nominating more people than vacancies disempowers volunteers and is an unnecessary use of nominating committee efforts.

This section accidentally omitted from previous version of our bylaws.



Appendix A: Congregational Constitution and Bylaws

attend its meetings.

Section 9: The Mediation Committee shall submit an annual report to the congregation.

Section 10: If a member of the Mediation Committee is close to any person involved in a matter brought before the committee or otherwise feels that she or he cannot be impartial, the committee member must excuse him- or herself from consideration of that matter. If a member of the committee feels s/he can be impartial when considering a matter, but the majority of the committee believes there is a conflict, the committee may vote to have that person excused from the case.

~~ARTICLE XV:~~ **ARTICLE XIII: ORGANIZATION OF THE CHURCH**

Section 1: In general, the work of the Church is conducted by volunteer committees which may be organized into councils by function.

Section 2: Organizations which further the interest of the Church and its members may be formed with the consent and support of the Board of Trustees.

Section 3: Each council, committee or organization shall provide a report ~~at the Annual Meeting of the Church for the~~ Annual Report.

~~ARTICLE XVI:~~ **ARTICLE XIV: ELECTION OF DELEGATES TO GENERAL ASSEMBLY AND REGIONAL MEETINGS**

Section 1: Delegates to General Assembly shall be elected at the Annual Meeting from among those voting members who wish to attend. ~~and may be instructed by the Board of Trustees or by the congregation.~~

Section 2: Any unfilled delegate positions shall be filled by appointment of the Board of Trustees.

Section 3: Delegates to regional conferences shall be appointed by the Board of Trustees.

Section 4: Assistance with registration costs or other expenses

Board of Trustees Comments

Reflects change to Annual Report publication in September.



for delegates shall be determined by the Board of Trustees with regard to the annual budget and the Church's financial condition.

~~ARTICLE XVII:~~ARTICLE XV: UNITARIAN UNIVERSALIST TRUST FUND

Section 1: The Unitarian Universalist Trust Fund shall be administered by three trust fund trustees elected as described in Article VIII.

Section 2: All gifts, devises, or bequests to the Unitarian Universalist Trust Fund shall be held by the Trustees for management and safekeeping.

Section 3: In so far as possible, the Trustees shall follow the intent of the donor as to the use of the monies entrusted to it. However, if questions of intent arise, the Board of Trustees of the Church shall make the final decision. The Trust Fund Trustees have full power to manage, rent, invest, sell, keep, or reinvest all or any part of the trust assets. All investments shall be made in accordance with the prudent person rule and with consideration of the impact that the investments will have on social good. The Trust Fund Trustees shall adopt and make available to the members of the congregation, socially responsible investment guidelines that the Trustees shall use in making their investment decisions.¹⁴

Section 4: Unless designated otherwise, all funds will be deposited in the General Trust Fund. Monies in the General Trust Fund are held to provide future endowment for the Church and are disbursed in accordance with Section 5.

Section 5: An amount not to exceed 4.5% of the average General Trust Fund balance for the previous three years as of December 31st shall be transferred by the end of each fiscal year to the Financial Secretary for deposit to the Operating Fund of the Church.¹⁵

¹⁴Updated: 2018.05.06

¹⁵Updated: 2003.05.04

Board of Trustees Comments

Changes to Section 4 and 5 accidentally omitted. This is the language approved in 2003.



Appendix A: Congregational Constitution and Bylaws

~~Section 5:~~Section 6: Specific Funds of the Unitarian Universalist Trust Fund may be created by majority vote of the Board of Trustees of the Church. Specific funds are created to serve specific purpose and terminate when the objective is achieved, or the project is completed.

- a. The Board of Trustees of the Church may terminate any Specific Fund based upon evaluation of its viability.
- b. Monies in Specific Funds will be disbursed to achieve the objectives of the fund.
- c. Any monies remaining in a terminated fund will be transferred to the General Trust Fund.

~~Section 6:~~Section 7: The Board of Trustees of the Church may accept or reject any restricted bequest or non-recurring gift subject to the limits set forth in the Constitution Article V, Section 3e.¹⁶

~~Section 7:~~Section 8: The promotion of long-term giving to the Church shall be the responsibility of the Board of Trustees of the Church.

~~ARTICLE XV:~~ARTICLE XVI: AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of those voting members present and voting at a congregational meeting of the Church.

Section 2: The amendments must be presented with the call to the meeting (Annual or Special) not less than ten (10) days before the meeting.

Section 3: Amendments may not be in conflict with the Constitution.

Section 4: If any provision of these Bylaws or application of these Bylaws is held invalid for any reason whatever, the remainder shall not be affected and shall remain in full force and effect.

¹⁶Updated: 2015.05.03

Board of Trustees Comments



Appendix B: Minutes from the Annual Meeting on May 6, 2018

April 25, 2018

Dear Church Member,

This letter constitutes a written call for the Annual Meeting of the Congregation of the Unitarian-Universalist Church of Urbana-Champaign under Article V of the church Constitution and Article II of the By-Laws.

The Congregational Meeting is scheduled for 11:45 a.m., Sunday, May 6, 2018.

The agenda will be:

- I. Call to order and verification of a quorum
- II. Finalization of the Agenda
- III. In Memoriam
- IV. Approval of Minutes from the Annual Meeting on May 7, 2017
- V. Acceptance of Annual Reports*
- VI. Remarks by the Board of Trustees Chair
- VII. Consideration of and vote on proposed mortgage extension
- VIII. Consideration of and vote on the 2018-2019 Annual Budget
- IX. Election of Officers, members of Nominating Committee and delegates to the General Assembly.
For these positions, a proposed slate of nominees is attached. According to Article XI, Section 7, of the Bylaws, "Nominations for any office may be made from the floor at any congregational meeting. However, nominations will be accepted only for those who have given their consent either in person or in writing."
- X. Consideration of and vote on proposal to repurpose the budget set-aside of \$15,000 for demolition of the High Street House, to a set-aside for use toward renovation or demolition of the High Street House.
- XI. Consideration of and vote on proposed amendment to the Bylaws Article XIV, Section 3. (Socially Responsible Investing Task Force. See attached proposal.)
- XII. Consideration of and vote on resolution proposing the installation of the Black Lives Matter banner. (Racial Justice Initiative. See attached proposal.)
- XIII. Consideration of and vote on proposals for Two-Year Social Action Initiative

Sincerely,

Jennifer A. Livingston
Clerk, Board of Trustees

*Copies are available in the office; call if you would like a paper copy.

Appendix B: Minutes from the Annual Meeting on May 6, 2018



UNITARIAN UNIVERSALIST CHURCH OF URBANA-CHAMPAIGN
Slate of Nominees for Congregational Vote
Annual Meeting May 6, 2018

Board of Trustees

Three to be elected for a 3-year term

Adam Davis
Karen Folk
Randy Locke

One to be elected for a 2-year term

Carol Veit

One to be elected for a 1-year term

Brian McDermott

Treasurer - One to be elected for a 2-year term

Gail Schiesser

Moderator - One to be elected for a 2-year term

Chris Hannauer

General Trust Fund Trustee - One to be elected for a 4-year term

Tim Livingston

Mediation Committee - Two to be elected for a 3-year term

AJ Herzog
Pamela Van Wyk

Nominating Committee

Three to be elected for a one-year term (to be nominated by the members of the congregation)

1. Deanna Hence
2. Marilyn Ryan
3. Mona Shannon

Delegates to the General Assembly of the Unitarian Universalist Association:

Six candidates who are voting members, including young adults:

1. David Gross
2. Jenny Hunt
3. Pamela Van Wyk
4. Kathleen Robbins
5. Ben Joselyn
6. Amanda Owings



Appendix B: Minutes from the Annual Meeting on May 6, 2018

Annual Meeting

Unitarian Universalist Church of Urbana Champaign

May 6, 2018

Call to Order and Verification of a Quorum

Brian McDermott, Moderator, called the meeting to order at 12:08 p.m. when Amy Robison, the Financial Secretary, established that there was a quorum with 109 voting members in attendance.

Finalization of the Agenda

The agenda was amended; Item XIII was divided into two items.

XIII Voting on the proposal for the Social Action Two-Year Initiative.

XIV. Consideration and vote of support for the Racial Justice Initiative Resolution.

The agenda was accepted by consent.

In Memoriam

Cindy Loui read the names of seven members that died since the 2017 Annual Meeting:

Anne Brenner

Carl Deal

Victor Feldman

Fred Kummerow

Ruth Walker

Trudy Wood

Bernie Works

Approval of Minutes from the Annual Meeting on May 7, 2017

The Minutes were accepted by the congregation by consent.

Acceptance of the Annual Report

The Annual Report was accepted by the congregation by consent.

Remarks by the Board of Trustees Chair

Julie Laut, Chair of the Board of Trustees, reported that one year ago, the congregation called Rev. Florence Caplow by unanimous vote, after two years of Interim ministry and an extensive search process.

Laut thanked the Board of Trustees, six of whom joined one year ago during a period of transition.

Laut reported a total of 312 members, 44 new members joining each of the last two years. The Stewardship Campaign increased giving by 11% and the Service Auction saw record-breaking income.

Laut highlighted accomplishments of the year, including the purchase of a new piano symbolizing our amazing music program, new voices from the pulpit under Rev. Caplow's leadership of the Shared Ministry Committee, and a shared offering donation of over \$5000 to Black Lives Unitarian Universalist (BLUU) in response to a UUA challenge.

Appendix B: Minutes from the Annual Meeting on May 6, 2018



Laut reported that Michele Grove will join the staff as Interim Director of Religious Education for a two-year period, and in June, a project will bring the entrance to the sanctuary into ADA compliance for accessibility.

Laut shared that the budget that will be voted on later in the meeting was informed by the mission of the church. With the funds, we will bring staff salaries up to mid-range of the mid-size congregation in our region according to UUA guidelines, remodel a bathroom in the basement to be accessible, fund new Religious Education initiatives, and support the ongoing work of the Racial Justice Initiative and Social Action Committee.

Consideration and Vote on the Proposed Mortgage

Gail Schiesser, Treasurer, described the commercial mortgage offer from Hickory Point Bank of a five-year note which will balloon in five years at 5.15%, with a payment of \$1450 per month and will leave approximately \$19,000 in principal remaining after five years.

Marilyn Ryan made the motion to authorize the Board of Trustees to execute the mortgage as presented by Schiesser; Kristi Mercer seconded the motion; the motion was approved.

Consideration and Vote on the 2018-2019 Annual Budget

Gail Schiesser, Treasurer, reviewed the budget highlights. The proposed budget is based on our UUCUC mission and goals. Income is projected to be \$617,681, which is a 26% increase over last year. The budget includes staff pay raises to the mid-range of Mid-size II congregations according to the UUA guidelines, and an increase for the Office Administrator to full-time and Membership Coordinator to $\frac{3}{4}$ time. Social Action Committee funding has increased as well as Racial Justice funding. Other highlights include a salary reflecting the credentials of the Interim Director of Religious Education, increased Religious Education funding, and funding for accessibility improvements.

Ben Joselyn made the motion to accept the 2018-2019 Annual Budget as presented; Steve Troyer seconded the motion; the motion was approved.

Election of Officers, Elected members of Nominating Committee and Delegates to the General Assembly

No further nominations being made, the slate of nominees was accepted as presented.

Consideration of and Vote on the proposal to repurpose the budget set-aside of \$15,000 for demolition of the High Street House, to a set-aside for use toward renovation or demolition of the High Street House

Cliff Singer, Johnny Robinson and Libby Tyler did a broad study of the High Street House which is in critical need of renovation if it is to continue as a viable structure. Changing the budget set-aside from “demolition” to “demolition or renovation” will provide flexibility in the next year if decisions are agreed to by the congregation. Several members spoke in opposition to the proposal and several spoke in favor of the proposal to provide flexibility with the decision making.

A call to vote was approved.

A vote was taken by raised hands and the ayes had a 2/3 majority. The motion was approved.

Consideration of and vote on proposed amendment to the Bylaws Article XIV, Section 3

Lan Richart introduced the proposal recommended by the Socially Responsible Investment Task Force to invest UUCUC’s assets to the maximum extent practicable to reflect our vision, values and principles. The Social Action Committee, Socially Responsible Investment Task Force, Finance Committee, Trust Fund Trustees, and Board of Trustees were involved in the process. The proposal



Appendix B: Minutes from the Annual Meeting on May 6, 2018

would ask Trust Fund Trustees to make investment decisions to use both the prudent person rule and give intentional consideration that the investment has on social good.

The UUA has had a commitment to this approach for more than 40 years. The Trust Fund Trustees will adopt guidelines that are developed to focus on social good and make them available to the congregation. The proposal is supported by the Board of Trustees and the Finance Committee.

Jenny Hunt made a motion to approve the proposed amendment to the Bylaws; Umeeta Sadarangani seconded; the motion passed unanimously.

Consideration of and vote on resolution proposing the installation of the Black Lives Matter banner

elizaBeth Simpson presented background on the efforts of the Racial Justice Initiative to create a Frequently Asked Questions (FAQ) document to invite discussion about installing a Black Lives Matter banner. In 2013 the Black Lives Matter Movement began, in 2015 the UUA made an Action of Immediate Witness, in 2016 the Racial Justice Two-Year Initiative was approved by the UUCUC congregation, which proposed the installation and dedication of a Black Lives Matter banner. In 2018, RJI contacted the local chapter of Black Lives Matter to invite feedback, and in April 2018 the Board of Trustees voted to approve the installation of a Black Lives Matter banner.

Brian McDermott read the proposed resolution.

One person spoke against the resolution. Several people spoke in support of the resolution.

A call to vote was approved.

A voice vote was taken; the resolution was approved.

Consideration and vote of support for the Racial Justice Initiative Resolution

Karla Peterson presented background of this proposal. In May of 2016, the congregation approved a two-year initiative titled "In Solidarity with Black Lives Matter; Examining White Privilege and Dismantling White Supremacy." The group that organized activities for this initiative was called the Racial Justice Initiative (RJI). When the proposal process started in January 2018 for the next initiative, a proposal was submitted to continue the RJI for another two years. However, RJI also applied for funding during the budget process and the congregation approved this budget, so RJI is no longer asking for the designation of the two-year initiative. Because of the importance and difficulty of this work, RJI would like a vote of continuing support of the group's continuing work, "Carrying Forward the Racial Justice Initiative to Dismantle White Supremacy."

Deanna Hence spoke about the work of educating ourselves about racial injustice and the desire to move into direct action in the community through partnerships. The group is asking for the congregation to affirm it's support for continuing our work and to show that we as a community are truly committed to these efforts.

Deanna Hence read the resolution.

Deanna Hence made the motion to approve the resolution; Doug Jones seconded; the motion was approved unanimously.

Voting on the proposal for the Social Action Two-Year Initiative

Ben Galewsky presented the proposal to spend the next two years building our capacity as a church to address a range of issues, specifically, creating an intentional culture of community engagement so that we serve as an effective resource for social justice in East Central Illinois. The proposal is titled "Creating a Culture of Community Engagement at UUCUC."

Appendix B: Minutes from the Annual Meeting on May 6, 2018



Jenny Hunt made a motion to approve the proposal, Jim Hannum seconded the motion; the motion was approved unanimously.

Announcement

Board of Trustees will hold a short meeting immediately following the Annual Meeting.

Motion to Adjourn

Julie Laut made a motion to adjourn; Karla Peterson seconded the motion; the meeting was adjourned at 1:31pm.

Respectfully Submitted

Jennifer Livingston

Clerk, UUCUC Board of Trustees



Appendix B: Minutes from the Annual Meeting on May 6, 2018

Proposed Amendment to the UUCUC Bylaws Article XIV, Section 3., Unitarian Universalist Trust Fund

Article XIV, Section 3 of the bylaws, currently reads:

“In so far as possible, the Trustees shall follow the intent of the donor as to the use of the monies entrusted to it. However, if questions of intent arise, the Board of Trustees of the Church shall make the final decision. The Trust Fund Trustees have full power to manage, rent, invest, sell, keep, or reinvest all or any part of the trust assets. **All investments shall be made in accordance with the prudent person rule.**”

We, the Socially Responsible Investment Task Force, propose that the final sentence be amended to the following:

“All investments shall be made in accordance with the prudent person rule and with consideration of the impact that the investments will have on social good. The Trust Fund Trustees shall adopt and make available to the members of the congregation, socially responsible investment guidelines that the Trustees shall use in making their investment decisions.”

Proposed Resolution to install Black Lives Matter Banner

Unitarian Universalist Church of Urbana-Champaign

Support the Black Lives Matter Movement

Whereas, the 2015 General Assembly of the Unitarian-Universalist Association called member congregations to support the Black Lives Matter movement;

Whereas, the congregation of UUCUC has been actively engaged in a two-year racial justice initiative, seeking to educate ourselves about racial injustice, explore our implicit racial attitudes and biases, and examine white supremacy within our community, congregation and denomination;

Whereas, the congregation of UUCUC desires to support the Black Lives Matter movement and Black-led racial justice organizations such as Black Lives of Unitarian Universalism;

Therefore, Be It Resolved that UUCUC will publicly display a Black Lives Matter banner to express our support for the Black Lives Matter Movement and the activist campaign to end violence and systemic racism against black people.

Racial Justice Initiative Resolution

Background: In May 2016, the congregation voted to support a two-year initiative titled: “In Solidarity with Black Lives Matter: Examining White Privilege and Dismantling White Supremacy.” The tasks of this effort have been organized by a group named the Racial Justice Initiative (RJI).

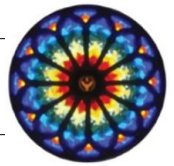
Because of the importance of these issues, RJI decided to reapply for another two-year initiative when the proposal process started in January/February 2018. However, RJI also applied for regular funding in the budget process and was grateful to learn funding as an ongoing working group has been included in this year's budget. RJI thus no longer needs the funding reserved for the next two-year initiative and has decided to no longer ask for this designation (i.e., being the next two-year initiative).

However, because of the high importance of racial justice issues and the difficulty of this work, RJI would like a vote of continuing support from the congregation for these activities, which are outlined in the document titled: “Carrying Forward the Racial Justice Initiative to Dismantle White Supremacy.”

The resolution that we would like the congregation to vote to support is as follows:

We, the members of the Unitarian-Universalist Church of Urbana-Champaign, affirm the importance of our efforts to educate ourselves about racial injustice, white privilege, and implicit racial bias, and to work to dismantle white supremacy in our schools, our church, our workplaces, and our communities. We are all impacted by racial injustice regardless of our racial/ethnic backgrounds and we wish to lift up the importance of this difficult work for the betterment of our church and society. We support the Racial Justice Initiative to organize this important effort as an ongoing working group within our church.

Appendix C: Budget vs. Actuals FY 2017/2018



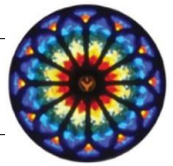
	Actual	Budget	over Budget	% of Budget
Income				
41100 Pledges			0.00	
41170 Pledges 2016-17	13,900.52		13,900.52	
41180 Pledges 2017-18	340,526.58	372,143.00	-31,616.42	91.50%
41190 Pledges 2018-19	73,993.05		73,993.05	
Total 41100 Pledges	\$ 428,420.15	\$ 372,143.00	\$ 56,277.15	115.12%
41200 Donations				
41201 eScript Unpledged Donation	119.97		119.97	
Total 41200 Donations	\$ 18,402.97	\$ 13,000.00	\$ 5,402.97	141.56%
41300 Plate Collections (cash)	11,286.45	7,000.00	4,286.45	161.24%
41400 UU General Trust	15,900.00	15,900.00	0.00	100.00%
41500 Fundraising			0.00	
41510 Service Auction	31,223.00	20,000.00	11,223.00	156.12%
Total 41500 Fundraising	\$ 31,223.00	\$ 20,000.00	\$ 11,223.00	156.12%
41600 Facility Use Fees			0.00	
41610 ECIRMAC	7,620.00	7,500.00	120.00	101.60%
41620 Other Rentals	6,952.50	3,500.00	3,452.50	198.64%
41630 Special Services	495.00	2,000.00	-1,505.00	24.75%
41640 High Street House	8,000.00	8,500.00	-500.00	94.12%
Total 41600 Facility Use Fees	\$ 23,067.50	\$ 21,500.00	\$ 1,567.50	107.29%
41700 Miscellaneous	325.00		325.00	
41800 Savings Interest	67.39	15.00	52.39	449.27%
Total Income	\$ 528,692.46	\$ 449,558.00	\$ 79,134.46	117.60%
Gross Profit	\$ 528,692.46	\$ 449,558.00	\$ 79,134.46	117.60%
Expenses				
53000 Congregation			0.00	
53100 Congregational Expenses			0.00	
53110 Trustees Contingency	2,639.67	3,700.00	-1,060.33	71.34%
53120 Leadership Training	740.29	1,000.00	-259.71	74.03%
53130 Social Action Initiative	531.05	500.00	31.05	106.21%
53140 Denominational Expenses			0.00	
53141 Mid-America Region	6,197.00	6,125.00	72.00	101.18%
53142 UUA Annual Program Fund	14,700.00	14,700.00	0.00	100.00%
Total 53140 Denominational Expenses	\$ 20,897.00	\$ 20,825.00	\$ 72.00	100.35%
53150 Fundraising Expenses			0.00	
53151 Stewardship		1,600.00	-1,600.00	0.00%
53152 Service Auction Expenses	2,293.40	1,500.00	793.40	152.89%
Total 53150 Fundraising Expenses	\$ 2,293.40	\$ 3,100.00	-\$ 806.60	73.98%



Appendix C: Budget vs. Actuals FY 2017/2018

	Actual	Budget	over Budget	% of Budget
53160 Committee Program Expenses			0.00	
53161 Membership	1,505.71	1,500.00	5.71	100.38%
53162 Membership Coordination	2,061.79	2,145.00	-83.21	96.12%
53163 Personnel		200.00	-200.00	0.00%
53164 Social Action	300.00	500.00	-200.00	60.00%
53165 Green UUs		100.00	-100.00	0.00%
53166 Care Core	200.00	200.00	0.00	100.00%
53167 Partner Church Project		150.00	-150.00	0.00%
Total 53160 Committee Program Expenses	\$ 4,067.50	\$ 4,795.00	-\$ 727.50	84.83%
53170 Chalice Lighters	100.00	100.00	0.00	100.00%
53180 Hospitality	989.66	750.00	239.66	131.95%
53190 Settled Minister Search	1,263.67	4,000.00	-2,736.33	31.59%
Total 53100 Congregational Expenses	\$ 33,522.24	\$ 38,770.00	-\$ 5,247.76	86.46%
53900 Congregational Staff			0.00	
53910 Membership Coordinator			0.00	
53911 Membership Coord Salary	16,140.36	16,120.00	20.36	100.13%
53913 Membership Coord Life & ADD	52.32	132.00	-79.68	39.64%
53914 Membership Coord LTD	163.04	193.00	-29.96	84.48%
53915 Membership Coord Pension	1,748.32	806.00	942.32	216.91%
53916 Membership Coord Prof Devel	500.00	500.00	0.00	100.00%
53917 Membership Coord-Dental	-112.00		-112.00	
Total 53910 Membership Coordinator	\$ 18,492.04	\$ 17,751.00	\$ 741.04	104.17%
53920 Kitchen Assistant	1,553.67	1,306.00	247.67	118.96%
53930 Child Care Coordinator	1,572.57	1,576.00	-3.43	99.78%
53940 Child Care Workers	1,153.51	1,634.00	-480.49	70.59%
53950 Bookkeeper	128.00	6,723.00	-6,595.00	1.90%
53960 Health Insurance Premium Pool	-317.10	12,000.00	-12,317.10	-2.64%
Total 53900 Congregational Staff	\$ 22,582.69	\$ 40,990.00	-\$ 18,407.31	55.09%
Total 53000 Congregation	\$ 56,104.93	\$ 79,760.00	-\$ 23,655.07	70.34%
54000 Office			0.00	
54100 Office Expenses			0.00	
54110 Treasurer Expenses	419.44	200.00	219.44	209.72%
54120 Payroll Service	1,751.58	1,500.00	251.58	116.77%
54130 Postage	330.44	1,500.00	-1,169.56	22.03%
54140 Printing	436.24	2,000.00	-1,563.76	21.81%
54150 Office Supplies	2,824.18	1,700.00	1,124.18	166.13%
54160 Telephone	3,559.77	3,600.00	-40.23	98.88%
54170 Copier Lease	7,520.94	1,200.00	6,320.94	626.75%
54180 IT Support		1,000.00	-1,000.00	0.00%
54190 IT Services & Subscriptions	3,345.42	3,280.00	65.42	101.99%
54200 Computer Expenses	1,695.82	2,000.00	-304.18	84.79%
54210 Internet Service	259.87	200.00	59.87	129.94%
Total 54100 Office Expenses	\$ 22,143.70	\$ 18,180.00	\$ 3,963.70	121.80%

Appendix C: Budget vs. Actuals FY 2017/2018



	Actual	Budget	over Budget	% of Budget
54900 Office Staff			0.00	
54910 Office Administrator			0.00	
54911 Office Admin Salary	28,449.01	25,160.00	3,289.01	113.07%
54913 Office Admin Life & ADD	205.32	205.00	0.32	100.16%
54914 Office Admin LTD	301.92	302.00	-0.08	99.97%
54915 Office Admin Pension	1,683.22	2,516.00	-832.78	66.90%
54916 Office Admin Prof Devel	735.00	500.00	235.00	147.00%
Total 54910 Office Administrator	\$ 31,374.47	\$ 28,683.00	\$ 2,691.47	109.38%
Total 54900 Office Staff	\$ 31,374.47	\$ 28,683.00	\$ 2,691.47	109.38%
Total 54000 Office	\$ 53,518.17	\$ 46,863.00	\$ 6,655.17	114.20%
55000 Worship			0.00	
55100 Worship Expenses			0.00	
55110 Instrument Maintenance	11,888.28	16,000.00	-4,111.72	74.30%
55120 Music Supplies	7,755.37	660.00	7,095.37	1175.06%
55130 Musicians	2,632.50	4,400.00	-1,767.50	59.83%
55140 Worship Supplies	239.16	350.00	-110.84	68.33%
55145 Speakers	797.59	800.00	-2.41	99.70%
55150 Worship Misc	688.32	500.00	188.32	137.66%
55160 Summer Services	640.00	560.00	80.00	114.29%
Total 55100 Worship Expenses	\$ 24,641.22	\$ 23,270.00	\$ 1,371.22	105.89%
55900 Worship Staff			0.00	
55910 Choir Director/Music Director	11,508.00	11,508.00	0.00	100.00%
55920 Organist	7,334.16	7,334.00	0.16	100.00%
55930 Assistant for Services	5,225.20	4,755.00	470.20	109.89%
55950 Youth Choir Director	1,250.01	3,500.00	-2,249.99	35.71%
Total 55900 Worship Staff	\$ 25,317.37	\$ 27,097.00	-\$ 1,779.63	93.43%
Total 55000 Worship	\$ 49,958.59	\$ 50,367.00	-\$ 408.41	99.19%
56000 Religious Education			0.00	
56100 RE Expenses			0.00	
56110 RE Supplies & Materials	2,593.17	3,800.00	-1,206.83	68.24%
56120 RE Staff Development	87.26	1,000.00	-912.74	8.73%
56130 Background Checks	183.51	300.00	-116.49	61.17%
56140 Youth & YA Outreach	653.02	600.00	53.02	108.84%
Total 56100 RE Expenses	\$ 3,516.96	\$ 5,700.00	-\$ 2,183.04	61.70%



Appendix C: Budget vs. Actuals FY 2017/2018

	Actual	Budget	over Budget	% of Budget
56900 RE Staff			0.00	
56910 Director of RE			0.00	
56911 DRE Expenses	2,418.63	2,500.00	-81.37	96.75%
56912 DRE Salary	46,524.05	50,377.00	-3,852.95	92.35%
56914 DRE Life & ADD	274.08	411.00	-136.92	66.69%
56915 DRE LTD	403.04	605.00	-201.96	66.62%
56916 DRE Pension	4,004.95	5,038.00	-1,033.05	79.49%
Total 56910 Director of RE	\$ 53,624.75	\$ 58,931.00	-\$ 5,306.25	91.00%
Total 56900 RE Staff	\$ 53,624.75	\$ 58,931.00	-\$ 5,306.25	91.00%
Total 56000 Religious Education	\$ 57,141.71	\$ 64,631.00	-\$ 7,489.29	88.41%
57000 Property			0.00	
57100 Property Expenses			0.00	
57110 Grounds Maintenance	2,643.54	1,650.00	993.54	160.21%
57120 Natural Gas	5,811.49	5,000.00	811.49	116.23%
57130 Electricity	4,446.67	6,000.00	-1,553.33	74.11%
57140 Property Insurance	10,263.00	9,275.00	988.00	110.65%
57150 Janitor Supplies	1,907.43	2,000.00	-92.57	95.37%
57160 Mortgage Payment	18,320.16	16,800.00	1,520.16	109.05%
57170 Property Contingency	1,126.75	4,100.00	-2,973.25	27.48%
57180 Routine Property Maintenance			0.00	
57181 Church Maintenance	6,612.72	6,000.00	612.72	110.21%
57185 Church and/or High St Maint	17,777.27	8,500.00	9,277.27	209.14%
Total 57180 Routine Property Maintenance	\$ 24,389.99	\$ 14,500.00	\$ 9,889.99	168.21%
57190 Snow Removal	960.00	1,000.00	-40.00	96.00%
57200 Trash Hauling	3,461.64	2,500.00	961.64	138.47%
57210 Water/Sewer	3,684.23	2,600.00	1,084.23	141.70%
57220 Equipment & Furniture	5,002.53	6,500.00	-1,497.47	76.96%
57240 Alarm Monitoring	454.00	600.00	-146.00	75.67%
57250 Kitchen Keepers	790.22	400.00	390.22	197.56%
Total 57100 Property Expenses	\$ 83,261.65	\$ 72,925.00	\$ 10,336.65	114.17%
57900 Property Staff			0.00	
57910 Weekday Sexton			0.00	
57911 Weekday Sexton Salary	13,130.86	15,304.00	-2,173.14	85.80%
57913 Weekday Sexton Life & ADD	-186.63	125.00	-311.63	-149.30%
57914 Weekday Sexton LTD	-149.40	184.00	-333.40	-81.20%
Total 57910 Weekday Sexton	\$ 12,794.83	\$ 15,613.00	-\$ 2,818.17	81.95%
57920 Sunday Sexton	618.89	3,266.00	-2,647.11	18.95%
Total 57900 Property Staff	\$ 13,413.72	\$ 18,879.00	-\$ 5,465.28	71.05%
Total 57000 Property	\$ 96,675.37	\$ 91,804.00	\$ 4,871.37	105.31%

Appendix C: Budget vs. Actuals FY 2017/2018



	Actual	Budget	over Budget	% of Budget
58000 Minister			0.00	
58010 Minister Expenses			0.00	
58011 Outgoing Minister Expenses	214.47	1,005.00	-790.53	21.34%
58012 Incoming Minister Expenses	5,564.39	7,150.00	-1,585.61	77.82%
58013 Moving Expenses	7,651.14	8,245.00	-593.86	92.80%
Total 58010 Minister Expenses	\$ 13,430.00	\$ 16,400.00	-\$ 2,970.00	81.89%
58020 Minister Hlth Ins			0.00	
58021 Outgoing Minister Hlth Ins	2,469.31	1,531.74	937.57	161.21%
58022 Incoming Minister Hlth Ins	7,998.72	10,541.67	-2,542.95	75.88%
58029 Budget Adjust		-573.41	573.41	0.00%
Total 58020 Minister Hlth Ins	\$ 10,468.03	\$ 11,500.00	-\$ 1,031.97	91.03%
58030 Minister Pension			0.00	
58031 Outgoing Minister Pension	1,674.70	1,082.00	592.70	154.78%
58032 Incoming Minister Pension	7,498.04	6,825.00	673.04	109.86%
58039 Budget Adjust		293.00	-293.00	0.00%
Total 58030 Minister Pension	\$ 9,172.74	\$ 8,200.00	\$ 972.74	111.86%
58040 Minister Life & ADD			0.00	
58041 Outgoing Minister Life & ADD	68.00	66.88	1.12	101.67%
58042 Incoming Minister Life & ADD		379.28	-379.28	0.00%
58049 Budget Adjust		-11.16	11.16	0.00%
Total 58040 Minister Life & ADD	\$ 68.00	\$ 435.00	-\$ 367.00	15.63%
58050 Minister LTD			0.00	
58051 Outgoing Minister LTD	100.00	133.96	-33.96	74.65%
58052 Incoming Minister LTD	858.00	858.00	0.00	100.00%
58059 Budget Adjust		-7.96	7.96	0.00%
Total 58050 Minister LTD	\$ 958.00	\$ 984.00	-\$ 26.00	97.36%
58060 Minister Salary			0.00	
58061 Outgoing Minister Salary	7,871.88	7,871.88	0.00	100.00%
58062 Incoming Minister Salary	46,083.28	45,833.00	250.28	100.55%
58069 Budget Adjust		295.12	-295.12	0.00%
Total 58060 Minister Salary	\$ 53,955.16	\$ 54,000.00	-\$ 44.84	99.92%
58070 Minister Housing Allowance			0.00	
58071 Outgoing Minister Housing Allow	2,175.00	2,175.00	0.00	100.00%
58072 Incoming Minister Housing Allow	25,416.72	25,666.67	-249.95	99.03%
58079 Budget Adjust		158.33	-158.33	0.00%
Total 58070 Minister Housing Allowance	\$ 27,591.72	\$ 28,000.00	-\$ 408.28	98.54%



Appendix C: Budget vs. Actuals FY 2017/2018

	Actual	Budget	over Budget	% of Budget
58080 Minister FICA Allowance			0.00	
58081 Outgoing Minister FICA Allow	768.60	768.59	0.01	100.00%
58082 Incoming Minister FICA Allow	5,469.86	5,469.75	0.11	100.00%
58089 Budget Adjust		34.66	-34.66	0.00%
Total 58080 Minister FICA Allowance	\$ 6,238.46	\$ 6,273.00	-\$ 34.54	99.45%
58090 Minister Dental	68.50		68.50	
Total 58000 Minister	\$ 121,950.61	\$ 125,792.00	-\$ 3,841.39	96.95%
59000 Staff Benefits			0.00	
59200 FICA - Employer Contribution	10,299.63	10,730.00	-430.37	95.99%
59250 Workers Compensation	2,057.00	2,488.00	-431.00	82.68%
Total 59000 Staff Benefits	\$ 12,356.63	\$ 13,218.00	-\$ 861.37	93.48%
59900 Service Fees	865.34	126.00	739.34	686.78%
Total Expenses	\$ 448,571.35	\$ 472,561.00	-\$ 23,989.65	94.92%
Net Operating Income	\$ 80,121.11	-\$ 23,003.00	\$ 103,124.11	-348.31%
Net Income	\$ 80,121.11	-\$ 23,003.00	\$ 103,124.11	-348.31%





Unitarian Universalist Church of Urbana-Champaign

**309 West Green Street
Urbana, Illinois 61801
217-384-8862 • www.uucuc.org**