

# Unitarian Universalist Congregation of Columbia 2007-2008 Annual Report

UUC is a transforming spiritual community.

We freely explore the mysteries of existence and act to make the world better.

Distributed at the Annual Meeting  
April 27, 2008

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## **UUCC Board of Officers and Trustees**

David Cash, President	2007-2008
Bill Harris, Vice-President	2007-2008
Jim Caldiero, Secretary	2006-2008
Ken Rock, Treasurer	2007-2009
Mark Lazzaro, Trustee At-Large	2006-2008
Therese Sohr, Trustee At-Large	2007-2009
Eileen Clegg, Trustee At-Large	2007-2009

## **UUCC Staff**

Rev. Paige Getty, Minister

Karen Lee Scrivo, Interim Director of Lifespan Religious Education

Paula Linn, Director of Administration & Communication

Paula Linn, Interim Office Assistant

Phyllis Jovich, Shared Ministry Facilitator

Dr. Tom Benjamin, Music Director

Dr. Michael Adcock, Associate Music Director

Tom Monroe, Youth Choir Director

April Lee, Music Coordinator

Pat Fort, Bookkeeper

Bobbi Koons, Sunday Office Assistant

Maureen Harris, Youth Director

Jill King, Childcare Coordinator

**ANNUAL MEETING**  
**April 27, 2008**  
**AGENDA**

1. Confirmation of Quorum
2. Call to Order
3. Opening Ceremonies
4. Reading and Approval of the Minutes
5. Reports of Officers
6. Reports of Special Committees (of the Board)
7. Unfinished Business (None)
8. Special Rules
9. New Business –
  - a. Bylaw Amendments
  - b. Budget Approval
  - c. Other new business
  - d. Election of Officers
10. Announcements
11. Adjournment

## **PRESIDENT'S REPORT – Submitted by David Cash**

This has been a remarkable year. During the past few years, the Board has focused on outreach and shared ministry. This year, we identified as priorities diversity and making our presence known to the larger community. We also took a look at the Board's own governance processes and practices and whether those areas needed to be improved upon.

We dealt with some personnel changes. Early on, our Vice President/President Elect Jennie Fitzpatrick stepped down to attend her family during a time of need. During her short time on the Board, Jennie challenged and energized us. We wish the best for the Fitzpatrick family.

The Board elected Bill Harris Vice President/President Elect. Bill hit the ground running. He brings with him enthusiasm and a willingness to tackle any difficult issue. He is brilliant, a natural leader, and will continue to be a tremendous asset to the Board and the Congregation. Thank you, Jennie and Bill.

At the close of the last church year, we celebrated Cathy Muller's retirement and her immeasurable contributions to the Congregation. While we miss Cathy, this is a healthy transition. We have a wonderful, talented Interim DLRE who is building on Cathy's work. It says something about the enduring quality of our Congregation that we've been around long enough to have staff retire!

The work of finding a DLRE is one of the most important tasks before us right now. The DLRE will shape many lives, potentially over decades. It is for this reason that the magnanimity of this decision is on par with calling the Minister. Fortunately, we have a robust Search Committee. The Search Committee, looking beyond any roster of qualified candidates, is also looking at what we have here, in terms of resources and support, to attract and keep the DLRE. Thank you, Committee members!

The state of UUCG is excellent. Our membership has grown year over year. Our giving is up and our finances are healthy. We strive to live our values and move closer to our vision. We are members are of a hearty, vibrant, and truly awesome Congregation. Thank you to all!

There is always more to do. While we are still relatively new to our governance model, the Board's policy governance class showed us that we still have some distance to go to make the most of our governance model.

Going forward, we need to challenge ourselves with plenty of difficult questions. How should we allocate our resources relative to our Vision? What is the best way that we can support the Cradlerock Children's Center – probably our greatest outreach effort ever in terms of instilling our values? What ought to be our interfaith experience? Why do more people not find us? How do we manage growth if they do find us? What are our unwritten norms? What difference should we make within our congregation, our community, locally, and in the world?

The role of President has been immensely rewarding. The greatest reward comes from seeing the dedication and hard work done by the Congregation as it strives toward its Vision. I would like to thank especially the Leadership within the Congregation, the Board, the A-Team, and Paige. Paige's thoughtfulness, boundless energy, and good humor make so much possible in our Congregation.

Thank you.

*David*

**MINISTER’S REPORT:** The Rev. Paige Getty

As my fifth year with you nears its end, I am pleased to look back on our time together and relish the many ways in which our shared ministry has grown and deepened. Our first couple years together saw several new and exciting initiatives, building upon nearly forty years of UU ministry in Columbia. We completed a building renovation; crafted new mission, vision and covenant statements; and opened a vibrant Cradlerock Children’s Center. In recent years we have expanded our reach into the community by developing relationships through People Acting Together in Howard (PATH), by volunteering with the Domestic Violence Center, and by dedicating additional funds to outreach with our Second Sunday Outreach Offerings.

During this past year, we have worked primarily to sustain our existing ministries. I am especially pleased with the work of the Karuna care-giving team and our ever-vibrant small group ministry, a.k.a. I&U (Intimacy & Ultimacy). You are a congregation who knows truly how to minister to one another. All the while, our Religious Education and Music Ministries continue to thrive under the fine guidance of our professional staff, with a dedicated army of volunteers.

As we look back at our accomplishments, we must also look forward and push ourselves to some difficult places. Let us ask—and answer—the question, *What difference do we wish to make in the world?* In recent years, the Board of Trustees launched two important initiatives—a Long Range Planning effort and the information-gathering of the Spaced Out Task Force. We know we are poised for growth and change, and that we need to realign our goals, our processes and our organization, and plan strategically for the next forty years. We feel limited by our space, and constrained at times in our decision-making processes. The members of the Long Range Planning team and the Spaced Out Task Force worked valiantly to gather and compile input about your passions, dreams and commitments. We have the data, and now we must make some decisions... and then put our energy and resources behind them. You’ll be hearing the question more and more: *What difference do we wish to make in the world?*

Most importantly... never should an annual report go to print without the reminder that you are an amazing congregation, and I continue to be blessed by our ministry together. Thank you.

In faith,



**Minister’s Discretionary Fund:** Several dozen of you have contributed a total of over \$5,000 to the Minister’s Discretionary Fund this year. This fund is kept separate from the operating budget, and I use it for needs in our congregation and the community that might not otherwise be met with congregational resources. Sometimes I use these funds to help an individual or family in our congregation who is in crisis, or to help a member participate in a congregation-related activity that requires funds they do not personally have. I direct a large portion of the funds to organizations who offer direct services to the poor and hungry residents of our community. In turn, when individuals come to me in need, I refer them to these organizations for assistance. This year I have made contributions to the Howard County Food Bank, the Interfaith Coalition for Compassion, the Christian Women’s Thrift Shop, and the Cradlerock Children’s Center.

# MISSION, VISION AND COVENANT

## MISSION

The mission of UUCC is to be a transforming spiritual community. We freely explore the mysteries of existence and act to make the world better.

## OUR VISION

We, the Unitarian Universalist Congregation of Columbia, use the transformative power of our faith to be a community where:

- We actively search for truth, encourage spiritual growth, and live meaningful lives as Unitarian Universalists.
- We seek to learn from the world's many religious traditions and celebrate an array of theological beliefs.
- We minister to each other with caring and compassion, building strong congregational bonds in love and friendship.
- We offer people of all ages a rich variety of programs that encourage, challenge, and expand our thinking.
- We welcome diversity in membership and make special efforts to attract, integrate, and engage newcomers, families, teens, and young adults.
- We each commit our talents and resources to the sustenance of the congregation, and acknowledge every individual's contributions.
- We are respected as a principled religious community that takes action and effects change which enhances the broader community.

## COVENANT

Strengthened by our common humanity and inspired by our seven principles, we promise

to be a safe and welcoming community,  
to nurture each other's hearts and spirits,  
to delight in the beauty of our diversity,  
to struggle together on our spiritual journeys, and  
to challenge each other to live our values.

Thus, we pledge our time and vigor to the continuing celebration of spirit, of the world, and of humankind.

## **PROGRAM and ADMINISTRATION**

### **Administration Office Report:**

The list of changes below shows how we have had trouble replacing our first (September 2005 through December 2006) office assistant. We are not sure why we have had a low response to our recruiting efforts. We were budgeted for 20 hours/week in 2007-2008 and now expect to hire someone at 30 hours/week from August to April and 20 hours/week from May through July. We hope to have either higher pay per hour to offer or employer contribution to the UUA Health benefit to improve the compensation package.

Meanwhile, with the Administration Office understaffed, technology and regular volunteers have been helping us. Faster PC workstations, Google tools, Quickbooks and ACS continue to improve our efficiency. Member Login use of Access ACS allows congregants to request changes to their contact information electronically from home, saving office staff time making those corrections. Access ACS also provides congregants with directory information and their personal pledge contribution history. The vendor of Access ACS continues to add more functionality almost every month.

Bob Yoho helped in the office each Thursday until he moved away. Now Pat Currie has become our regular helper. We continue to have volunteers do the routine tasks of preparing the Sunday Bulletin, *The LINK*, the weekly events email, and process revenue checks. We couldn't survive without them.

#### **FY0708**

07/01/07 Temporary office assistant term ended and recruiting began.

08/2007 Switched from Calendar.Net to Google Calendar for office and website use.

08/2007 Hired new office assistant who quit right away due to logistics.

10/2007 Began allowing all congregants, not just leadership, to register for use of the Access ACS internet-based view of UUCA PeopleSuite database information.

11/05/07 Hired new office assistant for 15 hours/week Mondays and Fridays. We decided to try this schedule when qualified candidates were not available five days a week.

02/08/08 Terminated office assistant when two days a week did not work out. Temporarily made Director of Administration and Communication full-time (20 hours congregant support, 10 hours leadership support, and 10 hours RE support) while awaiting new staffing structure decision.

03/2008 Began using the Toshiba copier to store Sunday Bulletins for E-File copying by ushers when more copies are needed for second service.

Submitted by Paula Linn, Director of Administration and Communication

## **Interim DLRE's Report**

What a productive eight months we've had together! It's amazing all that's been accomplished with regards to the developmental tasks of the interim period – coming to terms with history, evolving a unique Religious Education program, dealing with leadership changes, strengthening denominational links and creating a vision for the future.

This year, we've focused on assessing the current RE program and building on its strengths and beginning work to determine UUCC's vision for Religious Education.

The process got underway this past fall when Rev. Lyn Cox, JPD's acting director of Faith Development, and Trish Brandon, DRE at the UU Church of Harrisburg, led a New DRE workshop for UUCC leaders and members. In addition to those involved in RE, the workshop attracted leaders from all aspects of congregational life. As part of the two-day workshop, we talked about our hopes and dreams for the RE program.

What emerged was a clarity in the need for a robust religious education program that offers opportunities for spiritual growth and learning from preschool through adulthood and embraces and celebrates our Unitarian Universalist heritage.

The DLRE Search Committee followed up with focus group interviews with parents, longtime members and youth and a congregational-wide RE survey. One of the major findings was the desire for a lifespan RE program driven by the fundamentals of Unitarian Universalism and our Seven Principles. (See the DLRE Search Committee's section for more details on its work.)

With that in mind, the RE Council sought out curriculum that reflect these priorities and decided next year to use the multi-age Unitarian Universalist Association's new Tapestry of Faith, which focuses on UU identity, spiritual growth, ethical development and faith development. We are currently fieldtesting the 4<sup>th</sup>/5<sup>th</sup> grade unit, which has received high marks.

In order to provide necessary support for the lifespan RE program – which includes 150 children and youth as well as adults -- the A-Team approved in February adding several hours a week of administrative support.

We're also working on restructuring the RE Council to better reflect and implement its lifespan mission, creating a DLRE Relations Committee to support the DLRE and continuing to improve communications..

Given this fantastic start, I know by this time next year UUCC will be well on its way to finding a visionary Director of Lifespan Religious Education to take this wonderful and enriching program to even greater heights.

Submitted by Karen Lee Scrivo, Interim DLRE

Chairpersons of the various UUCC Councils and Committees have submitted the following reports.

See **Appendix A.**: UUCC Volunteer Organization Chart

\* \* \*

### **DLRE Search Committee**

In July 2007, the Board charged the DLRE Search Committee to conduct the process of finding the next Director of Lifespan Religious Education (DLRE). During this fiscal year, we completed the following:

- Organized the committee and Outlined a plan for our search process
- Conducted interviews with RE focus groups
- Surveyed the adults, youth & children of the congregation
- Consulted with other congregations & Interviewed current staff members
- Reviewed and analyzed the survey results

Our future activities will include the following:

- Continue working with the Interim DLRE & the RE Council to define the Vision for the future of the Lifespan RE program at UUCC
- Share the survey results & related analyses with the congregation
- Prepare the job ad & description and the congregational packet
- Make recommendations re: the DLRE Salary & Benefits for FY 2009/2010
- Advertise the position
- Screen Applicants & Interview Candidates
- Perform Reference & Background Checks
- Make Recommendations to the Board

We expect to welcome the new DLRE in June/July of 2009.

Respectfully Submitted,

Richard Blissett

Martha Fulda

Kathy Lilly

Jenn Shepard

Stephanie Silver

James Sturm

James Wu

### **Religious Education Council**

For the 2007 fiscal year the RE program has accomplished many goals. Here are a few highlights of the year:

- We had a fun-filled, successful week at Hogwarts camp that we plan to repeat this coming year.
- We welcomed our new Interim DLRE and have spent the year identifying changes in structure and program that will best help us fulfill the Vision and Mission of Religious Education Program.
- We successfully instituted a monthly Children's Chapel in which all of our students can participate together.
- We trained 35 volunteer teachers in preparation for teaching 5 different curricula from preschool to Grades 6/7, all of which are offered at 9 and 11am.

- We successfully welcomed back nearly 80 students from preschool to 7<sup>th</sup> grade at 9 am and 11 am classes and have continued to welcome newcomers throughout the year in all of our classes.
- We have had fun community building activities through this year including: The Halloween Activity, Sanctuary Decorating, Holiday Pageant, and Spring Easter Egg Hunt.
- Our children have been involved in multiple Social Action Projects including: Trick or Treat for UNICEF, Voices for Children Christmas presents, contributions to the Peacemaking Worship Service, Heifer International and UU Idol fundraising.
- We have continued to work this year to institute a Parent Leadership Network for our children's program that we hope will help our cooperative program grow comfortably with the continued growth of our congregation.

Submitted by Jenn Shepard, RE Council Chair

### **Adult Religious Education Program**

Many thanks to Robin Hessey for agreeing to serve as the new Committee Chair beginning April, 2008. Dave Russell retired as Chair after serving three years in the position. Dave will remain on the Committee with Barbara Myers, Tom Fulda, and Helge Hartung. In the Fall of 2007, five programs were offered: *Articulating your UU Faith (Alan Coltri)*, *Spirit of Life: Exploring Spirituality for Unitarian Universalists (Paige Getty and Karen Lee Scrivo)*, *Peacemaking from the Inside Out: A UUA Study Action Program (Laurie Coltri and Edie Williams)*, *A Discussion Circle on Global Warming: Changing CO(2) Course (Wolfger Schneider)*, and a *Current Events Discussion (Tom Fulda)*. In the Spring of 2008, five programs were offered, *Articulating your UU Faith (Alan Coltri)*, *Spirit of Life: Exploring Spirituality for Unitarian Universalists (Paige Getty and Karen Lee Scrivo)*, *Hands—on Peacemaking through Conflict Diagnosis (Laurie Coltri)*, *A Discussion Circle on Global Warming: Changing CO(2) Course (Wolfger Schneider)*, and *This I Believe (Paige Getty)*. Two courses had to be cancelled due to lack of enrollment. In addition, nine *Sunday Forums* were organized by Tom Fulda and included invited speakers from within and outside the Congregation. The Committee thanks all those who volunteered to serve as a course instructor or facilitator.

Submitted by Dave Russell, Adult Program Chair

### **Youth Ministry Council**

The UUCC youth program has had a busy, fruitful year. Almost fifty teens have participated in Our Whole Lives sexuality education, Quest Coming-of-Age, and Young Religious Unitarian Universalists (YRUU) programs facilitated by twelve adults. The phenomenal support that the congregation provides has enabled youth program to grow stronger in all five areas of a healthy youth program: worship, social action, learning, community building, leadership, and youth-adult relations.

Some highlights of the past year include:

- The Council sponsored activities that connect all three youth programs, including a Sunday evening youth worship service and an evening of laser tag.
- In worship, youth continued to lead the annual Quest and YRUU services and provide special music at services regularly. They also began a new Bridging tradition.

- Youth social action developed further through teen participation in advocacy activities in Annapolis, a trail clean-up, Rebuilding Together Howard County, and a planned trip to rehabilitate homes in Appalachia.
- The New Orleans trip continued to be a learning and leadership experience, as trip participants presented workshops at UUs for Social Justice, the JPD Conference, and the Cedar Lane UU Church.
- Thirteen youth signed the Membership Book last fall, thanks to a ByLaw change at the 2007 Annual Meeting.
- Youth were active in numerous denominational activities, including District Youth Conferences and the Bridging program at the JPD Conference.
- Interaction with younger members of UUCC continued through the annual Haunted House and Christmas pageant.

Submitted by Maureen Harris, Youth Director

### **Membership and Community Building Council**

The Membership and Community Building Council was re-established in June 2007 as a separate entity from the New Member and Visitors Council to provide more focus on member retention and nurturing community within and beyond UUCC. Nancy Corporon and Becky Reese are co-chairs.

During the late summer, the Council carried out a "Remembership" campaign to get ideas from members and to invite everyone to the Ingathering potluck. Nancy and Becky organized the Ingathering activities and Terry Paul from the RE Council generously assisted with making the children's part of the program work. Nancy recruited an energetic team of potluck helpers. Nancy documented the details of how to organize a potluck, which is available to anyone who needs it.

We designed a new committee structure within the Council and realigned our budget line items correspondingly. We are now ready to recruit committee chairs and members for the new committees. For example, a spirited team that refers to themselves as the "Biddies" are now our coffee hour organizers. We have allocated \$600 of the budget to maintaining a supply of staple items to supplement the goodies during coffee hour. This is in addition to the money we gather from the donation basket that helps to defray the cost of the coffee.

We are in the process of working with the A Team to create a new membership category, called "affiliate." This will enable us to distinguish in the database between friends who wish to make financial contributions on a regular basis and those that prefer to remain active with the congregation in other ways.

Next year, we look forward to increasing our Council's service to activity organizers, beginning to sponsor some additional internal UUCC community-building events and publicizing or even sponsoring some local or denominational UU classes and events beyond UUCC. We also have begun to plan with the Leadership Council and OBIC board to hold a community festival in the spring or early summer of 2009. This event will include all OBIC-based congregations and will offer a fun event for the entire Owen-Brown area community.

Submitted by Becky Reese and Nancy Corporon

## Fiscal Year Comparison – Membership and Attendance

*See Appendix H: Attendance - Fiscal Year Comparison Graph*

<b>MEMBERSHIP</b>	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Membership registered to UUA	314*	310	350	377	379	409
New Members	33	27	25	49	48	41**
New Friends	110	31	25	19	37	32**

\*Membership roster had not been systematically purged since 2001. Purge of lapsed members was in progress Spring 2003.

\*\* As of April 14, 2008

### Shared Ministry

During the UUCC's 2007-2008 year the Shared Ministry Facilitator continued with monthly LINK articles to keep the congregation aware of not only volunteer possibilities, but the basic awareness of how everybody contributes to the well-being of our community by volunteering. After initiating the Next Step Class in October of 2006, it was continued twice a year with many volunteers from all categories of leadership participating to help others decide how they would like to use their particular skills and interests in support of UUCC. These classes were so informative that even some of the presenters commented on how much they had learned while they were at the class. Since August 2007 the SMF has been helping Rev. Paige Getty present the Membership Orientation for prospective members. This Membership Orientation is held four times a year. In October 2007 the SMF developed and produced an Access ACS Training session to help leadership learn how to use the Activities Module of UUCC's ACS database to get information about possible volunteers. Besides the continuing input of information to the Activities module, the SMF is developing a Participation section to help the Membership and Community Building Council keep a handle on retention needs. Recently, the SMF initiated a Volunteer Ministry HUB form in pdf format to facilitate leadership in filling tasks. The HUB form can be filled out and sent electronically to the SMF and the data is automatically collected in a spreadsheet. The SMF will be able to respond and keep track of all the information for UUCC's volunteer needs. In June a Volunteer Recognition service will take place, planned by the SMF, the interim DLRE and the Minister

Submitted by Phyllis Jovich, Shared Ministry Facilitator

### UUCC Music Program

UUCC's Music Ministry is multi-faceted; it's far more than the Chalice Choir, and reaches into many areas of congregational life. Our focus for the past year has been on extending our Ministry on a variety of fronts.

- The Chalice Choir, now over 50 strong, continues to expand its membership, the breadth of its repertoire and its services to UUCC. We now sing two music services a year, in December and April, and through the smaller vocal ensembles, the Chalice Singers and Chalice Swingers, perform at occasional summer services, fund-raising Auction events and CoffeeHouse. We continue our tradition of singing at at least one other regional UU church yearly.

- While the children's choir, the Chalice Lights, is in a rebuilding phase, Youth/Children's Music Director Tom Monroe and other Choir members have been visiting RE classrooms and teaching songs to the kids and teachers, "building a singing culture" at UUCC. Tom has also been working with the YRUU rock band and African drummers on service music. The playing of the intergenerational chimes choir, the Chalice Ringers, led by Tom, continues to grace our services.

- The Chalice Concerts, under Michael Adcock's direction, go from strength to strength, now with four concerts a year, bringing in music lovers from the wider community, providing top-notch music to the congregation and raising substantial funds for the General Fund.

- Several Choir member are on the Karuna Ministry team, and, led by Adjunct Pianist and Music Coordinator April Lee, are working on bringing music to our homebound and hospitalized members; we are planning a CD of favorite hymns for those who cannot attend services. A sizeable group of Choir members sang carols at a local nursing home in December, and we plan to make this event a tradition.

- The jazz/pop program, founded in 2007, continues to be very active. In the past year we (the Chalice Messengers, Swingers and Chanteusies) have provided music for two Sundays at UUCC, a UU service in Virginia, a performance for the jazz discussion group at UUCC, a concert at HCC, an Auction concert/dance evening which turned out to be a major fund-raiser, and made two recordings. Next year we plan to be even more active, both at UUCC and elsewhere. We take pride in involving some of our talented youth in the jazz program.

None of this would be possible without the generous support of the many, many talented musical volunteers who work tirelessly to bring the best possible music, of all types, to UUCC.

Submitted by Tom Benjamin, Music Director

### **Social Action Council**

The UUCC Social Action Council's major ongoing projects include: Environmental programs relating to water issues and green sanctuary certification; Domestic Violence Center (DVC); PATH (People Acting Together for Howard)); Beans and Bread; Banner Reading Program; the Blood Drive; legislative lobbying; Cradlerock Childcare Center (under-supported due to budget constraints); and Second Sunday Outreach Offerings (about \$15,000 raised and distributed each year).

SAC's major new project this past year has been examining issues surrounding UUCC and UUA taking a position on being or becoming a peace church or taking a particular position on the idea of a "just war." This will continue to be a focus in the coming year.

SAC is also supporting an ongoing dialogue about race in our society through the ADORE sessions.

The regular SAC Minutes in Sunday services to inform congregants about social justice issues have been continued, but reduced to monthly appearances only.

YRUU and SAC connections have been deepened with ongoing support from SAC and sparkling initiatives from our UUCC youth.

Submitted by Steven Von Hagen-Jamar, Chair

## Finance Council

This was a busy year for the finance council. It began with a very successful auction under the direction of Carlton Haywood, continued with the generous gift of \$200,000 bequeathed to the Endowment Fund by the estate of one of UUCC's long time members, May Brooks, and another successful Stewardship Campaign organized by Jim Reiser.

We were able to increase our reserve fund for the first time in many years. Following the guidelines of UUA and our fair compensation commitment, UUCC is going to offer several of our employees increased hours and income starting with the 2008-2009 budget year to ensure the continuation of the quality programs we have come to enjoy.

The Win-Win committee has been busy monitoring the mortgage payoff program that was initiated 3 years ago. There have been many discussions about repaying the notes for CCC which UUCC congregants voted to support in 2005 and a contingency fund has been established to assist CCC with that task.

Submitted by Margaret Hegmann, Chair

<b>PLEDGING</b>	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Pledge Units	175	197	219	246	276	278
Budgeted Pledges	\$250,000	\$300,000	\$338,000	\$379,000	\$395,055	\$463,532
Budgeted Pledges at Fiscal Year End	\$260,466	\$291,446	\$346,698	\$392,122	405,895	472,423*
Average Pledge	\$1,490	\$1,479	\$1576	\$1541	\$1431	\$1699
Pledges Collected Fiscal Year End	\$251,695	\$283,655	\$314,823	\$364,642	\$390,600	\$370,617*
% Pledges Collected	68%	97%	91%	93%	96%	78%*

\* as of 03/31/2008 Source = Quickbooks

## Communications Committee of the A-Team

Our current webmaster is Jeff Polon, who began his term in the summer of 2007 when Steven King resigned due to increased job commitments. This year, Jeff began working with Peter Fort to routinely publish MP3 audio files of Sunday sermons to the website. The space requirements to store an archive of MP3 files caused us to increase our 'uucolumbia' server hosting service (provided by UUism Networks). We now have 2GB of server storage space. UUCC staff continue to make effective use of PC software such as ACS Technology's PeopleSuite and Google's internet-based services of Gmail, Google Docs and Spreadsheets, and Google Calendar.

In prior years UUCC leadership used Access ACS, an internet upload of our PeopleSuite congregant information. This year we were able to allow all UUCC congregants to register for Access ACS due to their

new feature “Member Login”. Each congregant can register for secure access by entering their email address, first and last name. A match to our administration office database results in the system emailing the congregant their new UserID and password. Congregants may then view directory information, perform searches, and see only their own personal Contribution History. Plans are in the works to provide parents of children in RE with access to their children’s classroom roster and other RE related usage beginning fiscal year 2008-2009. We currently have 122 member users and 36 leadership users. Our website section “Members and Friends” provides a link to Access ACS. Their welcome screen “New User Login?” section provides a registration process for new users. We plan to provide more instructions for using Access ACS as needed.

Paula Linn, acting Communications Committee Chair

### **Cradlerock Children’s Center - Year Three**

CCC is an outreach effort of this congregation.

Our Foundation – This program is built on three foundational elements:

- A Quality Program that prepares children for life
- Excellent staff who are paid a living wage
- Diversity and support for disadvantaged children

These elements are in such demand but are rarely found in today’s childcare environment. Our values dictate that this is the only way we can operate a center. Our business model is built on attracting middle income families who will pay a competitive tuition compared to the best centers in the county. Grants and donations then allow us to provide support to disadvantaged children.

Diversity – Our children cover an amazing cross section of our community. We have a healthy mix of rich and poor children from many cultures and races. It is where you would want your child to be.

Scholarships – We have offered scholarships from our first day of operation, at substantial cost, even as we are losing money.

Food Program – We have begun serving all meals and snacks. We have a part time cook. We serve hot meals cooked from scratch. Children and teachers eat lunch together off of real “china”, say words, learn table manners. These meals are the major nutritional ingredient for many of our children.

MSDE Accreditation – We are on track for MD State accreditation this spring. This is huge. We are told that many centers don’t get accredited until they are operating for 10 years. Our center is singled out by local and county experts as a model for child development. We recently had a tour by the MD state director of Early Childhood accreditation. They were impressed. Our staff and program has never been better.

Finance totals after 29 months of Operation:

○ Total Expenses	\$1,007,448
○ Total Income	\$ 858,286
○ Losses	\$ 149,162
○ Loans	\$ 218,000
○ Scholarships	\$ 140,000
○ Rent	\$ 121,050
○ Grants	\$ 57,000
○ UUCG support	\$ 7,500

We have teetered on the edge of solvency for about a year now. It has been a struggle to stay open. We have however continued to improve and hope to have a positive cash flow by the fall. Debt repayment should begin in September 2009.

Submitted by Rich Dean, CCC Board of Directors

## **OWEN BROWN INTERFAITH CENTER**

- See Appendix F – Preliminary Year-end 2007 Balance Sheet and Appendix G – Preliminary Year-end 2007 Profit and Loss Report
- Applied for, and received, a \$25,000 grant from The Homeland Security Administration of Greater Baltimore to install security cameras inside and outside the building. This grant also paid for the installation of an electronic card access system for the two entrances in and out of the Cradlerock Children's Center.
- Hired two professional office employees to help increase rentals and improve communication between our office, clients and our owning congregations.
- Chose a replacement room scheduling software package called "Office Tracker" with a Web Viewer feature than UCC can use instead of entering all scheduled events into their own calendar.
- OBIC's work toward becoming a Green Sanctuary:

This year, electronically powered shades were installed on the curtain wall to cut the amount of heat and glare generated by those windows.

Window tinting was applied to the west entrance, all the windows on the south side and most of the windows on the east side of the building. Plans are in progress to install more tinting in classroom 101 and some of the skylights in the sanctuaries.

Most of the lighting in both sanctuaries has been upgraded with new canisters and new energy-saving bulbs. Three banks of lights in Sanctuary B were taken off dimmers to allow those banks to have energy-efficient bulbs installed.

The heat pumps are set to start heating if the temperature dips below 68°F. When the temperature in that room rises above 73°F, the air conditioner will come on. If you sit in the front of the sanctuary or along the east wall during the summer months, you will feel cool air coming out of the vents. The temperature gauge for Sanctuary B is located on the west wall near the back of the room. If the sanctuary is crowded, as it is most Sundays, that part of the room will heat up first, triggering the air conditioning unit to come on. Unfortunately, since that part of the room is the furthest distance from the heating and cooling vents, it will cool down last.

Air flow and circulation throughout the building is an ongoing problem stemming from its original design. OBIC is striving to circumvent these problems; however, we may never be able to fully bring them under control to everyone's satisfaction.

Submitted by Lauren Haywood, Facility Manager

## TREASURER'S REPORT

The financial status of the Unitarian Universalist Congregation of Columbia has been very stable throughout this fiscal year. Income has been steady, with monthly totals consistently above budget targets. Expenses have been managed well, and monthly totals have generally been at or below budget targets. As of the end of the third quarter (i.e. the quarter ending March 31, 2008), total income is approximately 87% of the total budget amount for the year, and total expenses are approximately 72%. Pledge income is at about 76% of the budget amount. If outstanding pledges are fulfilled and expenses continue to be managed within budget, the Congregation should finish the current fiscal year on solid financial ground.

The Administration Team has undertaken a number of initiatives this year to improve the stewardship of the Congregation's financial resources, including:

- Reorganization of the chart of accounts to align budget line items with council/committee responsibility.
- Review of the FY0607 financial reports (refer to Appendix D and E) by a certified public accountant. (A draft report has been submitted for review by the Administration Team and the Board of Trustees.)
- Funding of the operating reserve account to the equivalent of approximately two months of fixed operating expenses (refer to Appendix B – FY0708 Third Quarter Balance Sheet)
- Institution of procedural changes consistent with generally accepted accounting practices (such as requiring two signatures for checks in amounts greater than \$5,000).

In conjunction with the Board of Trustees, the Administrative Team has begun to address the potential financial liability represented by the UUCC guarantee of the promissory notes issued to start the Cradlerock Children's Center. The Board, the Administrative Team, the Finance Council, and representatives of CCC met to discuss a rollover and payout schedule, and a set-aside has been included in the FY0809 budget.

The budget is a reflection of the Congregation's priorities. As with most budgets, there are many worthy interests competing for limited resources. In developing the budget for the coming fiscal year the Board had to make a number of difficult decisions. In reviewing the proposed budget for FY0809, the following observations are made (refer to Appendix C):

- Personnel – At about 58% this category represents the largest portion of the budget. As a principled employer, UUCC is committed to providing fair compensation for all employees. The proposed budget includes a 2.5% cost of living allowance (COLA) increase for all employees, and an additional 5% seniority increase for employees with at least four years of tenure. It also includes larger salary increases for our professional music staff, in recognition of their experience and credentials, the importance of the Music Ministry they lead, and to bring their salaries closer in line with UUA and other professional association salary guidelines.

Adjustments have been made in the budgeted hours for the Administrator and Office Assistant (30 hours/week for 9 months and 20 hours/week for 3 months) with the expectation that this will better accommodate the administrative needs of the Congregation. It is also expected that the Office Assistant's time will be split between assisting the Administrator and assisting the Director of Lifespan Religious Education.

One of the difficult decisions made in order to balance the budget was not to fund health insurance for our current employees. The budget for the not yet hired Office Assistant does include health insurance payments at 80% of the projected premiums, in the hope that this benefit will aid in recruiting to fill this position.

- Debt Service – We continue to carry debt from the renovations and addition to the building, and servicing this debt constitutes about 13% of the budget. This includes paying off the bank mortgage as well as the set-aside for the Win-Win Self-Financing initiative.
- OBIC Assessments – As co-owners of the Owen Brown Interfaith Center with Christ United Methodist Church, we are committed to fulfilling our stewardship responsibilities to the center. This includes paying monthly assessments to the operating and reserve accounts, which will represent about 12.5% of our budget in the coming fiscal year. Our operating assessment for 2008 increased 5% over last year, while our reserve account assessment remained the same. (The OBIC fiscal year is from January to December)
- UUA and JPD Assessments – One of our ends policies speaks to our commitment to fulfilling our stewardship responsibilities to our denomination. This includes annual assessments of \$56/member for the Unitarian Universalist Association and \$25/member for the Joseph Priestly District. This equates to about 6% of the budget.
- Administration and Communications – Office supplies, postage, insurance, telephone service, production of the Link, and other costs associated with running the office have actually decreased from last year to about 3% of the total budget.
- Programs - This leaves about 7.5% of the budget for programs, including ministry and worship, youth activities, religious education, membership activities, and social action. Clearly, after meeting the fixed costs noted in the bullet items above there is not much discretionary income left. Most of the “capital” spent making all of the programs successful is represented by the time, energy and talents of many dedicated volunteers.

Our Congregation is blessed to have Members and Friends who are so generous with their financial resources. We are also blessed to have staff and many, many volunteers who provide such thoughtful stewardship of these resources. It has been truly humbling to watch so many people, with such an array of knowledge and experience, putting their gifts to work towards the common goal of creating the transformative community of which we are all a part. For all that they do, and especially for their forbearance as a rookie Treasurer learns the ropes, I offer my sincere thanks.

Submitted by Ken Rock, Treasurer

## UCC ENDOWMENT FUND

The purpose of the Endowment Fund is to receive and grow permanent assets, so that sometime in the future it can provide financial support for UCC.

During the twelve months ending March 31, 2008, the Fund received contributions of approximately \$162,000. Of the amount, \$130,000 was a bequest from May Brook, \$10,000 was a bequest from Margaret Odell, and \$14,500 was a gift from Maryanne and Harry Woelfer. The remainder of the contributions were mostly memorials in honor of members who had recently passed away. As of March 31, 2008, the total assets of the Fund stand at approximately \$208,000 up from \$42,500, a year ago. The Fund is expecting additional funds from the bequest of May Brook in an amount estimated to be around \$70,000.

At the present time the assets of the Fund are invested as follows:

<b>T Rowe Price Price Market Fund</b>	158,308.39
<b>Neuberger Berger Socially Responsive Fund</b>	21,634.73
<b>Ariel Appreciation Fund</b>	8,859.42
<b>PAX World Fund</b>	19,467.13
<b>Total</b>	<u>208,269.67</u>

The Neuberger Berman and Ariel Appreciation mutual funds invest primarily in stocks and the Pax World mutual fund invests in stocks and bonds. All of these mutual funds invest in a socially responsible manner.

During 2007, the Endowment Fund sponsored three financially oriented seminars. The purpose of these seminars is to present helpful financial information to church members. Gail Thompson and Max Buffington presented a seminar on Boomers and Their Parents. Scott Ramsey presented a seminar on basic will writing. Dick Wachterman presented a seminar on investing. We believe these seminars raise the profile of the Fund in the minds of UCC members.

The Endowment Fund, in addition to receiving memorial gifts and gifts to recognize other special events or relationships, encourages members to name the Endowment Fund in their wills and consider special tax-advantaged methods of giving. Members of the Endowment Fund are always pleased to discuss methods to contributing to the Fund.

Respectfully submitted, Dick Wachterman – Chair

**Slate of Nominees**  
**Unitarian Universalist Congregation of Columbia**  
**Proposed Slate of Officers and Members of Boards – 2008-09**

The Nominating Committee of UUCC proposes the following candidates for election at the April 2008 annual meeting of the congregation:

**Board of Trustess**

VP: Jill Christianson  
Secretary: Jean Thieboux  
At Large: Mary Rodgers

**Endowment Board**

Julie Boughn  
Frank Hazzard

**Nominating Committee**

April Lee

**By the Nominating Committee:**

Ann Smith-Reiser, chair  
Chris Crandell  
Kevin Mercer  
Katie Miller  
Ned Tillman

## **APPENDICES**

**A – UUCC Volunteer Organization Chart**

**B – UUCC FY0708 Third Quarter Balance Sheet**

**C – UUCC Current/Proposed Budget Comparison Report**

**D – UUCC FY0607 Year-End Balance Sheet**

**E – UUCC FY0607 Year-End Budget vs. Actual Report**

**F – Preliminary OBIC 2007 Balance Sheet**

**G – Preliminary OBIC 2007 Profit and Loss Report**

**H – Attendance – Fiscal Year Comparison**

**I – Minutes 2007 UUCC Annual Meeting**