

UNITARIAN SOCIETY OF NEW HAVEN

ANNUAL REPORT

2018-2019



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Peggy Myers, President of the Board of Trustees
David Stagg, Gwen Heuss-Severance, Jeremy Hill, Management Team
Jesse Geist, Director of Lifespan Religious Education
Jamie Ross, Congregational Administrator
Anna Flores, Membership Coordinator

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Board of Trustees

Peggy Myers (president), Al Bosch (vice-president), Linda Mehta (treasurer), Pam Miller (clerk), Jeannette Faber, Dan Gelperin, Craig Machado, Bobbi Pace, Pat Trotta, Dan Wade, Rev. Megan Lloyd-Joiner

This year we have been following along on last year's goals laid out in the 2018 Annual report. They were:

- 1) Understand and manage congregational growth;
- 2) Improve policy-based governance; and
- 3) Clarify USNH's vision.

We began the year narrowing down our approach to the goals, getting more specific and establishing priorities;

We referred back to a report in 2014 where the Board had done a deep analysis of the purpose and mission of USNH. They had identified and clarified the Purpose of USNH. It is abridged below.

We will nourish and cultivate:

1) Relationships Within

Respecting different spiritual journeys, the people of USNH find inspiration and develop our best selves

2) Relationships Among

Treating one another with respect, we create a congregation of welcome, support and connection

3) Relationships Beyond

Joining with our community partners, we act on our values in the larger world.

After many months of discernment with particular attention to our newer members and to our staff, the Board came up with the theme for the next 12-18 months organized around #2: - *relationships among*.

“Celebrating, embracing, nourishing and supporting our community”

Rev. Megan was an integral part of our process and was at virtually every meeting and retreat where this work was being done. Below is a breakdown of specific interventions that we envisioned:

- 1) Provide lively and frequent opportunities for developing closer relationships among the congregation: potluck suppers, “family” groupings, neighborhood groupings, possible Thanksgiving dinner at USNH, etc.;**
- 2) Strengthen structure of pastoral care ministry with the addition of increased clergy support to assist with pastoral support as increasing demand puts a strain on one minister and the lay ministry team;**
- 3) Enable better connections among all congregants, including newcomers, people confined to their homes or nursing facilities, youth and young adults. Identify people’s gifts and interests. This might well require help from additional staff.**
- 4) Support existing staff by strengthening committees – this would be a part of the follow-up to intervention #3 – using those identified skills and interests to better populate our committees. Develop clear descriptions of each committee’s purpose and authority.**

Under the direction of the Management Team, perhaps with an ad hoc committee, or committees, each of these interventions would have a person or working group responsible to develop strategies to achieve the ends. The Management Team would monitor the progress of implementation. The Management Team would then periodically report this progress back to the Board of Trustees. The Board of Trustees would provide moral support to the success of this implementation. The Management Team would report on how things were going at the year-end congregational meeting in 2020.

While we have continued to hold these goals in front of us, the news in January of Rev. Megan’s June departure of course took some of the focus away and checked our momentum. Your Board has been busy indeed facilitating the formation of a strong and balanced Ministerial Search Committee and hiring a wonderful Interim Minister, Rev. John Marsh, for this next congregational year. But be assured that this is simply a temporary slowing or delay. We are moving forward full steam ahead with these goals in the coming year.

Minister's Report

With deepest gratitude, I begin my final report to you as your minister. You are a joy in so many ways, not the least of which has been the bittersweet time we have spent together since I let you know in January 2019 that this would be my last year with you. You have come to spend time with me. You have been honest with me. You have let me know how hard this is for you, and you have wished me well through your tears. I am so grateful for the depth of trust we have shared together that has made this time possible.

You are strong. You are solid. You are making your way through transition with grace as individuals and as a congregation as a whole. There is so much to be proud of at USNH. You are a powerful force for good in our world.

I have said before, and I will say again, YOU are the congregation. You are why people come here. You are the ones you have been waiting for. You are the ones who determine your future.

I cannot thank you enough for all you do—financially, physically, administratively, emotionally and more—to make USNH the special place it is. To ALL our volunteers, I thank you from the bottom of my heart.

My major takeaway from this year is the gift(s) we offered each other through this long goodbye. Goodbyes are not easy. Leaving well is not a given. It was important to me to do so, and I hope you feel as I do, that this goodbye is as meaningful as it is painful.

I wish you every blessing on your work with interim minister, Rev. John Marsh, in the search for a new settled minister, and in the future as it unfolds.

You will remain in my heart, always.

Rev. Megan

Highlights for me this year include:

- i. Preaching and leading worship on Sunday Mornings including twenty sermons, participating in five services at which we welcomed a guest, or which fell outside of Sunday morning, and planning and participating in nine multi-generational services.

I consulted with the Worship Committee and worked closely with Jesse Geist, Director of Lifespan Religious Education, Jeff Douma and Erika Schroth, co-Directors of Music, and Worship Committee Chair, Rich Stockton. This year, we decided to only hold one service at 10:30am. This is working well except for parking. A path is planned between USNH and Congregation

Mishkan Israel which we hope will help us more fully take advantage of their offer of parking on Sunday mornings.

- ii. Working closely with our Pastoral Care Associates, especially co-chairs Sarah Whitson and Susan Meredith, to coordinate pastoral care and pastoral visits. I provided pastoral support to members and friends throughout the year including visits in my office, at homes and in hospitals and rehab centers. Especially poignant were the visits after announcing my departure. I thank you for trusting me with the myriad feelings that emerged.
- iii. I continued this year to collaborate with the members of the Covenantal Relations Committee through our third-Sunday Community Circles which allowed members of the congregation as well as myself to get to know each other in an intimate setting. I led new member courses in Fall 2018 and Spring 2019, and attended various multi-generational events. I attended committee meetings and meetings with representatives of various committees, and continued our gathering of individuals and families with young children at our monthly Millennials to GenX potluck.
- iv. Working closely with our Management Team David Stagg, Gwen Heuss-Severance and Jeremy Hill, to carry out the executive functions assigned to us. Additionally, attending both regular and second monthly meetings of the Board of Trustees and supporting their work during the transition as appropriate. I have also worked closely with Jamie Ross, Congregational Administrator, to strengthen our office functions.
- v. The deaths and memorial services of Carolyn King, Peter Hansen, Ed Biewald and David Cross.
- vi. Receiving my Final Fellowship from the Unitarian Universalist Association's Ministerial Fellowship Committee. With great thanks to members of the congregation who provided feedback and members of the Committee on Ministry and Board of Trustees who worked painstakingly on my evaluation. I am deeply grateful to you all.
- vii. Continuing my work with my clergy coach, the Rev. Larry Peers, and my preliminary fellowship mentor, the Rev. Carolyn Patierno.
- viii. Welcoming new members in Fall 2018 and in Spring 2019.
- ix. Collective child dedication ceremonies in Fall 2018 and Spring 2019.
- x. The work of the Stewardship Committee and the Kitchen Committee and the Next Steps Weekend with Stewardship for Us consultant, Liz Coit.

In terms of service to our Unitarian Universalist Association, I have been a regular attendee at our Unitarian Universalist Minister's Association chapter meetings. I have also supported several Yale Divinity students during their time at YDS, including Emily Bruce who graduated in May 2019.

WORSHIP

Sermons (20)

September 16, 2018 "A Vision for the New Year"
September 23, 2018 "*With* Vision, the People..."
September 30, 2018 "A Visionary Faith"
October 14, 2018 "Sanctuary Hearts"
November 4, 2018 "Go to the Polls, Remember Who We Are"
November 11, 2018 "Memories Made Possible" (Founders Day)
December 2, 2018 "The Eight-Day Mystery"
December 9, 2018 "Tonight a Stolen Moment" (Music Sunday)
December 23, 2018 "Mysteries of the Stars"
January 13, 2019 "The Realm of Possibility"
January 27, 2019 "Different Stories"
February 3, 2019 "Leaps of Faith – One Step at a Time"
March 3, 2019 "Where We've Been"
March 17, 2019 "Path of Dreams" (Stewardship)
March 24, 2019 "The Longest March"
April 7, 2019 "What ALL IN Means" (Stewardship)
April 28, 2019 "Gloria" (Music Sunday)
May 5, 2019 "Can't Wait to See" (New Members)
May 12, 2019 "She Will Lead" (Mother's Day)
June 16, 2019 Farewell Service

Multi-Generational (9)

September 9, 2018 "Drop by Drop" (Water In-Gathering)
October 28, 2018 "Creating Space for Memories"
November 18, 2018 "Coming Together; Singing Our Songs" (Thanksgiving)
December 16, 2018 "Solstice Spiral"
February 10, 2019 "Trusting Hearts"
April 21, 2019 "They Didn't Know We Were Seeds" (Easter, Passover, Earth Day)
May 19, 2019 "Youthful Curiosity" (YRUU and Bridging) (participant)
June 2, 2019 "Beauty" (CYRE) (participant)
June 9, 2019 "Beauty of the Blossoms" (Flower Communion)

Guest Preachers (4)

October 21, 2018 Rev. Kathleen Green "Seeing the World in Gasps"
January 6, 2019 Sierra-Marie Gerfao "Pursuit of the Possibility of God (and Other Ways of Making Meaning)"
January 20, 2019 Rev. Kierstin Homblette Allen "Everything's Possible – If We Are Willing" (participant)

March 31, 2019 "Grace" Tara Humphries (YDS)

Lay Speakers or Lay Led (7)

October 7, 2018 "Being and Oasis of Peace (participant) (Shelly Altman, guest)

November 25, 2018 "Reflections on the Theme of Memory" (Worship Committee)

December 30, 2018 "Savor the Moment" (Rich Stockton)

February 17, 2019 "When Crisis Calls: Unitarian Universalism and the United Nations"
(Bruce Knotts) (participant)

February 24, 2019 "Wild and Precious Life" (members of USNH and Worship
Committee)

April 14, 2019 "Don't Get Better" (Dan Cayer, guest)

May 26, 2019 "Pride" (Deb Pascale)

Additional Services (Outside Sunday Morning) (2)

December 24, 2018 "Carols and Candlelight" (multi-gen Christmas Eve)

June 1, 2019 Affirmations Service (participant)

RIGHTS OF PASSAGE

Weddings (5)

Richard Colón and Robyn Genzano (August 19, 2018) (USNH members)

Eliza Caldwell and Adam Matlock (October 6, 2018) (non-members)

(Scheduled)

Jamie Ross and Felix Lopez (June 8, 2019) (participant)

Donna Zambrano and James Caporale (June 15, 2019) (USNH members)

Kevin Chapin and Alissa Lisosky (June 22, 2019) (USNH members)

Memorial Services (5)

Carolyn King (August 3, 2018)

Sally Tomczack (August 25, 2018)

Peter Hansen (September 8, 2018)

Ed Biewald (December 15, 2018)

David Cross (February 3, 2019)

Interments (2)

Tona Dee and Peter James Donlon (April 21, 2019)

Herbert Wexler (May 21, 2019)

Respectfully Submitted by Rev. Megan Lloyd Joiner

Management Team

Management Team; A group of individuals, of which one is the minister, who are delegated authority by the Board of Trustees to run the day to day operations of the congregation and to ensure that the mission of the congregation is being fulfilled. The function and authority of the Management Team is shared equally by its members. (From our Policy Governance Handbook.)

Membership of the Management Team has not changed from the end of the previous year. We continue with David Stagg as leader and Gwen Heuss-Severance as recorder. Jeremy Hill and Rev Megan complete the team.

At the beginning of the year our Bookkeeper, Antonia Baroga proposed that there be a formal contract with USNH and presented us with a draft. MT finalized the contract with advice from our Finance and Personnel Committees and the new contract was signed in July 2018.

Rev Megan continued her work on an Organizational Chart throughout the year. We presented the chart to the Council of Chairs in October 2018. With recent refinements to the chart, MT believes the chart to represent the organization optimally and will present the chart to the congregation on June 2nd.

Early in the year the Management Team worked on revisions to the USNH Personnel Manual with our Personnel Committee. In September 2018 we presented final revisions to the Board. The revised manual is available on the USNH website.

A long-standing goal has been the documenting of policies and procedures. Jeremy Hill has experience with using standard templates that enable documentation to follow a standard format. With the bulk of the work falling to Jeremy, we have completed several Standard Operating Procedures. The following have been published in the “online library” section of the website:

SOP-0002 Fundraising

SOP-0003 Newsletter Submissions

SOP-0004 Receiving, Tracking and Acknowledging Endowment and Legacy Gifts

SOP-0005 Burials and Memorials

SOP-0006 Gift Acceptance Policy

SOP-0007 Policies Concerning Behavior and Safety

SOP-0008 Policy Concerning Child and Youth Protection

SOP-0009 Minister’s Discretionary Fund

Another major project this year has been determining our response to the increasing number of incidents of violence in communities throughout the world. SOP-0007 and SOP-0008 shown above document some of the operational procedures that have been adopted. In addition to these, MT has attended a Police “walkthrough” of our building and an FBI sponsored “Targeted Violence Prevention Seminar”. Gwen continues to chair a Security Task Force commissioned by Rev Megan last year and working with our B&G committee we continue to examine physical security measures including

methods of communicating in the event of an emergency and security provisions at our front door.

Throughout the year, we have presented monitoring reports to the Board of Trustees documenting our compliance with sections of the Policy Governance Handbook. A new task for us has been to examine the previous MT interpretations and suggest additions or changes where appropriate

The Management Team has continued to provide fiscal oversight of the Kitchen Renovation Project. David has represented the MT at meetings of the Kitchen Planning Committee.

The Management Team convened 3 meetings of the Council of Chairs this year, formulating the agenda, chairing the meeting and keeping notes. This year we met on 10/4/2018, 1/24/2019 and 5/13/2019. Jeremy presented a draft version of the new Operating budget at the January meeting

A major responsibility of the Management Team continues to be the preparation and presentation of the new Operating and Capital Budgets to the congregation. This year we were fortunate to have the Finance Committee provide a first draft for the new Operating Budget. We received salary recommendations from the Personnel Committee. This year presents a special challenge as we need to prepare for both the salary needs of an Interim Minister and funding for a Ministerial Search Committee. The MT will present a final draft version at the Congregational Meeting on June 2nd. MT May 2019.

Adult Religious Education

Chairperson: P.J. Deak

Members: Maggie Goodwin, Becky Sandmann, Craig Machado, Dan Wade, Ellen Greist

Staff: Jesse Greist

WHAT MOVES US - The Adult Religious Education Committee strives to create a learning environment that motivates our Unitarian Universalist congregation to grow spiritually, intellectually, emotionally, and socially for our good and that of the wider community.

The Adult Religious Education Committee provides opportunities for spiritual growth, fostering connections and commitment to USNH and Unitarian Universalism and developing the foundations for action for justice through a variety of classes, courses, and one-time events.

The Goals & Objectives of the USNH Adult Religious Education Committee are...

1. *Partnering* with other groups within our congregation to create intentional spaces for sharing and growing our knowledge about spiritual issues, social issues and UU identity.

2. Inviting participation in these intentional spaces by individuals & organizations in the New Haven community beyond our congregation so as to encourage a social justice and interfaith (including no faith) spiritual discourse among USNH members and those in the wider New Haven community.
3. Fostering open dialogue and discourse, in these spaces with these participants, to encourage the reflection portion of a praxis striving towards greater & more effective action on social justice and interfaith (including no faith) spiritual issues.

ARE planned 15 activities in the 2018-2019 congregational, 11 of which were held, between 09/16/2018 to 03/23/2019 with a variety of partner organizations. Dates and times for events were varied throughout the year so as to provide options for those who wish to attend ARE events.

ARE continued to manage the book cart most Sundays in the Social Hall. We focused on books related to ARE and Social Justice Network issues / events.

ARE has maintained a bulletin board of upcoming events in the social hall all year long – sharing the space with the UUA, UUSC and UU-UNO information in an effort to education our congregation about larger denominational issues and initiatives.

ARE has collaborated with Jesse Greist all year long to maintain the ARE webpage on the USNH website so that events are listed and are kept current.

ARE Contributed both funding and participants to USNH's first cohort of the Beloved Conversations Program.

ARE provides support for the Tuesday Conversations program and the CONTINUUM writers program.

ARE purchased a Graphic Equalizer to improve the sound when the video cart is connected to the PA system in the sanctuary

Date / time	Event Description	Partner Organization(s)	# Attend
Sun 09/16/2018 12:00 noon	Book discussion <u>Loaded – A Disarming History of the Second Amendment</u>	Preventing Gun Violence Task Force & Anti-racism Task Force	12
Sat 09/22/2019 6:00pm	Film Screening, Dinner and Fundraiser for IRIS <u>Soufra</u>	Sunday Morning Team; UU-UNO; UUSC; IRTF	130+
Sun 0/14/2018+ 12:00 noon	Spirit of Life Course	None	Cancelled
	Adult Owl	None	Cancelled
Sun Dec-Mar 12:00 noon	Hindsight, Humor & Hope Course	None	12
Fri 12/07/2018 6:30pm	Social Cinema <u>Quest: A Portrait of an American Family</u>	Kids Service Teak, Preventing Gun Violence & Anti-racism Task Forces	29

Date / time	Event Description	Partner Organization(s)	# Attend
Sun 12/09/2018 12:00 noon	Book(s) discussion <u>White Fragility</u> + others	Anti-racism Task Force & Social Justice Council	22
Sun 01/06/2019 12:00 noon	Presentation/Discussion: How to track bills in the CT legislature	Preventing Gun Violence Task Force & Anti-racism Task Force	35
Fri 01/11/2019 6:30pm	Social Cinema <u>Making A Killing: Guns, Greed and the NRA</u>	Preventing Gun Violence Task Force	28+
Sun 01/13/2019 12:00 noon	Book Discussion <u>The Death of Truth</u>	None	0
Sun 01/20/2019 12:00 noon	Sarah Azaransky Lecture	Anti-racism Task Force	Snowed Out
Sat 02/09/2019 6:30pm	Social Cinema All Me: The Life and Times of Winfred Rembert	Anti-racism Task Force & Waverly Partnership	30+
Sun 03/03/2019 12:00 noon	UUA Common Read Book Discussion: <u>Justice On Earth: People of Faith Working at the Intersection of Race, Class and The Environment</u>	Environmental Justice Task Force	13
Sun 03/17/2019 12:00 noon	Presentation/Discussion <u>Integration is a B***h</u>	Anti-racism Task Force & Waverly Partnership	29
Sat 03/23/2019 6:00pm	Social Cinema <u>Human Flow: When There is Nowhere to go, Nowhere is Home</u>	Mental Health Awareness Task Force and Immigrants & Refugees Task Force	32

Advertizing for most ARE activities was via the following methods, with the goal of reaching a wide audience:

- flyer,
- bulletin board,
- website,
- Facebook,
- email,
- USNH Newsletter,
- New Haven Register calendar section,
- Post-Chronicle calendar section and
- word-of-mouth.

Buildings and Grounds

Committee Members: Al Bosch, Anthony Clark, Michele DeMuis, Shirley Dion, James Erard, Pat Grigg, David Jones, Jason Kyle, Laura Patey, David Stagg

The following projects have been completed this year:

- The Hearing Assist System in the Sanctuary was upgraded with the installation of new receivers, a new antenna and a new docking station

- Another upgrade to the Sanctuary sound was accomplished by the purchase of an additional lapel mic and transmitter
- B&G received a donation to USNH of a professional movie projector now being used primarily for Social Cinema
- Cracks in the lower parking lot were sealed and the lot was relined
- In order to remediate a problem with leaking of rainwater on the west side of the classroom wing, an additional downspout and dry well were installed
- Modifications were made to the ceiling fan and to the door to eliminate ventilation problems in the women's rest room
- A new tree was installed on an island in the near parking lot
- Security issues were addressed by installing a dead bolt lock on the door to the Children's Chapel, by installing windows in the doors to the Minister's Study, the Church Office and the R.E. Office and by installing a one-way film to the Sanctuary entrance doors
- Enhancements (installation of a mesh system) were made to the Wi-Fi (Thank You to Robert Garskof for selection and initial implementation.)
- Skylights in the Sanctuary were replaced because of leaking
- A Spring Clean-up was arranged

The following Projects are currently being studied/planned:

- Exterior stucco (Dryvit) repairs
- Paving of the path between USNH and Mishkan Israel
- Leveling and paving of the patio outside the Lobby
- Removal of staining on the exterior Sanctuary siding
- Modifications to the rest room outside the Children's Chapel
- A/C for the Library and the office in Room 205
- Landscaping improvements
- Replace/repair blinds in Offices and Classrooms
- Front door security

Respectfully submitted by Al Bosch, Chair
Current as of 05/01/2019

Children and Youth Religious Education

2018-19 Committee Members: Patricia McChesney (Chair, continuing), Vicki Seitz (Secretary, continuing), Robyn Genzano (continuing), Chris Berman (continuing), Jamie Johnson (stepping back), Robb Camm (stepping back), Sarah Northrup (stepping back) and Carolyn Lusch (stepping back).

Pam Niles continues to volunteer to ensure that the day-to-day details of the program are attended to and has facilitated the CYRE program's goals. We very much appreciate her dedication to CYRE.

We are extraordinarily grateful to our over 40 volunteer teachers and helpers who have supported the CYRE program by donating hours of their time to our USNH children, youth, and teachers. We are a cooperative religious education program that relies on our volunteers. We are also appreciative of the congregants who have supported our children in many ways, including as their adult Buddies.

Committee Accomplishments:

2018-19 has been another productive and enjoyable year for the Children and Youth Religious Education (CYRE) Committee. We continue to have a very positive working relationship with Jesse Greist, Director of Lifespan Religious Education (DLRE.) His interactional style sets a positive tone for the committee, volunteer teachers, and children and their families in our program. He approaches USNH's CYRE challenges with creativity, knowledge, and care. We look forward to our continued work with him.

Special Events and Fundraisers

The CYRE committee and DLRE organized and ran five events this year:

- Getting to Know U – Buddy Program (October 2018)
- Community Build (January 2019) Attendance at the Community Build was approximately 35 adults and children. The Committee is discussing the value of the Community Build event going forward.
- Read For Rheyline and Lezter (winter) The children's reading event took place in February and raised more than \$600 for the tuition of Rheyline Obagang and Lezter Rico. We recently learned that Rheyline has discontinued her relationship with the UU church and we are in direct contact with her regarding her decision.

Stated Goals

The CYRE committee in collaboration with the DLRE met the majority of our stated goals in 2018-19, including

- Supporting our DLRE in his leadership responsibilities managing religious education programs for our children and youth;
- Working with the DLRE to carry out Children's Chapels for the year;
- Continuing our relationship with Lezter Rico, the UU children in the Philippines.
- Continuing the intergenerational activities begun three years ago—the Secret Buddy Program, which included a Buddy banquet. We were excited to note continued connections between children and youth and adult Buddies even after the end of the formal program.
- Continuing the children's participation in the service. This was greatly facilitated by Rev. Megan who continued having the children sit in the front of the sanctuary for the children's message and having those who have Stepped Up light the chalice.

Additional Projects

- Teacher recruitment process for 2019-20 is underway.
- We continued to work to engage children who have Stepped Up beyond ushering and chalice lighting.
- We are supporting our DLRE with OWL classes at age grade groups K/1, 4/5 and 7/8.

CYRE Committee Goals for 2019-20:

- Support our DLRE in his leadership responsibilities managing religious education programs for our children and youth
- Recruit 2-3 new members.
- Work with DLRE to configure Children's Chapels for the upcoming year
- Continue to maintain our relationship with UUs in the Philippines through supporting the education of Lezter Rico. We will also pursue more fundraising for this
- Expand our support of youth with extracurricular activities, including study sessions for finals weeks and continued communication after high school graduation
- Collaborate with DLRE in planning CYRE Sunday in June 2019 which will recognize children who have Stepped Up and thank teachers and other volunteers

Committee on Ministry

Members: Lisa J. Anderson, Facilitator/Chair; Bruce Levison, Susan Meredith, Jim Peters, Rick Zelisko and Shayn Williams-Burris

The primary focus of our committee was to support and to serve as a sounding board for Rev. Megan. As noted in our Fall Report we completed Rev. Megan's final Fellowship evaluation. Rev. Megan received final fellowship status from the UUA Fellowship Committee in February 2019. Upon the announcement of Rev Megan's decision to resign the Committee's focus shifted to supporting her in this transition period. We had planned to develop a plan to share our findings on the congregational portion of the fellowship evaluations with USNH leadership. The fellowship evaluation asks the Board of Trustees and the Committee on Ministry to reflect on the congregation's ministry as well as the minister's ministry. The information we received from leadership, staff and the congregation on the minister's ministry is confidential. We were exploring ways that we could share the learning on the congregation's ministry with leadership in a way that strengthened our community. The status of this effort is unclear since our COM is being "decommissioned" . The reason for this is that historically the members of the committee on ministry are selected by the minister.

Respectfully submitted, Lisa J. Anderson

Council of Chairs

Purpose of the Council of Chairs

1. Each Committee shall designate its chairperson or one member to serve as its representative to the Council of Chairs. 19 Committees were represented either by the chairperson or an alternate.
2. The Management Team will meet with the Council of Chairs 3 times each year. The Council met in October 2018, and January and May 2019.
3. The purpose of the Council of Chairs is advisory to the Management Team and each other: to share information about their committee membership, vision, goals, objectives and programs.
4. The Management Team will update and review information with the Council of Chairs about the budget, standard operating procedures and operational programs.

The agenda and discussion of the October meeting included sharing goals and objectives for 2018-2019, an update of the operating budget, a review of the Standard Operating Procedures, the draft of the USNH Organizational Chart, and a discussion of the role of the Council of Chairs.

In January, Rev. Megan shared her decision to resign from USNH in June 2019. The Management Team updated the Council on the operating budget and standard operating procedures with specific attention to managing and tracking fund raisers. Rev. Megan reviewed the plans for the Stewardship Campaign. There was interest in organizing a spring activity fair during coffee hour in April and May as a way of recruiting new committee members.

The Council meeting in May began with sharing each committee's accomplishments for the year. David Stagg reviewed the draft operating and capital budgets for 2019-2020 with particular attention to the financial impact of hiring an interim minister and beginning the ministerial search project. There was discussion of the Spring Activity Fair and a consensus that the social hall is too busy, noisy, crowded and that we need to find a different approach. There was interest in having a "Commitment Sunday" in September. Gwen will work with 3 or 4 volunteers to get this going.

The Council discussed committee participation, continuity, leadership, and succession. Lisa Anderson provided a detailed description of the work of the Committee on Ministry and its relationship to the Ministerial Search Committee and the Congregation and the UUA resources available for congregational development.

Covenantal Relations

Co-Chairs Nancy Apfel and Paul Trotta; members Bruce Levison, Maggie Goodwin, Bernice Marie-Daly, and Carmen Baker. This year we welcomed new members Maggie Goodwin, Bruce Levison, Bernice Marie-Daly and Carmen Baker.

In September, the committee voted to change our name from: Permanent Committee on Right Relations (PCRR) to Covenantal Relations Committee (CRC).

We held Community Circles with Megan in her office on the 3rd Sunday of the month from noon to 1 pm, featuring the theme of the month with readings and thought-provoking questions. These community -building sessions encouraged participants to share their truths and listen deeply to each other.

On December 1st, we held a workshop with Lisa Anderson as leader on the topic of “Navigating Difficult Discussions”. The workshop explored what it means to be a covenantal society.

We held an in-committee workshop on Affirmative Inquiry on February 12th, led by Carmen Baker, who is trained in this approach, emphasizing positive psychology as a key to understanding institutional strengths.

We met with Peggy Myers and Al Bosch to discuss the Board’s vision about building stronger community connections, as they outlined in their document “Belong”, and expressed our interest in being involved in carrying out some of this vision.

May 4, we co-sponsored with the Mental Health Committee of the Social Justice Council a workshop by Reggie Marra, author of [*Killing America: Our United States of Ignorance, Fear, Bigotry, Violence and Greed*](#) . The workshop explored how we can learn to disagree (and agree), amid these negative influences.

The committee assisted the Board with congregational meetings held during February for congregants who wanted to learn more about, and to discuss the upcoming ministerial transition.

We assisted in organizing the Committee Fair held over Sundays in May to educate members about opportunities in committee involvement.

On June 7th we are holding a catered family dinner and Vespers Service, “The Beauty of Music”, for the USNH community with childcare provided.

The USNH Board has charged our committee “to review requests for conflict resolution and provide support if the request falls within the committee’s scope of responsibility”. If necessary, a skilled mediator is involved. Fortunately, this year there was not a need for such action.

DLRE

Section One: CYRE Overview

The Children and Youth Religious Education (CYRE) program saw a very fruitful year in 2018-19, with the CYRE committee, teachers, volunteers, USNH staff, parents/guardians, youth and children collaborating weekly to create diverse, vibrant programming.

Curriculum

The curriculum for this year centered on the history and ongoing development of our UU Identity. The curricula used in each class were:

“Celebrating Me and My World” (Pre-K)

“Wonderful Home” and “Our Whole Lives” (K – First grade)

“UU Super Heroes” (2nd-3rd Grade)

“You, the Creator of Justice” and “Our Whole Lives” (4th-5th Grade)

“Heeding the Call” (6th-7th Grade)

“Affirmation: Coming of Age” (8th grade)

“Young Religious Unitarian Universalists” (9th – 12th grade)

We also ran the first half of “Our Whole Lives” for 7-8th graders after services during the spring semester. This class will continue in the fall.

Teachers and Classes

The teaching corps has been reliable, flexible, and all around wonderful. The teams coalesced quickly, and became largely autonomous as the year progressed, supported by the DLRE and Pam Niles during the week. Teams had very little turnover, with only two teacher transitions occurring, both in 6-7th grade. We ended the year supplementing the curriculum in K-1 and 4-5th grade with the Our Whole Lives program, which involved different sets of teachers and saw high attendance and participation. In general, classes ran smoothly all year, though there were some concerns about student behavior and engagement, especially in the winter/spring months. I worked together with teachers and parents to find solutions to these issues and classes ended on a high note.

The K-3rd grade classes focused in on what it takes to co-create and lead a faith community. The 2-3rd grade class used the UU Superheroes curriculum, with new supplemental lessons geared toward de-centering the white, male oriented telling of our history that has pervaded UU educational materials for decades.

The 4th-7th grade classes engaged in social justice projects, connected to curriculum.

The 4-5th graders developed and promoted plans within the congregation to reduce plastic and other waste, encouraging the use of reusable water bottles and “from home” coffee mugs during fellowship hour. They also participated actively in the effort to get a plastic bag ban passed in the town of Hamden, which was successful. The 6-7th graders zeroed in on issues of social stratification in New Haven county and ended the year collecting supplies to make 22 “care packages” for clients at Columbus House in

New Haven. They were delivered along with other miscellaneous supplies on May 14th, 2019.

The Affirmation class, which had five students, was taught by two veteran stalwart teachers, with some invited guest speakers. They finished the year strong with a very successful trip to Boston. One of the five students chose to leave the class due to concerns about RE interfering with her school studies.

We welcomed several new families into the RE program this year, but I continue to be concerned about the number of families that visit and don't return or "disappear" after a couple of visits. While our membership team is doing a great job of welcoming newcomers and much has been done to streamline the sharing of visitor information, there continue to be many first-time visitors who do not return, and others who attend 3-4 times and subsequently disappear.

The YRUU youth group had a total of six advisers this year, and twelve participating youth. The advisers have worked well with the group and continue to refine the balance between adult and youth leadership. They met at USNH twice per month, engaging in community service projects and social outings on the non-meeting Sundays. There were three overnight events, all at USNH. The group was unable to go camping in the fall, since the Wah Wah Taysee campground was still heavily damaged by the May 2018 tornados, but the group had highly successful overnights and used them to plan both their youth led children's chapel and the youth-led worship service.

Attendance

Attendance was consistent with prior years, though the main barrier continues to be conflicts with youth sports, theater, band and choir groups, etc. which meet more and more on Sunday afternoons and early mornings. We had 92 children register for classes this year, which is almost identical to last year. We received over 30 visits (not counting "one time" visits, i.e.- visiting grandchildren), which resulted in an additional 10 children enrolling in classes. During the year, five children stopped attending classes, due to both out of state moves and expressed disinterest in class. Average attendance breaks down class-by-class as follows:

Nursery/Pre-K: 6 per week

K/1st grade: 7 per week

2/3rd grade: 8 per week

4/5th grade: 10 per week

6/7th grade: 4 per week

8th grade affirmations: 5 per week

YRUU: 7 per week

Summary: RE classes and YRUU saw average weekly attendance of 48 students per week, or 55% of those registered.

Childcare

Sarah Grant and Jenn Russenberger continued to provide quality childcare during services, though Sarah resigned January 2019. We quickly hired Jessi Rudewicz, and she's fit right in. Apart from Sunday mornings, childcare was offered for a variety of

meetings, conferences and events this year, and feedback was extremely positive from parents. We were likewise grateful to Cathy Jackson for providing childcare for our “Millennials to Gen-X” potluck dinners, as well as monthly Pre-K classes. One other interesting note is that as we have implemented measures into our worship model to make the Sanctuary more welcoming to families with babies and toddlers, more parents have kept their children in worship and this led to a decline in the number of babies and toddlers in the nursery.

Budget

The CYRE budget was adequate and was largely used to support special events and initiatives, provide snacks for RE classes, run retreats for YRUU, and purchase curriculum/support materials for regular classes and the Our Whole Lives sexuality education program. See the CYRE committee report for other details.

Special Events and Fund-raisers

The CYRE committee and DLRE organized and ran five events this year:

- Getting to Know U – Buddy Program (fall)
- Community Build (winter)
- Read For Rheyelene and Lezter (winter)
- Affirmation Fellowship Fund Raiser (spring)

See the CYRE committee report for details about these events

Children’s Chapels and Multi-generational Worship

The children’s chapels this year were hugely successful, thanks in no small part to the support of the CYRE committee, and regular volunteers. With an average attendance of 22 children the Pre-K through 5th graders examined UU belief pathways as they filter through the spiritual journeys of local, national and international faith seekers. We shared the stories of laborers, environmental stewards, religious leaders, musicians, astronauts, the Earth herself and members of our congregation, finding inspiration for our own faith development and daily reflections.

Additionally, we focused on building our relationship with Rheyelene Ogabang and Lezter Rico, our pen pals in the Philippines, who kept us well informed about their families, friends, school adventures and challenges they face growing up. At the end of this year, we were surprised to learn that Rheyelene Ogabang is no longer eligible for scholarship through the Unitarian Universalist Partner Church Council. We are in touch with Rheyelene directly and have been working on ways to continue our support for her. For more information about this, see Jesse Greist.

Rev. Megan Lloyd Joiner and I worked together to align weekly messages for all with the USNH worship themes and co-planned nine Multi-generational worship services. We continue to co-author original stories and dialogues that engage all ages in new and creative ways, consistent with 21st century educational pedagogy.

Adult Religious Education

In the interest of avoiding redundancy, I refer readers to the annual report from ARE committee chair PJ Deak, which details the majority of ARE classes, events and workshops.

It was a pleasure for me this year to co-organize bi-monthly potluck dinners for the “Millennials to Gen-X” group with Rev. Joiner. Attendance was high, averaging between 15-20 adults and 4-5 children. Many younger adults cited these dinners as integral to their feeling welcomed into the USNH community.

It was also my pleasure to work with Steve Evans to run the ContinUUm writer’s group, which met monthly to share poetry and prose based loosely on the USNH worship themes. This has proved to be an intimate, safe space for reflection, creativity and support. A collection of pieces from this group will be added to the USNH library over the summer, and the group is planning to run a worship service over Labor Day Weekend, 2019.

Small Group Ministry

In Fall 2018, we ran eleven Small Groups, with 109 participants and in Spring 2019 we ran eight Small Groups with 87 participants. Feedback about the groups that ran both in the fall and spring was positive, and attendance was high. Small groups at USNH continue to offer essential community building opportunities and a spiritually nurturing atmosphere.

The Small Group Ministry Steering Committee worked hard to ensure that each Small Group ran smoothly. We provided training in using Soul Matters Small Group Ministry resources to two facilitators. Further, The Steering Committee wrapped up and implemented a new SGM policy document together with group facilitators. This document is primarily geared towards ensuring open access to all groups and clear guidelines for group dynamics. We plan to hold a facilitator training in the fall to further communicate and strengthen the SGM mission and policies.

DLRE Professional Development

Using the generous professional development budget provided by the USNH community, I was able to:

- attend 4 DRE cluster meetings this year, involving Religious Educators from CT and southern Massachusetts.
- attend the Liberal Religious Educators Northeast spring conference in Portsmouth, NH.
- Take (and pass) the UU Identity Renaissance Module online in April/May of 2019.
- attend several of the Youth Ministry lectures offered by Yale Divinity School this year, which have been both informative and inspirational as well as provided excellent opportunities for networking.

I will also attend Faith Formation Week this summer at Star Island, where I will focus on developing my credentialing portfolio. I am currently working on concurrent credentialing as a Religious Educator and Master Level Religious Educator.

Endowment and Legacies

Goals

To support the USNH mission of "Inspiring lives of compassion and generosity," the Endowment and Legacies Committee goals for this year were to:

Conduct the USNH Endowment Campaign to grow the Endowment and other investments to \$2.5 million by 2024 by promoting opportunities for USNH members and friends to make current and legacy gifts, and by maximizing returns with low management and investment costs

Conduct a recognition event for current and prospective Legacy Society Members

Support USNH by providing a contribution of 2% of the endowment value based on a 13-quarter rolling average. (Note that for 2018-19, we increased the distribution to 2.5%)

Endowment results as of March 2019

As of March 31, 2019, the total value of the Endowment was \$1,152,160. This is the total of three funds, plus the balance of the mortgage due from USNH to the Endowment (as a receivable, the mortgage is included as an Endowment asset):

1978 Fund (invested at the UUA)	\$ 152,407
1989 Fund (invested at Schwab)	196,921
Winchell Fund (invested at Schwab)	435,318
Balance of loan from Endowment	<u>367,414</u>
Total Endowment	\$ 1,152,160

Investments at Schwab are handled by Peoples United Advisors, formerly Olson Mobeck. Peter Kirschenbaum is the investment advisor for USNH. Investments at the UUA are in the UUA Common Endowment Fund, pooled with assets from many Unitarian Universalist congregations and affiliated organizations. The Endowment investment allocation target is 75% securities, 25% fixed income.

During the current fiscal year, there were payments to the operating budget totaling \$23,828, based on 2.5% of total Endowment value, averaged over the previous 13 quarters up through Dec. 31, 2017. Endowment received \$37,715 in mortgage loan payments, which were placed in the Winchell Fund. (To pay off the Citizens Bank mortgage in June 2018, \$280,000 of growth was withdrawn from the Winchell Fund, and \$100,000 was withdrawn from the UUA Common Endowment Fund.)

The total Endowment values and annual returns in recent years were

	Annual return	CPI (Consumer Price Index)
Dec 31, 2014 \$ 920,480	0.8 %	

Dec 31, 2015	\$ 899,827	-2.2%	0.7 %
Dec 31, 2016	\$ 957,402	6.4%	2.1 %
Dec 31, 2017	\$1,107,937	15.7%	2.1%
Dec 31, 2018	\$1,090,562	- 1.5%	1.9 %
Average return over 5 years:		4.6%	

Individual funds on Dec. 31, 2018:

Winchell Fund	1978 Fund	1989 Fund	Mortgage balance	Total
\$ 390,611	\$ 139,255	\$ 189,128	\$ 371,568	\$ 1,090,562

Note that these amounts are the net *after* donations to Endowment, and after annual payments to the operating budget that started in 2012.

Also, during the 2018-19 fiscal year, there were several donations by individual congregation members “in memory of” or “in honor of” certain individuals. These donations totaled of \$450. (Note that to be added to the Endowment, the donor must specify “Endowment” with the donation.)

Loan from Endowment to Pay Off Mortgage

To reduce the costs of refinancing the mortgage, a total of approximately \$380,000 was withdrawn from the Winchell Fund and the 1978 Fund in June 2018 and loaned to USNH to pay off the Citizens Bank mortgage. These funds are being restored by regular monthly payments from the USNH operating fund, structured as a simple mortgage at 5.7% with a 15-year amortization.

3. Ten-Year Endowment Campaign

At the June 2014 annual meeting, the Congregation approved a campaign to grow the endowment to \$2.5 million by 2024. As a guideline, some financial experts recommend that financially secure nonprofit organizations need an endowment at least 3-5 times the annual budget--hence our goal of an endowment of at least \$2.5 million.

We are promoting our campaign in a section of our website, with occasional newsletter articles and educational events, an event for Legacy Society members, and an annual mailing.

Since we began our endowment campaign in June 2014, we have received endowment gifts of more than \$133,000. In addition, we have recorded intentions that are included in donors’ estate plans for future legacy gifts with an estimated value of \$690,000.

4. Legacy Society for USNH

The Legacy Society was established to recognize and honor those members who have made an endowment gift of at least \$10,000 or have included a gift to USNH of any

amount in their estate plans. There are currently 50 members of The Legacy Society for USNH.

Phillip Wexler and Kenny Foscue became members of The Legacy Society this year, and their names are being added to The Legacy Society display in the lobby.

5. Educational Workshop

On December 2, the Committee posted a workshop entitled Protecting Your Family and Planning Your Legacy. Attorney Thea Bourke-Martin described the basics of estate planning and Bob Congdon described a variety of charitable gift options.

6. For more information

Please contact a member of the Endowment and Legacies Committee to discuss your options for supporting the USNH mission with an endowment and/or a legacy gift.

Greg Seaman, Acting Chair and Treasurer, Michael Clorite, Vicki Seitz, Secretary, John Watson

Bob Congdon, Chair (on leave while serving on Ministerial Search Committee), Mary Beth Congdon, Consultant, Carol Cheney, Consultant

Finance Committee

The Finance Committee (FC) chair reports to the MT. The FC provides specific operational support to the MT and advises the MT on matters of finance. Members of the FC manage regular specific tasks and work together on larger finance-related issues.

Meeting structure – to facilitate information transfer a member of the MT now attends the monthly FC meetings. New member Rick Weber has joined new chair Terry Durham and current members Greg Berg, Greg Seaman, Kathy Gardner, Mary Losee and Susan Godshall. Greg Berg is soon moving out of state and Mary Losee departs the team in July. The Treasurer, Linda Mehta, is not an official member, but attends most meetings and works closely with the team.

Cash Management & CDs – Greg Seaman proposed and with MT approval the FC has opened (6) \$25,000 CDs earning +2.5% rates with TIAA Bank. FC will open (2) additional CDs this FY. These CDs have been “spaced out” over the year so USNH has access to any \$25k CD as needed. USNH also uses TIAA for our staff pension funds. The Guilford \$100k CD matured in January 2019, was closed and that money along with the low interest MMFs is being placed in the TIAA CDs.

Citizens Bank – evaluated credit card use and revised limits for Megan, Jamie and Oscar. Updated the authorized signatories on the bank account. Bookkeeper now has online access to bank account and credit cards. Electronic payments, especially for utilities, have now been set up by Antonia and Jamie.

Mortgage with Citizens Bank was paid off.

The Finance Committee, MT and the Board recommended, and the Congregation voted “yes” on May 20, 2018 to pay off the CB mortgage which was then due to be refinanced. Endowment & Legacy allowed USNH to use unrestricted endowment funds to pay off that mortgage. USNH and E&L then entered into a Covenant Agreement for this endowment contribution and the “Endowment Restoration” over the next 15 years at an initial 5.7% interest rate.

Pledge promise vs payment historical analysis

Susan Godshall conducted an extensive review of the pledge promises vs the actual pledge receipts to USNH for FYs 2013-18. Some of her results show that pledges are received at a fairly even rate throughout the fiscal year and that USNH reliably collects ~97% of the pledges each year. Her analysis also led to a revision of the prepaid pledge accounting.

PrePaid Pledge accounting - documented a procedure for accounting and treatment of pre-paid pledges. In prior years PP pledges were often included as current year pledges distorting the totals and leading to pledge prediction problems. With the accounting revision PPs are now recorded into a temporary restricted fund. Then when the new fiscal year begins these funds are transferred into the pledge line item for the “correct pledged fiscal year”.

Pledge information has caused some reporting challenges because USNH does cash accounting, not accrual accounting and we prefer to treat pledge payments on an accrual basis.

Operating Budget FY 2019-20 .Kathy Gardner and Mary Losee provided the MT with the first draft of the Operating Budget. The FC has been given the opportunity to review the budget during the process and provide input.

Rental of USNH facilities – Susan Godshall reviewed the incidental and long-term rental agreements and terms. She revised the incidental rental terms and rates to clarify rental categories and ease the decision process for Jamie Ross, the USNH administrator, who handles rental inquiries for us.

Based on the recommendation of Jamie Ross, Susan formulated a plan to purchase 200 padded folding chairs. Frequently incidental renters decline renting our Social Hall because our current bulky large red chairs will not accommodate their large group of attendees. The padded folding chair recommendation is being reviewed by the MT.

Payroll - Greg Seaman and Terry Durham continue to oversee payroll and have transferred some of the responsibility to Antonia, our Bookkeeper. As of January 1, 2018, the staff is paid twice a month.

USNH Property Insurance and Building Valuation – Greg Berg reviewed the USNH insurance policy and recommends that USNH retain an independent professional appraiser to come up with a statement of value on a replacement cost

basis. Otherwise, if we have a total loss and we underestimated the (replacement cost) insurance value, we won't collect the full amount.

Unrestricted and Restricted Cash Available - documented a procedure for calculating and reporting to MT on the amounts of cash available: Greg Berg

The "Money Matters" column in the monthly newsletter was reinstated to inform the congregation of financial operations.

Bookkeeper - Finalized written contract agreement with Antonia and documented reporting relationships.

History, Archives and Library

Jane Platt, Chair; Toby Appel, Dody Gall, Frank Jonnietz, Kathy Lindbeck, James Platt, Peggy Rae, Yvette Scharf, Joan Silverman.

We continue to run the Dorothy F. Harned Library collection of over 2,000 books. We are following up on books that are not returned. We have a database and a print catalog. We are still hoping to have the database searchable on our website soon, since there are frequently meetings in the Library on Sundays. We are writing newsletter articles highlighting our collection to promote use of the Library.

We continue to organize and store items in archival format (acid free folders etc.) We're revising the filing system, adding new categories to reflect changes in congregational life.

We have identified, sequenced and labeled many photo images of people and events in the Society's history. More need to be processed. Work continues making digital files from recordings of worship services of past years.

We hope to have a systematic record of the art objects in the building. A database identifying the artist, medium, donor, dates, and location of each work will be created.

Thirty-one current or former members were interviewed on cassettes. These tapes are now digitized, and noise reduced. We can email a file to anyone wishing to listen to them. More recent interviews include Shirley Biewald, Ed Biewald. Bill Goward, Helene Goward and Caroline Bridgman Rees. We plan to expand to past presidents and other longtime members.

We are developing a list of deceased members, attempting to name those whose remains have been interred in our Memorial Gardens.

I have made presentations on our early history for the New Member classes. I have also assisted the committee which is revising the by-laws by locating early revisions of the by-laws.

I am grateful to the committee members for their hard work and good humor.

Jane Platt

Kitchen Project Task Force

In September 2018 the Congregation approved the expenditure of up to \$125,00 for the Kitchen Project as described in architect drawings and a detailed Kitchen Project Task Force report.

Fund raising resulted in forty-two member pledges to be paid by December 31, 2019; direct donations; contributions made at a wine-tasting event, and a congregational celebratory breakfast; and a \$3000 grant from the Community Foundation for Greater New Haven. Funds raised/pledged totaled \$115,000.

In January and February 2019, the KP Task Force undertook extensive comparative shopping for appliances. In March 2019, consistent with a needs assessment completed in 2018, and updated this year, we selected seven appliances. All met our criteria for safety, low maintenance, energy efficiency and user-friendly features. All are good quality, and most were bought at GE sale prices available in March, and additionally discounted by a reputable local appliance store.

- . Commercial dishwasher (with a three-minute cycle)
- . Double wall ovens
- . Five-burner stovetop
- . Stove vent
- . Refrigerator with bottom freezer
- . Modest size vertical freezer
- . Microwave oven

Construction bids were invited from three contractors with experience appropriate to our project and recommended by our architect. Two submitted bids, both above our anticipated budget.

There are two particular decisions that affected budgeting.

. Our initial 2018 informal builder estimate of \$92,500 assumed replacement of our existing cabinetry with similar materials and style. The KP Committee has chosen to increase both the quality and quantity of cabinets, and was able to ensure a significant discount with a local provider with an excellent reputation.

. Hamden regulations now require specific access requirements for electrical panels. This indirectly requires relocating the USNH panel out of the kitchen. This resulted in increased electrician cost for this one-time modification.

We note that our selected builder, Litchfield Builders, who also provided the initial estimate, has agreed to maintain the initial-estimate line items for costs controlled by their company (sub-contractors may vary). However the effect of changes made brought our anticipated costs to \$137,000.

The June 2 Congregational Meeting approved \$12,000 additional spending authority to meet the increased estimated cost. Two donors have also increased their donations by \$6000. Pledge payment completion is anticipated from twelve members in 2019.

This month (June) volunteers will be clearing our kitchen. Some items will be stored for use in the fall, some will be moved to the USNH Tag Sale. Demolition, asbestos remediation, construction, appliance and cupboard installation, and floor and counter work will follow. Cuddle Time preschool will be closed during asbestos work. Our building contract specifies kitchen completion by Labor Day 2019.

Continuing Board and congregational support means the work is about to begin!

With appreciation for KP TF Members Linda Barrett, Anthony Clark, Pam Niles, Becky Sandmann, David Stagg, Paul Trotta, and Architect David Thompson and Fund-Raising Professional Carol Cheney (both USNH Members providing their expertise pro bono),

Project Manager Greg Seaman and Task Force Coordinator Lois Smith

Membership Team

Membership Team: Co-chairs: Christine Durham, Kathy Haskins, Jean Bacon, Kevin Chapin, Patrick Korth, Joan Lane, Marty Lipnik, Alissa Lisosky, Siobahn Pokorney, Deb Seldeb, Debbie Smith, Dan Wade (member at large); Anna Flores (Membership Coordinator).

The membership team works alongside the membership coordinator to provide a welcoming path from new visitor to full membership.

During the course of this year the membership team added four new members (some of whom were literal new USNH members) which allowed us greater perspective into the perception and efficacy of our procedures. In addition to reflecting the age diversity of the congregation, this also gave us more options for greeters and welcome corner assistants to the membership coordinator. Feedback from visitors and new members shows that friendly faces and greetings upon entering the building really make an impact.

Membership continued to maintain the Welcome Corner as a place for new visitors to chat and ask questions. We offered 1st Sunday Welcome Chats to deepen visitor connection with USNH. Attendance fluctuated month to month but the Chats generally attracted multiple visitors who viewed the informational video introduction to UU and shared their personal stories with team members (usually coordinator Anna Flores, Joan Lane and Deb Selden).

Two sessions of New to UU classes were conducted in the fall and spring, were well attended and resulted in fourteen new members in the fall and nine in the spring. These numbers reflect the average number of new members joining and we considered it an extremely positive effort, considering that USNH is entering a period of transition.

The classes were as follows:

1. "A Living Tradition" facilitated by Rev. Megan. Participants shared their own spiritual journeys; Rev. Megan gave a brief overview of Unitarian Universalism history and the Platts shared the history of USNH.
2. "Sharing the Journey" facilitated by Rev. Megan in the fall and Jesse Greist in the spring. This class addressed the big questions of 'Why are we here?' and 'Where do we stand?'; and focused on member commitment to USNH. This is a required class for membership. Attendees shared their thoughts, values and beliefs through a variety of activities. Dan Gelperin represented Stewardship and walked the attendees through the ins and outs of pledging and USNH finances.
3. "Jump In!" This class is designed to share information on how congregants can become more involved at USNH. Presentations were given for Social Justice (Pam Miller), music, (Jeff Douma) Management, (Gwen Heuss-Severance) financial structure (Terry Durham) Board (Peggy Myers) and RE (Jesse Greist).

Membership continued our mission to promote hospitality by sponsoring three First Sunday Summer Barbecues. They were well attended and enjoyed by the congregation. We also promoted hospitality by providing lunches for several of the new to UU classes and breakfasts before the new member recognition ceremonies. Potlucks for new members were set up for roughly three months after the new member recognition ceremony. The potluck in the fall was not well attended but a good time was had by those who did attend and conversations between new members and the membership team were productive and formed connections. The potluck in the early spring was canceled due to poor prospective attendance. We felt this may have been due to so many stewardship potluck dinners during this time period. We will try to schedule a date in the fall to combine both last fall and this spring's new members. We will continue our function of checking in with new members at least once a year to see how they are settling in and to provide any assistance they may need in being directed to interaction with teams/committees they may have interest in. In that vein, we reformulated the new member interest forms that are filled out at the new member

breakfast to more easily recognize where the new member may wish to be directed. Generally that is to Social Justice, but recently has included Building and Grounds, Library and Child Care.

This year Christine Durham put together a Membership Team Handbook to have in one place the responsibilities and functions of the team. It has been very helpful.

Membership has had success in working with a few groups to help integrate new people. Specifically, Small Group Ministries has been very proactive in this practice. Additionally, we continue to emphasize that visitors are welcome to participate in many of the activities and events at USNH, and we are thrilled to see the 'open to all', 'all are welcome' type features in many of the announcements and events. Throughout the year, we continued to connect visitors and new members with specific groups, mostly in social justice.

At our April meeting we met with Kenny Foscue at Reverend Megan's request to discuss CONECT style one on one meetings between newer USNH members and long time members of the congregation to further understanding and connections. It was decided that the idea had merit but needed to be fleshed out and may be more than Membership could take on at this time.

In summary, the Membership Team has enjoyed a productive year. We fine tuned some activities and initiated new events which are helping to integrate and connect new members into the USNH wider community. We are increasingly aware that visitors are coming to USNH for a variety of reasons, ranging from a need to act on social justice issues to finding a spiritual home.

Music Committee

Our Directors of Music, Jeff Douma and Erika Schroth began their second year in these roles with ongoing compliments from choir members and the congregation. We heard from Jeff and Erika at a committee meeting that they are enjoying being our Directors. Choir has settled into Thursday, approximately biweekly, and most Sunday rehearsals, a change from rehearsing every Thursday and most Sundays prior to two years ago.

Choir now has a more uniform appearance with new matching folders which better fit and can better organize our music.

Both the adult and children's choirs welcomed new members this year.

We offered the congregation two music services with wonderful accompaniment by the Haven String Quartet: Tonight, a Stolen Moment by Jenni Brandon and Vivaldi's Gloria.

Sundays at Four held a concert on April 14th with French horn virtuoso, Robert Hoyle, assisted by Bill Braun who also offered a solo performance. Linda Pawelek continues to

organize the reception with help from Barbara Orrok, this committee and choir members contributing snacks and desserts.

The choir participated in Memorial Services for Peter Hanson and Ed Biewald.

Our budget is being adjusted as per a request from the management team and follow up discussion with the music committee as described in this response to David Stagg, Paid instrumentalists to be reduced from \$1150.

[Note: After meeting with the Music Committee on Thursday we would like to plan that when the Apfel Fund decreases to \$5000 we have a fund raiser to maintain it. That said, we agree with keeping the line item for Paid Instrumentalists, making it \$500 for now, and using the Apfel Fund to pay instrumentalists for expenditure over that amount. We were unanimous in wanting to maintain the line item "Paid instrumentalists."

Sincerely, Jackie Trimble Shapiro, Chair, Music Committee

The Music Committee continues to support our Directors of Music and the musical life at USNH.

Pastoral Care Team

The Lay Ministry Team has changed its name to Pastoral Care Team, which we think reflects our ministry more accurately. There are nine members of the Team: Dee Arneith, Pat Grigg, Ethan Loewi, Catherine Jackson, Jamie Johnson, Susan Meredith, Linda Pawelak, PatTrotta, and Sarah Whitson. Susan and Sarah serve as co-chairs. Claudia Elferdink serves as a consultant and participant.

Many of the parishioners with whom the Pastoral Care Team works are elderly, disabled, and no longer able to attend services at USNH. Team members provide welcome company, a continuing connection to USNH, and an opportunity for connection and conversation about their lives and situations. Some members are accompanied through shorter crises - surgery, illness, death of family members and the like.

The team met with Rev. Megan monthly during the year. We exchange information about members of the congregation we visit and those who may need our services in the future. We have ongoing training and support. Sometimes this training is informal as we address current concerns. Sometimes we have more formal training, either by attending meetings at other congregations or by asking USNH members and others to attend our meetings for specific help and training.

In the coming year, we will be working with our interim minister to ensure that the pastoral needs of congregational members are met. We are trying to improve our communications so that we can be more aware of congregational needs. We expect to add new members in the fall and continue our training.

Personnel Committee

Jean Rosenthal and Bobbi Pace

GOALS

To support the USNH mission by enhancing congregational infrastructure through support on personnel issues as requested by the Board of Trustees, Management Team, and/or head of staff.

ACCOMPLISHMENTS for 2018-2019

- Implemented the new Personnel Manual with staff
- Assisted the Membership committee in hiring Anna Flores, Membership Coordinator
- Researched issues of USNH health plans and what constitutes a “cafeteria plan”
- Provided recommendations for 2019-2020 staff cost-of-living increases and potential two new part-time support positions for longer term planning for staff: Publications Coordinator and Pastoral Care Coordinator
- Additional consulting on staffing issues – benefits, paychecks
- Added two new members, Susan Meredith and Carol Stockton. Bobbi Pace will continue to be available for consulting in the new fiscal year.

PLAN For 2019-2020

- Support Interim Minister, Management Team, and Board on staffing or other personnel issues
- Review personnel files for completeness
- Meet with representatives of Finance committee and management team to clarify responsibility of a variety of personnel and payroll responsibilities
- Work with Congregational Administrator to review personnel files and record-keeping for programs and individuals and develop an Operational Planning and Procedure document for maintaining, reviewing, and storing key documents for individual and USNH records.
- Work with Congregational Administrator to establish a procedure to review changes and updates in UUA or legal requirements for existing personnel benefits.

Social Justice Ministry

The Social Justice Ministry has had a very busy and productive year. The Social Justice Council has focused on supporting the various task forces and continues to explore option on how to best allocate funds to support the social justice work of the congregation.

Goal 1: The SJC will work with the various social justice groups to amplify their voices and get their messages out in the congregation and beyond. This will include enhancing the Our Faith in Action talks, increased use of social media, supporting their use of the website, encouraging effective bulletin boards, and use of traditional outlets such as the newspaper.

Response: The annual Social Justice Network Retreat included a workshop on creating effective OFAs, this was followed up with written materials shared with each speaker prior to their presentation. These materials emphasized the desire that the talks be personal/spiritual rather than announcement like. We have continued to encourage effective use of bulletin boards with mixed results. Folks have a difficult time understanding the large size font need to attract attention to the boards. We are experimenting with a Social Justice Facebook page like the one used by the Young Adults group, Again mixed results. Use of the website by SJM groups continues to be a challenge. We have encouraged creating pages with additional information for each of the groups and/or posting additional information. This has been effective with CONECT, Waverly, and to some extent the Mental health group. We have not explored newspapers, but the Mental Health – Immigration and Refugee panel received very positive press.

Goal 2: The SJC will work to increase the rate of participation of congregants in the Social Justice Group initiatives. We also hope to use Social Justice outreach to bring new members into USNH.

Response: We have seen increased participation of newer members in several of our groups including Waverly, Anti-racism, Kids' Service Team, and the Immigration and Refugee Task Forces. We are exploring opportunities for outreach.

Goal 3: The SJC will work to decrease White Supremacy Culture manifestations in the USNH congregation and beyond through supporting Black Lives of Unitarian Universalism, Beloved Conversations, and partnering with ARE to provide opportunities for learning and discussion. We are beginning to explore a partnership with another CONECT congregation that is working on issues of racial bias and mass incarceration.

Response: Our work in this area has gone very well in collaboration with Reverend Megan. We achieved our fundraising goal for BLUU. A group of congregants participated in the Beloved Conversations program. In partnership with ARE, work on dismantling White Supremacist culture continued with a book discussion focused on "White Fragility" Twenty-two congregants attended the discussions. Further discussions will utilize additional facilitators to allow more in-depth discussion since this size group made deep discussion difficult. The documentary, *Quest* was shown to heighten awareness of the lived experience of an inner-city Black family in Baltimore. Finally, members of the congregation are working with CONECT on the Clean Slate initiative that is aimed at reducing the impact of mass incarceration of people of color.

Goal 4: The SJC will support the work of the Social Justice Network groups including the exploration of creating an action group focused on Women's issues including gender specific healthcare concerns.

Response: The Women Empowered group has been established. The group is working on increasing participation and formulating responses to the recent limitations on women's right to choose. They have set up a collection box for hygiene products for low-income women.

Goal 5: The SJC in collaboration with the CONECT Core Team will facilitate the congregation's evaluation of this year's trial membership in CONECT.

Response: The Evaluation was carried out as planned throughout the year. The Congregation voted to continue our membership in CONECT as permanent members.

Goal 6: The SJC will respond to initiatives of the UUA, UUSC, UU-UNO, and UU-CSJ in an effort to strengthen congregants' relationships to the larger denomination.

Response: Congregational interest in the broader denomination continues to be a challenge, however there were some successes. The Anti-racism team has responded to the UUA exploration of an 8th principle. An additional youth participated in the UU-UNO spring seminar.

Goal 7: The SJC will support the progressive legislative initiatives of the various Social Justice Network groups.

Response: The SJC has established a legislative table during the weekly coffee hour. In addition to writing to legislators, visits to the capital have been encouraged for particular initiatives. Information on bills and how to find your legislator are on the website.

Goal 8: The SJC will oversee the expenditures of the various Task Forces sufficiently that they stay in budget or request extra funds through transfers within the Social Justice Network in a timely manner.

Response: The model instituted last year continues to serve us well. The highlight on this year's money discussions was our budget planning meeting where the network worked together to determine how money would be dispersed give the need to allocate money to CONECT. Great collaboration and reflection!

Goal 9: The SJC will encourage the various network groups to partner with Adult RE to increase awareness and understanding of current social justice issues.

Response: This continues to be a very productive partnership as we team on Social Cinema, book discussions and increasing awareness of social justice issues within the UUA and beyond.

For additional information on the individual groups please link to their annual reports of the on the website from the Social Justice page.

Stewardship Committee

Co-chairs: Sally Connolly, Dan Gelperin, Cindy Chelcun, Meredith Fahey, Gwen Heuss-Severance, Laura Patey, Sophie Tworowski

Note: This program report is presented in advance of the completion of the USNH 2019-20 Pledge Drive. Final data and program analysis will be available after June 30th, 2019. Preliminary results at the time of printing indicate 92% progress toward our dollar goal, and 85% participation in pledging by the Congregation.

Introduction: USNH engaged “Stewardship for Us” consultant Liz Coit to assess and advise on our Stewardship functions and goals. As a result, this year’s Stewardship Committee endeavored to broaden and deepen its goals and functions, while retaining effective program components from previous Pledge Drives.

Program Components for the 2019-20 Pledge Drive

1. **Committee Process:** Under the able leadership of Sally Connolly and Dan Gelperin, the team (listed below) met weekly beginning in February, sustaining effective functioning throughout. Consensus decision-making prevailed; as did effective and equal distribution of tasks.
2. **Preparation:** Dan and Sally coordinated a 4-day program led by Liz Coit, who engaged with members of the Board, Management Team, Stewardship Committee, newer USNH members, the Finance Team, and staff. Following the program, Liz delivered a thorough report with recommendations. A “functional budget” was developed to clarify how funds are used to support the main activities of USNH. Outreach to USNH Committee chairs encouraged support to broaden the pledge appeal. A target dollar goal for the Pledge Drive was developed.
3. **Theme:** “**ALL IN!**” was chosen as a symbolic theme, graphics and logos were designed, and the goal of 100% participation in pledging was set.
4. **Materials:** New and updated collateral materials created included: Faithful Sustainers Invitation, Appeal letter, FAQ’s, Functional Budget Graphic, Potluck materials for hosts and on Sign up Genius, Pledge Acknowledgement letter, Email reminder and Calling Script for follow-up and Website Pledge update.
5. **Events:**
 - a. March 9: Faithful Sustainers reception at Whitney Center, 50 attendees
 - b. March 17: Formal kick-off from the pulpit, pledge materials accessible to all
 - c. March - April: Potluck dinners included 14 host families and 120 attendees
 - d. April 6: Collaboration with program team for the Moth Radio Hour

- e. April 7: Social Hall “telethon” to promote pledging; tagging of those “*ALL IN*”
 - f. March – May: 14 Testimonials from members, written for the newsletter and Sunday inserts, and spoken during services
 - g. April 14: presentation to new members re: Stewardship
 - h. April 28: Update from Stewardship during service; celebration cake in Social Hall
 - i. May: Matching gifts were announced to encourage additional participation in pledging
6. Communication: Weekly updates were included in the newsletter and Sunday announcements; lobby charts tracked progress against 100% participation, and % of the dollar goal covered; Committee members met weekly with Jamie Ross as she entered all pledge data, provided updates to the Committee, and offered recommendations from her perspective. Testimonial providers received letters of appreciation and handwritten thank you notes were sent to potluck hosts and other helpers.
7. Individual outreach: Beginning in May, Committee members contacted all who had not yet pledged via email letter (35 contacts) and personal contacts (phone and/or face-to-face meetings with 60 members). A follow-up letter to 2018-19 pledgers with balances due was revised by the Committee for Jamie to mail in late May.

Conclusion

The Stewardship Committee looks forward to providing final data for the 2019-20 Pledge Campaign. Committee members also recommend that Stewardship becomes a year-round, standing USNH Committee, with members serving 2-3-year staggered terms to sustain continuity while welcoming new perspectives.

Sunday Morning Team

Chair: Becky Sandmann, Committee Members: Pam Niles, Sally Connolly, Greg Feeley, Karen Swanson, Theresa Childs, Amy Wexler, Dee Arneith, Ray Zalenski, Barbara Orrok, George Deming, and Michele DeMusis.

Number of new Committee Members sought for 2019-2020: We can always use new members to assist with the tasks on Sunday Morning and with other activities we host. This activities include: Greeting at the door Sunday Mornings, organizing the coffee hour. We also encourage all ages to join and support our group, including our younger folks.

Additional Comments/Information: The Sunday Morning Team believes that working with other committees, such as in hosting joint activities, will assist visitors, new folks and members of USNH become a more connected congregation.

Actions/Events completed during 2018-2019: Along with our usual Sunday Morning activities, this year we have sponsored “First Sunday’s” with either pot luck soups,

salads or snacks. Other activities we have been involved in have included the Chocolate Auction, assisting with the used book sale and cosponsoring a fund raiser for IRIS. We also organized the breakfast fundraiser for the kitchen renovations.

The 2019-2020 goals for the Sunday Morning Team are as follows.

- To provide support on Sunday mornings with:
 - Greeting
 - Ushering
 - Assisting with used book sale
- To further assist with making a community by:
 - Organizing monthly pot luck soups or snacks or salads on the first Sunday of each month
 - Assisting and organizing the annual Chocolate Auction which is also a fund raiser for USNH
 - Facilitating and ordering supplies for the kitchen
- Due to the planned kitchen renovations the SMT's goals and plans for next year may change. In the fall when the kitchen renovation is complete and the folks who are planning how social hour will work are ready the SMT will regroup and plan further goals for the congregational year.

Worship Committee

Rich Stockton (ch), Rev. Megan Lloyd Joiner, Loren Fields, Tom Hardin, Sue Linsley, Linda Mehta, Deb Pascale, Jim Peters, David Jones, Deb Selden

Goals and responsibilities:

1. To support our minister and congregation by helping to provide high quality Sunday Worship Services;
2. To serve as Worship Associates for Sunday Worship Services and help coordinate the elements of the Order of Service;
3. To serve as Worship Leaders when our minister is absent, and to help locate and support guest ministers and lay members to lead worship;
4. To enhance the effectiveness of Worship Associates through clarity of responsibilities, schedule, and training;
5. To explore and incorporate a variety of spiritual beliefs, expressions and practices in our worship Services;
6. To plan for the future of the Worship Committee through recruitment of new members, training and service participation

How we met our goals this 2018-2019 year:

1. To support our minister and congregation by helping to provide high quality Sunday Worship Services; To serve as Worship Associates and help coordinate the elements of the order of service

As chair of the Committee, Rich Stockton joins Rev. Megan, Director of Lifespan Religious Education Jesse Greist and Music Director Jeff Duoma on Tuesday mornings to plan the Sunday services. The full worship committee (Rev. Megan is ex-officio member) meets the 2nd Wednesday of every month. Members of the committee take turns in being the worship associate each Sunday.

The Committee's monthly meetings focused on the calendar, the selection of the monthly themes, the advance planning of the Worship Associate schedule, review of the budget, and developing and refining guidelines for the elements of the order of service (OOS): the gathering, welcome and announcements, the chalice lighting, the Our Faith in Action speaker, the reception of the offering, reading from the Book of Joys and Concerns and connection and meditation.

We have returned to a one service Sunday schedule and this has gone smoothly. We have averaged 250 adults and 45 children, with a max on 11/4/18 of 337+50 people. Attendance was down on holiday weekends like 11/25/18 with a low of 123 people. Over the summer of 2018 we averaged 105 people.

2. To help locate and support guest ministers and lay members who serve as Worship Leaders when our minister is absent; and to explore and incorporate a variety of spiritual beliefs, expressions and practices in our worship services.

A. Minister, lay and guest led services since June 17, 2018:

June 24	Deb Pascale	Proud
July 1	Rev. Erica Richmond	Cultivating Childlike Faith
July 8	John Pawelek	Is there an afterlife?
July 15	Rev. Chris Antal	Drone Warfare: Awareness and Action
July 22	Lurline & PJ Deak	GA2018, All are Called
July 29	Emily Bruce	There's No Place Like Home
Aug 5	Cathy Jackson	Mindfulness in the Native American Tradition
Aug 12	Rev. Kathleen Green	Connecting the Dots
Aug 19	Rev. Megan	No Time for a Casual Faith
Aug 26	Rev. Megan	Blessing of the Backpacks
Sept 2	Rev. C. Elferdink	Seeing Ourselves Reflected in Each Other's Eyes
Oct 7	Shelly Altman	Being an Oasis of Peace
Oct 21	Rev. Kathleen Green	Seeing the world in gasps
Nov 25	Worship Comm.	Reflections on memory
Dec 30	Rich Stockton et al.	Savor the moment

Jan 6 2019	Sierra-Marie Gerfao	Pursuit of possibility of God
Feb 17	Bruce Knotts	Just migration for all
Feb 24	Rich Stockton et al.	Your One Wild and Precious Life
Mar 31	Tara Humphries	The Call of Grace
Apr 14	Dan Cayer/Loren	Don't get better
May 26	Deb Pascale	Pride

B. During the summer of 2019, The Worship Associates are responsible for planning all 11 Sunday services and are currently recruiting worship leaders and musicians. Rev. Megan's last Sunday will be June 16, 2019.

3. **To enhance the effectiveness of Worship Associates through clarification of responsibilities, schedule and training; To plan for the future of the Worship Committee through recruitment of new members**

We continue to provide written templates and guidelines for our worship associates.

We appreciate the gifts of longtime committee member Linda Mehta who resigned this year. We are happy that David Jones and Deb Selden have joined our committee this year. Rich Stockton has chaired the committee since June 2017 and plans to continue into this coming year and we will work with our new interim minister to transition smoothly. We continue to seek 1-2 new members through newsletter ads and personal contacts.

With Rev. Megan we have maintained a subscription to the UU theme-based ministry programs *Soul Matters*. We will decide in the fall whether to continue this membership.