

**Unitarian Universalist  
Community Church  
Augusta, Maine**



**Annual Report  
2014-2015**



## Table of Contents

<b>BOARD &amp; COMMITTEE LISTS.....</b>	<b>5</b>
BOARD MEMBER LIST .....	5
COMMITTEE ON MINISTRY LIST .....	5
COMMITTEE LIST .....	6
<b>REPORTS - OFFICERS AND STAFF .....</b>	<b>8</b>
CLERK'S REPORT .....	8
NOMINATIONS – LEADERSHIP DEVELOPMENT REPORT .....	10
TREASURER'S REPORT (TO BE DISTRIBUTED SEPARATELY).....	11
PRESIDENT'S REPORT .....	11
MINISTER'S ANNUAL REPORT .....	12
ADMINISTRATOR'S REPORT.....	14
DIRECTOR OF RELIGIOUS EXPLORATION (VACANT – NO REPORT).....	16
SMALL GROUP MINISTRY COORDINATOR .....	16
MUSIC DIRECTOR ANNUAL REPORT .....	17
SUNDAY MORNING RE COORDINATOR REPORT .....	19
YOUTH ADVISOR REPORT .....	20
<b>REPORTS - STANDING COMMITTEES .....</b>	<b>22</b>
BUILDING AND GROUNDS COMMITTEE REPORT .....	22
FINANCE COMMITTEE REPORT .....	23
FUNDRAISING SUB-COMMITTEE REPORT .....	24
INVESTED FUNDS SUB-COMMITTEE REPORT.....	24
STEWARDSHIP SUB-COMMITTEE REPORT .....	25
HISTORY COMMITTEE REPORT.....	25
LEADERSHIP DEVELOPMENT COMMITTEE REPORT .....	26
LONG-RANGE PLANNING COMMITTEE REPORT (INACTIVE COMMITTEE).....	26
MEMBERSHIP COMMITTEE REPORT .....	26
MUSIC COMMITTEE REPORT .....	27
PASTORAL MINISTRY TEAM REPORT .....	30
PERSONNEL COMMITTEE REPORT .....	31
RELIGIOUS EXPLORATION COMMITTEE REPORT .....	32

<b>SMALL GROUP MINISTRY COMMITTEE REPORT .....</b>	<b>34</b>
<b>SOCIAL ACTIVITIES COMMITTEE .....</b>	<b>34</b>
<b>SOCIAL JUSTICE COMMITTEE REPORT .....</b>	<b>35</b>
IMMIGRATION WORK GROUP SUB-COMMITTEE REPORT .....	37
NEIGHBOR TO NEIGHBOR PARTNERSHIP SUB-COMMITTEE REPORT (ST. MARK'S PUBLIC SUPPERS).....	38
<b>WEBSITE WORK GROUP REPORT .....</b>	<b>39</b>
<b>WORSHIP COMMITTEE ANNUAL REPORT .....</b>	<b>40</b>
<b>OTHER REPORTS .....</b>	<b>41</b>
<b>GODDESS/EARTH CIRCLES REPORT .....</b>	<b>41</b>
<b>PEACEFUL HEART SANGHA REPORT .....</b>	<b>42</b>
<b>UUCS COMMITTEE DESCRIPTIONS &amp; GROUP FUNCTIONS .....</b>	<b>44</b>
<b>Board of Trustees .....</b>	<b>44</b>
<b>Building and Grounds Committee .....</b>	<b>44</b>
<b>Finance Committee .....</b>	<b>44</b>
<b>History Committee .....</b>	<b>46</b>
<b>Leadership Development Committee .....</b>	<b>46</b>
<b>Long-Range Planning Committee .....</b>	<b>46</b>
<b>Membership Committee .....</b>	<b>46</b>
<b>Ministry, Committee on .....</b>	<b>46</b>
<b>Music Committee .....</b>	<b>47</b>
<b>Pastoral Ministry Team.....</b>	<b>47</b>
<b>Personnel Committee .....</b>	<b>47</b>
<b>Religious Exploration Committee .....</b>	<b>47</b>
<b>Small Group Ministry Committee .....</b>	<b>48</b>
<b>Social Justice Committee .....</b>	<b>48</b>
Immigration Work Group.....	48
Maine Unitarian Universalist Social Advocacy Network (MUUSAN).....	48
Neighbor to Neighbor Partnership.....	49
<b>Website Work Group .....</b>	<b>49</b>
<b>Worship Committee.....</b>	<b>49</b>
<b>BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH .....</b>	<b>50</b>

## **BOARD & COMMITTEE LISTS**

### **BOARD MEMBER LIST**

**President**, Gary Chapin  
458-1726 (C)  
[president@augustauu.org](mailto:president@augustauu.org),  
[accordeonaire@aol.com](mailto:accordeonaire@aol.com)

**Past President**, Doug Rooks  
724-2759 (H)  
[drooks@tds.net](mailto:drooks@tds.net)

**Vice-President**, Martha Naber  
872-0913 (H)  
[naber@midmaine.com](mailto:naber@midmaine.com)

**Clerk**, Maggie Ricker  
689-7711 (H)  
[maggiesway@aol.com](mailto:maggiesway@aol.com)

**Treasurer**, Mary Simpson  
620-6664 (H)  
[mary.simpson753@gmail.com](mailto:mary.simpson753@gmail.com)

**Finance**, Annie Reiter  
622-2945 (H), [estherpearl67@gmail.com](mailto:estherpearl67@gmail.com)

**Member-at-Large (2015)**, Harry Grimmitz  
685-9270 (H) [hgrimmnitz@gmail.com](mailto:hgrimmnitz@gmail.com)

**Member-at-Large (2016)**, Abbie Lourie  
215-9926 (H) [abbyinoakville@hotmail.com](mailto:abbyinoakville@hotmail.com)

**Member-at-Large (2017)**, Liza Gottlieb  
409-1642  
[lizarosegottlieb@yahoo.com](mailto:lizarosegottlieb@yahoo.com)

**Youth Representative**, Anna Hodgkins  
623-3132 (H) [hodgki@fairpoint.net](mailto:hodgki@fairpoint.net)

### **COMMITTEE ON MINISTRY LIST**

Nancy Fritz, Chair **(2015)**  
621-9743 (H)  
[nfritz@roadrunner.com](mailto:nfritz@roadrunner.com)

Linda Conti **(2016)**  
441-2167 (H)  
[lindaconti@maine.gov](mailto:lindaconti@maine.gov)

Mark Griswold **(2017)**  
577-4025 (H)  
[markg207@gmail.com](mailto:markg207@gmail.com)

Jeff Janell **(2018)**  
621-0204 (H)  
[jeff.janell@gmail.com](mailto:jeff.janell@gmail.com)

## COMMITTEE LIST

### **Buildings & Grounds, Co-Chairs**

Tom Waddell  
512-5382 (H)  
us1863@gmail.com

Jeff Janell  
621-0204 (H)  
Jeff.janell@gmail.com

Marilyn Dunn  
512-5382 (H)  
maine2007@hotmail.com (Marilyn)

### **Long Range Planning, Chairs** Vacant

Elected Members:  
Diane Moongrove  
446-6162 (H)  
dmoongrove@gmail.com

### **Finance, Chair**

Member at Large,  
Wick Johnson  
621-1871 (H)  
CLJ@kennebec.com

Don Naber  
872-0913  
naber@midmaine.com

**Fundraising, Co-Chairs**  
Hannah Faulkner  
293-9377  
Hannahuu3@fairpoint.net

**Membership, Co-Chairs**  
Rita Cherubini  
(781) 856-2335 (H)  
cherub1@rocketmail.com

Terry Cairn  
445-2942  
tlcnaturalhealth@yahoo.com

Cheryl Ring  
629-8889  
cherylringmaine@gmail.com

**Invested Funds, Chair**  
George Lapointe  
626-7967 (H)  
georgelapointe@gmail.com

**Music, Chair**  
Annie Nessen Voorhees  
annabelle.voo@gmail.com

**Stewardship, Chair**  
Hilary Neckles  
626-7967 (H)  
hneckles@usgs.gov

**Pastoral Ministry, Chair**  
Nancee Campbell  
621-7727  
nancee1944@gmail.com

**History, Chair**  
Krista Zidowecki  
582-5308 (H), 440-4413 (C)  
kaz@hzmre.com

**Caring Cooperative**  
Cheryl Abruzzese  
293-2123  
cam1nik2@gmail.com

**Leadership Development, Chair**  
Debbie Mattson  
622-1429 (H)  
debbiemattson@hotmail.com

**Personnel Committee, Chair**  
Michaela Loisel  
592-5655 (H)  
michaelatloisel@gmail.com

**Religious Exploration, Chair**

Diane Smith Howard  
522-2871  
smith.diane.ch@gmail.com

**Small Group Ministry, Chair**

Beth Nasberg  
623-1136  
bethellennasberg@gmail.com

**Social Activities, Chair**

Cheryl Clukey  
441-0337 (H)  
cherylclukey5@yahoo.com

**Social Justice, Chair**

Dale McCormick  
621-9835 (H)  
dmccormick11@aol.com

**Immigration Work Group**

Stephanie Ralph  
626-0779 (H)  
stephpralph@gmail.com

**MUUSAN**

Dale McCormick, Healthcare Group  
621-9835 dmcormick11@aol.com  
Rita Moran, Democracy Group  
201-446-9994 kennebecblue@gmail.com  
Melanie Lancot, Climate Change  
Group, 446-6278  
[mlancot@roadrunner.com](mailto:mlancot@roadrunner.com)

**Neighbor to Neighbor Partnership**

Jenny McKendry, Chair  
622-4501 (H)  
jdrawmck@gwi.net

**Website Work Group**

Helen Zidowecki  
582-5308 (H)  
[website@augustauu.org](mailto:website@augustauu.org)

**Worship, Chair**

Kathy Shaw  
626-5744 (H)  
[Kathyannshaw@roadrunner.com](mailto:Kathyannshaw@roadrunner.com)

## **REPORTS - OFFICERS AND STAFF**

### **CLERK'S REPORT**

#### **Unitarian Universalist Community Church Annual Meeting Minutes, June 1, 2014**

The meeting was called to order by Doug Rooks, President.

A quorum was called, as 63 members were present.

Moderator: Nancy Fritz

Minutes of last year's meeting were accepted.

**Report of the Committees** was accepted, with appreciation for the committee chairs' excellent work.

#### **Safe Congregation Task Force- Abby Lourie**

The task force has been meeting for four years updating, developing, and completing policies and procedures. The outcome of their work, the "How our Church Works Operations Manual," puts us in a position to move forward, as we are right on the cusp of becoming a program level church. Next year when the manual is updated it will be called, "How your Church Works," and will be posted on the website.

**Reverse Offering – Informing our Future- Rev. Carie Johnsen:** Congregants handed in surveys about adult RE offerings and worship themes preferences.

**Report of Leap of Faith and Vote on Congregational Goals- Gary Chapin:** The Team chose as an adaptive challenge to articulate who we are and our purpose in a way that inspires us toward a sustainable future. Nearly 120 congregants participated in Listening Circles, and from their work, the Team was charged with synthesizing goals. The four three-year goals, framed as outcomes, are as follows:

- Sustainability: the sustainability of the congregation's time, talent, and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance.
- Inspiring and Engaging: We intentionally, courageously, and creatively engaging our membership and community. We seek to inspire and be inspired.
- Interconnectedness: We are an interconnected community committed to age diversity and family ministry.
- Communication: Our congregation is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive.

In response to a concern, Gary Chapin reiterated that the next board is charged with developing a process by which to measure the attainment of these goals.

There was a friendly amendment to reword goals so that they are grammatically in parallel structure. With this amendment, acceptance of the four congregational goals passed unanimously.

**Report on Heating and Vote on Loan- Doug Rooks and Wick Johnson:** The working group was chaired by Marilyn Dunn and involved hard work by all members. The group decided to go with Maine Natural Gas, which gives rebates; Installations would be by Knowles, a local company.



It is projected that the church will save 30 to 50% on heating costs and should recoup the initial investment by the end of four years. To fund installation and other start-up costs, Wick proposed that we take out a loan; this was voted on and approved. Wick explained that Kennebec Savings has approved a 10 year loan for \$25,000 at a fixed 6.1% rate. It was moved and seconded to proceed with loan discussion. Thoughtful discussion ensued. The congregation voted on and approved moving forward with the loan from Kennebec Savings.

Mary Simpson was recognized for her hard work as Treasurer in developing a balance sheet for the church. Interest in seeing the balance sheet was expressed; however, it was not available for distribution during the meeting.

### **Report of the Treasurer- Mary Simpson**

Mary thanked everyone for their pledges. The final statement for this year will be out in a week or two. Mary encouraged people to do a direct authorization debit, allowing automatic monthly payment of pledges, so that more funds would be available throughout the church year. Highlights of last fiscal year were outlined: the Hannaford Card Program has brought in a significant amount of funds, thanks to Hannah Faulkner. The auction was very successful, and \$1,348.81 was earned from yesterday's yard sale.

We did go over some estimated expenses: The cost of the intern and of Worker's Compensation was over, as were snow removal costs, by \$300, during this robust winter. Some administrative costs ran over as well, including copying costs, for which we have made budgetary adjustments for next year. This year, we purchased a desperately needed office computer, which also ran over budget.

The Treasurer's Report was voted on and accepted.

**Vote on the Proposed Budget-Wick Johnson:** Wick began with some background: this is the second year we've had an active Finance Committee; the September draft budget was anticipating a large deficit; and our finances had been unsustainable for three years. Wick explained that the current budget moves us much closer to sustainability. To help our financial situation, we are requesting that Key Bank voluntarily resign as the trustee of the Ballard Trust, which is not generating nearly as much money for the church as it should be.

### **Overview of the Proposed Budget:**

Pledges: There are \$177,000 in pledges for 2014-15, indicating an increase in pledges.

No money is being taken from savings; \$5,000 is coming from Future Facilities for facilities improvement.

Modest raises are in place for church staff; RE is being moved to 30 hours per week.

Kennebec Savings Loan will cost just under \$4,500 per year.

\$3,000 is in place to cover contingencies, such as the computer this year.

\$1,000 from this year's budget will go into savings to build in some safety.

### **Concerns expressed by congregants are as follows:**

Is there money set aside for DRE search? It was noted that we have spent money during searches to help people get to interviews, etc. Wick responded that we are not anticipating spending money on the search.

Is \$10,000 a reasonable projection for the annual auction? We usually get \$9,000, and the Fundraising Committee is comfortable with the \$10,000 projection.

**Appreciating of Church Leaders:** Outgoing leaders were recognized by the congregation.

**Leadership Development Report and Vote-Debbie Mattson:** In addition to the slate, Anna Hodgkins was nominated as the Youth Representative to the Board of Trustees.

Clarification: The Social Justice Committee contains several active groups, including Neighbor to Neighbor Partnership. In the Annual report, "Faith in Action" subcommittee should be called "Neighbor to Neighbor Partnership Subcommittee."

The Nomination Slate was voted on and approved.

**Commissioning of Church Leaders- Rev. Carie Johnsen:** Church leaders were recognized and commissioned by the congregation.

**Additional Recognitions-Rev. Carie Johnsen, Doug Rooks, and Gary Chapin**

Members of the Safe Congregation Task Force were recognized for their outstanding work over the past four years.

Members of the Leap of Faith Teams were recognized for their time, commitment, and excellent work.

Members of the RE Committee were recognized for their dedication and hard work.

Meeting adjourned at 11: 41 a.m.

Respectfully submitted,  
Martha Pelletier

### **NOMINATIONS – LEADERSHIP DEVELOPMENT REPORT**

Buildings and Grounds: Co-chairs: Bill Allen and

History: I forgot about this, I'll call Krista Z.

Treasurer: Janine Bonk

Board member: Dylan Voorhees

Fundraising: Hannah Faulkner and Terry Cairn

Invested Funds: George Lapointe

Stewardship: Co-chairs: Denis Theot and

Membership: Cheryl Ring

Music: Pastoral Ministry: Nancee Campbell

Caring Cooperative: Cheryl Abruzzese

Personnel committee: Michaela Loisel

RE: Co-chairs: Nicole Benoit and Christine Little

History Committee: Heidi Munro, Chair?

Submitted by: Debbie Mattson, Chair of Leadership Development

## TREASURER'S REPORT (TO BE DISTRIBUTED SEPARATELY)

By Mary Simpson, Treasurer

Will be distributed separately at or before the Annual meeting.

## PRESIDENT'S REPORT

By Gary Chapin, Board President

I will start with the obvious. I was humbled to be asked to serve in the capacity as President of the Board of Trustees of UUCC. I was humbled, almost immediately, by the manifold challenges the job presents. And I was humbled by the extraordinary talent and generosity of the congregation and its friends. A portion of my Mother's grace insists that I thank you. And I do thank you.

Highlights of the year are many, in terms of Board accomplishments, but here are what I think of as the key points.

**New Hires** ... When the board entered into the new fiscal year, we had no idea we would be surfing a wave of new hires. During the summer – supposedly the time of light board activity – we had multiple “urgent” board meetings to discuss and, eventually, hire a new choral director, and a new office administrator. In collaboration with the RE committee, we formulated a temporary solution to our RE Director Dilemma. All of these positions had to be posted twice, due to the paucity of applicants. The ad hoc hiring committees, the personnel committee – massive gratitude to Michaela Loisel, chair of that committee – and the board were committed to the idea that we would not settle for a candidate who was not a good fit just because we needed “someone.” We were extraordinarily fortunate to have the professional staff that we do. Thank you, Lynn, Bridget, Monique, and Nicole. (And Kathy! Who was not a new hire, but certainly has been a part of our crack professional staff.)

**The Boilers** ... I can't actually say much about this, as I don't generally speak boiler. But the process of converting our church to natural gas was a formidable one, led by Tom Waddell, Marilyn Dunn, and Doug Rocks. This was a complicated one that the board “oversaw,” but the glory goes to Buildings and Grounds.

**Leap of Faith** ... The commitment of our church (expressed in a congregational meeting) was to continue pursuit of our Leap of Faith goals. This has been enacted primarily through a resurgent Leadership Council (the group of Chairs of every committee in the church). Last year, the Leadership Council had two meetings – at the beginning of the year and at the end year. This year, Vice President of the Board, Martha Naber, organized a series of four meetings (and provided food cooked by herself and Don) with three themes running through them: pursuit of Leap of Faith Goals, greater communication between Committees, and greater collaboration between committees. Thank you, Martha, and all Committee chairs.

**Communication** ... One of the goals we took out of the Leap of Faith process was that communication between the board and greater community should be “abundant, transparent, and compassionate.” This is perhaps the one area in which I felt we could have done more. We have begun routinely publishing summaries of board minutes in the various church e-mails/publications, also posting those on the bulletin board in the vestibule. We have tried to invite commentary and questions – which some have taken

advantage of – and planned two events in the spring. These “Ask the Board Anything” gatherings were informal events held during coffee hour. One was cancelled because of the snows; the other was attended only by board members. We’re going to try that idea next year, but try to make it more regular, and more widely known. As I say, this is an area of work in which we could have done more. Communication is an area in which one can *always* do more.

**Budget and Budget approach** ... In September and October, having come through the period of sudden turn over of our professional staff, and the fantastic (if harrowing) opening of our RE year, the Board and the Finance committee came together in the decision to “hold fast.” We seemed solvent (though not vulgarly so), and after Leap of Faith, we seemed to have a community accord that felt like a solid spot upon which to build a foundation. A lot of amazing stuff has been happening in the church. Our congregation has been casting a lot of light in our community.

Thus, we decided, we would spend the next two years (this year and next) on tightening up practices, consolidating gains, and “being our mission.” We wouldn’t rest or withdraw from our mission as a church or our Leap of Faith work, but large structural decisions (for example, what to do about professional staffing around RE) would be deferred while we got our bearings.

After an extended Stewardship season and many “urgent” board meetings (which would have been many more if not for the preparation of Annie Reiter and continued work of Wick Johnson) we’ve produced a budget essentially level with last year, which allows us to continue doing amazing stuff, casting our light in the community, and meet our evolving commitments.

**Conclusion** ... I’ve been proud of the work we have done this year, as a board and a congregation. Each of the committees will report “amazing stuff” in this Annual Report. We haven’t been perfect – certainly, I have not been perfect – but our commitment to each other, and our willingness to check each other (and be checked) increases the probability that from best intentions will come good outcomes.

Thank you.

## MINISTER’S ANNUAL REPORT

Rev. Carie Johnsen

As I pause to look back on this past year, the number of transitions this congregation has moved through with grace strikes me. I will be the first to say, “it hasn’t always been easy” but the manner in which we all showed up to attend to our shared ministry speaks to the strength and health of this congregation. In the middle of all our transitions our outreach continued, our worship services were meaningful, our programs grew and our children and youth thrived with new professional religious educators at the helm. We have much to celebrate.

With the start of the year, the newly formed personnel committee hit the ground running. Before they had a chance to build a foundation on which to do their work, they were immersed in hiring new staff and supporting my role as minister/staff supervisor. With each position that was posted (Director of Religious Exploration, Office Administrator, Music Director) the hiring teams made a commitment to hire the right person for the job not “a person” for the sake of filling the position. With this commitment guiding the

outcome, each position needed to be reposted thus creating a full fall of transitions and start-up without essential staff. Many lay leaders and volunteers stepped into the void and carried on with our commitment to quality ministries. By December we once again had a full professional staff team. Our first full staff meeting was filled with joy and fun and laughter.

Flexibility became my guiding light as I ministered through the transitions and planned for my first sabbatical. With the shifting landscape of our staff team, I adjusted my sabbatical dates. By the time I left in late December, I was confident and excited about the leadership qualities in each of our new staff. We had hired the best of the best and they were ready to take up their respective ministries with the support of committee members and leadership. The very simple fact that I did not return from the first part of my sabbatical to chaos unfolding is evidence of their professional leadership and the strength of our shared ministry.

As I prepared for and now complete part two of my sabbatical, the Board of Trustees, all committees and programs carried more work this year. Each group found they had what they needed to make decisions and find the answers to baffling questions in my absence. The members of the sabbatical, worship, personnel and pastoral ministers committees stepped up to the plate to oversee the primary tasks of my ministry. While the congregation moved through their week and participated in programs and worship, behind the scenes this group was attending to and organizing a myriad of tasks and programs along with a few complications and glitches. Nothing catastrophic, just simple challenges I face each week in my ministry. At the end of the day they assessed situations, turned to each other for help and managed beautifully.

Adding to the year of transitions and flexibility was a significant death in my family. My ability to step away from my ministry very quickly and go to South Dakota to be with family for ten days had everything to do with the strength of this shared ministry. Given that we were already rolling with my limited presence in the congregation this year, this quick transition – leaders taking up the work of my ministry – was smooth. I am grateful for all of the cards and messages and people who held my ministry during this time.

Sabbatical is a time for growing and reflecting for both the congregation and the minister. The varied ways in which the congregation has stepped up to leadership amid all the noted transitions and absences is just one way in which we continue to grow together. The leaderships common read, “Who’s In Charge Here? The Complex Relationship Between Ministry and Authority” have offered many people a chance to look at how we agree to live out our shared ministry. In ministry taking time to be clear about roles and responsibility is always good process. Having intentional conversations about informal and formal authority and how it guides or undermines our work nurtures system awareness and integrity. One book discussion occurred in March, more will be scheduled; I look forward to this ongoing conversation.

My sabbatical goals continue to unfold. As I write this report, I am entering the second part of my sabbatical. I am looking forward to time to rest. As I have reported this has been a full year of transitions and I am a bit tired. The two weeks following my stepmother’s death were hard. Humbled by death and grief, I have walked in my ministry aware that I am a human being doing grief amid a demanding vocation of being present to an aching and joyful world. I have witnessed my ministry at its finest; I have witnessed my ministry being stretched. Time on Cape Cod where my story as a mother has deep meaning is a gift that will help to sustain my ministry. Time to tend to my house that is showing the wear and tear of years away is a necessary reality that will also sustain my ministry. It is the place where I retreat to be in

relationships beyond the role of Minister. I am looking forward to a summer of increased interactions with my children and grandchildren that happen in our family home. Time to enter into contemplation and concentrate on my relationship with writing will serve my ministry well. Time to engage in multi-cultural ministry with our Welsh Unitarian congregations will serve to grow Unitarianism and Unitarian Universalism and our shared ministry in the world.

Underneath all of this is an excitement about our ministry together in 2015/16.

I have watched our staff take up their ministries in my absence, I am excited about what next year will bring as we come together stronger than ever. I am so looking forward to the places our shared ministry will take us.

We, Unitarian Universalist Community Church of Augusta, do good ministry together and we have a world that needs our values in action. I can't wait to begin again.

In faith, Rev. Carie

### ADMINISTRATOR'S REPORT

Starting as Office Administrator of the church in November completely unfamiliar with the Unitarian Universalist faith, I was unsure of what to expect. My uncertainty was quickly dispelled as I experienced a warm and friendly welcome and quick acceptance into the UUCC Community. As I am finishing my 6<sup>th</sup> month at UUCC, I am more familiar with the principles of the church and am proud to be a part of team UUCC. I am consistently impressed with the unwavering enthusiasm and dedication to the mission of the church shown by the Board of Trustees, Rev. Carie and the numerous committees, sub-committees and the many volunteers that make this church work. I am equally blown away by the generosity and support of all the members of the congregation to the mission of the church and to supporting our community.

I feel I have had some successes in my position in the past 6 months but my successes are greatly linked to the support and assistance I have received from all of you. Thank you all for welcoming me with such open arms! I am glad to be a part of this church and hope that I consistently provide a welcoming presence in the office and that I have proved to be a reliable and valuable resource on team UUCC.

I know most of the names of persons in our directory and have had the pleasure of meeting and working with MANY of you! I hope that those persons I have not met will have an opportunity to stop in to the office at some time in the near future to say hello. I look forward to meeting you all and to continuing my efforts to support the very important work of this church community.

By: Lynn M. Smith

Below is a short write-up of projects I have been working on in the first six months of my employment and a brief idea of where I will be focusing my efforts in the next fiscal year.

### **Projects**

**Cleanup, Cleanup and More Cleanup** - I am continuing the prior administrator, Steve Moore's, mission to clean up and organize the files (both electronic and paper). I am especially committed to streamlining our

office systems by eliminating duplicate entries and extraneous systems in an effort to maximize the administrative work hours available and to eliminate or minimize data errors. This work will continue into the next fiscal year.

**Google Calendar** - The electronic calendar established by prior office administrator, Steve Moore, is now the sole schedule for the church and is firmly established as a resource for our community on the website. In the next fiscal year, I intend to implement changes to the calendar that will help us quickly identify our “space resources” (i.e. Robbins Rm, Fellowship Hall, etc.). This improvement will make the use of space more transparent and will allow easier scheduling of events, will help to minimize (and hopefully eliminate) schedule conflicts, and will allow better management of space Rentals by outside parties.

### **MemInfo Database – Support for Membership, Stewardship and Finance Committees**

**Pledge Payments and Tracking.** This year’s pledge data has been cleaned up to reflect consistency of data and some external “systems” have been eliminated. The mission is to create ONE sole database to meet the needs of the church.

**Pledge statements** were e-mailed to members for the first time in March 2015 - saving the congregation postage expenses and streamlining the process and time required to send the quarterly pledge statements. The ability to e-mail statements also allows me to more efficiently respond to individual requests for pledge payment updates between quarterly statements.

**Reporting.** Standard reporting in our database system is limited but by utilizing Meminfo’s query and export data features, reporting using the data from MemInfo has been expanded. The database is now used to provide 1) regular reports to Membership to aid in establishing quick communication with visitors and/or guests and create mailing lists for invitations (i.e. new member dinner, etc.) and 2) regular tracking of pledge data to assist our Stewardship Team.

### **Website**

Helen Zidowecki has for some time performed updates to the website in the transition of finding a new Office Administrator. Helen has performed regular maintenance by posting the monthly newsletter, the Soul Matters packet, the Sunday announcements and posted staff articles and events to the calendar of events. She has also completed the daunting task of doing a complete overhaul of the website to make the site more user friendly and information rich. As the regular maintenance of the website falls under the responsibilities of the Church Administrator, updating of the website will most likely be maintained by me in the next six months.

### **Facebook (Social Media)**

Updating our Facebook page falls within the responsibilities of the Office Administrator. As of the time of this writing, the Facebook page is not being updated. Rev. Carie and I are planning to revisit this issue in the fall of 2015.

### **Cleaning Contract**

Prior to my tenure as Office Administrator, Central Maine Cleaners (“CMC”) won a 1-year contract for cleaning the church and outbuildings beginning in Oct. 2012 for \$915 per month. The initial contract period has elapsed and we are on a month-to-month basis with CMC with the same contract price. CMC is doing

an acceptable job with the cleaning and communication is good. The contract includes a one-time per year carpet shampooing at the church and waxing of the Fellowship Hall floor. I will be scheduling this service to occur over the summer months.

### **Copier Contract**

We are under contract with A-Copi for our copy needs until September 26, 2015. The contract costs the church \$661.50 for the contract year and allows for 80,000 b&w copies (b&w copies over 80,000 are billed at \$0.0128 per copy). Color copies are charged on a per copy basis at the rate of \$0.083 per copy. Overage on b&w copies and color copy amounts are due at the end of the contract. As of this time, we are well within our contracted number of b&w copies and color copies will cost us \$85.49 due late September.

### **Sharing the Plate 2014-15**

I am pleased to report on the congregation's commitment to our Social Justice program during FY 2014-15. Share the Plate donations are the collections taken on the 1<sup>st</sup> Sunday of each month. This year was an especially tough one for our community wrought with a LONG winter of extreme cold, local house and apartment fires and special hardships for the hungry and homeless. Our congregation responded quickly and generously to the special needs of our local community.

Sep 2014	Augusta Food Bank	\$ 198.58
Oct 2014	Augusta Food Bank	\$ 112.86
Nov 2014	St. Mark's Public Suppers	\$ 265.69
	St. Mark's Public Suppers	\$ 350.00 (special donation)
Dec 2014	Family Violence Project	\$ 305.66
	Bread of Life Ministries	\$ 440.77 (special collection Christmas Eve)
	Fire Victim Relief Fund	\$1,429.35 (special collection Dec 15th)
Jan 2015	Augusta Warming Center	\$ 209.96
Feb 2015	St. Mark's Public Suppers	\$ 200.98
Mar 2015	MUUSAN	\$ 220.33
Apr 2015	St. Mark's Public Suppers	\$ 398.35
	St. Mark's Public Suppers	75.00
May 2015	St. Mark's Public Suppers	\$ 347.36

### **DIRECTOR OF RELIGIOUS EXPLORATION (VACANT – NO REPORT)**

This staff position is vacant.

### **SMALL GROUP MINISTRY COORDINATOR**

As we bring another year of Small Group Ministry to a close, let us be grateful for the strength and stability this ministry provides in our congregation. Because of the connections built and sustained in our groups, the UCC has a firm foundation on which to experiment and grow.

We currently have 10 groups, most meeting twice a month, and two once a month. This year saw members of one group choose to find other ways to connect to church life. There have been individuals who left Small Group Ministry, creating openings for new members in their groups and there have been members who switched groups, looking for new connections. This movement creates vitality in groups,



some of which trace their origin to the beginning of Small Group Ministry in the late 1990's. Because of the ability to connect interested people with existing groups, we did not begin a new group this year.

As is always the case, my work has been made easier by the support I received from the Small Group Ministry Committee. Beth Nasberg stepped into the position of Chair and has done a terrific job, ably assisted by Stephanie Ralph, Linda Findlay, Janet Sawyer and Helen Zidowecki. The leaders of all of the groups made the job of connecting new members easy because of their timely response to my requests and the willingness of groups to be open and welcoming. Thanks to all of you.

This report marks my final year as your Small Group Ministry Coordinator. I have been honored and pleased to fill this position. The opportunity to work with so many members of the staff of the church has been a rewarding opportunity for personal and spiritual growth. I am grateful to all of those with whom I have worked over the years. There have been so many group leaders and so many group members who have contributed to making Small Group Ministry work in our church. I am grateful to you all and look forward to watching this ministry continue to thrive.

Kathy Kellison, Small Group Ministry Coordinator

## **MUSIC DIRECTOR ANNUAL REPORT**

By Bridget Convey

I began my position as Music Director at the UUCC in January 2015. The choir began rehearsals in mid-January and sang under my direction at our first Sunday of service on February 1<sup>st</sup>. Since then we have enjoyed learning music of different styles and have collaborated with instrumentalists and the UUCCOO.

In my short time at the UUCC, I found great support and comradery amongst the musical community, which is a true joy. The choir accompanist, Karen Foust, has been patient and communicative during the transition. Her diligence and hard work are greatly appreciated! Karen also lined-up a substitute accompanist, Karen Allen, for when she was unavailable.

Besides all the fabulous choir members, I would like to make a special mention of Annie Voorhees. She has been a great support and her skill as an "any and all range" vocalist and percussionist has been quite welcomed. Members of the UUCCOO stepped forward to support the choir in March, Martha Naber (violin) and Bill Moseley (flute).

The Easter collaboration with the UUCCOO was a fabulous experience. Don Stratton's orchestral arrangement of "Earth Song" by Frank Ticheli, was wonderful and added so much to an already beautiful piece of music. Many thanks to the UUCCOO and Dan Gilbert, this collaboration truly elevated the musical experience at the Easter services.

I am looking forward to the May 31<sup>st</sup> Community Concert. The Easter services were just an appetizer of great things to come from the choir and the UUCCOO!

As I look forward to the approaching choir season (2015-2016), I have some wonderful musical plans and cannot wait to see the choir grow and thrive. The choir is a wonderful group of dedicated musicians. We are always welcoming new members, come join the fun!

The choir sang the following pieces during the 2014-2015 season:

(September 2014-December 2014 under the direction of Joelle Morris.)

September 7, 2014: "Love is the water of life" by Joelle Morris

September 22: "All Things Are Connected" by Mary Lynn Lightfoot

October 5: "Turn Around" by Harry Belafonte

October 19: "My Way" by Paul Anka

November 2: "Cuando el Pobre" by J. Olivar and M. Manzano

November 23: "This Land is Your Land" by Woody Guthrie

December 7: "Da Pacem Domine" by Melchior Frank

"In the Bleak Midwinter" by Gustav Holst

"Tibie Paom" by Dmytro Bortnianski

"A Celtic Benediction" by Stuart Brown

"Hasivenu" Traditional Hebrew

February 1, 2015: "Like the Beat of the Drum" by Jay Althouse  
Annie Voorhees, drum

February 15: "Change the World with Love" by Martin and Nix

March 8: "From There" by Baier and Gregory  
Martha Naber, violin and Bill Moseley, flute

March 22: "Fix You" by Berryman, Buckland, Champion and Martin

April 5: "Earth Song" by Frank Ticheli  
With the UUCCOO

April 19: "Take Me Back Oh Hills I Love" Traditional Appalachian

May 17: "Sicut Cervus" by Palestrina

May 31: Community Concert  
Many selections for choir with and without orchestra, will be performed.

June 14: Flower Communion  
"Here Take this Lovely Flower" Traditional Shaker Tune arranged by Frank Ticheli

## SUNDAY MORNING RE COORDINATOR REPORT

### **Sunday Morning Religious Exploration**

As most of you know, our church has split the traditional RE Director position into 2 parts, a Youth Advisor who directs the Coming of Age, OWL, and Peace Jam Programs and a Sunday Morning Coordinator who directs the RE programming on Sunday mornings. !

The Sunday morning RE consisted of 2 classes during the 9:15 service. The **Chalice Children** class offered programming for children in the Kindergarten through 2nd Grades. The second class provided Navigators (Grades 3 – 5) and Seekers (Grades 6 – 8) programming in a combined class. The students renamed the new combined class **Ages of Action**.

"In Our Hands - A Peace and Social Justice Program" was the main curriculum for the **Chalice Children** class this year. It is a UUA developed curriculum and it has very creative, fun, and well planned activities to encourage young children in exploring their own knowledge and feelings about the issues of peace and justice in the world. There was music, movement, art, discussion, activity, and reflection woven into all the lessons. Topics included friendship, selfaffirmation, nature appreciation, and UU's working to create peace in the world. Approximately 10 children attended through the year.

For the **Ages of Action**, I developed a curriculum that incorporates a more extended "Faith In Action" base. Each month, I selected a Faith In Action opportunity, then developed lessons which provide students with a wider contextual base for local action, following the phrase, "Think Globally, Act Locally". After exploring related concepts in the classroom, children visited residents at the Inn at City Hall, volunteered at the Augusta Food Bank, Kennebec Animal Shelter, made blankets for children in the hospital, and learned about watershed stewardship. Approximately 18 young people participated through the year.

For the 11:00 service, we once again offered **Spirit Play**. This year, the classes focused on our seventh UU Principle, "The World of Wonder" through art, movement, stories, and exploration. Approximately 15 young people attended Spirit Play classes during the year.

**Nursery** was provided for children ages 4 years of age and younger under the loving support of Karen Nielsen, Sofia Oliveri, Tonia Reiter, and Ruslan Reiter.

Our classes this year were led by the loving and talented **Teachers**:

Nicole Benoit, Janine Bonk, Sue Caldwell, Daisy Dore, Liza Gottlieb, Liz Johnson, Christine Little, Deb Mattson, Cathie Nielsen, Aimay O'Connor, and Diane Smith.

It has been such a true joy to be a part of our UU community. I have so enjoyed working with the youth, the families, the RE Committee, and the UUCS staff. I have truly enjoyed getting to know all of you. In addition, thank you for inviting me to share stories with you. It has been one of the highlights of my week.

Warmly,  
Nicole Danielson  
Sunday Morning Coordinator

## YOUTH ADVISOR REPORT

Submitted by Youth Advisor: Monique Bergere-McAuliffe

Forget the “Ready,” “Set”- it was just “GO” to start our RE Youth Advisor programs this year! The swirl of activity was exciting in our church last October, when in the newly made position of UUCCA’s Youth Advisor, I started up our Coming of Age and Peace Jam Youth Programs:

### **Coming of Age: “We Believe”**

Throughout history, communities have welcomed youth on the cusp of adulthood with rituals of recognition, honor and celebration. COA helps our youth discern for themselves what it means to live a life of faith, individually, and as part of a larger Unitarian Universalist faith community. It involves spiritual learning and enrichment activities, community service, group discussions, bonding games and working with mentors. We had 7 Coming of Age Youth (COA) in our program this year.

During this 8 month program, our youth explored spiritual practices of meditation, prayer, authentic movement, art, music, social justice and sharing in community service while developing their personal credo or faith statements. We met on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays at the Drew house during both services, sharing breakfast, conversation and things we are grateful for, before beginning our COA activities. Our year together culminated with an inspirational worship service created by our COA youth where they shared their Credo’s.

We began our COA journey this fall with a weekend team building experience at Camp Kieve and a sleep-over at the Drew house. Our bonded youth felt so excited and energized after their time together at Camp Kieve that they insisted on volunteering at St Marks Public Supper when we returned. So off we went to St. Marks and they pitched right in with their helping hands and giving smiles! Wow! What a day!

Our final COA adventure in April was a weekend heritage pilgrimage to Boston. We stayed at the First Parish Church, Unitarian, in Weston, MA on Friday and Saturday night. On Saturday morning we went on a 2 hour UU historical sites walking tour hosted by The Harvard Unitarian Universalist Ministry for Students (HUUMS). Our guides were full of stories, rare anecdotes and fun facts about our faith. After a picnic lunch in the Boston Common, we went on a tour of Arlington Street Church, which was highlighted by the ringing of the bells in the tower! On Sunday, we attended the 10:30 service at First Parish Church, Weston MA, then spent the day hiking and picnicking at Waldon Pond Park and Thoreau’s cabin site.

On Sunday, May 3<sup>rd</sup>, our Coming of Age youth hosted our Worship Service and shared their faith statements with the congregation. It was powerful and inspirational! Thank you COA youth for your openness and your commitment to the program, for your wisdom, your insights and for making it FUN!

A special thanks to the adult volunteers in our community who helped our youth work toward their Coming of Age Credo’s: Jenny McKendry, Cheryl Abruzzese, Marty Soule and Lynn Deeves, Liz Johnson and Terry Cookson Cairn; For being a supportive COA youth Mentor, Annie Voorhees; For all her help and support as our COA youth Mentor and my teaching partner, Janine Bonk

### **Peace Jam: “Love is Louder” - a movement**

Peace Jam’s *One Billion Acts of Peace* is made up of young people around the world, working together on community and global action projects. There are 10 *Global Calls to Action* recognized by the founding Nobel

Peace Prize Laureates of Peace Jam that the youth learn about. They then select an issue(s) they want to focus on and develop projects to help address that issue. These projects are created and run by young people in schools, community centers, clubs, churches and other local groups around the globe.

We had 13 committed youth in Peace Jam this year! We met every 2nd Sunday in Fellowship Hall. Our positive and creative UUCCA youth mobilized around their *One Billion Acts of Peace* Community Action Project idea for Peace Jam 2014 -2015; Environment & Sustainability. They want to bring awareness to the amount of *compostable* trash that is going into landfills; to educate local communities about composting and create a compost station for residents to bring their compost to instead of putting it in with their “trash.” They plan for this to be a 2 to 3 year project. This year they collected data by weighing compostable trash at 3 St. Marks Suppers and our Easter Sunday Brunch. They plan to collect more data in the fall and study other compost projects implemented in communities so they can create a plan to present to a local town here in Maine. Thank you to Mark Hutchinson and Mark Hutton of the University of Maine Highmoor Farm and Dale McCormick for your help and support to get this project off and running!

In November our PJ youth attended the Maine Peace Jam Slam event at Unity College. The Unity Peace Jam Scholar's group hosted this event. It was an exhilarating and fun day where our youth were engaged with Unity College student mentors playing team building games and activities that focused on youth leadership, taking risks and finding your voice to make positive change. Our youth attended workshops and interacted with guest speaker, Robert Shetterly. The annual weekend Peace Jam Conference was in March at UCONN with Nobel Peace Laureate Shirin Ebadi (Iran) who is a Human Rights activist, especially women's, children's, and refugee rights, and she is the founder of Defenders of Human Rights Center in Iran.

Throughout the RE year our UU Peace Jam youth are also active volunteers for St. Marks Public Suppers. Every first Saturday, they volunteer and help with set up, food prep, serving and clean up. Each year the Peace Jam youth cook and share a *Peace Meal* with the residents at Spring Rock Park Affordable Housing in December and for an Elder Lunch in February. On May 10th our PJ youth hosted both worship services that included their project presentation for Shirin Ebadi at the PJ Conference. Thank you PJ Youth for your positive, inspirational, happy spirits, *can do* energy and beliefs with conviction! ***Change Starts Here!***

A special *Thank you* to my Partnering Peace Jam Advisor, Mentor, and Chaperone, John Barnes, and *Thank you* to all our actively supportive Peace Jam parents!! We are grateful!!

*The great end in religious instruction is not to  
stamp our minds upon the young,  
but to stir up their own.*  
WILLIAM ELLERY CHANNING

Coming of Age, Peace Jam and OWL(next year) are youth programs that are self-empowering and strengthen individual confidence as they challenge youth to define their inner convictions and act on them. Youth begin to “see” themselves as a positive, needed force in their world and ours. Our UUCCA Congregation values to inspire! Our Youth, Parents of our youth, and I, your Youth Advisor, are grateful to you all for your continued support and belief in these RE Youth Advisor programs!

***Love is Louder,***  
Monique

## **REPORTS - STANDING COMMITTEES**

### **BUILDING AND GROUNDS COMMITTEE REPORT**

Most of the year was general maintenance and repairs.

#### **Grounds**

Thank the four volunteers who mowed your lawn in rotation: Bill Allen, Richard Bridges, Stef Barley, and George Lapoint. Great turn out for volunteers raking the yard spring and fall.

#### **Drew House**

Still working on rebuilding replacement basement windows.

Cellular shades were bought and installed by Tom Waddell and Matt Foust over five mornings.

Richard Bridges gifted the kitchen with a lovely, dishwasher safe set of corelle ware Iris pattern.

#### **Church**

Major part of the \$5000 budget this year, over \$2000 went to contracting out the staining of the church.

Electrician found the problem in wiring in restrooms \$400 but we need to replace exhaust fans.

#### **Garage**

Garage renovation was major project this summer and took many work days. Building was scraped. Tom replaced rotted clapboards and trim on two sides. Rusty nails binned three times and building given two coats white paint. Tom repaired the busted garage door panels. Drainage trench added to back of building to prevent the rotting issue. The roof was replaced two summers ago so that building is done.

#### **Judd House**

Plumbing issue under upstairs kitchen sink floor required a professional plumber. No other work or issues.

#### **Future big projects**

Repair tile in Judd kitchen

Finish Drew basement windows

Porches on the Drew house have rotten supports built directly on the ground. We plan to put pressure treated support posts on cement footings under both porches.

#### **Future smaller projects**

Repair siding on Drew House.

Sand and Poly Judd house door.

Wash, sand and paint railing on Judd ramp.

Replace cracked window latches in Church.

Replace picnic table.

Empty Compost Bin.

Tighten all the chair screws in red chairs and glue them (they keep falling out).

Anyone interested in taking charge of any of the small projects or helping in any please call Tom Waddell or Marilyn Dunn. Building and Grounds Committee could really use the help.

## FINANCE COMMITTEE REPORT

Prepared by: **Wick Johnson**

Committee members: **Hannah Faulkner, Terry Cairn, Hilary Neckles, George Lapointe, Wick Johnson**

### Leap of Faith Goals:

1. Sustainability: "We are a congregation where the sustainability of the congregations' time, talent and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance."
2. Inspiration and Engagement: "We are a People of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired."
3. Interconnectedness: We are an interconnected community committed to age diversity and family ministry."
4. Communication: "We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive."

### Work the committee did towards meeting these goals:

*During the past year the Finance Committee has worked to implement the Leap of Faith Goals. The committee has worked with the Treasurer to track income and expenses during the year and with the Board and the Stewardship Committee to develop the 2015-16 budget. The Committee has worked to engage the membership and our broader community in a conversation about the interconnectedness of all the activities that take place within the community and to work toward greater transparency and accountability.*

### Work we want to do and/or plan to continue into the new church year:

*It has become apparent this year that the community needs to begin a conversation about priorities, especially when they have financial implications, much earlier in the year. With that in mind, it is the intention of the Committee to present a draft 2016-17 budget at the Leadership Retreat in September.*

### How we worked with other committees/people this year:

*The Finance Committee is a committee of committees. Its membership includes the chairs of Fundraising, Stewardship, Invested Funds and Planned Giving. As the year progressed it met monthly and engaged actively with the Board as the 2015-16 budget was being developed.*

### Other information you want the congregation to know about your work:

*The Finance Committee is a relatively new committee. As the Stewardship Campaign was being conducted and next year's budget was being developed it became clear that the annual dialog about finance and*

*priorities needs to start much earlier in the year. It is the recommendation of the Committee that the Leadership Retreat involve a discussion about financial impact of goals for the coming year and that the Finance 101 meeting be held early in the year so that input will be received prior to the Stewardship Campaign so that it will reflect and support community consensus.*

#### FUNDRAISING SUB-COMMITTEE REPORT

##### **Work the Fundraising Committee did towards reaching the Leap of Faith goals:**

The Fundraising Committee engages many different groups of people within the congregation in a wide variety of fundraising activities to ensure financial sustainability as well as personal sustainability, allowing people to make contributions where they are drawn to contribute and thus avoiding individual burnout. We communicate our activities and the results in a timely fashion. For ongoing fundraising activities such as the Hannaford gift card program and the CLYNK recycling, we give regular updates.

##### **Work we want to do and/or plan to continue into the new church year:**

Our two ongoing fundraising programs, the Hannaford gift card program and the CLYNK recycling, are going strong and only continue to improve. Other fundraising activities have long been or have become annual events, including the Thanksgiving pie sale, the spring yard and book sale, the spring plant sale, the service auction, the UUCCOO and choir concert, and the French dance. This year we introduced a fall yard sale and a holiday craft fair which we will consider doing again next year, as well as a winter UUCCOO and choir concert which benefited the victims of the apartment fire.

##### **How we worked with other committees/people this year:**

Various events include people of different ages and interests. The yard sale draws people from the surrounding neighborhoods and serves as an outreach ministry, as they interact with many friendly UU's. Work crews that are bid on at the auction draw together people who would not necessarily know each other well and give them a chance to work together in a friendly community atmosphere. The French dance brings together musicians from the community with all ages of congregants.

##### **Other information you want the congregation to know about your work:**

We are always open to new fundraising ideas. While we have our traditional fundraising activities, such as the pie sale, auction and yard sale, many of our fundraisers are relatively new endeavors, such as the concerts, French dance, Hannaford gift cards and CLYNK. It is very exciting to have a new idea become a part of our fundraising tradition. Is anyone interested in designing a UUCC tee shirt? How about an online yard sale? Would anyone like to revive the Gaslight Theatre outings, our delectable dessert theatre? What other ideas do you have that you would like to pour your passion into? We would love to help you make it a reality!

#### INVESTED FUNDS SUB-COMMITTEE REPORT

The Invested Funds Committee (George Lapointe, Jim Caldwell, and Wick Johnson) met twice with representatives of Raymond James to review the UUCC's investment portfolio. The Committee approved some investment reallocations based on advice from Nina and Peter Mendall. The Committee reaffirmed the position of long-term growth of the UUCC's investments and, consistent with long-term growth in capital, maintaining withdrawals from the funds below 4%.



The Invested Funds sub-committee met with the Finance Committee and other sub-committees to discuss long-term church funding and the annual budget which begins on the 1<sup>st</sup> of July.

### STEWARDSHIP SUB-COMMITTEE REPORT

As a subcommittee of finance, Hilary Neckles, Denis Thoet, and Mildred Stengel conducted a successful stewardship campaign.

### HISTORY COMMITTEE REPORT

**Prepared by:** Krista Zidowecki

**Committee members:** Heide Munro, Helen McKendry, Helen Zidowecki, Krista Zidowecki

**Work the committee did towards meeting the Leap of Faith Goals:**

Function/Purpose: The History Committee collects, preserves, verifies and makes accessible the rich history of the Universalism and Unitarianism in Augusta, and how that history informs who we are as a congregation today. This relates to Sustainability.

The History Committee has been working intensively on sorting out pictures, articles, and information that has accumulated from all three congregations: Winthrop Street (Universalist), All Souls (Unitarian) and UUC (since 1992). This includes identifying people and activities for scrapbooks. Carolyn Ladd helped with sorting. Heide Munro brought suggestions from a workshop on Archives at the Maine State Library.

**Work we want to do and/or plan to continue into the new church year:**

We may plan an “identification party” for people to help us with this, or have a UUC History Open House. We also are looking for ways to display plaques, pictures and artifacts. We need a systematic way to capture our history in the electronic age.

**How we worked with other committees/people this year:**

The History Committee urges groups in the congregation to carefully document their activities. This celebrates what they contribute and provides a more complete picture of our congregation. This year we worked with the office to include the Sunday Announcements on the website for communications and as a record of the many things that occur and may not be noted in the Newsletter .because of timing — part of capturing our history.

**Other information you want the congregation to know about your work:**

Our ongoing activities include:

*The History section of the UUC website*, with timelines of the three congregations, The History Committee has contributed notations throughout the UUC website.

*Members Notebook:* Newsletter articles and other information about people involved within the congregation can be placed in the mail tray in the Committee Room.

*Memorial Book:* This includes obituaries, articles, memorial services of people connected with UUC who

have died.

*Wayside Pulpit:* We have catalog of the sayings over the years, and may expand our lawn display to the newsletter and/or website.

Artifacts: Work with RE for discussion and display of artifacts collected in the 1960's.

The History Committee meets on the second Thursday, 10-noon in The Drew House. Other Thursdays 10-noon are available to work on projects.

### LEADERSHIP DEVELOPMENT COMMITTEE REPORT

No report submitted.

### LONG-RANGE PLANNING COMMITTEE REPORT (INACTIVE COMMITTEE)

Committee was inactive.

### MEMBERSHIP COMMITTEE REPORT

Co-Chairs: Rita Cherubini and Cheryl Ring; Members: Janine Bonk and Nancee Campbell

The activities of the Membership Committee are intended to ensure effective, robust, and active processes for attracting and retaining members for UUCC. Our efforts toward this goal this year included:

1. Newcomers and Visitors - engaging and integrating new members and visitors into the fabric of the congregation by:
  - a. staffing a "Welcome Table" in the foyer on many Sunday mornings;
  - b. placing a nametag sign-up sheet in the foyer, to ensure that any person could easily request a new or replacement nametag;
  - c. maintaining newcomer information clipboards in the pews, in order to encourage newcomers to provide contact information so Membership Committee members could follow-up with the newcomer; and
  - d. reviewing a list of new Visitors weekly in order to connect with them and follow-up on any requests or specific issues.
2. Meet & Greet Sessions - Organized three Meet & Greet sessions throughout the year which are informal sessions held immediately after church for all visitors, newcomers, and any others to gather and talk with members of the Membership Committee and other UUCC leaders. Our goal is to provide an opportunity for anyone new, visiting, or even long-standing, to learn more about our church, feel connected, get questions answered, and meet a few more people in the church.
3. New UU class: 12 people attended the New UU Class led by Rev. Carie and Rev. Nancee Campbell. Sponsored by the Membership Committee, this 3-session course was an opportunity for those relatively new to Unitarian Universalism to learn more about our church and the denomination.

4. Newcomer dinner and reception – Twenty people attended this event which is our way of thanking visitors, newcomers, and new members for participating with us in our collective faith journey, another opportunity to break bread together as a church community, and to meet people who are also on the path to become a UUC member.
5. New member service– Six new members were recognized at the 11:00 o'clock service on May 3, 2015, and were presented with a Flaming Chalice lapel pin, the book, "What is Unitarian Universalism", and the UUC "Food for Thought" cookbook to honor their membership in our church.
6. Fully-functional Membership Database: In the church's by-laws, the Membership Committee is charged with ensuring "...a fully-functional membership database". To carry out this objective, representatives of the Membership Committee and Stewardship Committee met jointly with our Administrative Assistant and Rev. Carie to review ways in which we could organize the database most effectively. As a result, we have consolidated several disparate membership lists into the database so that information is now readily available by running a single report. And, thanks to the efforts of our new Administrative Assistant, we are now able to sort our membership list in various categories, and to run specific reports needed by leadership to carry out the church's business.
7. Follow-up with Members – letters and phone calls were made to people who had not been noticed in church activities over a period of time to let them know that they had been missed, ask whether their path has led them elsewhere, and to inquire whether they would like to remain on the membership rolls of the UUC.
8. Membership Coordinator: In March, the Membership Committee unanimously recommended that the Board consider hiring a part-time Membership Coordinator. The purpose of the position would be to successfully attract and retain members by connecting with new members; engaging them in an ongoing commitment with the church; integrating them into leadership positions where they have an impact on the congregation; and sustaining rewarding engagement among all members in the life of the congregation. The goal would be to have a consistently focused program to connect, engage, and integrate new members into the fabric of the congregation – more than a volunteer committee is able to sustain. The recommendation noted that the "Unitarian Universalist Association of Membership Professionals" reports that "most UUA growth last year happened in congregations with paid Membership Coordinators" and that "...hiring a professional membership staffer is key... to growing membership." [from: *"Why a Membership Pro Can Help."* UU World. page 46]
9. Information about the denomination: Replenished brochures purchased from the Unitarian Universalist Association about various aspects of Unitarian Universalism to place in the hallway rack, in order to ensure that this information is readily available to all members as well as visitors to our building.

## MUSIC COMMITTEE REPORT

The state of the Music Committee is this:

I formed a committee at the beginning of last year. (Gary Chapin, Kris Olivieri, Lucy Poland) We had one very exciting meeting. Shortly after, I took a leave of absence from almost all of my church duties. During this time, the Music Committee remained more or less dormant, with the exception of the purchase of a

shelf to un-clutter the area around the piano. (Thank you, Karen Allen.) Also during this time, the musical community in our congregation thrived.

The UUCC(O)Orchestra has been filling us with awe and wonder; and has also invited a new conductor to participate in their merriment for a time. Our night of music hosted by Maestro Don Stratton was a resounding success. We said goodbye to one amazing Music Director, and hello to another. We continued to revel in the talents of our choir, as well as other musical members of our community.

Our Music Committee was essentially disbanded, but as soon as I was able, I began to attend the meetings of the Worship Committee in order to get back into the swing of things, and find out what it was that we could do to deepen the musical experience of our worship services. It quickly became apparent that I was in the right room for the job I needed to do.

In agreement with Reverend Carie Johnsen, the Worship Committee, and other interested members of the congregation, we did not feel necessary to reconvene a committee. This is partially because of the uniqueness of my own role in our community's music and worship. With my multiple roles at the UUCC, it would be impossible for me to attend two separate meetings every month. Being that my presence as music chair has been essential at worship meetings, together we have chosen to proceed with that model. However, the budget for Music and Worship committees remain separate.

On February 18th of this year, I invited any and all vested folk to come to a meeting about the Music Committee, its structure, and future. I had three enthusiastic participants. We had an excellent conversation. We discussed both the Worship Committee and the Music Committee, and their shared history. It has become clear that it is essential to have a member of our Music Committee attending Worship Committee meetings. This creates an instantaneous forum for the conversation about how music can be utilized in Worship Services, at the very moment they are being scheduled.

At the February meeting, I expressed my need, without a full committee, for a system of communication with those who have a vested interest in the music program at UUCC. One possibility I brought forward, is to have an Emeritus Music Committee, to be semi self-selected; these folks (The pianists, the music director, the music chair, Don Stratton, the list goes on,) would act as a sounding board on musical issues as needed. This list of members would be made available to all. This way, there would be an alternative to the Music Committee Chair to approach should any concerns or conflicts arise. This idea is still in its incubation phase.

Of great importance to us all is our beloved Steinway piano. Below, I have included an assessment of the piano's condition as of May, 2008. This report was compiled by Karen Allen, then a member of the Music Committee, after an examination by Gordon Large. The piano has now had 7 years more to deteriorate. There are several things to consider as we move forward to restore our priceless instrument.

1. Beginning with this very report, we must educate our congregation about our piano, and what it needs in order to remain playable, and even beautiful.

2. UUCC Music Director Bridget Convey has suggested that we may want to look into becoming a destination venue for small scale classical performance in Central Maine. Our acoustics are superior to

most other choices in the area, including those offered by the University. Currently, there is not a venue in the Central Maine area that is preferred by professional musicians. With a bit of work on our piano, and a little money put into a program of performers, we could establish ourselves as a sort of cultural center; good for our community, and possibly lucrative as well.

3. The repair of the piano could happen in stages. The most expensive repair, the cracked soundboard, can wait - though not forever. The two most immediate concerns are as follows:

a) portability. The piano is often moved, and it doesn't like it. It is developing weak spots in its legs due to improper moving techniques. What we really need, is to put the piano on the right sort of casters. This would stop the stress on the legs, and enable us to easily put the piano anywhere in the front of the church without causing further damage. St. Matthew's Episcopal Church recently returned their loaned piano. They have the correct caster for our piano, and we will be in conversation with them about the possibility of purchase.

b) the action (the moving parts) The bad news is, the action squeaks. A lot. We will need to get it fixed to maintain the instrument's proper sound. Especially if we want to move forward with guest performances.

4. Charlene Cleven, founder of our choir and certainly an (until now,) unspoken emeritus Music Committee member, has a decided interest in working to care for our piano as we move forward. She would be willing to coordinate a fund raising event in the future.

In light of the need to raise funds for these repairs, I will be seeking out meetings along the proper channels to explore what it might mean to attempt to raise \*dedicated\* funds for the express purpose of maintaining our Steinway.

Lastly, the Music Committee has a small amount of its budget left which will be used to either purchase music for the orchestra and choir, or to purchase casters for the piano. As Music Chair, I will make that decision with our Music Director.

### **Attachment: UUCG Piano – FAQ**

1. What kind of piano do we have? How old is it?

The piano is a Steinway Model B studio grand. The date of manufacture is July 14, 1913. It was sold from a store in Boston. We do not know if the Cecilia Club of Augusta bought it new, but the Club was active at the time, so it may have been the piano's original owner.

2. What is the condition of the piano?

The piano is playable and will continue to be so for a generation even if no repairs are made. However, the soundboard is cracked and the action (moving parts) is worn. Wear to the hammers and felts, and oxidation of the strings, make the sound less clear than when the piano was new. The action has become "heavier" – the keys are less responsive to touch, and the pianist must use more force to make them sound. Without repair, the action will continue to get heavier. Also, the piano bench is not original and is too high for good playing posture (I can attest to this, as I had to adjust my own piano and bench to avoid lower back and arm pain).

### 3. What will repairing the piano involve and cost?

A complete rebuilding of the piano would include replacing the soundboard and strings and all the action. While it is possible to repair cracks in a soundboard, the process is difficult and probably no cheaper than replacing it. The keys would remain, though they might need to be re-drilled at the point they connect to the action. Also, the front parts of the ivories on the keys are cracked and need replacement. All of these repairs would not need to be done at once. Essentially, the action rack could be replaced as one repair, and the soundboard and strings could be replaced later. (New strings should not be put on an old soundboard.)

We have estimates from two piano technicians. Stephen Cates is a Steinway factory trained technician in South China; the Cecilia Club consulted him before donating the piano to us, and he gave them a courtesy assessment – much of the FAQ information comes from my conversations with him. Gordon Large is a registered piano technician and our current piano tuner. He is located in Hallowell, and he has a website at [www.gordonspianotuning.com](http://www.gordonspianotuning.com).

Stephen Cates's estimate for rebuilding the action rack and dampers, working on the keys, and replacing the ivory key fronts is attached; the total is about \$10,400. He said that rebuilding the sound board and replacing the strings would also be about the much, for a total rebuilding cost in the neighborhood of \$20,000. Gordon Large submitted an estimate of \$4,000 for repair of the action (his estimate was not itemized); he said he thought we could considerably improve the sound and action without a complete rebuilding. We did not ask him for an estimate for that.

We could order a new adjustable piano bench from either; Stephen Cates says that he has some. I have seen rebuilt Steinway B pianos of similar age advertised online for \$35,000 to \$40,000. In its current condition, of course, our piano is worth less.

– Karen Allen, for the Music Committee, 05/15/08

## PASTORAL MINISTRY TEAM REPORT

The Pastoral Ministry Team has continued to operate as an extension of the pastoral ministry of Reverend Carie Johnsen, and at her request has attended to various cares and concerns of all ages of the parishioners within the church family. We also continue to represent our church at several social service concerns in the wider Augusta community. To help make visible and clarify our presence, this year we published a brochure about our work and distributed it widely, especially when Rev. Carie went on Sabbatical.

We also continue to successfully operate and support ***The Caring Cooperative***. Cheryl Abruzzese coordinates the many facets of this portion of the Pastoral Ministry Team by attending to the various necessities of the people in the congregation when they experience a time of need. Whether it's a card if you've been in the hospital or a casserole to help when you come home from surgery, Cheryl has a cadre of partners from within the congregation that she calls upon to help her with this important ministry. This assistance is the literal expression of how we care for one another in this church, and whether you've been a recipient or a contributor to this effort, you know how important it is to be part of a truly caring community like UUC.

The Pastoral Ministry Team continues to respond to requests for assistance, but we also have a request for the congregation. If you think we know you need help and/or attention, we might not. If you think we know about your friend in the church who needs help, we might not. **Please let us know!** We're always available: Rev. Carie Johnsen: [minister@augustauu.org](mailto:minister@augustauu.org) or (207) 623-3663. When she's on Sabbatical, please contact: Nancee Campbell, Chair: (207) 621-7727 or [nancee1944@gmail.com](mailto:nancee1944@gmail.com) or [pastoralministers@augustauu.org](mailto:pastoralministers@augustauu.org).

Respectfully, your pastoral ministry team:

Nancee Campbell, Chair, Cheryl Abruzzese, Tracy McNaughton, Annie Nessen Voorhees, and Helen Zidewicki

## **PERSONNEL COMMITTEE REPORT**

Prepared by: Michaela Loisel

Committee members: Michaela Loisel, (Chair) Debbie Mattson and Mark Rolfe

Leap of Faith Goals:

1. Sustainability: "We are a congregation where the sustainability of the congregations' time, talent and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance."
2. Inspiration and Engagement: "We are a People of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired."
3. Interconnectedness: We are an interconnected community committed to age diversity and family ministry."
4. Communication: "We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive."

### **Work the committee did towards meeting these goals:**

The Personnel Committee worked closely with the Minister on staffing issues this past church year. For a variety of reasons, almost every paid staff position turned over between 2014-15. This meant that we recruited, interviewed and hired an Administrative Assistant, a Music Director, a Youth Advisor and a Sunday Morning Religious Exploration Coordinator.

### **Work we want to do and/or plan to continue into the new church year:**

The Committee will formalize its vision and purpose with approval of the Board. We will review and update job descriptions and personnel policies. We also plan to be involved in the ongoing visioning for our religious explorations/family ministry program staffing plan. As well, we will continue to assist the Minister with staff evaluations and staffing issues or challenges. In addition, we are available to staff for any employment related concerns.

### **How we worked with other committees/people this year:**

The Personnel Committee:

1. Worked collaboratively with the Minister and members of the Religious Education Committee on a vision and plan for staffing as we transitioned from a Director of Religious Exploration to the position of Youth Advisor and Sunday Morning Religious Exploration Coordinator.
2. Members of the Personnel Committee worked closely with the Minister in planning for staff support during her Sabbatical.

## RELIGIOUS EXPLORATION COMMITTEE REPORT

Prepared by: RE Committee; drafted by Diane Smith Howard

Committee members: Diane Smith Howard – Chair; Cathie Nielsen, Susan Caldwell, Nicole Benoit, Christine Little, Faith Madore, David Rand

UUCC Staff: Nicole Danielson and Monique McAuliffe

### **Leap of Faith Goals:**

1. Sustainability: “We are a congregation where the sustainability of the congregations’ time, talent and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance.”
2. Inspiration and Engagement: “We are a People of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired.”
3. Interconnectedness: We are an interconnected community committed to age diversity and family ministry.
4. Communication: “We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive.”

### **Work the committee did towards meeting these goals:**

The Committee has worked toward each of these goals in the past year.

- 1) Most importantly, we have worked to create a sustainable RE program that appropriately utilizes and respects the work of paid staff while reaching out to the talent and resources available in the Committee and the larger church community. Monique and Nicole have worked with a great number of volunteers from the church community to assist with Sunday morning Religious Exploration classes, Peace Jam and Coming of Age. We have also engaged 4 teenagers in working in the nursery every Sunday,
- 2) We have intentionally developed multi-generational programming, and by moving the youth into the service and involving the whole community in “Time For All Ages,” further increased a sense of multi-generational inclusiveness with the church community as a whole. The “Ages of Action” class has had a particular focus this year on doing faith in action projects in the broader Augusta community. They have



learned about the UU principles and then put them into practice with visits to an assisted living facility, warming hut, animal shelter and vernal pool,

3) Having the children and youth start in “big service” this year has led to strengthening connections across all ages. The Peace Jam youth engaged the community also through leading the February elder lunch. In May the entire congregation hears from the youth regarding the Coming of Age, Peace Jam and entire RE programs.

4) Through the use of social media, as well as other traditional methods such as service announcements and the newsletter, we have sought to inform the larger church community of RE values and activities and to engage them in our work.

### **Work we want to do and/or plan to continue into the new church year:**

Our goals for the next year include (among others):

- 1) Ensuring stability in the provision of quality programming for youth;
- 2) Expand the base of volunteers to ensure sustainability of programs and welcome new RE committee members;
- 3) Expanding programming to cover traditionally provided programs (such as Sunday morning classes, Peace Jam and OWL), and;
- 4) Examining the possibility of expanding programming to meet the needs of 21<sup>st</sup> Century families.

### **How we worked with other committees/people this year:**

We have worked this year with the Personnel Committee to establish RE staff stability. We are pleased to be able to report that we have met this goal. We have presented to the Board regarding unmet needs in the RE program, and have also reached out to the Membership Committee to ensure that we are engaging all members who might benefit from RE programming. The Peace Jam youth also led the February Elder Lunch.

### **Other information you want the congregation to know about your work:**

In short, we have had a great year. We were able to staff up quickly in the Fall and to provide programming until staff were on board. We provided all of the programming that RE has traditionally provided without the benefit of a full time staff coordinator. This was the result of excellent work by the paid staff and the supplement of staff with volunteer time by Committee members and others in the church community. Nicole and Monique brought tremendous positive energy, commitment and consistent quality programs to the UUCC this year through the Religious Exploration Program. A number of new families have joined RE, old families have stayed on, and children and their parents have expressed great satisfaction with the program.

## **SMALL GROUP MINISTRY COMMITTEE REPORT**

**Prepared by: Beth Nasberg, Committee Chair**

**Committee members: Linda Findley, Kathy Kellison, Janet Sawyer, Stephanie Ralph, and Helen Zidowecki.**

Our committee is committed to growing the church community through Small Group Ministry. Towards that end we provide recruiting and support to leaders for Small Group Ministry (links, facilitators, topic writers); maintain regular contact with SGM groups through their links, and offer support and information. We work to ensure open access to and make information about SGM available to the broader church community and offer new opportunities to explore SGM, including Sunday Open Group and events such as potlucks and workshops.

We have had 11 groups meeting on a regular basis this year. These groups have met the needs of their members for intimacy and ministry among themselves and offered service projects to the congregation and our wider community. They have helped newcomers find a place of connection within our community. They have supported their members through losses, celebrated life's milestones together and created a story of caring for one another.

The Small Group Ministry Committee led a Sunday worship service, planned for February, snowed out, and held in April. The group leaders met in the fall and spring to celebrate and strengthen the work of Small Group Ministry. Information is available at coffee hour throughout the year, in the literature rack, and on the church website.

The new church year presents us with many challenges. With the anticipated loss of the position of Small Group Ministry Coordinator, our work will be taking on distinct changes. In the past, the role of the Small Group Ministry Coordinator was to oversee this ministry of the congregation. S/he promoted Small Group Ministry so newcomers to the church knew that it is available and what it does. S/he recruited and trained group leaders and met with them for counsel and guidance. S/he connected interested individuals to groups that meet their scheduling needs. The Small Group Ministry Coordinator met regularly with the staff of the church to assure that this ministry continues to further the goals of the congregation. Since we will not have a point person to undertake this role, the committee will be doing its' best to assure that the functions of the Small Group Ministry continue to be fulfilled.

In addition to the loss of Kathy Kellison as our Small Group Committee Coordinator, our committee will be losing two very valuable members as we go into the new fiscal year. I would like to thank Stephanie Ralph and Janet Sawyer for their support to the Small Group Ministry Committee. Their contributions during the past year have made my time as Committee Chairperson a pleasurable one.

## **SOCIAL ACTIVITIES COMMITTEE**

Again, Social Activities was active with much variety.

September: Afternoon hike/bike along the Kennebec rail Trail

October: Francois Roodman, presented a talk on South Africa, his home country & Tom Moore presented a talk on his several travels and extended stays in Pakistan

November: Harvest Supper with our monthly resident drummers

December: Pot Luck Dinner

January: Game Night with 14 people playing Scrabble, Trivia, and of course eating lots of snacks

February: Kate Braestrup was a guest minister and also offered a book discussion after Elder Lunch

The Northeast Stars Planetarium was also scheduled for February, but had to be cancelled due to weather. This event is rescheduled for October 25th.

March: Dinner and a Movie: the Documentary, "Finding Virginia Maier" was shown and of course a wonderful 4 course meal was enjoyed.

April: Iraqi Cooking Class

A Pot Luck Dinner before the Chocolate Auction.

May: Gathered information for possibly 2 DIY Workshops: building "Inside Storm Windows" and "Worms, Kitchen Scraps, Compost and Dirt". Tom Waddell and Don Naber have graciously agreed (that's code for coercion) to *Lead these workshops*.

June: Outing with RE kids to Vaughn Woods

Many participants contributed to 8 Elder Lunches.

*Cheryl CLukey, Social Activities Chair*

## SOCIAL JUSTICE COMMITTEE REPORT

**Prepared by: Dale McCormick**

**Committee members:** The Social Justice committee is a group that waxes and wanes to about 10. We participated in Immigration Work Group Activities, and the larger congregation supported food and clothing drives and a friendly welcome to immigrants in Augusta.

We also have been very active in the Maine Unitarian Universalist State Advocacy Network (MUUSAN) and in fact two of our members are leaders in two of the three issue working groups: Melanie Lanctot, Environment and Dale McCormick, Expanding Democracy. Our minister, Rev. Carrie Johnsen, is one of two ministers serving on the Steering Committee of MUUSAN. Those issue working groups are: Expanding Democracy, Environment and Climate change, and Health care reform.

**Leap of Faith Goals:**

1. Sustainability: “We are a congregation where the sustainability of the congregations’ time, talent and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance.”
2. Inspiration and Engagement: “We are a People of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired.”
3. Interconnectedness: We are an interconnected community committed to age diversity and family ministry.”
4. Communication: “We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive.”

**Work the committee did towards meeting these goals:**

The Social Action Committee worked to engage UUCC membership in social justice work that supports the three focus areas of MUUSAN: Environment, Health care reform and expanding democracy.

We organized a postcard writing at several coffee hours, which assisted the members of the congregation in contacting their legislators about accepting the federal funds to cover Maine’s uninsured and sustaining our environment, thus practicing several of our principles.

Members of the Social Justice Committee participated in many forums on climate change and the environment by staffing a table with MUUSAN material, speaking, or meeting with legislators.

Several Social Justice Committee members participated in the MUUSAN Day at the State House. Many expressed that they now feel empowered to call or email their legislators.

**Work we want to do and/or plan to continue into the new church year:**

Support for MUUSAN and the various coalitions we are on. MUUSAN is very appreciative of the Share the Plate donations from the UCC. It helps to keep us going.

MUUSAN is embarking on THE YEAR of Expanding our mailing/emailing list. More voices raising up UU values on important issues of the day means more success in actualizing the belief in “The inherent worth and dignity of all beings” and “Equity, justice and compassion in human relations” in public policy in Maine. MUUSAN will be asking the Board of the UCC to send an email (don’t worry, you don’t have to write it and the privacy of the UCC list will be maintained) from MUUSAN to each member of the congregation requesting that they sign up for periodic action alerts from MUUSAN.

**How we worked with other committees/people this year:**

The Social Justice Committee has worked with MUUSAN’s issue groups this year. We are vibrant members of the Cover Maine Now coalition to help Maine see the light and accept federal funds to cover Maine’s uninsured. Melanie Lanctot has been working with the Natural Resources Council of Maine and MUUSAN is considering joining their climate change coalition. Dale McCormick, representing MUUSAN, is on the Steering Committee of the Ranked Choice Voting Coalition Group, which has gathered 60,000 signatures for a ballot initiative in 2016.

**Other information you want the congregation to know about your work:.**

Thank you again for your continued support of MUUSAN and the community suppers we do at St. Marks through Share the Plate.

Our UU faith calls us to action and receiving periodic action alerts from MUUSAN makes it easy to take a second in our busy lives to email/call/write our legislators in support of “The inherent dignity and worth of all beings” and “Equity, justice and compassion in human relations”. Please say YES when you receive the email from MUUSAN.

**IMMIGRATION WORK GROUP SUB-COMMITTEE REPORT**

**Prepared by: Stephanie Ralph**

**Committee members:** More than 15 people participated in Immigration Work Group Activities, and the larger congregation supported food and clothing drives and a friendly welcome to immigrants in Augusta.

**Leap of Faith Goals:**

1. Sustainability: “We are a congregation where the sustainability of the congregations’ time, talent and treasure are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance.”
2. Inspiration and Engagement: “We are a People of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired.”
3. Interconnectedness: We are an interconnected community committed to age diversity and family ministry.”
4. Communication: “We are a congregation that is transparent in its decisions and actions. We strive for communication that is abundant, clear, compassionate, and inclusive.”

**Work the committee did towards meeting these goals:**

The immigration Work Group worked to engage UUCC membership in social justice work that supports the Maine Migrant Health Program and its activities and that welcomes people from other countries who move to the greater Augusta area.

Two teams packaged medicines and prepared paperwork used by the MMHP mobile health clinic in summer visits throughout Maine.

A group formed to assist two recently arrived Iraqi families. The team offered rides, English language practice, friendship and companionship, driving lessons, information on available state and local assistance programs. Family members were invited to UUCC activities. The group also gathered needed items such as clothing, furniture and household items.

For a second year IWG asked the congregation to donate food and clothing items for the blueberry rakers’ fair. IWG transported the items to Ellsworth and helped set up the tables.

**Work we want to do and/or plan to continue into the new church year:**

Support for Maine Migrant Health Program including making improvements to a lending library collection to visit summer migrant worker locations.

**How we worked with other committees/people this year:**

Jenny McKendry encouraged any of the newly arrived Iraqi families to come to the St. Mark's suppers.

**Other information you want the congregation to know about your work:**

IWG is looking for new leadership and a few people to plan for s

**NEIGHBOR TO NEIGHBOR PARTNERSHIP SUB-COMMITTEE REPORT (ST. MARK'S PUBLIC SUPPERS)****Sustainability:**

Monetarily the suppers are more sustainable since a tradition has been established, marking them as one of our churches priorities. There is a budget line devoted to the suppers and there are a few times each year when the Share-the-Plate funds are dedicated to the St. Mark's suppers. Members of the congregation donate to the suppers at other times as well. If UCC took advantage of the option of buying food from the Good Shepard Food bank, sustainability would be improved.

This Month( April, 2015) yet another of the cook/ planners of the St. Mark's suppers, Gay Patterson of St. Barnabus, decided she was no longer able to continue and has bowed out of cooking. As a result, a meeting will be held on 4/29/15, amongst our public supper leaders, Gay and Dan Stevens of Prince of Peace Lutheran, to plan for the upcoming months, learn more about the Good Shepard Food Bank and discuss finances.

**Inspiration and Engagement:**

Monique McAuliffe started bringing the Peace Jam youth to the suppers several years ago. As this tradition deepens, this has engaged the youngest generation in benefiting our community and inspired many parents, grandparents and other volunteers. In 2014 a new group of UCC members and friends joined in the effort to present the free public suppers. When two of the long time leaders of the suppers moved away, leaving a financial and people power void; our congregation stepped forward. Donations flowed in and volunteers made it clear that they were ready to help.

**Interconnectedness:**

Members of the community who eat at the suppers often stay afterward to clean and put away furniture. Two or three of them also prep, bake and serve with the other volunteers. The suppers are presented by a group of people from St. Barnabus Episcopal, Prince of Peace Lutheran, St. Matthew's Episcopal, UCC and some with no church affiliation. New members of our community/ immigrant families have been informed about the suppers and perhaps they may become volunteers or sponsors in time. Volunteers ranging from 11 to 81 years old have contributed this year. Our supper is loosely affiliated with four other Augusta churches who serve public suppers and those volunteers recently spoke about possible increased

interconnectedness. Perhaps the former Hannaford building, which is across the street from the Augusta City Hall, may become a hub for public suppers and related services.

### **Communication:**

Newsletter pieces, bulletin notes, e-mails and word of mouth spread the word about the suppers.

### **Other information:**

The St. Mark's suppers are currently not led by a committee, but changes in the community point to the need to form a new structure; more on that issue soon. Interested volunteers are needed year round. In the summer, June- August the need is heightened, since many volunteers go on vacation and lead cook/planners are needed.

This Month (April, 2015) yet another of the cook/ planners of the St. Mark's suppers, who is from another church, decided she was no longer able to continue and has bowed out of cooking. As a result, a meeting will be held on 4/29/15, amongst our churches leaders and Prince of Peace to plan for the upcoming months, learn more about the Good Shepard Food Bank and discuss finances.

## **WEBSITE WORK GROUP REPORT**

**UUCU Website:** [www.augustauu.org](http://www.augustauu.org)

**Prepared by:** Helen Zidowecki, Chair, Website Work Group

**Work Group Members:** Lauren Mier (Webmaster), Lynn Smith (UUCU Administrator), Rev. Carie Johnsen

### **Work the committee did towards meeting the Leap of Faith goals:**

The website especially relates to Communications.

1. In 3 years the website would serve as a dynamic tool for communication and information
2. More people would have access to their particular page and update it regularly.
3. The staffing, committee structure and responsibilities and relationships within and outside the church will be clearly defined and accessible to all.
4. Documents will be updated and available on the internet.
5. There will be computer access in the church so those without can see or refer to these documents which can be printed on request. All members will know where to go and who does what.
6. Calendar more user friendly and online, paper, posted

Except for #5, the technology for the other outcomes is available. *Implementation relies more with how people engage with the website.* For example, the calendar information is only as complete as the information that the Administrator receives.

**Work we want to do and/or plan to continue into the new church year:**

We need volunteer support to add pictures onto the website, monitor to make sure that we have the latest information on the website in this ever changing community, and being aware of how the website is and can be used to enhance the life and work of the UUCC and Unitarian Universalism.

**How we worked with other committees/people this year:**

The website provides almost everything you might want to know about UUCC! BUT the value of the website relies on the contributions and input from the congregation. We are looking for input from UUCC leadership regarding presentation of information about their areas within the congregational life.

**Other information you want the congregation to know about your work:**

Send suggestions and comments to [website@augustauu.org](mailto:website@augustauu.org). We would be interested in hearing how many of you actually look at or use the website.

We are upgrading the software was essential to increase efficiency for the Administrator and the person entering the and easier access for everyone. The technical Webmaster is a contracted position for less than an hour a month. Website management is through the Administrator for the Calendar and the Workgroup Chair for other content.

## WORSHIP COMMITTEE ANNUAL REPORT

The 2014/2015 Worship Committee (WA) consists of Kathy Ann Shaw, Chair, Jennifer Johnson, Noah Gottlieb, Karen Nielsen and Peter Mendal. The committee gracefully rose to the 'challenge' of fulfilling its role during Rev. Carie's sabbatical. (Although Kathy could have done without the challenge of snow cancellations!) Members worked with a variety of visiting clergy without missing a beat offering each a "hearty UUCC welcome".

This year we introduced our first youth member to the committee. Karen has been a breath of fresh air. She is committed, engaged and SMART, and the congregation has been privy to her special style all year long.

With the lead of Rev. Carie, the WC has also focused on the aesthetics of worship arts overall, including a merger with the music committee. To our delight Annie Voorhees has attended WC meetings adding great depth. Additionally much work has been put into tying this year's alter to the monthly worship themes.

Lastly, we will be looking for new members over the summer months to start the fall with fresh faces to join our veteran team. We invite anyone in the congregation interested in this significant opportunity to join worship to Kathy Ann Shaw at [kathyannshaw@roadrunner.com](mailto:kathyannshaw@roadrunner.com).



## OTHER REPORTS

### GODDESS/EARTH CIRCLES REPORT

**Prepared by: Helen Zidowecki**

**Goddess/Earth Circles** has met the fourth Sunday after second service in the Fellowship Hall. It is open to women and men, and youth.

**Work the group did towards meeting goals:**

The activities of Goddess/Earth Circles come primarily under the Leap of Faith Goals of Inspiration and Engagement, and Interconnections.

We identified the following goals for year, but did not fully integrate them.

- Have Earth based celebrations with more family-focused – not a focus, continue.
- Continue inclusion of goddesses and gods
- Offer a session on Women of Wisdom and a Croning Ceremony –planned
- Small Group Ministry sessions available for the group and congregation –done for group, need to move to larger congregation.
- Go beyond words --adding music, art, movement – still needed
- Include rituals of preparing time, space and ourselves for sacred gathering – we developed several rituals for entering the space and time of our gatherings, such as breathing, smudging and pentacles.

We also started creating collections of our materials for specific topics, like related to Witchcraft and these and the schedule for the year to the UUCC website.

We incorporated several themes and sessions from the Cakes for the Queen of Heaven with a more educational focus: Mary and 2 sessions on Witchcraft.

We held several sessions with seasonal focus:

August Lammas readings and reflections for the First Harvest.

October Samhain and honoring those who have died, with ritual, songs.

Winter Solstice –we met and also created a packet available for the congregation.

Worship service for Summer Solstice on June 21, 2015.

**Work we want to do and/or plan to continue into the new church year:**

We will review, modify and incorporate the goals that we had last year.

Develop materials for each of our celebrations as outreach to the congregation.

*Women of Wisdom* starts with Open House May 17, the September session and a special ceremony in October. There are fifteen women who have had such a recognition at UUCC, called Croning or Wise Woman, with the last ceremony in Fall 2012. We invite others to join the recognition. See the website and newsletter.

### **How we worked with other committees/people this year:**

We work with the Worship Committee around offering or assisting with services.

We would like to engage more with Religious Exploration.

We want our offerings to be open and engaging for the congregation, at our gatherings and in resources that we can make available. Suggestions are welcome.

## **PEACEFUL HEART SANGHA REPORT**

The Peaceful Heart Sangha, an open community that practices Mindfulness Meditation in the tradition of Thich Nhat Hanh, has many reasons to feel grateful as we look back over 2014 – 2015, including:

- Recognized our 7<sup>th</sup> year as a sangha with a special “Shining Light” ceremony for Marty Soule, the founder of our sangha, and the 14th year of offering Mindfulness Meditation at UUC.
- Welcomed three new Peaceful Heart Sangha Aspirants to Thich Nhat Hanh’s Order of Interbeing - Lynn Deeves, Greg Fahy, and Pam Robson - as well as aspirants from other sanghas in Maine - Sally Keene and Susannah Ristine from Ripples of Peace Sangha at the UU Church in Kennebunk and Mary Rankin from Full Moon Sangha in Farmington.
- Offered a nourishing Day of Mindfulness, “Listening Deeply, The Transformative Power of Empathy” with Maine’s first Dharma Teacher in the Thich Nhat Hanh tradition, Peggy Smith, who is also a certified Non-Violent Communication Trainer
- Offered metta (loving kindness) for Thich Nhat Hanh and the wider community as we learned that our teacher had a hemorrhagic stroke in November. Celebrated as our teacher returned to Plum Village (his home monastery in France) after rehab this spring.
- Made Peaceful Heart Sangha “dana” (gratitude) donations to UUC of over \$1273.45 in the last year. Also made donations to the Thich Nhat Hanh Foundation to help support our teacher’s medical care and to support Blue Cliff Monastery. Also made donations to be able to offer sangha members scholarships for retreats and Days of Mindfulness.
- Celebrated with special “Flower Watering” ceremonies to recognize all the positive qualities in two of our long time members – Chelsea Ray-Schueman and Dawn Habash – as they left us in the fall and moved to Cumberland and India/Nepal respectively.
- Recognized the uncertainty of Dawn Habash’s life in Nepal following the earthquake this spring – seeing in this situation the reality of impermanence and the importance of living as fully and happily in every moment as each of us can.
- Concluded our “First Monday” Children’s Program, as the primary families involved had moved or had other important activities occurring at that same time.
- Continued our weekly Monday Sangha at UUC (Mondays 6:30 – 8 PM) and our Thursday Sangha in Hallowell (8-9:30 AM, 322 River St, River Studio).

- Paused in our third year of leading 5-week “Introduction to Meditation” sessions for the CARA program at the Kennebec Correctional Care Facility in Augusta.
- Offered another January Intensive, deepening our individual practices, and this year included a “Second Body Practice” again.
- Continued hosting our quarterly wider Maine sangha community recitations of the 14 Mindfulness Trainings.
- Enjoyed the offerings of our newer and our older sangha facilitators, “Bell Minds”.
- Added books to our lending library and continued reading, *Fear, essential wisdom for getting through the storm* as a group.
- Practiced with other members of the wider sangha at Retreats and Days of Mindfulness at Blue Cliff Monastery in NY and in Mass. and Maine.
- Many different sangha members have come together to suggest, create, coordinate, plan, lead, and support all these various events, including leading our weekly sangha gatherings in Augusta and Hallowell. We are truly a joyful sangha, a community of practice.

## **UCC COMMITTEE DESCRIPTIONS & GROUP FUNCTIONS**

Following are descriptions of Committees, or a reference to a Bylaws section. Additional information about these Committees and other groups within UCC are on the website. (See [www.augustauu.org](http://www.augustauu.org)) Contact information for the Committees chairs is shown above.

### **Board of Trustees**

See Bylaws Article 10 Board of Trustees

### **Building and Grounds Committee**

The Building and Grounds Committee (BAG) manages the care of and improvements to the property owned by UCC. Join the workdays and special work crews. With a wide variety of things to be done, from cleaning and raking, to painting and repairing, from providing refreshments for work crews, be part of making our facilities reflect our enthusiasm for our community and our faith. The Responsibilities and Activities of the Buildings and Grounds Committee are:

1. Develop and implement a program of routine and preventive maintenance for Church property and grounds; currently at 69 and 71 Winthrop Street and 6 Summer Street in Augusta
2. Submit a report to the Board in September that outlines any major repairs or improvements recommended and includes a program for routine maintenance.
3. Solicit bids with contractors or businesses for work necessary to maintain Church property and equipment, as specified in the annual plan and the safety and building access policies. In the case of bids likely to be over \$1000, the Committee must receive Board approval before soliciting bids. The Board must approve any contract over \$1000.
4. Implement UCC policies on safety, security and accessibility.
5. Designate one member to be contacted when an emergency situation on one of the Church properties requires immediate attention. This person will respond to the emergency, consulting as necessary, and contact appropriate services to stabilize or fix the immediate situation. This person will promptly report any and all actions taken to the chair of the BAG, who will also report to the board as soon as practicable. The BAG will maintain a list of preferred services / businesses to be called, and provide a copy for the church office.
6. Arrange for snow removal and grass cutting, and carry out other routine grounds work
7. Annually solicit bids or prices for heating oil for all church buildings and purchase oil as provided by the annual budget. If a pre-buy is recommended, consult with the Treasurer and Board Chair to provide the necessary cash flow.

### **Finance Committee**

Oversees the financial health of the congregation so that we can live out our mission, including several subcommittees: The Stewardship, the Fundraising, and Invested Funds. The responsibilities and activities of the Finance Committee are found in the See Bylaws Article 13, Finance Committee Responsibilities and activities:

1. Prepare an annual budget proposal for consideration by the Board of Trustees after soliciting input from the minister, church staff and the Board of Trustees. The first draft of the budget will be available for the board's April meeting, and the Finance Committee will make any revisions before

the board's May meeting, in preparation for the June annual meeting for the fiscal year beginning July 1.

2. Lead the annual canvass of the membership, through the Stewardship Subcommittee with a designated chair, and reporting on the status of annual pledges to the Board at intervals prior to consideration of the budget.
3. Meet at least quarterly throughout the year, and, where necessary, make recommendations to the Board concerning adjustments to the budget.
4. Make recommendations to the Board of Trustees regarding whether to conduct an independent audit or financial review or compilation of church financial records.
5. Create a Gift Acceptance subcommittee.

The chair of the Finance Committee is selected through the Leadership Development Committee and serves on the Board of Trustees. The Treasurer serves ex officio on the Finance Committee.

Liaison to the Long Range Planning Committee will be maintained through a designated member of the LRPC. When necessary, the Finance Committee and the LRPC or their chairs may meet jointly during revisions of the UUCC five-year plan.

The STEWARDSHIP SUBCOMMITTEE conducts the annual canvass and is designed to function as part of the Finance Committee.

The FUNDRAISING SUBCOMMITTEE conducts events each year for the support of the UUCC annual budget. Events are also intended to build community among congregation members.

Responsibilities and activities:

1. Conduct both recurring and special fund-raising events.
2. Consult with the Finance Committee or Treasurer to propose a fund-raising goal for the following year.
3. Inform members about fundraising events through the newsletter, announcements, and bulletin boards.
4. Publicize events to the broader community.
5. Coordinate the calendar with the Social Activities Committee and others, as needed.
6. Recruit members to assist with events.

The INVESTED FUNDS SUBCOMMITTEE manages the financial investments of UUCC in a fiscally and socially responsible manner, as defined by the board of trustees.

Responsibilities and activities:

1. Develop and implement a written plan for managing investments, revised annually and submitted to the board for approval.
2. Provide information and consultation with the Treasurer at least quarterly.
3. Consult with the Finance Committee during its preparation of annual budget.
4. Advise the board of trustees in all matters relating to financial investments.

One member is chosen each year through the Leadership Development Committee. At least three members, each serving a three-year term.

### History Committee

The History Committee collects, preserves, verifies and makes accessible the rich history of Universalism and Unitarianism in Augusta and how that history informs who we are as a congregation today. The entire congregation helps capture history as we make it.

The History Committee Responsibilities and Activities:

1. Acquire, catalog, archive, maintain, and preserve historic records, artifacts, and historic items belonging to the Unitarian Universalist Community Church. This includes collecting oral histories to record first-hand experiences and feeling of important events.
2. Promote the preservation of currently generated historic documents and artifacts. This includes collecting information about ongoing activities and congregants, and creating a Book of Remembrance containing short histories, pictures, and contributions of members who have died.
3. Advise as requested regarding donations and disposition of church artifacts.
4. Promote knowledge and appreciation of congregational history and heritage through periodic displays of historic documents and artifacts for the church community, articles in the Newsletter, and special History Events.
5. Establish working relationships with the Kennebec Historical Society and the State of Maine Library Archive department.
6. Prepare a chronological record of the UUCC and its antecedents

### Leadership Development Committee

See Bylaws Article 8 Nominations for Elections

### Long-Range Planning Committee

See Bylaws Article 12

### Membership Committee

The Membership Committee welcomes visitors to UUCC, documents current membership, seeks and new members, and provides information about the Church's faith and congregation to interested persons. You are invited to assist with greeting and hospitality on Sunday mornings.

The Membership Committee responsibilities and activities:

1. Oversee the maintenance by the Office Administrator of an accurate, easily accessible, and up-to-date list of active members of the Church and a list of others with an interest in UUCC.
2. Coordinate the Hospitality and Greeting Subcommittees to plan and arrange for: greeting Sunday attendees and providing relevant information.
3. Provide nametags, literature, newcomer packets, and newsletters for Sunday service.
4. Arrange Sunday coffee hours between services, and after summer services.
5. Seek new members.
6. Welcome, communicate with, and plan activities for newcomers where information about the UU faith can be shared.
7. Promote an awareness of our Church within the larger community, and publicize the programs, events, and activities of the Church for members.

### Ministry, Committee on

See Bylaws Article 15 Committee on Ministry

### **Music Committee**

Plans, oversees and supports musical offerings and activities at Sunday services and on other occasions.

The Music Committee responsibilities and activities are:

1. Work with the minister and Worship Committee to support the life and ministry of the church through music, and advocate for the music program.
2. Make sure that the musicians have the physical resources they need (sheet music, instruments) and that these are in order and well-maintained.
3. Oversee the scheduling of pianists for worship services, and promote communication with the congregation.
4. Prepare a yearly budget request, and advise Board of Trustees on musicians' pay.
5. Maintain a connection with the larger community of UU musicians through UU Musicians Network (UUMN) membership and, when possible, attendance at the UUMN annual conference.
6. Sponsor and assist with musical events.
7. Musicians are supervised by the minister and the board president. Music for worship, other than hymns, is selected by the musicians in consultation with the minister or worship leader.

### **Pastoral Ministry Team**

The Unitarian Universalist Community Church has a team of trained lay Pastoral Ministers who provide an extension to the Minister's pastoral presence. They offer a caring response to emergencies that affect individuals, families and the congregation as a whole, as well as issues within our community. The Team provides a connection to the church for members and friends when worship service attendance becomes impractical or impossible. Some members bring our church's values and concerns out into the wider Augusta community.

The CARING COOPERATIVE TEAM is led by a trained lay Pastoral Minister who is skilled in accessing needed resources within and beyond the congregation. This team facilitates the good works and assistance of the congregation when a member or friend is dealing with times of hardship, loss, illness or stress.

### **Personnel Committee**

The Personnel Committee was formed in June 2014 for the purpose of assisting the Minister with the human resource functions of church life. The Committee is responsible for recruiting and hiring for vacant positions; assisting with staff evaluations as well as any employment-related staffing concerns. The current committee includes: Deb Mattson; Mark Rolfe and Michaela Loisel (Chair).

### **Religious Exploration Committee**

Supports the Religious Exploration staff in developing lifespan RE programming.

Responsibilities and activities:

1. Brainstorm with the [staff] on new ideas related to all aspects of the RE program;
2. Make consensus recommendations on the direction and implementation of lifespan RE programming;
3. Provide input to the [staff] and Board on financial decisions relevant to lifespan RE programming;
4. Ensure that RE activities run smoothly during scheduled and unscheduled absences of the [staff];
5. Coordinate certain functions during the year, such as the cookie walk, Easter activities and the spring RE volunteer appreciation.

### Small Group Ministry Committee

Works to ensure the vitality of the UUCC Small Group Ministry program as it furthers the mission of the church.

Responsibilities and Activities:

1. Assisting the SGM Coordinator, particularly in maintaining contact and working out issues that may arise in groups or the program
2. Recruiting and supporting leaders for Small Group Ministry (links, facilitators, topic writers);
3. Maintaining regular contact with SGM groups through their links, and offering support and information
4. Updating, creating, and revising the sessions, handbooks, and other materials used by Small Group Ministry
5. Ensuring open access to and making information about SGM available to the broader church community
6. Offering new opportunities to explore SGM, including Sunday Open Group and events such as potlucks and workshops.

### Social Justice Committee

The Social Justice Committee promotes social justice, equity and compassion through words and actions. The committee uses the time, resources, and leadership of members to forge connections with and provide service to our community and the wider world. The Social Justice Committee Responsibilities and Activities:

1. Provide forums, study groups, presentations, youth activities, etc. for UUCC members to learn about social issues;
2. Maintain resources for UUCC members seeking information;
3. Identify and provide leadership for projects and actions that further its purpose;
4. Work with other organizations with similar goals; and
5. Recommend appropriate public releases concerning social issues for Board of Trustees approval.

### Immigration Work Group

The IMMIGRATION WORK GROUP plans programs to raise awareness around issues of immigration, refugees and migrant worker justice and partners in activities with non-profit organizations and others with similar interests. The Group encourages and provides opportunities for action and advocacy relating to immigration issues. UUCC has: \*welcomed migrant farm workers with a summer picnic \* reached out to Muslim neighbors. \*made an award to Green Thumbs Farm in Fryeburg for its excellent relations with migrant farm workers.

### Maine Unitarian Universalist Social Advocacy Network (MUUSAN)

In a denomination that is characterized by social activism, we are called to bring our values to bear in the public arena – in the State Legislature, in the news media, in the development of policy, in the pursuit of justice. And they do influence legislation and public policy.

Realizing that we cannot take on every issue and solve every problem, we have chosen three areas of public policy on which to focus our initial interest:

*\*Democracy in Action*, including voting rights, electoral processes, such as Instant Runoff Voting, and Clean Election laws.



\**Health Care*, including costs, insurance coverage, MaineCare, implementation of the Affordable Care Act, and Single Payer options.

\**Climate Change*, in all its likely guises, including rising sea levels, radical changes in agricultural practices and yields, and effects of higher temperatures on land values and the tourist industry.

### Neighbor to Neighbor Partnership

UUCC partners with St. Mark's Episcopal Church to help reduce hunger and poverty in the local neighborhood. UUCC members generously support the following St. Mark's programs: the Angel Food Network (UUCC Summer Suppers), the Augusta Food Bank, Essentials Pantry, specifically with a quarterly Diaper Drive.

### Website Work Group

The UUCC Website has two primary functions:

--Inviting people who are searching for information about Unitarian Universalist and/or a connection to come and see what we have to offer.

--Providing a communication network and prominent resource for people who are already involved with UUCC.

The information on this website is written by those involved with the respective programs and committees, and/or taken from UUCC publications, including the *Program Book* and *How Our Church Works*.

Following privacy and Safe Congregation practices,

- Contact information may be used only when an individual's permission is obtained. The exception is for UUCC staff, where name, e-mail and phone number may be listed. Sending an article or announcement with personal information included will be considered consent.
- Personal information submitted by a second party will not be included unless the second party has provided written or emailed consent.
- Additional contact information may be available in the church Directory for members and active friends. Request for that information can also be made through [info@augustauu.org](mailto:info@augustauu.org) and will be forwarded to the individual.
- Photos of activities involving people will not include identifying information, unless permission is specifically given by the person.

For a more complete policy regarding identification of individuals and use of pictures see the accompanying sections for administrative policy.

### Worship Committee

The Worship Committee responsibilities and activities

1. Assist the Minister in planning, implementing, and evaluating the worship program.
2. Make arrangements for guest speakers and other persons participating in worship program.
3. Coordinate summer programs.

## **BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH**

**Augusta, Maine**

As amended, June 2013

### **Article 1. Name**

The name of this religious society shall be the Unitarian Universalist Community Church of Augusta [UUCC hereafter]

### **Article 2. Purpose**

The purpose of the UUCC shall be to worship and operate consistent with our mission and vision.

The **mission** of the UUCC is to worship, learn, and minister together embracing diversity and religious freedom.

The **vision** of the UUCC is to:

- enhance spiritual growth;
- provide a respectful religious home for all ages;
- join in celebration and friendship;
- be a common voice for justice;
  - share the light of our principles with the wider community

We also:

- affirm, defend, and promote the worth and dignity of every person;
- promote and provide religious exploration for all in our congregation;
- promote a deliberately diverse and inclusive congregation that welcomes and supports all forms of respectful, loving, age-appropriate relationships: gay, lesbian, bisexual, transgender or straight; and
- create an inclusive ministry in the community and work against oppression in all its forms.

### **Article 3. Non-Discrimination Policy**

The Unitarian Universalist Community Church of Augusta, Maine declares and affirms its responsibility to promote the full participation of persons in all activities and in the full range of human endeavor, without regard to race, color, gender expression, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed, in accordance with our safe congregation policy.

### **Article 4. Denominational Affiliation**

This church shall be a member of the Unitarian Universalist Association of Congregations and of the Northern New England District of the Unitarian Universalist Association of Congregations.

### **Article 5. Membership**

Section 1. Any person 13 years of age and over may become a member by signing the membership book and declaring him/herself in sympathy with the purpose of this church, participating in congregational life, including congregational meetings, making an annual pledge, and transmitting this information to any officer of the church. The person will be acknowledged as a voting member by the Board of Trustees at its next scheduled meeting.

Section 2. The Board of Trustees may remove members from the rolls if:

- the member has not attended or financially supported the church for over a year's time; and
- there is no positive response within 30 days to a written notice asking if the person wishes to remain an active member or be removed from the rolls.

Section 4. Any member may withdraw his/her membership at any time by so notifying the Clerk of the church.

#### **Article 6. Authority**

All authority rests in the membership and is exercised through the meetings of the membership except as herein delegated.

#### **Article 7. Membership Meetings**

Section 1. The business meetings of the congregation shall be referred to in these by-laws as "membership" meetings, and shall be open to all.

Section 2. An annual membership meeting shall be held on the first Sunday in June of each year. Copies of an Annual Report (containing reports from the Minister, Director of Religious Exploration, Clerk, Board of Trustees, Treasurer, Collector, Comprehensive Long Range Planning Committee, and other active committees, election information, and by-laws) shall be made available at the church 10 days before this meeting. Budget and end-of-year financial materials shall be available at this meeting.

The business shall be:

- to elect Officers of the church, Members-at-Large of the Board of Trustees, Chairs of all standing Committees, except the Committee on Ministry, and all other elected positions.
- to hear the Minister's annual report and other reports scheduled by the Board;
- to vote on the proposed annual budget of the church; and
- to transact any other necessary business for which notice has been given.

Section 3. Special membership meetings may be called by the Board of Trustees for any purpose deemed important for the maintenance and/or enhancement of the church.

Section 4. The Board of Trustees shall call a membership meeting if petitioned in writing by twenty percent (20%) of active members. The request must state the business to be considered, and actions at the meeting shall be limited to the stated purpose. The meeting must be held within 30 days of the request.

Section 5. Notices for all membership meetings shall be transmitted at least 10 days prior to the date of such meetings, and shall include a description of the subjects to be considered, date, time, and location.

Section 6. Thirty percent (30%) of the active membership shall constitute a quorum.

Section 7. Voting at membership meetings shall be afforded to members only. Voting shall be by ballot upon any issue, upon request by any member. Except where otherwise specified here, the outcome of votes will be determined by a simple majority of those present and voting.

Section 8. The Board of Trustees shall select a member of the church to act as a Moderator during membership meetings.

Section 9. The rules contained in Robert's Rules of Order, Revised shall govern in all issues as to which they are applicable, to the extent that they are consistent with these bylaws or special rules of order adopted by the active members in the course of the membership meeting to which said special rules of order are to apply.

## **Article 8. Nominations for Elections**

Section 1. The Leadership Development Committee shall serve until the final election of the Board of Trustees. The President of the Board of Trustees shall convene the first meeting of the Leadership Development Committee to deliver the charge to the committee, and answer any questions.

Section 2. The Leadership Development Committee shall nominate the officers, members at large of the Board of Trustees, chairs of standing committees, members of the Comprehensive Long Range Planning Committee, and member-at-large of the Finance Committee.

Section 3. The Leadership Development Committee also shall nominate one active member of the congregation to the subcommittee on Invested Funds each year. The subcommittee on Invested Funds shall consist of three persons serving three-year staggered terms.

Section 4. The Leadership Development Committee shall publish the slate of qualified candidates 10 days prior to the General Elections annual membership meeting. The Committee shall, of possible, avoid nominating persons to a third consecutive term and shall nominate for the chairs of the committees persons who have served on those same committees for at least one year.

Section 5. Nominations for the Board of Trustees positions may be made by petition of ten (10) active members to the Clerk of the Board. This list will be published prior to the election and shall be made available at the church at least one week in advance of the General Elections annual membership meeting. Such nominations shall be included in the slate for the position to be filled.

Section 6. Nominations for any position may be made from the floor at the General Elections annual membership meeting.

## **Article 9. Officers**

Section 1. The elected officers shall be:

- President
- Vice President
- Clerk
- Treasurer.

Section 2. All officers must have been members for a minimum of one year.

Section 3. The President shall:

- preside at meetings of the Board of Trustees;
- be the chief executive officer;
- delegate responsibilities to others as appropriate.

Section 4. The Vice President shall:

- chair the Council on Leadership
- discharge the duties of the President in his/her absence;
- aid and assist the President in his/her administrative duties; and
- succeed to the Presidency for the unexpired portion of the term upon the death, resignation, or removal of the President.

Section 5. The Clerk shall:

- provide for the written record of all proceedings of the Board and meetings of the church;
- issue notices of meetings;
- conduct the correspondence of the Board;
- verify the membership list prior to all membership meetings, and determine the proper quorum requirement, and determine the proper numerical vote required for all issues; and
- be an ex officio member of the Membership Committee.

Section 6. The Treasurer shall:

- be custodian of all monies and securities;
- present the current financial statement at each meeting of the Board and the membership meeting at which there is a vote on the proposed annual budget;
- keep a full and accurate account of all receipts and disbursements and present these records upon reasonable notice, except for identification of individual pledges;
- submit the books to be examined annually by a person(s) designated by the Board;
- be bonded at the expense of the church; and
- serve as an ex officio member of the Finance Committee in preparing budget recommendations for the next fiscal year.

## **Article 10. Board of Trustees**

Section 1. The Board of Trustees shall consist of the officers, the immediate past president, members-at-large, youth member, and the Chair of the Finance Committee. Ex officio members shall include the Minister and the Director of Religious Exploration. The immediate past president shall serve for one year.

Section 2. Vacancies on the Board shall be filled by appointment of the President, subject to approval of the Board. Persons appointed to fill vacancies shall serve until the next membership meeting.

Section 3. The Officers of the Board of Trustees shall serve a one-year term. There shall be three members of the Board of Trustees elected at large by the membership for staggered three-year terms. One member shall be elected each year. There shall be one youth member of the Board of Trustees elected at large by the membership for a one-year term. Members at large will serve as liaisons to the standing committees. Board members and officers will not serve as chair of standing committees, except for the Finance Committee.

Section 4. The members of the Board of Trustees shall assume office immediately following the vote of the slate of officers at the General Elections annual membership meeting. The Board shall have its first organizational meeting at the next regularly scheduled Board meeting.

Section 5. The Board shall hire and dismiss all employees of the church not elected by its members, and shall determine conditions of employment.

Section 6. The outcome of votes of the Board shall be determined by a simple majority of those present and voting.

Section 7. Attendance at Board meetings is a necessary function of all members of the Board of Trustees. Resignation from the Board may be requested by the President with Board approval if an individual's absence interferes with the workings of the Board.

Section 8. The Board of Trustees shall:

- conduct and approve all business transactions of the church, consistent with these bylaws;
- implement the decisions and policies of the membership, guided by the Strategic Plan;
- <sup>a</sup> establish such policies and appoint such persons and committees as necessary to achieve these functions and fill vacancies among committee chairs until the next annual meeting;
- maintain a balanced budget with the provision that the Board may make changes to the annual budget not to exceed 10 percent of the total; and
- publish a written annual report.

Section 9. A quorum of the Board shall consist of two-thirds of the positions filled at the time of the vote, provided that at least one-half of the Board's positions as specified in these bylaws are filled.

#### **Article 11. Council on Leadership**

The Council on Leadership consists of the chairs of all standing committees, and is chair by the vice president of the board. It shall meet at least three times a year and will set goals and coordinate joint activities among the various committees, and carry out assignments as directed by the board.

#### **Article 12. Long Range Planning Committee**

Section 1. The task of the Long Range Planning Committee is to monitor and update biannually the Five-Year Strategic Plan to reflect accurately the anticipated future needs of the church. The Plan will be guided by our Purpose, Mission Statement, and Vision Statement.

Section 2. The Revised Five-Year Strategic Plan shall address the following items at a minimum: Staffing, Membership, Operating Budget, Programs, and Facilities. Items needing updating will be the primary focus of the biannual review. Prioritizing items for the biannual review shall be done with input from the Board of Trustees, church leadership, and congregation. This plan shall be used by the leadership of the church to maintain a steady and consistent course of action and direction that aligns with our Purpose, Mission Statement, and Vision Statement.

Section 3. The Committee shall consist of six (6) members elected by the membership for staggered three-year terms. Two (2) members shall be elected each year. A seventh member shall be a member from and appointed by the Board of Trustees for a one-year term. There shall be no term limit restriction placed on the members. The Long Range Planning Committee may use short term or ad hoc non-voting members to support work in special focus areas. Vacancies on the Committee shall be filled by appointment of the Board of Trustees, subject to approval of the Committee. Persons appointed to fill vacancies shall serve until the next membership meeting.

Section 4. The Committee shall provide a biannual planning process including the following elements:

- Review and, if necessary, update the current Five-Year Strategic Plan;
- Solicit input from the Board of Trustees, church leadership, and congregation to identify church needs, trends, and goal;
- Document a consistent overall long range direction of church needs and activities, including how major church operations are working together or if improvements need to be made in church operations;
- Present biannual revisions to the membership via the UUCU Annual Report, annual membership meeting, 5 year plan updates, and any requested reports by the Board of Trustees
- Report to the Board of Trustees on changes needed in Long Range Planning Committee duties or functions.

Section 5. The planning process shall provide for church members:

- to be kept informed of the work of the Committee; and
- to have input and be consulted in the updating of the strategic plan.

### **Article 13. Finance Committee**

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.

Section 2. Membership. The committee chair and a member-at-large are elected by the membership to one-year terms. The chairs of the Long Range Planning Committee, Invested Funds subcommittee, Stewardship subcommittee, Fundraising subcommittee, and the Treasurer serve ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

### **Article 14. Standing Committees**

Section 1. The Board of Trustees shall authorize other committees necessary to carry out the business of the church and will keep a list of committees and the charges of the respective committees. This list will be posted in the church and will be included in the annual report of the Board of Trustees. All authorized committees will submit a report for the church's annual membership meeting. No members of the congregation shall chair more than one standing committee.

### **Article 15. The Committee on Ministry**

Section 1. The Committee on Ministry shall be comprised of four (4) members, serving staggered two-year terms. No members shall serve more than two consecutive terms. Two (2) members will be appointed to the Committee on Ministry each year. One member will be chosen by the Minister from a list of three (3) active church members submitted by the Board of Trustees. One (1) member will be chosen by the Board of Trustees from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister.

Section 4. The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. The Committee on Ministry focuses on all aspects of the congregation's shared and professional ministry.

- the Committee shall meet regularly in a non-crisis, goal-oriented manner with an agenda to explore the various concerns and challenges of the Minister/Congregation relationship and the Congregation's own role and agreed-responsibility in shared ministry.
- the Committee shall assist and support the Minister in his/her plans for professional development, continuing education, sabbaticals, etc. The Committee shall alert the Board to any emerging concerns between the Minister and Congregation.
- consult with the Minister and submit an annual compensation recommendation to the Board of Trustees; and
- the Committee shall promote and facilitate healthy relationships in all aspects of professional and shared ministry. The committee shall receive, investigate and respond to all matters affecting the shared ministry of the congregation and the professional ministries. The Committee shall alert the Board to any emerging concerns.

## **Article 16. Minister**

Section 1. A candidate for the office of Minister of this church shall be nominated as outlined in the Article of these bylaws concerning the Ministerial Search Committee. The Minister shall be called by means of a vote at a membership meeting held for the purpose of decision on a candidate nominated by the Ministerial Search Committee. The Minister shall be considered to have indefinite tenure upon election by the membership.

Section 2. A contract detailing the terms of agreement between the Minister and the congregation shall be proposed by the Ministerial Search Committee, agreed to by the Board of Trustees, signed by the officers of the church, and shall be reviewed annually by the Board of Trustees.

Section 3. A Minister may be dismissed by a two-thirds vote of the members present at any meeting convened for that purpose. In the event of a potential dismissal, the advice of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association will be sought.



Section 4. The Minister shall continue his/her duties for 90 days after written notice of resignation is received by the President, or after membership decision for dismissal, unless it is mutually agreed otherwise.

Section 5. The Minister shall:

- be in the fellowship with the Unitarian Universalist Association of Congregations;
- have primary responsibility for worship and other religious ceremonies;
  - be an ex officio member of the Board of Trustees
  - be available for advice and guidance of members and committees when requested;
- in consultation with the President, supervise all employees and maintain written jobs descriptions for each position, and coordinate the administrative and communicative aspects of the church;
- report at the annual membership meeting any matter which seems pertinent to the general welfare of the church, and make such recommendations as in his/her judgment may be appropriate; and
- keep complete and accurate vital statistics (that is, marriages, dedications, and deaths) concerning the membership.

#### **Article 17. Ministerial Search Committee**

Section 1. In the event of a vacancy in the office of the Minister, the members of the church shall elect a Ministerial Search Committee.

Section 2. The Ministerial Search Committee shall consist of seven (7) members of the church. Two (2) members of the Committee will be selected by the Board of Trustees, and five (5) members will be elected from the membership at a special meeting following the rules for selection of the Leadership Development Committee.

Section 3. The membership shall instruct the Ministerial Search Committee regarding the general terms of agreement that it shall tentatively negotiate; a tentative salary shall be approved by the membership prior to any interviews.

Section 4. The Ministerial Search Committee shall:

- consult with appropriate members of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association;
- conduct a membership survey;
- interview potential candidates and select one;
- make necessary arrangements to ensure the candidate has reasonable knowledge of and acceptance of the church, its membership, finances, and Bylaws, and of the community at large;
  - agree tentatively in writing with the selected candidate regarding the terms of agreement;
- nominate such candidate, with the Board of Trustees' concurrence, at a membership meeting called for the purpose of decision on that candidate, and present the terms of agreement for action at that meeting;
- prepare a contract containing the detailed terms of agreement, in consultation with the candidate, and propose it to the Board of Trustees;
- assist the new Minister to become settled and acquainted in the community; and
- comply in all matters with the UUCC Non-Discrimination Policy.

Section 5. Any vacancies on the Ministerial Search Committee can be filled by nomination of the President with the Board of Trustees' approval.

#### **Article 18. Calling a Minister: Quorum and Plurality of Call**

The Ministerial Search Committee shall present a Ministerial Candidate to the membership. The minister shall be called by at least an eighty percent (80%) vote of the voting membership present at a special congregational meeting held for that purpose. The vote to call a minister shall be by written ballot. One half (1/2) of the members eligible to vote shall constitute a quorum at such special congregational meeting.

#### **Article 19. Fiscal Year**

The fiscal year shall be set at July 1 through June 30 of each year.

#### **Article 20. Bylaws and Amendments**

Section 1. Suggested changes for these bylaws shall be submitted to the Clerk, and if approved by the Board of Trustees, shall be presented to the membership.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at any membership meeting, provided that written notice of any proposed change is included in the notice for that meeting, at least 10 days prior to the meeting.

Section 3: If for five years no amendments shall have been made to these Bylaws, the president shall appoint, with the concurrence of the Board, a bylaw committee to review this document.

#### **Article 21. Dissolution**

In the event of dissolution and liquidation of this corporation, either voluntarily or involuntarily, the Board of Trustees (in the event of voluntary dissolution) and the appropriate public official (in the event of involuntary dissolution) shall transfer any surplus in excess of the corporation's outstanding liabilities to the order of the Northern New England District, Unitarian Universalist Office for Maine, New Hampshire, and Vermont, 10 Ferry Street, Suite 318, Concord, NH 03301.

Revised 8/04 to include amendments passed at the June 6, 2004 Annual Meeting  
Revised 6/05 to include amendments passed at the June 5, 2005 Annual Meeting  
Revised 3/09 to include amendments passed at the March 9, 2009 Membership Meeting  
Revised 6/10 to include amendments passed at the June 10, 2010 Annual Meeting  
Revised 6/12 to include amendments passed at the June 3, 2012 Annual Meeting  
Revised 6/13 to include amendments passed at the June 2, 2013 Annual Meeting