



**FISCAL YEAR 2017 REPORTS  
FOR THE 66<sup>TH</sup> ANNUAL MEETING  
THE UNITARIAN CHURCH IN WESTPORT**



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**66<sup>th</sup> ANNUAL MEETING AGENDA**  
**SUNDAY, JUNE 11, 2017**

- Call to Order (L Shannon, President)
- Chalice Lighting (Rev. J Morehouse)
- Quorum Report (MJ Cross, Secretary)
- Approval of Member Meeting Minutes:
  - 2016 Annual Member Meeting (6/12/16)
  - Constitution Meeting (5/7/17)
- The Very Fine Lifetime Volunteer Service Award (L Shannon)
- Board of Trustees Report (L Shannon)
- Financial Reports
  - 2016-2017 Pledge Report (M Money)
  - Endowment (B Lasher)
  - Results & Proposed Budget (C Onyemelukwe)
- Ratification of 2017-2018 Budget (C Onyemelukwe)
- Adoption of Covenant of Right Relations (L Garvey)
- ELECTIONS: [D Garskof, Chair NLDC)
  - Board of Trustees
  - Endowment Committee
  - Committee on Ministries
  - Nominating & Leadership Development Committee
- Ratification of Proposed Constitution Changes (MJ Cross)
- Installation of New Board & Elected Committee Members (L Shannon)
- New Business
- Adjournment

## MINUTES OF THE 65<sup>RD</sup> ANNUAL MEETING OF THE UNITARIAN CHURCH IN WESTPORT June 12th 2016

Board Chair, Michelle Garvey, called the meeting to order at 11:55 am.

Rev. John Morehouse lit the chalice and offered a reflection.

MJ Cross, Clerk, reported over 85 voting members were checked in and the Chair declared a quorum present.

D Bue moved, C Klein seconded, approval of the meeting minutes for the 2015 Annual Meeting and the Constitution Meeting on 5/15/16. Motion carried unanimously.

M Garvey presented the 14<sup>th</sup> annual Very Fine Lifetime Volunteer Service Award to Carol and Hazen Goddard. They received a standing ovation.

M Garvey, Board Chair, thanked the members who completed service this past year on Elected Committees:

- Lyn Hamilton, Tom Croarkin, Howard Aibel, Anne Khanna , Steve Axthelm, M Garvey – Board of Trustees.
- Bob Trefy, Neil Coleman – Endowment
- Carol Seiple, Sudha Sankar – Nominating & Leadership Development

Mary Money, Year Round Stewardship Committee chair, reported a successful year. Forty stewards reached out to Congregants; they were well received though only a few face-to-face meetings occurred. The committee thanked the staff for the active support given to the campaign.

Endowment Committee Chair Brian Lasher reported on the Endowment Committee's purpose and funds balances, and plans for next year. A copy of his presentation is available on request to the office.

Treasurer Anne Khanna reviewed the 2015-16 YTD Balance Sheet and P&L statement and the proposed 2016-17 Budget. Details are in the Annual Report.

J Mason moved, L Hudson seconded, approval of the 2016-17 budget. It was passed unanimously without discussion.

C Seiple, Nominating and Leadership Development Committee Chair, moved the election of the slate of candidates for Board of Trustees, Audit Committee, Endowment Committee, Committee on Ministries, NLDC. The Chair declared the uncontested slate elected. The elected slate is as follows:

### Board of Trustees (3 year terms):

Filling partial terms - Ken Vogel (1 year), Carrie McEvoy (1year), Bob Trefy (2 years)  
Full 3-year term – K.C. Senie,(1<sup>st</sup>), Chris Seiple (1<sup>st</sup>), Catherine Onyemelukwe (1<sup>st</sup>)

### Audit Committee (1 year terms):

Marie Claire Bue (3<sup>rd</sup> term), Robert Perry (2<sup>nd</sup> term)

### Endowment Committee (5 year terms):

Filling partial term – Ted Yang (1 year)  
Full 5-year term – Sharon P Bittenbender

Committee on Ministries (5 year terms):

Randy Burnham

Nominating & Leadership Development Committee (2 year terms):

Beverly Lieberman, Kathy Robert

Ratification of Proposed Constitution Changes: L Shannon moved, R Burnham seconded ratification of the Constitution as approved May 15, 2016. Motion passed unanimously without discussion.

Installation of New Board & Elected Committee Members: Chair M Garvey welcomed the newly elected leaders to the Board and Elected Committees, charging them to serve the Congregation to the best of their abilities, and charging their fellow Committee members and the Congregation to support them in the work they are taking on.

New business: R Burnham moved, J Mason seconded dedicating a parking spot for the outgoing Board Chair. Passed unanimously.

There being no further business, the meeting was adjourned at 1:15pm

Respectfully submitted,  
Mary-Jane Cross, Secretary of the Board of Trustees

## **MINUTES FROM CONSTITUTION REVISION MEMBERSHIP MEETING SUNDAY, MAY 17, 2017**

L Shannon, President, called the meeting to order at 12:40.

Rev. J Morehouse gave a centering reading as the chalice was lit.

MJ Cross, Secretary, established that a quorum was present.

### **I. Ordination of Lara Fuchs**

K Vogel moved, R Burnham seconded to affirm the Board of Trustees Recommendation for our Congregation to Ordain Lara Fuchs to Professional Ministry in the Unitarian Universalist Association. Passed unanimously without discussion.

### **II. Constitution Revisions Proposals**

C Onyemelukwe, convener of the Constitution Revision Task Force, introduced the proposed 2017 amendments to the Constitution.

1. L Garvey moved, J Sherman seconded to accept the changes proposed for Article VII – Membership: Change the financial requirement for membership from committing to an annual pledge to making a documented financial contribution.

Questions were raised about household contributions and any restrictions on the fund(s) to which a donation can be made. Per policies, a household contribution counts for all who meet the other requirements for members. The Constitution amendment has no restrictions on funds to which a donation may be made, other than restrictions noted in financial Policies. Passed unanimously.

2. S Polmar moved, R Burnham seconded to accept the change proposed for Article VIII - Board of Trustees: Add language to allow a draw on a Line Of Credit (LOC) for a catastrophic event.

A question was asked about limitations on the amount that could be drawn and why a LOC is needed. The draw is limited to three (3) months of the operating expenses in the budget for the fiscal year. The LOC is a stopgap to bridge the time from a catastrophic occurrence to a final insurance settlement. Passed unanimously.

3. C Harrington moved, D Davidoff seconded to accept the changes proposed for Articles IX, X: Change the name and portfolio of the Nominating and Leadership Development Committee to Nominating Committee

A question was asked about how the work on Leadership Development will continue. A committee has been put together by Rev J Morehouse to plan and offer leadership courses and to identify potential future leaders. Passed unanimously.

4. T Hearne moved, K Vogel seconded to accept the corrections proposed for Articles II, VII, X, XIII, XVI:

Article II: Delete confusing and unnecessary language

Article VII: Add needed information on Calls to Meetings, Section 3

Article X: Insert the Amendment on Ministerial Search Committee (Section 5), which was approved in 2016 but left out of the final document

Article XIII: Change phrasing regarding budget to be consistent with wording in article VII, Section 1

Article XVI: Correct phrasing to that approved in 2016, but left out of the final document.

Passed unanimously. No discussion

### **III. 2017-2018 Budget**

C Onyemelukwe, Treasurer, presented the draft of the 2017-18 Annual Budget for discussion.

During discussion it was noted that although we are still drawing down our reserves (planned withdrawals are higher than planned contributions), the Income/Expense gap is reduced next year. Also there has been a higher contribution to reserves than planned this year. In answer to a question, she clarified that Operating Fund reserves are labeled for the areas to which they are targeted.

The Lift has been completed and will be operational this year.

B Lasher, Endowment Committee Chair, answered a question on the Endowment. The funds are ahead \$100,000 from March 2016 to March 2017. The total Endowment currently stands at \$1.9M.

Rev. J Morehouse answered a question on planned B&G projects: repave more parts of parking lot, redo surfaces of church decks and concrete steps, possibly replace outdoor light stands.

### **IV. Covenant of Right Relations**

L Garvey and his task force presented a Draft of the Covenant of Right Relations for our Congregation.

They presented a history of the development – started 2 years ago under Rev R Finkelstein; have had some discussions with Congregants. Questionnaire sent to chairs of standing committees, and they held a focus group with chairs.

The draft is close to final; comments are still welcome before voting for adoption at the Jun 11 Annual Meeting.

Questions centered on language clarification, request for more details on the process, and a suggestion to use Stephen Covey's book as a guideline for right relations. Please email the task force at [RRTF@uuwestport.org](mailto:RRTF@uuwestport.org) with questions, suggestions.

A Congregant question opened up a discussion of how to go from adoption to putting the Covenant into practice. A number of options were discussed:

a) A non-violent communications practice group exists in TUCW already – this can be developed into a group for conflict resolution.

b) Rev J Morehouse stated there is a plan to identify and train a team for conflict management.  
c) T Hearne, incoming chair of Committee on Ministries (COM) noted that the COM might be a part of this resolution conflict team.

d) S Polmar suggested we put in place a measurement process to assess outcomes of conflict management.

L Shannon thanked the committee for its work.

L Shannon thanked everyone for attending and participating in a spirit of love and peace. The meeting was adjourned at 1:43pm.

Respectfully submitted

Mary-Jane Cross, Secretary of the Board of Trustees

## **BOARD OF TRUSTEES AND STAFF and BOARD OF TRUSTEES' REPORT**

**As of May 31, 2017**

### **Terms of Elected Offices after June 2016 Elections Revised Spring 2017 –replacement for open NLDC position**

BOARD OF TRUSTEES - 9 members, elected to 3-year terms, in a 3-3-3 rotation. Maximum of 2 consecutive terms or 6 consecutive years.

Ken Vogel	2017	- 1st term
Mary-Jane Cross	2017	- 1st term
Carrie McEvoy	2017	- 1st term
Robert Trefy	2018	- 1st term
Lynda Shannon	2018	- 1st term
John Turmelle	2018	- 1st term
KC Senie	2019	- 1 <sup>st</sup> term
Chris Seiple	2019	- 1 <sup>st</sup> term
Catherine Onyemelukwe	2019	- 1 <sup>st</sup> term

COMMITTEE ON MINISTRY - 5 members, elected to a single 5-year term; 1 nominated at each Annual Meeting, after the 1st election)

William McEvoy	2017
Thomas Hearne	2018
Anita Pfluger	2019
Marti Bishop	2020
Randy Burnham	2021

NOMINATING & LEADERSHIP DEVELOPMENT COMMITTEE - 5 members, single 2-year term, elected 2/3 in 2 year rotation

Denise Davidoff 2017

Deborah Garskof 2017

Barton Stuck 2017

Linda Hudson 2017 (appointed to open position until 2017 Annual Meeting)

Kathy Roberts 2018

ENDOWMENT- 5 members, single 5-year term, 1 elected each year

Ted Yang 2017

Kevin Connolly (Treasurer) 2018

Brian Lasher (Chair) 2019

Kevin Leddy 2020

Sharon Poole Bittenbender 2021

#### **PROFESSIONAL STAFF**

Rev. Dr. John Morehouse, Senior Minister

Rev. Dr. Edward Thompson, Minister of Music

David Vita, Social Justice Director & Membership Director

Mary Collins, Director of Lifespan Faith Development

Alex Garrison, Lifespan Faith Development Sunday Teacher

Khadija Hamlet, Lifespan Faith Development Sunday Teacher

Dorothy Adams, Executive Director

Jan Braunle, Scheduling & Office Manager

Sue O'Meara, Accountant

Anthony Vezina, Lead Sexton

Jeram Kamlani, Setup Custodian





## SENIOR MINISTER

As your Senior Minister and CEO I offer this report in sections to highlight the many facets of our ministries. I want to begin by thanking your Board of Trustees for their hard work in moving us more fully to policy based governance. This shift, while still new to us, will help us be more effective in our use of resources and living out our mission. I also want to thank your hard working staff who have given all they have to our cause and your care.

### Administration

I will leave most under this heading to our very capable Executive Director, Dorothy Adams, to report on our overall business functioning. Suffice it to say that under policy based governance and my role as your CEO, I have spent up to 20% of my time in the management of our congregation. As a result of this attention and our staff's skill and diligence we are more effective now than we have been in years. We will continue to work towards efficiency and financial transparency in the year ahead.

### Worship

Our worship ministry continues to evolve and improve. With thanks to my colleagues and our Worship Associates, we have experimented with new styles of worship and music. Our goal is to offer more and diverse worship experiences in the years ahead.

Worship Associates work closely with the Ministers to plan and deliver our Sunday Services. As part of the worship team, they communicate and connect with the ministers, the ushers, the pastoral care chaplains, and any others who may be involved in a particular worship service. Throughout this year an effort has been made to explore and conduct other kinds of worship services, which help to deepen our worship life, e.g. vigils, life stages, solstice, labyrinth, and earth centered. Some of these services have already occurred. One change this year in the format of our services has been the addition of a 'Greet your Neighbor' time after the initial 'Welcome' by the Worship Associate.

We began this worship year with the development of a covenant, which outlined the responsibilities, expectations, and obligations of each member. We also met with the Committee on Ministry to reflect on how the Worship Associates fulfill the 'Connect' portion of TUCW's mission statement--*We connect through worship, music, learning, and caring ministries*. Our covenant is one example of the connections within our group. Another is regular Worship Associate columns in the new quarterly journal Currents, which will facilitate greater connections with our congregation.

Beginning in February, a series of four Sermon Writing classes were offered to the committee, and more than a few Worship Associates availed themselves of the offer. These members will share their sermons at some of the summer services.

This year the Worship Associates received a briefing in emergency response protocols last fall. In early May many Worship Associates also participated in six hours of training on specific sections of those protocols.

Currently your Worship Associates are exploring different ideas for our lay-led summer services. Planning for these services begins early, as Worship Associates are responsible for preparing and delivering the entire service, from an initial suggestion or proposal to designing its structure, creating the Order of Service, lining up musicians and ushers, Chaplains, flowers, and refreshments, and making sure the sound system is operating effectively.

Becoming a Worship Associate is by invitation only, and it is currently a 3-year commitment. Several members are rotating off the committee in June: Martha Constable, Ellie Grosso, Anita Pfluger, and Sudha Sankar. We are happy to welcome eight new Worship Associates to our team—Doug Flam, Jamie Forbes, Janet Luongo, Mary-Megan Marshall, Shanonda Nelson, Connie Rockman, David Smith, and Marguerite Webb.

Our Worship Associates this year have been: Sudha Sankar, Chair Cheryl Paul, Doug Flam, Jamie Forbes, Linda Hudson, Janet Luongo, Mary-Megan Marshall, Carrie McAvoy, David Smith, Maria Mendoza-Smith, Shanonda Nelson, Anita Pfluger, Connie Rockman, and Marguerite Webb.

## **Pastoral Care**

Pastoral care is a vital core ministry of the congregation. With a congregation this size it is simply not possible for me as the Senior Minister to provide all of the on-going and proactive pastoral care our congregation needs. I have been ably assisted by Rev. Ed Thompson who knows so many of our long time members and is ever vigilant in caring for them. Our intern minister Lara Fuchs, has also provided pastoral care. A large part of our pastoral care is delivered by our Pastoral Care Chaplains.

During the course of this church year our Pastoral Care Chaplains have directly attended to the needs for over sixty people. These activities include individual assignments for over forty congregants and another twenty-five participants in the three grief groups. Currently we have twenty-six congregants with active individual chaplains. The range of their service has included responding to death situations, providing emotional and spiritual support during hospice or long term care situations, support to those facing major health issues, surgery or accidental injury. Support for families facing dementia, or major changes in relationships, e.g. divorce, relocations.

Within this past year we have also offered a range of group outreach activities in service of our congregants to include:

- Three grief groups co-facilitated by Pat Francek & Janet Luongo
- Resiliency in times of rapid complex change
- Support during career change
- Post divorce support group
- Post election debrief group
- Advanced care planning Presentation (Lynn Asksnorsis, Bridgeport Hosp. Chaplain)

We expect in the coming church year to expand our work as pastoral care chaplains through the following efforts:

- Establish group support for families struggling with addiction;
- Systematic follow up for individuals identified during candle boat sharing as appropriate;
- Complete Myers-Briggs assessment for chaplains;
- Investigate the possibility of having a community nurse assigned to our congregation from a local hospital.

Our PCCs meet every second Saturday to continue their ongoing education in a number of topics; to participate in group supervision/coaching around their real situations and to support each other. This past year they received orientation to Westport's Human Service Department by its Director, were introduced to the application of Appreciative Inquiry to their work as chaplains, practiced active listening and reviewed the continuing issue of boundary setting.

Rev. Jim Francek, Tom Hearne and Ann Taylor are the lead team for this remarkable group of people.

### **Small Group Ministry**

A critical component of our congregational life are the small groups which meet regularly to discuss a common spiritual theme and provide companionship and care for our members. The Small Group Ministry program has 113 participants in 12 groups. Each group meets once a month for two hours under the guidance of a facilitator.

The facilitators meet once a month for two hours with support from me. The program from the previous month is discussed and evaluated, and members of the Inspiration Committee introduce the new program. The facilitators also discuss successes and concerns arising in the groups. The Inspiration Committee meets regularly to develop the programs based on the Soul Matters curriculum. They coordinate the topics with our worship ministry. The Renewal Committee keeps records of group membership, participates in recruitment efforts, and contacts prospective members for placement in a group. The Steering Committee meets regularly with me to guide the program. This year's focus has been on recruitment of new members. David Vita has arranged for the SGM program to have a presence in the foyer after each service on the first Sunday of the month. Announcements of the program appear in Soundings and in the Order of Service one time per month. A demonstration and information session was conducted after services on two selected Sundays. David Vita introduces the program at Newcomer Orientation sessions. Steven Rosenberg serves as the chair for this ministry.

### **Shawl Ministry**

During the 2016-17 church year 20 shawls were presented to members and friends of our church community. While this amounts to giving a shawl away every other week, the Shawl Ministry has achieved many other goals: 45 scarves were knit and paired with hats to be given to all kindergarten children at Beardsley School in Bridgeport, 15 hand-knit baby blankets were given to newborn babies of students at Mercy Learning Center and 25 pussy hats were knitted for supporters leaving from the church parking lot to attend the Women's March in Washington DC. It was a busy and productive year for the Shawl Ministry. Jan Braunle heads this group.

### **The Safer Congregations Committee**

The Safer Congregations Committee met four times this past year, to discuss incident reports and update the Safer Congregations Practices and Policies. The updated policies can be found below. The Unitarian Church in Westport meets all the recommended best practices of a safer congregation. There have been no individuals on a limited access agreement this year. As is required the policies of this committee are provided here as part of our annual report. These policies were last reviewed in April 2017:

"TUCW will have a standing Safer Congregations Committee, which will include one of the TUCW ministers, a staff member of Lifespan Faith Development (LFD), and at least two members of the congregation appointed by the Senior Minister. The congregation will be advised annually of the members of the committee. The chair of the committee shall be chosen by consensus of the members of the Safer

Congregation Committee. The names of the committee will appear in the newsletter, Soundings, and on the website. The current Safer Congregations Committee is comprised of Wendy Levy (chair), Reverend Morehouse, Mary Collins, Lyn Hamilton, Luke Garvey, and Lara Fuchs.

“Any person in the congregation who has a concern or knowledge of sexual abuse or harassment, or mental health incidents involving a congregant or staff member of TUCW, is urged to contact a member of the Safer Congregations Committee. TUCW is committed to being a workplace and a congregation free of sexual harassment of any kind. Concerns about professional sexual misconduct by one of the ministers should be brought to the attention of the committee, and the President of the Board of Trustees who will contact the District Executive and the UUA. The Safer Congregations Committee will also handle any complaints involving a disruptive person. The committee may refer to the ministers as appropriate.

“All staff including the ministers will have CT background checks on file. All new staff hiring will be subject to CT background checks and completion of the screening form. Background checks will be the responsibility of the Executive Director. New hires will be contingent upon clean reports about sexual offenses. Ministers and other appropriate staff will have training on sexual misconduct prevention, handling sexual attractions and boundaries, and offering pastoral responses to disclosure of past and present abuse. All adult LFD teachers will complete the screening form and sign the ethics policy before they begin teaching. All adults who provide services to children in pre-K and nursery classes will have CT background checks. Other background checks will be done as needed.

“Minors who work in LFD must attend an education session on child abuse prevention and sign the ethics form, and will be supervised by an adult. Each year, a staff member of LFD will compile a list of youths who are approved to babysit at TUCW functions. All approved babysitters will also attend a session on child abuse prevention, sign the ethics form and complete a screening form. Only babysitters on the approved list will be paid by TUCW. Babysitters will also be encouraged to take a community babysitting course (i.e. Red Cross). Only approved babysitters can babysit.

“Training in sexual abuse prevention will be held each year for LFD volunteers, and other interested adults. Volunteers for the LFD program must attend TUCW for at least one year prior to their LFD service, unless prior experience and recommendations allow the LFD staff in consultation with the chair of the Safer Congregations Committee to determine otherwise.

“Information for children on child sexual abuse prevention will be included in Elementary OWL classes. Information will be included in the Youth OWL program and at least every other year in high school.

“At all church activities with youth under age 18 (classroom, worship, children and teen choir, youth group, youth outing etc.) there will be two unrelated adults present. There will be two teachers in all LFD classrooms at all times; this may necessitate a parent volunteer staying if one of the adult teachers is not present. The LFD staff will rotate through all classes during Sunday mornings.

“Middle school and high school overnights held at TUCW will follow UUA and/or District Guidelines for safety at such events, including a group covenant that intimate and/or sexualized behaviors are not to occur at such events. A staff person will work with advisors and the youth group each year in establishing a covenant that includes guidelines on romantic and sexualized relationships within the group, physical displays of affection, and exclusive relationships within the youth group.

“Pastoral Care Chaplains will receive at least biannual training on abuse prevention. All Pastoral Care Chaplains will have Connecticut background checks (criminal and financial) at the start of their service and on a biannual basis. Any person with a history of criminal offenses, including but not limited to sexual offenses, will not be able to serve as a Pastoral Care Chaplain. Persons who are found to have significant financial issues will be asked to discuss their situation with the senior minister and will be assessed individually about potential limitations on service.

“Any social media where TUCW has an official presence is only open to members, age 14 and above. Any youth group social media space will be moderated by a staff person; no sexual content will be allowed. Adults will not friend unrelated minors without explicit permission of parents. Parents must give permission for use or posting of any minors’ photos in any venue; tagging of minor’s photos is not allowed in any public venue. Photographing of minors at TUCW events is only by parental permission.

“All drivers to LFD activities and pastoral care associates must provide copies of driver’s licenses and insurance. Two unrelated adults must be in any car transporting unrelated minors. If this is not possible, there will be at least two unrelated children in a single driver’s car, and rest stops will be coordinated with other drivers.

“It is expected that members of the congregation, staff, renters or any other adults using the building, or potential members/participants with a history or active accusation of sexual misconduct/abuse/sexual offense, will make that history or accusation known to one of the congregation ministers, who will follow the procedures below:

“Any adult, adolescent or child accused of a sexual offense of any kind will be placed on a tailored limited access agreement\* without prejudice. The Safer Congregations Committee will be convened within 10 days of such a person being made known to the minister, the DRE, or any member of the Safer Congregations Committee to develop the agreement (which may be subsequently revised upon more information). The limited access agreement will remain in effect until all accusations or charges are dropped or confirmed (in which case see below). Such individuals will not continue to attend or participate in any programs or services of TUCW until a limited access agreement is drawn up. Adolescents or children who are known to have sexually abused or sexually assaulted another youth or child will only be allowed adult-supervised participation in future Lifespan Faith Development or youth group activities unless otherwise recommended by a therapist’s evaluation.

“Any person convicted of a sexual offense or with a history of known sexual offenses will be placed on a limited access agreement without prejudice. The Safer Congregations Committee will be convened within 10 days of such a person being made known to the minister or any member of the Safer Congregations Committee in order to develop the limited access agreement. This will be done upon consultation with the person’s parole officer and/or treatment provider so it may be determined that they can safely participate in the adult life of the congregation. Any person accused, convicted, or with a history of known sex offenses who will not sign the limited access agreement will be denied access to any programs or services at TUCW. For further procedures on responding to a person accused, convicted, or with a history of known sex offenses; TUCW will follow the procedures outlined in Balancing Acts.

\*The template for a limited access agreement can be found at

<http://www.uua.org/sites/live-new.uua.org/files/balancingact.pdf>

“These procedures will be posted on the TUCW web site and will be conveyed at the annual meeting. All procedures will be presented in the annual report to the congregation, including notice of the number of persons currently attending TUCW who have signed a limited access agreement. All procedures will be reviewed annually by the Safer Congregations Committee and shared with all LFD volunteers.”

## **Intern Minister**

Thanks to the generosity of Ken and Jerusha Vogel and Meadville Lombard Theological School we had the great fortune to have Lara Fuchs with us this year as our ministerial intern. Lara completed her final year at Meadville while working with us and will be ordained on May 28<sup>th</sup> by this congregation. Lara’s work included all aspects of parish ministry including, preaching, pastoral care, administration, teaching, social

activism and leadership development. Her focused initiative was to build relationships with interfaith congregations in Bridgeport. Our on-going relationship with the Islamic Center and Messiah Baptist Church are largely due to her efforts. We will miss her calm and gracious presence as she takes her ministry to our European sister congregations. At this time we are still awaiting our next intern.

### **Conclusion**

While we continue to transition as a congregation in the 21<sup>st</sup> Century with all the challenges and opportunities that entails, I am as committed as ever to this ministry and your calling. I remain,

Yours Always, Rev. Dr. John Morehouse

## MINISTER OF MUSIC

It has been another great year of growth and enrichment on the musical scene. The adult choirs are much in evidence: **Women's Choir**, the **Men's Choir**, **The Special Projects Choir**, the **Once & Again Folksingers**, and the **Chamber Choir**. The **Youth Choir** sang on several occasions. Instead of producing a musical this year, they were engaged in the production of a CD featuring music that they have learned. The spring semester was taken up in preparations for this project. We are looking forward to the actual CD in early fall. There are very few UU Churches which could have talent, discipline, energy and determination to successfully complete such an undertaking. The **Teen Choir** sang for the Thanksgiving service, and the Youth Service in May. The **Bell Choir** has improved both their reading skills and ringing skills. They have had an increased presence at services which has been well received. The amount of diversity which these ensembles provide offers depth, meaning and complexity to our services and to the life of our community. We have been blessed with talent, dedication and energy. Our spiritual lives have been enriched for it.

One event deserves special mention. The Special Projects Choir joined together with the Festival Chorus of Music on the Hill and presented **Threads of Light** at the Norwalk Concert Hall on October 1<sup>st</sup>. This effort has taken us well beyond our walls and not just geographically. The project (conceived and conducted by Ellen Dickinson) was an arrangement of 30 Spirituals and it involved many people from local African American communities. The idea was to lift up these pieces and to join together in celebrating something greater than any one tradition. This was a valuable experience for singers and audience alike.

Our Music Committee has been active and supportive to the music program in the following ways: the Committee Fair; facilitated the reception for **Threads of Light**; hosted the February Cabaret; hosted the all-choir potluck. Committee Members are: Debbie Handler (chair), Diane Moller, Virginia Levin, Chris Place, Jenny Klein, Suzanne Davino, Nancy Lack, Peg Ulrich.

Some of our other highlights included the Special Projects Choir Christmas concert and the **Shakespeare's Embrace** project in March; special music for the Installation Service of Lara Fuchs in May; the service/concert (June 18th); the annual Cabaret in February. Other artists have been Marcella Calabi (soprano); Millette Alexander (pianist); Beth Palmer (pianist); the Talmadge Hill Choir with Rob Silvan; student ensemble from the Regional Center for the Arts which participated in a jazz service; Andy Gundell; Paul Bluestein; Len Handler; Kai Davino; Cheryl Paul and Betsey Miller; Emma Converse; Jenna Jacobs; Luke Montgomery; Tom Hearne; Anna Jones; Duncan Vogel; Sophia Jagoe-Seidl; Mike Costantino; Len Handler; Eric Gribin; Steve Axthelm. Other musical events included the annual Christmas Carol sing-along; the voice classes led by Marcella Calabi; and the sight-singing/rhythm classes.

This year we mark the passing of long-time member Ken Lanouette who sang in three of the choirs and who sang for over 50 years!! That is true dedication. We will miss Ken and are grateful for his dedication over decades.

Rev. Dr. Edward Thompson

## EXECUTIVE DIRECTOR

It has been a busy year. Here is just a sampling of what the team has accomplished.

### **Facilities:**

First and foremost we would like to thank Chuck Colletti, John Turmelle, and in particular Dan Valentine for their hard work bringing the Lift project to a conclusion. The Buildings & Grounds Committee, which has now been retired in the new Policy Governance model, started on the Lift Journey many years ago. The Town of Westport proved a difficult entity to work with and caused significant delays. But now we have a beautiful Lift which is just awaiting the final touches.

In addition we handled a wide range of facility tune-ups including replacement of broken glass thanks to the JEM Architectural company which donated their worker and glass and was arranged by John Turmelle. We have new energy efficient lighting in Rev John's room, and more will be done in the coming weeks/months. Smaller roof repairs as a follow-up to the lower roof replacement have happened but the leaks, especially around the skylight, continue to be a problem. In addition, our very hard-working Lead Sexton, Tony has fixed over 15 other problems during the year, such as plumbing, doors, other building leaks, and infestations and also managed more than a dozen different external contractors such as when specialized skills and multiple quotes are needed.

### **Staffing:**

Thank you to the Human Resources Committee which pushed on last summer with the updating of the Human Resources Manual. They continue to be a valuable source of advice and input on a wide variety of compliance issues, making TUCW a better employer.

The staff team says a fond farewell to our superb Scheduling & Office Manager Jan Braunle who is retiring mid-June. Our new S&O Manager is Diane Donahue who stood out in a large field of candidates for the job with her poise and breadth of experience. We are going to miss you Jan and hope you stop by once in a while – you'll know just the right time.

### **Communications:**

Our communications are more connected and streamlined with the birth of eSoundings sent by email by our dedicated volunteer Charles. Here is how it came to be, in Charles' words:  
"the weekly congregational email blast - started out just letting folks know what the service was going to be Sunday. But then it had more and more to say. Recently, the weekly congregational email blast has gone to the gym and gotten real big and robust. (That is why it doesn't like being called just an email blast. "Call me eSoundings!" it insists.) Each week, approximately 25%-30% of those who receive eSoundings open it up and actually read it. Very often eSoundings will link to something on the web site. When people click those links it makes everyone in the village happy and they sing and dance.

If you would like to keep the village singing and dancing because your committee has something to say in eSoundings, let the staff person who your committee is anchored by know. If you do not know who that is, just email Dorothy - [Dorothy@uuwestport.org](mailto:Dorothy@uuwestport.org) who can connect you with your staff anchor. Each week the deadline for eSoundings is no later than Wednesday by 5:30 PM. The next night - Thursday - the latest issue of eSoundings is sent out across the land so that our office can have it to (a) make a PDF of it to post on our site and (b) print out that PDF so that folks who do not receive eSoundings can have a printed version. (NOTE - If you attempt to click any of the links in the printed version that is handed out they will not work. That is paper. Paper does not work that way. Honest. It doesn't. Really. Trust us.)

(As for the website)..once upon a time - because that is how all legitimate stories begin - there was a lonely little website. It was lonely and that made it sad. The poor little website knew that it wasn't

particularly attractive and it did not have much to say. It's Mommy and Daddy did not even feed the poor thing regularly! Many was the time that when someone came to play with the little website the little website would start to sing merrily and that would drive the visitor away. One day, some kindly elves looked upon the little website. "Poor hungry website! We shall feed you." "Nom nom nom!" said the little website and it began to grow. "OMG! Website!" the elves cried. "You need new clothes!" So they took the website to the mall and got it an entire new (technical) wardrobe.

Now - with pretty new clothes and lots to say - people started visiting the website. It is not so little any longer. Today it displays hundreds of pages and over 10,000 visits\* were made to it in April 2017 alone. (\* Awastats) The website now has audio of sermons and even videos! And like any other growing website, it reaches out socially to Twitter and Facebook." .....from our "web elf" and "eSoundings drone" Charles Klein.

We have also launched our new Quarterly Journal "Currents", with our dedicated and talented editor Carol Porter. This journal has the longer thought-pieces and is ideal for reading on a journey or train-ride. Issues can be found on our splendid web site which reflects so well the nature of our congregation.

**Office and accounting achievements:**

Other achievements in the last 12 months that Jan and Sue were instrumental for include:

- Over 40 rentals scheduled, setups handled and fees collected
- More than 830 bills paid and 98 financial reports produced for Finance Committee, Board, Class Budget Leaders, Fundraiser groups etc.
- More than 60 Orders of Service compiled and over 16,000 ones printed and folded. Adding up the total of these over Jan's 18 year career here broke the calculators.
- More than 2,250 contributions received and processed, and either tracked to pledges or to other non-pledge donations such as those in memory of someone who has passed, plate contributions, donations for the Ministers Discretionary Fund, for the Holiday Appeal, for Endowment, for a Class such as Music, Social Justice or LFD.

Once again thank you for your patience since you do sometimes have to wait for a response while we tackle some other urgent matter. There are always many items on the front burners.

Respectfully submitted  
Dorothy Adams  
Executive Director

## DIRECTOR OF LIFESPAN FAITH DEVELOPMENT

*I truly appreciate the following people who participated in Lifespan Faith Development Leadership Council”)*

### Leadership this year:

Chair: **Dan Marcus**

*Elementary Circle* (Pre-K-5<sup>th</sup>) **Michelle Fleisher**

*Youth Circle* (6-12<sup>th</sup> gr) **Vicki Flam**

*Adult Program Circle:* **Kathy Kurzatkowski & Shari Brennan** (*incoming for 2017-2018*)

*Teacher Support & Appreciation:* **Mary Ellen Keenan,**

*Connections Circle:* **Polly Cromwell, with input from Eileen O'Reilly & Ellie Grosso**

2016-2017 LFD Staff changes and change over occurred with our part-time positions. **Alex Garrison** moved between Pre-K to K-3 Sunday Teacher and will be the lead teacher for the 10am Summer 2017 programming.

Next year the Youth Program Director position will not be in place; therefore youth group will have volunteer adult advisors to be supervised, as other groups are, by the Director of LFD.

### The Numbers:

- **208 unique individuals (Pre-K-12<sup>th</sup> graders) were served by our program (146 Attendees +62 guests)**

- **56 people volunteered in Pre-K-12<sup>th</sup> groups** (last year 63 people volunteered).

***THANK YOU to all who participated in LFD Ministry!***

I particularly want to highlight and thank these volunteers as **LFD Volunteers of Merit:**

**Lynn Crager** (9am) and **Kristi Patterson** (11am) both **K-3 Assistants**

**Paula Soares** (11am) 4-5<sup>th</sup> grade Teacher

**Kevin Leddy, Gina Troisi and Brian Lasher** (6-7<sup>th</sup> grade Teachers at 11am as well as in the field trips to many houses of worship)

**Melanie Allen**, Youth Group Advisor (6-8pm)

Each of these volunteers contributed to the LFD ministry by their consistent and skillful teaching /assisting, and caring advising, over the course of the year.

**Thematic Ministry Soul Matters.** DLFD continued this year to use the theme of the month to curate: the story choices in Worship, material for the Email of the week & Soundings “Lifespan Faith Development” resources where people of all ages could find something to consider on the theme regularly “At Home” or “On-the-Go” and incorporate it with curricula

### 2016-2017 Curricula

**Nursery –Pre-K –Fall** *Celebrating Me & My World* (UUA) by Debora Chandler Pratt and in late fall moved to Soul Matters Themes (the earliest of the groups this year to do it).

**K-3rd grade** *UU Explorers/3* –by Mary Collins, continued to explore elements of our **Unitarian Universalist Identity**- With sessions on all 7 principles. This year we focused as well on our **Jewish & Christian Heritage** (Cain & Abel, David & Goliath, the Psalms, Solomon, Ruth, The Lord’s Prayer, Mary & Martha, All Saints (and UU Heroes) Los Posadas (Holiday tradition in Spain & Mexico), Easter & Passover, **Hindu:** Diwali, **Islam** (Muhammad, the Hajj, the Qu’ran, Ramadan), **Buddhism** (Buddha’s Birth, Meditation, The Wheel and the eightfold Path, Jataka tale with message: Never be led by hearsay).

**4-5th grade** – In the Fall: 9am Our Whole Lives was offered, 11 am Non-Violent Communication series, and Toolbox of Faith (a Tapestry of Faith curriculum) sessions. Transition to Soul Matters at 11am by January 2017

**6-7th graders –Building Bridges** (An updated Neighboring Faiths by UUA Tapestry of Faith curriculum). The group visited houses of worship and compared religions to each other and to Unitarian Universalism

**8th grade OWL** originally scheduled but did not meet since we did not have trained volunteers for it. This year we trained three new Our Whole Lives teachers, met with parents and have been planning for next year where we will have a combined 8 and 9<sup>th</sup> grade group (estimate 19 youth) for both OWL & Coming of Age.

**9th grade Coming of Age 2017 completed by:** Audrey Blau and Matthew Vogel

**Youth Group:** Cecelia McElroy and D.J. Flam have been leaders in Youth Group programming this year.

#### **2016-2017 Social Action and Caring Sessions:**

**Pre-K – Social Action** “Jump for Justice” raised funds for the *Food Access Coalition* again this year

**K-5<sup>th</sup> gr -Caring Connection project:** (Dec. 2016) Cards & handmade ornament & books in decorated gift bags to members of our community who may not get into our doors easily. K-3<sup>rd</sup> and **6-7<sup>th</sup>** groups both Made Soup for the *Gillespie Center*. Easter Cat & Dog food Hunt for *Westport Humane Society* and *Beardsley School*: *Summer Back packs* (planned for late May to mid-June) **Multi-age** Polly Cromwell and Eileen O’Reilly organized **Green Village Initiative Community Garden Days** in Fall and Spring.

#### **2016-2017 Adult Programming:**

- **Spiritual Practice:** Meditation group weekly 10:15-10:45 am started by Janet Luongo, Insight Meditation by Nina Nagy, and Buddhist Meditation group began led by Brian LaVoie,
- **3 Parent classes** with Rev. John & Mary Collins: How to talk to Your Children about Fear & Hate, God, Death
- **Monthly ½ hour Parent sessions** on the Soul Matters Theme of the month.
- **4 sessions on the AfterLife** with Rev. John in April
- **Book Discussions:**
  - *We Are Called To Rise* by Laura McBride ( about an Iraqi War Vet, A middle aged woman, a boy) led by Kathy Kurzatkowski,
  - *Waking Up White: And Finding Myself in the story of Race* by Debby Irving led by staff,
  - *No god but God:The Origins, Evolution, and Future of Islam* by Reza Aslan led by Bruce MacNair
- **Imam Nasif Muhammad Adult Program discussion on Islam**

#### **For 2017-2018:**

**Summer 2017** –Pre-K & Wiggly children programming each Sunday in the lower level (designed for children up to 3<sup>rd</sup> grader ideally, older siblings are welcome to assist their siblings). Each week you can expect: identifying a UU Principle or source in a story, one activity, and free play time.

#### **Fall 2017 begins:**

**Pre-K to 5<sup>th</sup> Grades** – Soul Matters, Group sessions for Pre-K, K-3, and 4-5 grade groups and one time a month Chapel that children will set up and learn worship skills.

**6-7<sup>th</sup>** – Heed the Call: Qualities of a Justice-maker – (<http://www.uua.org/re/tapestry/youth>)

**8-9<sup>th</sup>** – Alternating weeks of Our Whole Lives (2 sessions each meeting day) and a single Coming of Age.

**9-12<sup>th</sup> Youth Group** – There is interest in moving Youth Group Back to Sunday morning after trying this year’s evening 6-8pm time slot. It will depend if we have a consistent team of advisors.  
**Adult Programs** - Beloved Conversations (round 2), Leadership Development Training, Potlucks...

If you have any questions or would like to participate: Contact [mary.dre@uuwestport.org](mailto:mary.dre@uuwestport.org) for the details. Office hours - usually M-Th during the week. Appointments appreciated. Phone: 203- 227-7205 x 15

Mary B. Collins  
Director of Lifespan Faith Development

## COMMITTEE ON MINISTRY

### TUCW Mission Statement

*“The Unitarian Church in Westport is a diverse and welcoming religious community, free of creed and dogma, and open to people of all backgrounds and beliefs. We **INSPIRE** and support individual spiritual growth; we **CONNECT** through worship, music, learning and caring ministries; and we **ACT** in the service of peace and justice.”*

Your Committee on Ministry (COM) has been working hard this year to accomplish its goal of ensuring the Unitarian Church in Westport (TUCW) is fulfilling its mission. TUCW’s mission statement (see above if you don’t know it by heart!) is our congregation’s reason for being, and everything we do as a beloved community to fulfill this mission is Ministry, from professional religious leadership, music, social justice, and religious education, to pastoral care, membership, lay leadership mentoring and development, and all of the other programs and activities we offer for members and friends of all ages.

It is our responsibility to assess the work of the congregation, create reports, and make recommendations. This year, in order to assist the various ministries of our church congregation reflect on how they are supporting our mission, the COM decided to focus our efforts on the CONNECT portion of our mission statement. How well are we CONNECTING through worship, music, learning and caring ministries? Are we fulfilling our ministry to the best of our abilities? How does each part of our organization increase the effectiveness of our total ministry?

To that end the COM scheduled and held Reflection meetings with most committees to consider exactly how each group is connecting within itself, among other groups, within the denomination, and also with our larger community. We also held two Town Hall meetings to address this question with individual members of the congregation. We were delighted with the willingness of everyone contacted to spend some time considering these questions.

We started these meetings last July, and our report will be distributed before the annual meeting. We will plan specific times for discussion and review of our recommendations so every member and friend of TUCW will have an opportunity to share thoughts and suggestions.

At our Meeting House on Sat., April 29, the COM planned and organized a seminar with Committees on Ministry from six other UU congregations in CT, NY, and NJ. We were delighted to get acquainted with other COMs, to share information on COM strategies, processes, and responsibilities, and to learn what has worked (or not worked) in other congregations. We plan to continue our connections with these committees.

Another responsibility of your COM is to respond promptly to any conflict, controversy, or activity that has the potential to adversely affect our congregation's ministry. We have several policies in place to address such issues and urge you to contact the COM or any one of the members if necessary.

William McEvoy's term on the COM is over this year, so he will be stepping down as Chair. We welcome Chuck Harrington as our newest member for a 5-year term, and Tom Hearne will act as our new COM Chair.

The COM is always available for conversation or discussion. Contact us individually or by email at [COM@uu.westport.org](mailto:COM@uu.westport.org).

2016 – 17 COM Members: William McEvoy, Chair;  
Marti Bishop, Randy Burnham, Tom Hearne, and Anita Pfluger

## **MEMORIAL GARDEN COMMITTEE**

The Memorial Garden Committee oversees out Memorial Garden, its upkeep, policies and records, and assists members in selecting sites. During the fiscal year receipts through December were \$3,310 and year end statements will show additional amounts. Expenses were \$5,744 producing a small loss for the year. The expenses are include Church upkeep and Church management but this year have an unusual item: a professional survey of the Garden showing all markers and landmarks, walls, paths, etc. at a cost of \$2,600. This item is not ready for use yet as it requires annotation by the Committee so as to include all names and site numbers. It will be a great help in administration. The Memorial Garden Reserve is \$7,887. The Garden now memorializes by marker or site reservation 348 members and family. New plantings of spruce trees along the edge of the parking lot, renewed pachysandra beds and additional Andromeda were funded during the year.

The members, all of whom stand ready to assist members in connection with the Garden, are; Diana Bell, Neil Coleman, Hazen Goddard, Carol Porter, Alice Rago, Marion Wertheim and Melanie Wyler.

David Thompson, Chairman

## **NOMINATING AND LEADERSHIP DEVELOPMENT COMMITTEE**

The Nominating and Leadership Development Committee (NLDC) members are Denise Davidoff, Deborah Garskof (co-chair), Beverly Lieberman (who was replaced by Linda Hudson mid way through the year), Kathy Roberts, and Bart Stuck (co-chair). The Committee met monthly and more often when necessary, particularly during the month of March, prior to submitting the slate of elected committee nominees for the Annual Meeting.

The NLDC began its leadership development work in early fall by organizing, implementing and holding a Volunteer Fair, cohosted with Membership Committee and Year Round Stewardship Committee. All committees of the Church were invited to attend and introduce themselves and their work to the membership. The event was very successful and is already scheduled for fall 2017. NLDC also committed significant time to an assessment of what was required for leadership development; this led to the creation of a Leadership Development Task Force (Catherine Onyemelukwe, Carol Seiple, Sudha Sankar, Anne Khanna and Deborah Garskof) who recommended that Leadership Development be a special committee reporting to Reverend John Morehouse and be removed from the NLDC charter. The Leadership Development Committee is looking to expand leadership development opportunities over the coming years and will work with the Reverend John Morehouse to develop more formalized and expansive programs. Sudha Sankar continues to update the chart of all committees, task forces and groups within the Unitarian Church in Westport.

With regard to nominating work, NLDC started early in the fall by identifying candidates for all elected positions. In February NLDC commenced its work to find and assess candidates for the 2017 Nominating Slate, which included the following openings: Endowment Committee (1), the Committee on Ministries (1), the Nominating Committee (3), and the Board of Trustees (3). NLDC advertised widely for nomination and self nominations through Soundings, email blasts, notifications on the Church website, posters in the foyer, and announcements from the pulpit. Each candidate for every position was interviewed. Of the five Nominating Committee members, two will stay on the 2017-2018 committee.

## **RIGHT RELATIONS TASK FORCE**

### **PREAMBLE**

The purpose of a Covenant of Right Relations is to have a common understanding of our standards of behavior as we live together in community. A covenant is not a set of rules, but rather an aspirational promise for mutual support.

Disagreements are normal within a democratic community and every person must be given the opportunity to present opinions and concede with grace when necessary, in order to promote progress. Every church member is encouraged to engage in an honest and nonjudgmental discourse and respectful use of compromise to promote the greater good of the church community. When we are not in Right Relations, we must move toward understanding and recommitment.

The Unitarian Church in Westport strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. This Right Relations covenant exists to bolster the Principles and Purposes of the UUA which is also a “covenant to affirm and promote” dignity, justice, and compassion in all of our congregations.

This congregation hereby adopts the **Covenant of Right Relations** and pledges to:

- Strive to create a safe place where all can express themselves freely.
- Speak honestly, mindful of the feelings of others.
- Listen with respect and consideration.
- Respect confidentiality and refrain from gossip.

- Accept personal responsibility for our words and actions.
- Display faith and trust in others.
- Honor differences of opinion and viewpoints.
- Stay engaged in order to work through differences.
- Uphold group decisions regardless of personal positions.
- Graciously seek peace and genuine reconciliation.
- Encourage the personal and spiritual growth of others.
- Honor and support the mission of our congregation.

## **SAFER CONGREGATION COMMITTEE – see Senior Minister’s report**

### **SOCIAL JUSTICE**

It has been another robust year for our social justice program as we strive to make The Unitarian Church in Westport a spiritual center with a civic circumference.

The Immigration and Refugees Committee and racial justice have been at the top of our list and will, presumably, be so next year as well.

Not included in the committee reports is the organizing of buses for the Women’s March in Washington, D.C. on January 21 and the Climate Change March on April 29.

And we are also becoming a home for organizations where we have shared values like Amnesty International and Indivisible groups.  
David Vita, Director of Social Justice

#### **Advocacy:**

Advocacy continued to be an important part of our social justice program. We have congregants in 25 (out of 151) State Representative’s districts and 7 (out of 36) State Senate districts. The entire congregation is now organized by state house and senate districts.

This year we educated and mobilized the congregation focused on two pieces of legislation- a bill requiring people openly carrying guns in public to show their permit if requested by a law enforcement officer and for institutional financial aid for immigrant college students.

The open carry bill did not pass and the institutional financial aid bill has not come up for a vote as of yet.

#### **Beardsley School Committee:**

At the end of August, we held a Beardsley School service at the church which featured the work of the UU congregants at our adopted school, with testimonials given by our volunteers, a violin performance by one of our Beardsley students, and a jazz performance by Will Comer.

In September, we kicked off the academic year with a welcome coffee for volunteer readers and tutors. One of our most important functions is to provide mentors, tutors, and readers for K-Grade 6. With the help of 19 tutors, 13 readers, and 1 helper in kindergarten, we continued our

work with those students who are struggling with reading and math. We participated in two Read Aloud Days, one in October and one in May. And with the addition of a Teacher Appreciation Day celebration, we helped the children honor their teachers and provided coffee gift cards for all.

Also in September, there was a grand opening and dedication of the Anita Pfluger Picture Book Library to which our congregation was invited, along with fellow Bridgeport educators. The library was constructed by the Westbridge Coalition.

Throughout the year, our 8 library volunteers were busy checking books in/out, shelving them, processing and cataloging new books, conducting book fairs, and providing author visits to several classrooms. In addition to their work at Beardsley, they also spent a morning working at the neighboring Marin School. At year end, they will send all the students home with books for the summer from our collection of donations.

In December, we participated in the tenth Secret Santa event for 14 very grateful families of the Beardsley community, and in January the Shawl Ministry provided handmade hats and scarves for the kindergarten classes, for the 7<sup>th</sup> consecutive year.

The Beardsley Board, located in the foyer of the church, continues to provide much needed school supplies on a regular basis, plus books, summer supplies and a special donation from World Vision. Our Pencil Drive profits were donated to a school project which rewards students for good behavior. In the fall, Will Comer lead a jazz class and in March, Suzanne Sheridan conducted her second "Sing Along" with the 5<sup>th</sup> grade. Also in March, we hosted our 11th annual Potluck Supper for teachers and volunteers.

This year will complete our two-year commitment as the official community partner of the Beardsley School to serve on the board of the School Governance Council. We were honored to be chosen for this opportunity and have provided our principal with extra "staff support" to help make up for the elimination of many important positions at the school due to severe budget cuts.

Our Soundings notices and photographs help to keep the congregation informed of our activities and we hope will continue to bring in new volunteers. In the meantime, we want to express our sincerest appreciation to all of those in the congregation who have contributed in any way to our adopted school.

*Mary Beth Mollica*

**Coalitions:** We continued to work with the Westport/Weston Interfaith Council, the Bridgeport Child Advocacy Coalition (BCAC), TEAM Westport (standing for Together Effectively Achieving Multiculturalism), Triangle Community Center, CT Against Gun Violence, and the Westport Domestic Violence Task Force.

And we just completed our first year as a member congregation of The Council of Churches of Greater Bridgeport where we are already developing a strong reputation through our support of the Council's programs, participation in the Bridge Building Ministry program, and our work on the Advocacy Committee.

**Compassionate Communication/Non-Violent Communication Practice Group:**

In the fall of 2016, the Compassionate Communication (CC)/Non-Violent Communication (NVC) Practice Group participated in the church-wide Volunteer Fair with a booth designed to raise awareness and provide information about NVC, as well as an opportunity to join the Group.

Notices in Soundings and the Order of Service continue to generate more awareness and remind congregants of meetings they could attend to learn more. Further, to reach the broader NVC community, our group is posted at <http://www.newenglandnvc.org/members/user.cgi>. As a result of these communication efforts, the Practice Group has grown: 27 people requested being on our mailing list, while 7-12 members attend meetings regularly.

For the second consecutive year, a grant was made available to TUCW to support the practice of NVC, allowing Dr. Mark Friedman, a skilled NVC group facilitator, to continue to lead our meetings. Having a skilled facilitator continues to enrich everyone's experience and learning. Because participants are asked to have some background in NVC before joining the group, Dr. Friedman offered a training workshop on Oct 2, 2016 at which nine people participated.

The co-chairwomen of the Practice Group played a significant role in developing the TUCW Right Relations Covenant which will be voted on at the June Annual Meeting. They also met with Dorothy Adams, Executive Director, to enlist her support and guidance in the area of conflict resolution and how NVC might contribute to the process when conflicts arise. It is anticipated that the group will be supporting leaders next year in effectuating the Covenant of Right Relations.

We continue to develop learning tools, references, alliances and curriculum, while primarily focusing on practicing Compassionate Communication/conflict resolution through real/actual life examples in our meetings twice a month.

*Lynn Whitton*

#### **Faith in Action:**

The Social Justice e-mail is the most important communication tool that we have for providing the congregation with information on our events, advocacy, action alerts, committee meetings, and other announcements.

#### **Immigration & Refugee Committee:**

This report is in two parts- the first by Stephen Polmar and the second by Marjolijn de Jager. We have been working closely with IICONN (International Institute of Connecticut) which has been settling refugees in Connecticut for 99 years. There are over 100 names on the committee's email list with 20-30 people regularly attending meetings and additional people setting up apartments and volunteering at IICONN.

Stephen:

During this past year, the Immigration and Refugee Committee has supported one ongoing program at IICONN and started another. We have continued to support the Resettlement Program of IICONN both by donating home furnishings for apartments of newly arriving refugees and also by having volunteers from our congregation set-up the apartments in collaboration with members of 3 other area congregations: the Norfield Church, the Greenfield Hill Congregational Church, and the Christ and Holy Trinity Church.

This year 20 members of our congregation (the "A" Team) have regularly participated in setting up apartments. On average, we have set up 1-2 apartments per week for refugee families that arrive in Bridgeport or Fairfield, after long flights and years in refugee camps, to find a welcoming fully furnished apartment that they can call home.

A key goal of IICONN's Economic Empowerment Program is to help refugees find jobs so that they can support themselves as well as their families and thus become financially independent.

At the present time, even entry-level jobs often require applicants to file an application on-line before they will be considered for an interview. This presents a significant barrier to refugees who do not have access to computers and may have limited English fluency.

Under the auspices of the Immigration and Refugee Committee in mid-February we initiated a program to assist job-ready refugees file applications on-line. To date 8 members of our congregation are regularly volunteering for this program. Since the inception of our program, the number of job interviews and refugees getting jobs has steadily risen each month. In April twelve (12) refugees got new jobs, which is the highest number ever for jobs in a single month for the Economic Empowerment Program. At this writing, most if not all of the jobs and job interviews are the result of applications prepared with the assistance of TUCW volunteers. We are clearly making a meaningful contribution to the future of these refugees and their families. In the coming year we will consider additional ways we may be able to help.

Marjolijn-

This year the Committee sponsored and hosted the monthly Family Dinners at *Building1Community* (formerly Neighbors Link Stamford) twice: in October and in March. Our group of participants has grown from a handful two years ago to about 15 this March. We also have several volunteers who work with B1C on a regular basis, as ESL tutors, for example. The dinners serve over 100 immigrants of all ages.

The Committee worked closely with and supported CT Dreamers in their attempt to pass the Institutional Financial Aid bill in the CT Legislature. We made phone calls and sent letters and emails urging our legislators to pass this bill.

Our guest speakers included 1.) Bruce Knotts (UUUNO); 2.) Ashley Darnley (IICONN); 3.) Camila Bortolletto (CT4aDream), and we are expecting 4.) Dr. Ahmed Ebrahim to address our last meeting in June.

We played a leading role in assisting IICONN in organizing the “Standing with Refugees & Immigrants Rally” in Bridgeport.

Sanctuary Churches: in April, Suzanne Polmar presented a very carefully researched and detailed report on the history and meaning of sanctuary churches and their work.

The committee supported *Our Woven Community* – a group of refugee women from the African continent who produce and sell their beautiful hand-made arts and crafts (scarves, shawls, bags, small purses, etc.). We donated fabric and invited them (for the second year in a row) to sell their items at church on Sunday, April 30.  
*Marjolijn de Jager and Stephen Polmar*

### **Mercy Learning Center Committee:**

Our purpose is to support Mercy Learning Center (MLC) by raising the visibility of MLC within the church community and providing avenues for the congregation to support this worthy organization.

Mercy Learning Center is a women’s literacy center that endeavors to break the cycle of under-education and poverty in a compassionate and holistic environment. Mercy provides education for nearly 1,000 women and 160 of their infant to pre-K children, along with numerous support services.

During the year numerous members of the congregation were volunteer tutors devoting four hours per week to provide individualized education to Mercy’s women. Others have volunteered in additional ways. The entire congregation has participated in supporting MLC. We delivered more than 4,300 diapers for MLC’s diaper bank and many other supplies for infants. We also provided nearly \$1,900 to provide children’s books for the Family Literacy program which helps women learn to read to their children, inspiring a new generation of readers. We collect food for Mercy one Sunday per month and delivered more than 1,400 pounds for the food pantry. Also, the Shawl Ministry has delivered baby blankets for Mercy’s new mothers.

Mercy Learning Center is very gratefully for the broad and meaningful support of this congregation. Many thanks to all who contributed in so many ways.  
*Sharon Poole Bittenbender*

**Microfinance/KIVA:**

The KIVA committee holds two fundraising events each year: a Mother's Day card sale and a Christmas card sale. The proceeds of these sales are deposited into the committee's online KIVA account and from there the funds are loaned to individuals with small businesses in 73 countries around the world. When the loans are repaid, the committee re-lends the money to other entrepreneurs in a continuous cycle. Over the last 8 years, the KIVA committee has made loans totaling more than \$78,000 to 2,582 small businesses around the globe.

As a way to include and educate the children of the church, we visit the RE classrooms (usually the 5/6th grade and the Youth Group) and talk to them about the need for microfinance organizations like KIVA to help struggling businesses that can't qualify for traditional loans. The youth visit the KIVA website and then create drawings that we use for our fundraising cards.

KIVA has recently included small businesses in the United States in their online portfolios as a way to let donors in this country help people close to home--a sector that has traditionally been hard to fund due to high default rates.

*Julie Kennedy*

**Racial Justice Cluster: Eliminating Racism Group, Beloved Conversations, and Bridge Building Ministry****Eliminating Racism Group:**

The Eliminating Racism Small Group Ministry, created with supportive covenants, has established a welcoming and trustful setting that provides members a safe space for sharing and exploring strong and, sometimes, challenging feelings. This small group has become an important commitment for its members.

The schedule of monthly meetings has encouraged new participants who have joined in the past year. Each gathering is planned around a theme, topics often arising directly from an experience of one of the group members. Open sharing, deep listening and empathy opens us to deeper understanding and clearer thinking that allows members to take risks and engage across difference in their everyday lives. Persons interested in learning more are welcomed to contact us. *Dan Iacovella and Sonja Ahuja*

**Beloved Conversations:**

Beloved Conversations, Meditations on Race and Ethnicity is a 9 week symposium that explores race and ethnicity in an experiential curriculum with a focus on moving from our heads to our hearts. The framework for Beloved Conversations is a teaching and learning curriculum developed by Meadville Lombard Theological School (UU's theological school, located in Chicago).

Beginning in February our team of 23 participants began a program that consisted of a 1.5 day retreat that launched the curriculum, followed by 8 weeks of guided dialogue/experiential exercises.

Each session posed questions that connected with both the sources of inspiration as well as the challenges of race/ethnicity that slow our human journey toward wholeness. It's a deep dive into developing skills and the habits of an anti-racist mind and helps everyone – those in dominant groups as well as those who are targets of oppression - heal from the wounds of racism.

Beloved Conversations is scheduled to begin in February, 2018 with another group of congregants. We plan to run the program every year so that every member of the congregation who wants to participate will have the opportunity to do so.

**Bridge Building Ministry** (The Council of Churches of Greater Bridgeport):

This is an ecumenical and interfaith opportunity to build community through education, dialogue, and advocacy. Currently 9 members of our congregation are meeting with 9 members of Messiah Baptist Church in Bridgeport in 3 facilitated conversations between the two congregations on race and white privilege.

After the three conversations, the participants from each church will commit to sharing with the congregations what they experienced and learned. Half of the participants (an equal number from each church) will go together to one of their congregations; the other half will go to the other congregation. This could be to speak for a few minutes during worship, at an adult education forum, or covered dish supper... whatever makes most sense in each situation.

**Rainbow Task Force (RTF):**

Last June The Rainbow Task Force tabled at the annual Pride in the Park event organized by the Triangle Community Center (TCC) and held at Mathews Park, Norwalk. Information about The Unitarian Church in Westport and the Rainbow Task Force was distributed.

In October we had a dedication ceremony for our rainbow flag that was given to us from our sister congregation in Danbury. It proudly flies at the entrance of the church parking lot above our rainbow signs making a visible statement that we are a welcoming congregation.

For the fifth year in a row in conjunction with TCC we organized a candlelight commemoration for the national Transgender Day of Remembrance.

RTF is currently in hiatus. There will be a planning meeting in September to assess the future of the task force.

*Arnela Ten Meer*

**Share the Plate:**

In this, our 9th year of Share the Plate we have raised nearly \$9,000 to support the work of the following organizations: Beardsley Elementary School Library, The Council of Churches of Greater Bridgeport' Food Pantry and Janus programs, the Ministerial Discretionary Fund, Mercy Learning Center, Planned Parenthood, the International Council of Unitarians and Universalists, and the Westbridge Coalition.

**United with Kenya:**

UwK continued to work with the Children's Community Library and Apprenticeship Program in the village of Chepsaita and also expanded to complete four water projects in two neighboring villages. We have furthered our efforts to have the Children's Community Library become a community-wide resource for both children and adults and have increased the volume of books within the library through our own efforts and the efforts of a family in The Netherlands. An organized trip to the area last summer included assessments of all of our existing programs plus the exploration of some new initiatives and the completion of the first two of the four water projects that we completed during the year. *Dan Iacovella*

**Voices Café Committee:**

Our sixth successful season is coming to an end. We scheduled 9 performances this season and are already busy booking for next season a highlight which will be Brother Sun's final performance, here at Voices Café! Voices Café is not merely a "venue" it builds community, supports musicians, raises funds for our social justice activities, and is an important arm of our community outreach.

**WestBridge Coalition:**

Volunteers of WestBridge repair and renovate homes for low-income families and community organizations that are otherwise unable to pay for the materials and labor. A good number of our clients are elderly, disabled, single moms, widowers or vets and our work helps them to continue living in warm,

dry, and safe homes. This year we worked for a total of 64 days on 13 different projects from Newtown to Norwalk. On average, we had 8-10 people working each day, but we would love to have more people from TUCW join us. WB is a small 501c3, self-funded organization whose generous donors are individuals and churches. We continue to look for families to help.

*Sherry Jagerson*

**Ongoing:** Connecticut Food Bank collection, and Mercy Learning Center Food Bank collections (every Sunday).

## **YEAR ROUND STEWARDSHIP COMMITTEE**

### **MISSION STATEMENT**

To create a sense of ownership, drive mutual responsibility, foster a culture of caring and generosity, and facilitate communication within the Unitarian Church of Westport (TUCW) community.

### **2016-2017 Results**

- The Tag Sale, led by Linda Hudson, was a huge success in August, raising over \$11,000
- The Holiday appeal in late November and December garnered over \$15,000
- Other successful fundraising events were the play, Desert Cities, led by Jim Luongo in March and the Jewelry Sale in December led by Chris Place.
- Legacy Society has grown and interest in bequests and other planned giving is increasing.

A thank you to all those hard-working fundraising teams and we hope to see these initiatives continue to grow next year.

**Annual Budget Drive:** The theme of this year's Annual Budget Drive (pledge) campaign was "Keep the Light Bright", a symbol of hope and community to help navigate through these unsettling times into the future that we want for this congregation. While we fell short in our monetary and pledge unit goals by the time of this report, we introduced new ways to reach our evolving congregation and many members increased their commitments or pledges from the prior year. Members of the congregation were aware of the annual budget drive and their responsibilities through several channels:

- We created a word cloud based on sample input from the congregation on what it needs from TUCW. This word cloud fueled a month long set of discussions during the worship services in March around key needs such as Spiritual, Community, Music, and Supportive.
- Ten powerful testimonials from members at each worship service during the five week drive. These were video recorded and formed the basis of a multi-media communication campaign which reached members through Facebook, and e-mails.
- Over 30 Visiting Stewards were trained and then reached out to congregants to hear how they were doing and to help them with the commitment process and giving.
- A mailing of the brochure to all households with a follow-up of personal notes from Rev. John to those who had not yet pledged.
- The "Keep the Light Bright" family-friendly Magic show and Potluck dinner, attended by approximately 65 congregants and generating revenue through raffles and silent auctions.

The spirit of the drive was very positive and participatory, with broad support of Rev. John's ministry and enthusiasm about the future of TUCW. The drive was fully supported by Dorothy and staff members. The committee aims to use the learnings from this year's Annual Budget Drive so that we may further increase pledge units and monetary support. Key in next year's efforts is to get an earlier start on the planning.

Respectfully Submitted, Mary Money and Sam Somashekar, Co- Chairs YRSC

Committee: Dorothy Adams, Randy Burnham, Mary Jane Cross, Denny Davidoff, Charles Harrington, Charles Colletti, Rev. Dr. John Morehouse, Catherine Onyemelukwe, David Vita, Katherine Roberts

## ENDOWMENT COMMITTEE

# What is the Endowment?

- The Endowment has both Restricted and Unrestricted Funds to support the long-term mission, financial security and well-being of the Congregation.
- In 2016, the Endowment Committee created four Gift Giving Funds which are restricted in terms of their use.

Total Managed Funds	Name	Amount as of March 31, 2017	Total
Endowment	<u>Restricted</u>		
	Restricted Fund (2005)	1,274,564	
	<u>Gift Giving Funds:</u>		
	Lifespan Faith Development Fund	3,366	
	Social Justice Fund	3,366	
	Music Fund	3,366	
	Buildings & Grounds Fund	3,366	1,288,028
	<u>Unrestricted</u>		691,402
Other Funds	Bernhard Music Fund (restricted)		<u>188,763</u>
<b>Total</b>			<b>\$2,168,193</b>

June 11, 2017

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# How Does the Endowment Work?

- Per the Church Constitution, only upon request of the Board of Trustees, the Endowment Committee may, by a majority of its members, approve disbursements, loans or encumbrances.
- The Endowment Committee makes two types of disbursements:
  - Emergency Disbursements – unforeseen critical situations requiring emergency or prompt action, e.g., a fire.
  - Enhancement “Grants” – new programs/activities that support the long-term mission of the church, e.g., the practice of auditing the church’s financials started in 2015.
  - Another type of Enhancement “Grant” is an annual disbursement to the operating budget from the Unrestricted Funds and the Gift Giving Funds.

June 11, 2017

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## How has the Endowment Supported the Church During the Past 3 Years?

- The Endowment has supported the church with \$795k, including cash disbursements and forgiveness of the Sheila Lane Loan.
- This support equals approximately 27% of the value of Endowment as March 31, 2014.<sup>(1)</sup>
- The Endowment Committee expects to disburse approximately \$27k to the operating budget in the coming fiscal year plus make an approximate \$4k distribution from the Bernhard Music Fund.

(1) Historically, annual reports have been from March 31 to March 31.  
June 11, 2017

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## How has the Endowment Changed in the last year?<sup>(1)</sup>

- Short term performance has been good.
- There were no donations in the 12 months ended March 31, 2017.

Total Managed Funds	Name	March 31, 2017	March 31, 2016
Endowment	<u>Restricted</u>		
	Restricted Fund (2005)	1,274,564	1,114,185
	<u>Gift Giving Funds:</u>		
	Lifespan Faith Development Fund	3,366	3,000
	Social Justice Fund	3,366	3,000
	Music Fund	3,366	3,000
	Buildings & Grounds Fund	3,366	3,000
	<u>Unrestricted</u>	691,402	661,083
Other Funds	Bernhard Music Fund (restricted)	<u>188,763</u>	<u>175,481</u>
<b>Total</b>		<b>\$2,168,193</b>	<b>\$1,962,749</b>

(1) Historically, annual reports have been from March 31 to March 31.  
June 11, 2017

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## **AUDIT COMMITTEE**

This year again we retained the services of Hope and Hernandez, P.C. as independent auditors. The auditor audited the financial statements as of June 30, 2016, including the review of all church activities, expenses, receipts and cash flows. He also reviewed TUCW's internal control systems, payroll, the pledge management system and compliance with IRS codes.

The auditor also reviewed the implementation of the new Financial Policies and Procedures put in place in late 2015.

The auditor delivered his Financial Report to the TUCW Audit Committee and Finance Committee in November 2016.

We reviewed the report and met with the auditor, and we are satisfied that the independent audit found TUCW's finances in good order, and determined that the financial statements present fairly the financial position of TUCW as of June 30, 2016.

Respectfully submitted,

Marie-Claire Bue and Bob Perry  
Audit Committee

## **FINANCE COMMITTEE AND TREASURER'S REPORT**

We would like to thank Anne Khanna for her years of service in the financial arena. Much of the progress we have seen in financial clarity and consistency has been a result of her dedication and skill.

The Finance Committee accomplished a number of key items during the year:

- The Finance Committee updated and approved the Financial Policies. The role of the Finance Committee, a committee of the Board in Policy Governance here at TUCW, continues to be to oversee the financial health of the congregation. The Finance Committee has other important roles too. Many of these are listed in the policies. For all in our congregation who are involved with any financial matters, the section about Class Budgets is important. We have Class Budget Leaders such as Rev. John for Worship & Ministries class and, Ed for Music Class, Each Class Budget Leader is responsible for their part of our Class fund accounting. If you would like a copy of the Financial Policies for your bedtime reading, please email Dorothy.
- We concluded the project to evaluate the appropriate insurance needed if a serious disaster were to happen to our facilities. Then we obtained the resulting appropriate level of insurance. The committee also arranged for a line of credit from our bank in the case of a facilities emergency. This would enable us to cover all necessary expenses until insurance funds become available.
- Audit, Endowment and Finance Committees all met with the external auditor to review the results of the FY 2015-16. Please refer to the Audit Committee Report.
- We anticipate some new members coming on board for the fall of 2017.

This report contains the following:

- The church financial results for the 2015-16 fiscal year, July 1, 2015 to June 30, 2016, are in Table A. TUCW ended the 2015-2016 fiscal year with higher income than budgeted. For expenses on a cash bases, the spending was higher than budgeted by \$59k due to higher Buildings & Grounds (B&G) Projects as well as maintenance. On a modified cash basis, \$141.7k of the B&G Projects line gets capitalized and thus increases the Fixed Assets on the Balance Sheet. Thus for the Net Ordinary Income on the modified cash basis, there is a loss of only \$11.7k Net Income Budget View on the cash basis ended at just above breakeven. See below for more on the tiers in the Income and Expense statement.
- Table B-1 shows the Year-end estimated results for the 2016-17 fiscal year, July 1, 2016 to June 30, 2017. The Year-end Estimate is based on actual results through 30 April, 2017 and an estimate of the remaining income and expenses for May and June 2017.
- Table B-1 also shows the proposed budget for the 2017-2018 fiscal year. For the budgeting process, the Finance Committee aimed to make realistic assumptions that are conservative but not excessively so, using trend data where we have it. A key goal was to balance the budget while also accruing for known long-term expenses, such as needed building and grounds projects. Table B-2 shows the agreed to contingencies for the budget.
- Read on if you would like more detail about the tiers in our income and expense reporting. For these Tables, we continue to use 3 tiers in the income and expense reporting. The TUCW Budget is comprised of both cash and non-cash income and expenses. The top tier shows actual funds coming into or out of TUCW and generates the Net Ordinary Income result. By distinguishing this tier from the others, we can see our true operating result. The second tier is internal sources and uses of funds such as use of a reserve account or a contribution to a reserve account. For our Budget, we consider these two tiers together as summarized by Net Income Budget View.

#### Key highlights:

- For fiscal year, 2016-2017 in Table B-1, we are estimating ending with the Net Income Budget View at breakeven. Other highlights include:
  - Pledge collections are expected to come in at \$595k lower than the prior year's level of \$624k and lower than the budgeted amount of \$667k. This has come about from the number of pledging households who have moved away or passed away. See the Membership Section below. The bulk of the pledge income is made up of the donations to the current year's pledges, expected to reach \$567k as well as the donations in the summer and fall of last year of \$22.7k towards FY15-16 pledges by those who fell behind.
  - We are completing the Lift project. The final touches will be completed soon. The amount spent in total since the project began in mid-2014 will be under the \$106k approved by the BOT in August 2016.
  - We had a much higher than budgeted level of unrestricted contributions and expect to end the year with \$73k compared to \$56k budgeted. This was largely due to the success of the YRSC's Holiday Appeal in December. Restricted contributions have also been strong this year.
  - Fundraisers are coming in well with an expected \$41k, or about \$1k more than budgeted thanks largely to a successful Tag Sale in August of last year which raised over \$12k, and continued success for Voices concerts.

- Total people costs, which includes contracted helpers as well as all benefits, taxes and compensation for staff, is expected to be roughly \$678k - well under the budgeted amount of \$713k.
- Cash (in the Table C Balance Sheet) remains strong at just over \$400k as of the end of April, 2017. Total Assets increased from \$5.36 mln in June 2016 to \$5.58 mln as of April 30<sup>th</sup>, 2017.
- The highlights for the proposed 2017-2018 budget in Table B-1 include:
  - The budget contains projected pledge contributions of \$558k for 2017-18 pledges to come in during the 12 months on a forecasted total pledges \$620k and the late payments on 2016-17 pledges of roughly \$24.6k. As of early May, pledges for 2016-17 totaled \$604k from 238 pledge units compared to \$617k last May from 265 units.
  - Denominational contributions increased to \$11.5k from \$11k for this year.
  - Endowment has committed to an unrestricted distribution of \$25k, in addition to other class-related distributions from restricted endowment funds.
  - Funding for Buildings and Grounds projects of roughly \$101k will be used for paving another section of our large lot and additional improvements to walkways, and possible roof repairs. Additional amounts may be spent on Buildings and Grounds if deemed necessary and can be funded out of reserves. Despite \$3k more in insurance costs, the Maintenance and Insurance budget line is in the same range as the current year budget and Year-End estimate. While a Capital Campaign for larger facility repair/upgrade projects is not included at this budget, the BOT, the Finance committee and YRSC are in discussion on the timing and magnitude of a possible campaign.
  - Other expense lines have been tightened in the proposed budget as compared to this fiscal year. For example, Materials for Programs & Worship is down to \$34k from \$51k by cutting down speaker, music and other outreach costs. Also, the Audit and Payment Processing Budget Line is lower for 2017-18 by engaging the auditor for a review instead of a full audit.
  - Table B-2 highlights the actions that will be taken if the Net Income Budget View is higher or lower than planned. These actions can be taken from January onward and achieve the desired effect.

Respectfully submitted,  
**Treasurer**  
 Catherine Onyemelukwe  
**Finance Committee**  
 Mark Corcoran  
 Mary-Jane Cross  
 Lyn Kobsa  
 Cindy Potter  
 Ravi Sankhar  
 Dorothy Adams - staff

<b>Table A. TUCW Income &amp; Expenses Actual and Budget FY 2015-2016</b>		<b>Actual July 2015 - June 2016</b>	<b>Annual Budget 2015-2016</b>	<b>Formula</b>
<b>Ordinary Income/Expense</b>				
<b>Income - cash basis</b>				
	4009 · Pledge & Gift Trust Income	624,609	600,000	
	4049 · Other-Unrestricted Contributions	61,719	48,000	
	4040 · Restricted Contributions	35,781	18,300	
	4185 · Fundraising Event Proceeds	52,486	27,650	
	4190 · Pass Thru-to other charities	20,281	17,720	
	4269 · Facility Use Fees	134,271	134,300	
	4719 · Other Income	23,769	3,900	
<b>Total Income</b>		<b>952,916</b>	<b>849,870</b>	<b>A</b>
<b>Expense - cash basis</b>				
	5450 · Total People Cost - BL	628,180	649,761	
	5380 · Maintenance & Insurance - BL	80,346	68,506	
	5549 · Materials for Program&Worship-BL	62,108	40,239	
	5630 · Office & Utilities - BL	68,388	75,444	
	5709 · Denominational - BL	10,000	10,000	
	5810 · Fundraising Expenses - BL	19,966	21,305	
	5850 · Pass Thru to Charity - BL	30,942	19,720	
	5945 · Audit,Pmt Process&Bank Fees-BL	16,707	14,805	
	5949 · Miscellaneous Expense - BL	23,893	25,422	
	5305 · B & G Projects - BL - cash basis	165,899	121,850	
<b>Total Expense</b>		<b>1,106,429</b>	<b>1,047,052</b>	<b>B</b>
<b>Net Ordinary Income - cash basis</b>		<b>-153,513</b>	<b>-197,182</b>	<b>C(1)=A-B</b>
	<i>less capitalized B&amp;G Projects</i>	<b>141,740</b>	(roof and paving capitalized)	
<b>Net Ordinary Income - Modified Cash basis</b>		<b>-11,773</b>		<b>C(2)</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
	4850 · Other Sources of Cash/Uses of Reserves	237,701	204,966	
<b>Total Other Income</b>		<b>237,701</b>	<b>204,966</b>	<b>D</b>
<b>Other Expense</b>				
	5800 · Other Uses of Cash/Contributions to Reserve	83,577	7,200	<b>E</b>
<b>NET INCOME BUDGET VIEW -CASH BASIS</b>		<b>610</b>	<b>584</b>	<b>F=C(1)+D-E</b>

**Table B-1 Annual Budgets & Current Year-end Estimate (Fiscal Year - 7/1 - 6/30)**

<b>Income (cash)</b>	<b>2016-17 Budget total year</b>	<b>Total 2016-17 Estimated Year End (as of April)</b>	<b>Proposed 2017-18 Budget total year</b>	<b>2017-18B vs. 2016-17 Est. Year-end</b>	<b>% variance 2017-18B to 2016-17 Est. Year-end</b>	<b>% of total</b>	<b>Formulas</b>
Total Pledge Income	\$667,830	\$595,476	\$582,606	(\$12,870)	-2.2%	66%	
Unrestricted Contributions	\$56,250	\$73,811	\$75,700	\$1,889	2.6%	9%	
Restricted Contributions	\$12,400	\$38,576	\$12,310	(\$26,266)	-68.1%	1%	
Fundraising Event Proceeds (gross)	\$40,150	\$41,545	\$42,396	\$851	2.0%	5%	
Pass Through Income-to other charities	\$19,000	\$12,203	\$13,000	\$797	6.5%	1%	
Facility Use Fees	\$136,490	\$136,027	\$137,140	\$1,113	0.8%	16%	
Other Income	\$10,470	\$11,686	\$15,415	\$3,729	31.9%	2%	
<b>Gross Ordinary Income ("A")</b>	<b>\$942,590</b>	<b>\$909,324</b>	<b>\$878,567</b>	<b>(\$30,757)</b>	<b>-3.4%</b>		<b>A</b>
<b>Expenses (cash)</b>	<b>2016-17 Budget total year</b>	<b>Total 2016-17 Estimated Year End (as of April)</b>	<b>Proposed 2017-18 Budget total year</b>	<b>2017-18B vs. 2016-17 Est. Year-end</b>	<b>% variance 2017-18B to 2016-17 Est. Year-end</b>	<b>% of total</b>	<b>Formulas</b>
Total People Costs	\$713,402	\$678,449	\$678,230	(\$219)	0.0%	68%	
Maintenance and Insurance	\$60,078	\$66,370	\$64,768	(\$1,602)	-2.4%	6%	
Programs and Worship Materials	\$49,955	\$51,354	\$34,305	(\$17,049)	-33.2%	3%	
Office & Utilities	\$71,076	\$62,881	\$57,506	(\$5,375)	-8.5%	6%	
Denominational	\$11,000	\$11,000	\$11,500	\$500	4.5%	1%	
Fundraising Expenses	\$19,823	\$16,738	\$15,684	(\$1,053)	-6.3%	2%	
Pass Thru Expenses to charities	\$21,000	\$15,190	\$15,300	\$110	0.7%	2%	
Audit, Pmt Process & Bank Fees	\$14,011	\$15,591	\$11,793	(\$3,797)	-24.4%	1%	
Misc. Expense	\$7,910	\$10,939	\$8,595	(\$2,344)	-21.4%	1%	
Building and Grounds Projects	\$122,500	\$81,446	\$101,000	\$19,554	24.0%	10%	
<b>Total Expenses ("B")</b>	<b>\$1,090,755</b>	<b>\$1,009,958</b>	<b>\$998,681</b>	<b>(\$11,277)</b>	<b>-1.1%</b>		<b>B</b>
<b>Net Ordinary Income - Cash Basis ("C")</b>	<b>(\$148,165)</b>	<b>(\$100,635)</b>	<b>(\$120,114)</b>	<b>(\$19,480)</b>			<b>C = A - B</b>
<b>Other Sources of cash</b>	<b>2016-17 Budget total year</b>	<b>Total 2016-17 Estimated Year End (as of April)</b>	<b>Proposed 2017-18 Budget total year</b>	<b>2017-18B vs. 2016-17 Est. Year-end</b>	<b>% variance 2017-18B to 2016-17 Est.</b>	<b>% of total</b>	<b>Formulas</b>
Use of Reserves	\$127,600	\$75,822	\$106,800	\$30,978	40.9%		
Use of Social Justice Jan Park Bequest	15,000	15,000	10,000	(\$5,000)	-33.3%		
Endowment Distributions	38,500	48,224	30,260	(\$17,964)	-37.3%		
<b>Total Sources of Cash ("D")</b>	<b>\$181,100</b>	<b>\$139,046</b>	<b>\$147,060</b>	<b>\$8,014</b>	<b>5.8%</b>		<b>D</b>
<b>Contributions to Reserves (Other uses of cash) "E"</b>	<b>\$32,720</b>	<b>\$38,230</b>	<b>\$26,620</b>	<b>(\$11,610)</b>	<b>-30.4%</b>		<b>E</b>
<b>Net Income Budget View ("F")</b>	<b>\$215</b>	<b>\$181</b>	<b>\$326</b>	<b>\$144</b>	<b>79.4%</b>		<b>F = C + D - E</b>

**Table B-2: 2017-18 Budget Contingencies (in order of priority)**

If Net Income Budget View exceeds Budget*, the following will be added:			If Net Income Budget View is under Budget*, the following will be reduced:		
Return Professional Expenses to 2016-17 levels	\$2,000		General Reserve used (increase other income)		\$10,000
Add to Building Reserve	\$21,000		Decreased allocation of rental income to Buildings & Grounds reserves		\$13,700
Increase Program-Worship Materials Budget Line Spend	\$3,000		Reduced number of facility repair projects		\$4,000
Increase Denominational Contributions	\$3,000		Decreased Total People Costs Budget Line spend		\$4,300
Add to Building Reserve	\$3,000				
<b>Total Upside Contingency</b>	<b>\$32,000</b>		<b>Total Downside Contingency</b>		<b>\$32,000</b>
* Net income Budget View drives the use of contingencies; it combines the effect of changes in income and changes in expenses					

<b>Table C. Balance Sheet TUCW - (Modified Cash Basis)</b>	<b>April 30, 2017</b>	<b>June 30, 2016</b>	
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1021 · Fairfield County Bank-Checking	210,081	363,780	
1028 · Fairfield County Bank-Savings	180,011		
1023 · Voices Cafe-Checking	1,550	1,721	
1032 · Stripe (online merchant)	7,359		
1026 · Minister's Discretionary-Checking	1,886	2,114	
1050 · Petty Cash	53	53	
Total Checking/Savings	400,940	367,669	
Total Current Assets	400,940	367,669	
Fixed Assets			
1400 · Land	1,000,000	1,000,000	
1403 · Land Improvements	36,900	36,900	capitalized paving work
1401 · Church Building	1,000,000	1,000,000	
1404 · Meeting House	900,000	900,000	
1407 · Building Improvements	104,840	104,840	capitalized roof work
1408 · Furniture, Fixtures & Equipment	106,880	106,880	
1450 · Accumulated Depreciation	-136,809	-136,809	
Total Fixed Assets	3,011,811	3,011,811	
Other Assets			
1500 · Endowment Investment Accounts			all accounts valued at 31 March 2017
1501 · Unrestricted -UUA CommonFund	584,814	534,714	
1502 · Unrestricted -Vanguard	106,587	142,916	
1503 · Unrestricted -Bernhard Music	188,763	181,849	
1505 · Vanguard - Social Justice	3,366		
1506 · Vanguard - LFD	3,366		
1507 · Vanguard - B&G	3,366		
1508 · Vanguard - Music	3,366		
1504 · Perm Restricted - Neuberger Berman	374	1,122,295	
1509 · Vanguard 2005 - Restricted	1,274,564		
Total 1500 · Endowment Investment Accounts	2,168,564	1,981,774	all accounts valued at 30 June 2016
1256 · Security Deposit* SCG (Gas)	1,000	1,000	
Total Other Assets	2,169,564	1,982,774	
<b>TOTAL ASSETS</b>	<b>5,582,316</b>	<b>5,362,254</b>	

<b>Table C. Balance Sheet TUCW - Continued (Modified Cash Basis)</b>	<b>April 30, 2017</b>	<b>June 30, 2016</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2111 · 403(B) TIAA-CREF	2,193	1,768
2120 · Pass Thru to other Charities	799	1,040
2295 · Advance Pledge Payment	43,124	59,095
2296 · Prepaid Facility Rent	1,300	3,400
Total Other Current Liabilities	47,415	65,304
Total Current Liabilities	47,415	65,304
Total Liabilities	47,415	65,304
Equity		
2115 · Invested in Capital Assets		
2500 · Capital Assets	3,000,000	3,000,000
2115 · Invested in Capital Assets - Other	11,811	11,811
Total 2115 · Invested in Capital Assets	3,011,811	3,011,811
2130 · Reserves		
2528 · Memorial Garden Reserve	7,887	7,887
2542 · Major Maintenance Reserve(Bldg)	126,277	119,082
2554 · General Reserves	10,000	10,000
2555 · Grounds Reserve	43,811	39,976
2760 · Sabbatical Reserve	13,200	7,200
Total 2720 · LFD Reserves	7,433	7,633
2730 · Social Justice Reserve	9,909	10,909
Total 2740 · Music Reserves	19,493	24,372
Total 2750 · Worship & Ministries Reserves	4,879	9,319
Total 2130 · Reserves	242,889	236,378
2135 · Restricted Net Assets		
2405 · Social Justice-Jan Park	48,825	61,325
2407 · Lay Leadership Scholarship	1,856	1,856
Total 2135 · Restricted Net Assets	50,681	63,181
3900 · General Fund Balance *BOY	863,285	1,145,651
3901 · Perm Restricted Net Assets-Neuberger Berman	1,122,295	1,122,295
Net Income	243,939	-282,367
Total Equity	5,534,900	5,296,950
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,582,316</b>	<b>5,362,254</b>

## MEMBERS LIST

### Members of Record as of May 12, 2017

Natalia Abdalah	Shari Brennan	Robert Cygan
Rene Abdalah	J. Alan Brewster	Sandy Cygan
Howard Aibel	Linda Brewster	Linda Daniels
Marcia Aliberti	Randy Brody	Denny Davidoff
Scott Aliberti	David Bue	Douglass Davidoff
Melanie Allen	Marie-Claire Bue	Suzanne Davino
Peter Atkins	Randy Burnham	Marjolijn de Jager
John Austin	Enid Busch	Danielle DiGrazia
Laura Axthelm	Chris Campbell	Patty Dimon
Stephen Axthelm	Lynda Campbell	Cheryl Dixon
Beverly Bailey	Diane Cano	Lorna Donnelly
Richard Bailey	Dave Caplan	Lisa Donohue-Olivieri
Jim Baldyga	Leslie Cenci	Peter Donovan
Melissa Balmer	Jessica Chadbourn	Joan Duncan
Reed Balmer	Cindy Clair	Judith Eckert
Donald Bancroft	Vidal Clay	Rose Ecsedy
Martha Bancroft	Candace Clinger	Jonathan Elkind
Virginia Banerjee	Paul Cohen	Marsha Elkind
Betsy Beach	Lynn Colafrancesco	David Ellis
Diane Becker	Neil Coleman	Dave Emberling
Diana Bell	Charles Colletti	Stapley Emberling
Pippa Bell Ader	Rosemarie Colletti	Creighton English
Eileen Belmont	Thomas Comer	Mary Erlanger
Casey Berg	Bob Comstock	Joshua Farber
Chuck Berg	Diane Connolly	Kim Farber
Alex Beurle	Kevin Connolly	Barbara Ficalora
Ann-Marie Beurle	Martha Constable	DJ Flam
Marti Bishop	Richard Constable	Douglas Flam
Sharon Bittenbender	Suzan Converse	Vicki Flam
Beth Black	Wilson Converse	Adam Fleisher
Jason Black	Jim Cooper	Michelle Fleisher
Bruce Blau	Mark Corcoran	Anne Flounders
Maggie Blau	James Corradino	Michael Fontana
Peggy Block	Michael Costantino	Muriel Fontana
Paul Bluestein	Joann Coviello	Jamie Forbes
Alex Boboc	Lynn Crager	Ann Ford
Sari Bodi	Timothy Crager	Jim Francek
Dottie Book	Kate Croarkin	Pat Francek
Susan Brady	Tom Croarkin	Luisa Francoeur
Jan Braunle	Polly Cromwell	Jan Freddino
	Mary-Jane Cross	Anita Galvan-Henkin

**Members of Record as of May 12<sup>th</sup>, 2017**

Monica Garrison	Holly Jaffe	Brian Lasher
Deb Garskof	Sherry Jagerson	Miki Lasher
Josh Garskof	Melissa Jagoe-Seidl	Rob Laug
Luke Garvey	Sophia Jagoe-Seidl	Terri Laug
Michelle Garvey	Joan Jobson	Lynne Laukhuf
Jennifer Gerometta	Ann Johnson-Lundberg	Patti LaVoie
Carol Goddard	Keith Johnston	Brian LaVoie
Hazen Goddard	Anna Jones	Kevin Leddy
Cory Goger	Doug Jones	Kristen Leddy
Jim Goodrich	Meg Jones	Morgan Leddy
Steve Grathwohl	Larry Kastriner	Ryan Leddy
Eric Gribin	Mary Kastriner	Matthew Leonard
Ellie Grosso	Jim Keenan	Virginia Levin
Andy Gundell	Maryellen Keenan	Wendy Levy
Carolyn Gundell	David Keeton	Patrick Leydon
Debra Haffner	Felicia Keeton	Sara Leydon
Judith Hamer	Vaughn Keller	Beverly Lieberman
Lyn Hamilton	Barbara Kelley	Dara Lieberson
Debbie Handler	Albert Kelly	Jeff Lundberg
Len Handler	Barbara Kezur	Janet Luongo
Bob Hardin	Sunny Khadjavi	Jim Luongo
Kristi Hardin	Anne Khanna	Michael Madigan
Joan Harnett	Sam Khanna	Darryl Manning
Charles Harrington	Sarah Kish	Gerry Manning
Bill Hart	Bob Kleid	Lauren Manning
Joe Hawley	Charles Klein	Allen Marks
Alec Head	Jenny Klein	Mary-Megan Marshall
Tom Hearne	Abby Klemmer	John Mason
Adair Heitmann	Lyn Kobsa	Susan Mayer
Jack Hennessy	Anatole Konstantin	Maureen McBride
Lindy Hennessy	Rosaria Konstantin	Cathy McElroy
David Henry	Sandra Kozma	Cecelia McElroy
Bobbie Herman	Kathleen Kraemer	Fiona McElroy
Robert Herman	Steven Kunstler	Carrie McEvoy
Harriett Hethrington	Kathy Kurzatkowski	William McEvoy
Maury Hill	Dale Kutnick	Liz McGovern
Linda Hudson	Laura Kutnick	Nancy McKeever
Daniel Iacovella	Joe Lack	James McKinnon
David Jacob	Nancy Lack	Peter McKnight
Melissa Jacob	Becky Lai	John McWeeney
Jenna Jacobs	Nick Lai	Felicity Medinger-McWeeney

**Members of Record as of May 12<sup>th</sup>, 2017**

Maria Mendoza Smith	Carole Prescott	Judy Soronen
Elizabeth Miller	Joe Pucci	Candy St. Onge
Elizabeth Loren Mitchel	Susan Pugliese	Steve St. Onge
Diane Moller	Elizabeth Quesada	Adam Stockton
Sven Moller	Alan Rackson	Julianna Stockton
Mary Beth Mollica	Alice Rago	Bart Stuck
Sal Mollica	Marilynn Reed	Jean Sturges
Mary Money	Pamela Ritter	Ted Sullivan
Eric Montgomery	Kathy Roberts	Ralph Tartaglione
Ming Montgomery	Connie Rockman	Ann Sikes Taylor
Gian Morresi	Elena Rockman-Blake	Faith Taylor
Marion Moseley	Mary Jo Romano	Ron Taylor
Nina Nagy	Florence Romanov	Arnela Ten Meer
Shanonda Nelson	Liane Roseman	David Thompson
Glenn Newell	Steven Rosenberg	Joyce Thompson
Noelle Newell	Bonnie Rother	Susan Thomsen
Ed Nicolas	William Rother	Barbara Thormahlen
Amy Nonnenmacher	Roger Rowell	Kate Throckmorton
Andreas Nonnenmacher	Berta Russell	Bob Trefry
Julyen Norman	Lisa Sandler	Mary Trefry
Deborah O'Brien	Tim Sandler	Gina Troisi
Jeremiah O'Brien	Ravi Sankar	Joanne Turmelle
Jean O'Dell	Shrutika Sankar	John Turmelle
Lynn O'Donnell	Sudha Sankar	Peg Ulrich
Patrick Olivieri	Reina Sauer	W. Arthur Ulrich
Catherine Onyemelukwe	Lily Scheyhing	Cindy Vaccaro
Eileen O'Reilly	Penny Schneider	John Vaccaro
Joanne Orenstein	Lucia Scott	Dan Valentine
Cathy Paine	Carol Seiple	Ade Van Duyn
Gwen Parker	Christopher Seiple	David Vita
Erik Paul	K.C. Senie	Jerusha Vogel
Bob Perry	Lynda Shannon	Ken Vogel
Eloise Peterson	Jane Sherman	Nora Vogel
Anita Pflugger	Susan Sherman	Betsy Wacker
Marie Pham	Victoria Sherrow	Marliss Walther
Chris Place	John Simboli	Sheila Ward
Harvey Place	Scott Singer	Marguerite Webb
Stephen Polmar	David Smith	Barbara Webster
Suzanne Polmar	Tanya Smith	Deborah Weingrad
Carol Porter	Paula Soares-Somashekar	Bob Welsh
Cynthia Potter	Sam Somashekar	Joseph Wertheim

**Members of Record as of May 12th, 2017**

Marion Wertheim Betty-Lynn White Brenda Williams Caroline Williams Gary Williams Rachel Williams Andrew Wittenstein Trina Wong Linda Woodruff Julia Wyant Melanie Wyler Christine Yang Ted Yang Paula Yonkers Robert Zuckerman		
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## MEMBERSHIP SUMMARY

Year	2009	2010	2011	2012	2013	2014
Beginning of year	688	627	592	580	569	585
Additions	38	28	29	17	29	40
Losses	99	63	41	28	13	21
Total Members*	627	592	580	569	585	604

\*Using old definition of membership counting

Year	2014-2015	2015-2016	2016-2017
As of April 30th	501	473	421
Additions	50	18	13
Losses:	29	70:	49:
Moved Away		17	9
Deceased		11	7
Resigned		3	1
Other	57*	39	32
As of May	473	421	383

\*additional correction for Constitutional definition revision of 2015

### Notes on Membership:

Putting our membership numbers in perspective—the numbers above are as of May 12, 2017. While 383 and an increase of 13 new members could appear to be cause for concern, it actually isn't. We have a group becoming members in June and another group who became members recently but chose to begin pledging for the 2017-2018 church year and are not included in these numbers because they did not pledge in the current church year. These two groups will bring our membership to 400 members in July, 2017. In addition, there are anticipated Constitutional changes in the definition of membership which will increase our numbers even further and will be more reflective of the actual size of our community.

Newcomer Orientations continue to be offered 3-4 times per year and it's always uplifting hearing the excitement of people who are longing for what Unitarian Universalism has to offer and didn't know where to find it...until now.

We are also continuing to recognize new members during Sunday Services, where they actually sign the Membership Book in front of the congregation. It's a public recognition and celebration... as it should be! Francis and Rev. John have graciously offered their home for dinners bringing together our newer members with church leaders.

We're seeing an increase in younger people expressing interest in the church which is also coinciding with people coming interested in social justice. In the fall we will be enhancing our membership efforts with training from UUA experts.

David Vita

## **CONSTITUTIONAL DEFINITIONS OF MEMBERSHIP**

Version in effect as of 11 June prior to vote:

### **ARTICLE VI Membership**

#### **Section 1.**

Any person fourteen years of age or older may become a member of the Congregation by 1) signing the membership book, thus affirming sympathy and understanding with the purposes and programs of the Congregation and the Unitarian Universalist Association, and 2) indicating a willingness to join with other members in supporting the activities of the Congregation with their time and talent, and 3) making and paying toward a pledge of financial support to the Congregation, or making a recommendation to a donor advised fund in support of the Congregation.

#### **Section 2.**

To maintain membership, congregants must have made a pledge of financial support for the current fiscal year, and have made a payment toward a pledge for either the current or prior fiscal year. A recommendation to a donor advised fund, while not a pledge, shall be considered as both a pledge and payment for purposes of membership in the Congregation

### **ARTICLE VII Membership Meetings**

#### **Section 5. Voting.**

A member of the Congregation is eligible to vote at a given meeting if in good standing (as per Article VI) as of thirty days prior to the meeting as determined by the Clerk.



