

# *UNITARIAN SOCIETY OF GERMANTOWN*

*2008-2009 Annual Report*

*Presented May 17, 2009*



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## **BOARD OF TRUSTEES**

### **◆ Members of the 2008-2009 Board of Trustees**

Sam Gugino (President), Berdine Whedon (Vice President), Alan Windle (Secretary), Susan Bockius, Charles Gabriel, Edna Jones, Eli Scearce, Rudy Sprinkle, Marny Walsh

### **◆ Mission of Committee**

To manage the “temporal affairs and property of the Society,” according to church bylaws.

### **◆ Significant Accomplishments of Past Year**

1. Throughout the year, the Board examined, debated, and sometimes agonized how to use our resources to maintain the church’s vibrancy and to continue its growth over the next five years or more while being mindful of the operating budget deficits and the shrinkage of our Consolidated Investment Fund (CIF, our portfolio of stocks, bonds and mutual funds) due to the downturn in the stock market. Ultimately, the Board agreed to continue full funding essential expenditures such as staff compensation and to spend money from the CIF to the Master Plan (see below).
2. Stewardship was a major focus of the Board-sponsored Leadership Retreat in September. Attendees discussed what Stewardship means to them (e.g., a sense of ownership; using resources as expressions of our values) and what USG means to them (e.g., a feeling of family and community; a home base to live out our values in the world). These dialogues were a harbinger of the Stewardship Committee’s very successful budget drive.
3. The Board spent a good deal of time involved with the architectural master plan to repair, improve and expand our physical plant to accommodate our growth and needs over the next 20 years. At the October meeting the Board approved Brawer & Hauptman as Master Plan architects. Over the subsequent months, Board members were involved in the formation of the Master Plan, including attendance at Charrette sessions at which church needs and architect solutions were bandied about. At its April meeting, the Board approved a final Master Plan (without specific funding) that would be sent to the congregation for approval.
4. At the November meeting the Board approved Diversity as the Board Priority for 2009-2010. The Board requested that Council chairs and church staff generate ideas for implementing this priority, including ways to measure the congregation’s effectiveness in implementing the priority.
5. With the economic crisis unfolding throughout the country, the Board approved, at its January meeting, a task force to examine operating budget expenses and generate specific ideas how and where they might be cut. While this process was going on, the Board ordered a suspension of all discretionary spending. Board members consulted with committee chairs to find ways to reduce or eliminate expenses for the remainder of the fiscal year (ending June 30). The Board also approved a 36% reduction in dues paid to the Unitarian Universalist Association (UUA), from \$16,660 to \$10,650.
6. In addition, the Board approved a task force to focus on ways to increase revenue. The revenue task force reported several ideas for raising money, including:
  - Grants available through Unitarian Universalist channels as well as other organizations such as Partners for Sacred Spaces.
  - Making greater use of our physical plant for rentals (and charging more for those rentals.)
  - Increasing Religious Education fees for nonmembers.

7. Board member Susan Bockius brought to the attention of the Board the lack of adequate feedback from USG members attending the General Assembly. (Earlier, it was discovered that the six GA delegates allotted to USG had to be approved by the congregation at the Annual Meeting rather than appointed by the Board.) The Board approved a motion to require elected delegates to:
  - Be responsible for attending plenary sessions and for exercising the congregational vote.
  - Present a report to the congregation on the issues before GA, how the congregation's interests are affected by those issues, how delegates voted, and issues of on-going action or concern.
8. Because the budget process is protracted and complicated, the Board felt that it would be unfair and unwise to bring new Board members into the middle of budget process. It therefore voted to have new members take office on July 1, at the start of the new fiscal year and when the budget had been passed, rather than at the May Board meeting, just after elections at the Annual Meeting. After the meeting, there was some question as to whether or not the Board vote was in accord with language in the church bylaws. As of this writing, the issue has not been resolved.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Balancing the operating budget not just by cutting expenses but by increasing income. (As has been often stated--and confirmed by information from other UU churches--we don't spend too much, we take in too little.)
2. To that end, strong support of the Stewardship effort to build on its successful budget drive and to support other money making efforts. Formation of a Finance Committee, whose sole effort will be developing sources of income.
3. Resolve the issue of the mission and makeup of the Budget Committee.
4. Continued support and development of the Master Plan, including a structure for a capital campaign, subject to economic conditions.
5. In conjunction with the Membership Committee, developing standards for becoming a member of the congregation, using the commitment language in the membership brochure as a starting point.
6. Nurture and examine the success of the diversity effort, the Board Priority for 2009-2010.

*Submitted by Sam Gugino, President, Board of Trustees*

**DIRECTOR OF RELIGIOUS EDUCATION**

The 2008-2009 church year was one of tremendous professional growth and development for me. I am deeply grateful for the support of the congregation in general, and the RE teachers and committee members with whom I worked in particular. I served on the following committees and councils:

- Adult Religious Education
- Board of Trustees (ex officio)
- Caring Ministry Associates
- Children's Religious Education
- Membership
- Committee on Ministry (during sabbatical)
- Program Council
- Sabbatical Planning

- Worship Arts

### **Sunday School Program**

Our program was staffed by more than two dozen volunteers who led classes for children in preschool through high school. Highlights include using new UUA *Tapestry of Faith* curricula in kindergarten through grade 3, visiting a variety of worship spaces with our *Neighboring Faiths* class for 4<sup>th</sup>-6<sup>th</sup> graders, a Coming of Age program for our 7<sup>th</sup> and 8<sup>th</sup> grade students, and a new set of youth advisors and a new meeting time and space for our high school youth group. Attendance was up about 10% overall compared to last year, even during Kent's sabbatical.

### **Other Religious Education Programs**

In addition to Sunday School classes, the Religious Education Committee offered monthly social action Sundays where all our children together learned about a social justice issue and participated in a hands-on way to address the issue. We planted a vegetable garden, reached out to our Unitarian friends in Romania, and collected items for the Cradles to Crayons program to name just a few of our activities. In addition, we hosted regular family fun events to build community at USG. Participants created wreaths, carved pumpkins, played board games and made valentines for residents at UU House, all while strengthening their connections to their church friends.

### **Ministerial Formation**

By the end of this year I will have completed my first unit of Clinical Pastoral Education (CPE) in a chaplaincy program at Einstein Hospital. CPE is a requirement for becoming ordained UU clergy, so this CPE puts me another step closer to becoming Reverend Jude! While the work at Einstein was often difficult and my schedule quite full, it was a powerful learning experience which has helped shape and sharpen my pastoral care skills.

### **Sabbatical Support and Coverage**

In Kent's absence I have worked closely with the worship associates to ensure quality services, and the Committee on Ministry to monitor the overall ministerial function of the church. A significant portion of my time has been spent providing pastoral care to congregants with various needs with the help and support of our Caring Ministry Associates. In addition, I performed rites of passage including baby dedications, weddings and memorial services.

### **Goals for 2009-2010**

1. Continue to work with Strategic Planning to move toward improved meeting space for religious education programming.
2. Plan and implement another service mission trip with high school youth.
3. Continue course work toward a Master of Divinity degree.

*Submitted by Jude Henzy, Director of Religious Education*

## **TREASURER'S REPORT**

The operational aspect of this report is simple and unexceptional: the Society has kept carefully within its approved budget, and its expenditures remain carefully documented and controlled. Yet that aspect, important as it is, tells only part of a larger story.

As with so many other aspects of our lives, finances at USG experienced the effects of the difficult economic times our nation is undergoing. Though members continued their generous support, budgets all around were pinched: pledge income will fail to meet expected levels, and

revenue from the Service Auction likewise was less than anticipated. As a consequence, the year's deficit may prove larger than originally projected.

This also was a year when the Society's endowment funds were hard hit, by a combination of factors. First, the Board approved a special drawdown from the endowment to fund development of the Master Plan by the firm of Brawer and Hauptman. This unfortunately coincided with the national shrinkage in financial markets—one that affected endowments and similar funds everywhere—so that by the end of calendar 2008 the Society's endowment had lost significant value.

Accordingly, following a special budget review early in 2009, a task force was convened to review the current year's operating budget and suggest areas where expenditures could be constrained. As USG's budget is in any year far from expansive, this proved a difficult but important challenge, one that has led to some reductions in planned expenditures.

In addition, that same task force was directed by the Board of Trustees to craft a budget for the upcoming year that will reflect some difficult reductions in planned expenditures—difficult, but essential in the face of the challenging economic environment in which the Society—like the nation—must operate. A final review and approval of this 'austerity' budget will take place before the end of the current fiscal year (June 30). A marked increase in pledged revenue for the next fiscal year may somewhat lessen the budgetary challenges—but these remain difficult times.

*Submitted by Tom Smith, Treasurer*

## **DIRECTOR OF MUSIC**

As Director of Music at the Unitarian Society of Germantown I serve on two committees: Worship Arts as well as Music Ministry. Those committees will probably be submitting their own reports so there is no need to duplicate that information here other than to say that I have really enjoyed how our services have been enriched by the numerous groups and performers that have come to us under the auspices of the Music Ministry group, especially the mariachi band featured in the Day of the Dead service and Steve Barbone's Dixieland Band who joined us for the annual New Orleans jazz funeral service in early January.

The choir has had an enjoyable year of music. In December I directed them in a service that featured *Navidad Nuestra* by the contemporary Argentinean composer Ariel Ramirez. This composition is always a joy to work on because it really is one great song after another. The work featured several instrumentalists including an accordion player, a percussionist, and two guitar players including USG's own Graham Killian. The first Sunday in March we presented *Changed My Name*, a powerful cantata-style composition that tells of the lives of Sojourner Truth and Harriet Tubman. We again had the participation of Diane Lesley as one of our narrators and Diane was joined by USG's own Takiyah Nur Amin as the other narrator. The powerful delivery of both women immeasurably enhanced the musical program. On the personal level, I found this particular service to be the musical highlight of the year. The spring music service was a performance of Morton Lauridson's gorgeous *Lux Aeterna*. This wonderful composition was first performed in the last decade of the 20th century and has become a staple of good choirs everywhere. It is also a work that the choir thoroughly enjoys studying and singing. In addition to these three musical events, the choir also was the musical backbone of our Christmas Eve celebrations and most Sunday morning worship services.

Thanks to our regular soloists: Emily Joy Goldberg, Beverly Gross Spencer, Robert Hefele and Tom Schoonmaker (who donates his services and saves us a bundle of money because of this generosity). Thanks also to our instrumentalists who have come forward and played on a number of occasions.

The organ is under the care of the Henry Fabry Organ Company, and they are awaiting our decision to go ahead and begin repairs. The piano in the sanctuary is regularly tuned and serviced. The piano in the upstairs assembly room is used for choir rehearsals and is in dire need of replacement.

Last summer I attended my second GA in Fort Lauderdale and I found it to be a really inspirational experience. I plan to attend this summer's annual offering to gain new perspectives and hear new ideas. It's been an exciting time.

*Submitted by Mark Daugherty, Director of Music*

## **ENDOWMENT**

The USG endowment has been reduced by the recent stock market decline, as have nearly all non-profit endowments and investment accounts. The value of our main consolidated investment account, now managed by Trillium Asset Management, has declined from a peak value of \$1,298,917 at the end of June 2007 to \$1,162,380 at the end of June 2008 and has further declined to \$820,424 as of March 31, 2009. Thus the value of USG's endowment has declined by approximately 37% since reaching its peak value in 2007. The breakdown of investments by asset class is approximately 9.7% cash, 26.2% fixed income, 54.5% domestic equities and 9.6% international (a diversified international equities mutual fund).

Along with the change in management to Trillium Asset Management, the USG leadership elected to determine the regular income payout of the endowment's investment results as a fixed monthly sum based on the fund's performance (including capital gains) over the preceding 3 years, rather than limiting allowable income to interest and dividends only, as has been done in the past. Unfortunately, the decline in asset value in the past few months will force the investment committee to reduce the endowment's fixed monthly payout for next year and possibly several years to come. Additional funds beyond the fixed payout have been withdrawn to fund the operating deficit and special projects.

On a brighter note, we are very pleased to report that Trillium Asset Management has invested our assets in firms deemed acceptable under several screens of social justice and good corporate citizenship. We no longer need to be concerned about where our endowment profits come from. In addition, Trillium Asset Management participates in shareholder activism when warranted.

*Submitted by Tom Garrabrant, Assistant Treasurer of USG for the Endowment*

## **ADMINISTRATIVE COUNCIL**

### **◆ Members**

Dennis Strain, chair. Susan Bockius, Carolyn Cotton, Lee Meinicke, Rudy Sprinkle, Alan Windle.

### **◆ Mission of Committee**

The Council oversees the administrative matters of the church.

### ◆ Significant Accomplishments of Past Year

- ACS Software: Alan Windle oversaw the conversion to the ACS software, which tracks pledges and membership information. With significant help from Gloria Smith, the software produced an updated church directory.
- Rentals: The Council reviewed the rental fees and clarified the fee for members renting church facilities. It created the position of Rental Coordinator to promote and monitor church rentals. Carolyn Cotton graciously accepted the position.
- Church Signs: Carolyn Cotton headed a subcommittee for replacing the Johnson Street Entrance sign.
- Archives Policy: The Council approved a policy developed by Susan Bockius for handling our archived materials.
- Organ Repair: There is a dedicated fund for repairing our organ. The Council approved the use of these funds after we have pursued the availability of a grant to pay for part of the repairs.

### ◆ High-Priority Goals for 2009-2010 Church Year

1. Refining procedures for handling church money.
2. Developing a publicity plan that includes the use of church billboards.
3. Negotiating a new lease with the Nursery School.

*Submitted by Dennis Strain, chair*

## **PROGRAM COUNCIL**

### ◆ Members

Mary Lee Keane, chair. Donna Cotzen, Emily Joy Goldberg, Jude Henzy, Edna Jones, Deanna Kemler, Jonel Sofian, Berdine Whedon.

### ◆ Mission of Committee

Overall coordination and nurturing of church events and activities. Committees with which the Council might work include: Adult RE Committee, Caring Committee, Earth Honoring Traditions, Ending Racism, Green Sanctuary, Lingelbach School, Martin Luther King Day, Membership, Music Ministry, NPIHN, Share the Plate, Small Group Ministries, Social Action, Sunday Religious Education, UN and Worship Arts.

### ◆ Significant Accomplishments of Past Year

By and large, the groups listed above have continued to do an outstanding job with little or no Council support. This Council report focuses on issues in which the Council was involved and on new initiatives.

This year the Council was actively involved in the following:

- Programming about money and our feelings toward it.
- Return of circle dinners, a much-missed way to build community.
- Creation of “singles of all ages” group, which now hosts monthly activities.
- Programming for parents of adult children.
- a post-election reflection session.

The Council also

- worked extensively on budget issues, including working with each committee to determine three levels of financial support depending upon the congregation’s overall financial

health

- surveyed newer members to determine how they first heard of USG (the internet and friends are by far the two biggest sources)
- assisted committees wanting to show PowerPoint about their activities during coffee hour

Other new programming in which the Council was less involved but which deserves note includes:

- Periodic race and parenting discussions
- Diwali celebration
- Programming to inform the congregation on denominational issues (i.e., UUA)

Our primary disappointments were:

- The position of social action coordinator remains unfilled. A person was recruited but ultimately was unable to do the job due to cir circumstances beyond her control.
- We spent considerable time discussing how to encourage constructive dialogue about race, but to date, no initiatives have been launched.

#### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. Aggressively pursue creation of programs about diversity, particularly regarding race and gender issues.
2. Continue to work with individual committees on budgeting.
3. Expand efforts to recruit volunteers.

*Submitted by Mary Lee Keane*

## **STRATEGIC PLANNING COUNCIL**

### ◆ **Members**

Charles Gabriel, chair. Mark Bernstein, Carolyn Cotton, Sam Gugino, Linda O’Gwynn, Eli Scarce.

### ◆ **Mission of Committee**

- Secure input from all congregants.
- Evaluate general needs, strengths, weaknesses, opportunities relevant to USG & its vision and mission.
- Develop a five year plan that identifies clear goals, sets priorities and provides a basic “roadmap” for achieving them.
- Identify resources and capabilities needed to meet goals.
- Review progress on the plan, evaluating new circumstances and revising the plan as appropriate.
- Report yearly to the Board of Trustees and revise the plan as appropriate.

### ◆ **Significant Accomplishments of Past Year**

1. Secured input from the congregation, as a whole, and from Councils and committees regarding the growth of the congregation and the resulting growth in facility requirements.
2. Use this input to develop a Request for Proposal (RFP) from architects for development of a facilities 20-year Master Plan. Selected Brawer & Hauptman Architects to develop the USG Master Plan.

3. Worked with the architect, the congregation, as a whole, and various Councils and committees to come up with a draft Master Plan that is phased-in over the next 20 years.
4. Refined the financial forecasting model to serve as a management tool for the Board of Trustees.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Secure congregational approval for the facilities Master Plan.
2. Develop the capital investment plan for the implementation of Phase I of the Master Plan and the forecasting of financial requirements for Phase II implementation of the Master Plan.
3. Update and refine the Strategic Plan including an update of the USG Vision and Mission statements.
4. Continue to refine and update the financial forecasting model.

*Submitted by Charles Gabriel, chair*

**ADULT RELIGIOUS EDUCATION**

◆ **Members**

Andrea Parry, chair (rotating off in June). Rick Carel, Jane Eisenstein, Jude Henzy (staff member), Shannon Strain, Takiyah Nur Amin (incoming). Jane Eisenstein will be chair after Andrea rotates off.

◆ **Mission of Committee**

To develop, implement and maintain a formalized, ongoing Adult Spiritual Development program that provides the opportunity for lifelong spiritual exploration and development for all USG members and friends. We seek to offer both courses that provide deeper knowledge and understanding of our UU heritage and our personal UU beliefs, and courses that offer a broader perspective on spiritual growth based on a wide range of human knowledge and experience.

◆ **Significant Accomplishments of the Past Year**

We offered a varied curriculum for two semesters, in addition to UU 101, which continued to be offered all year. Courses offered in Fall 2008 were UU 102-The 7 UU Principles, One at a Time; Just the Two of Us; and All of Us; Friday Night Films: Movies to Inspire, Provoke and Entertain; Exploring Deep Ecology; A New Earth; Storytelling Workshop; UU History-Going Deeper; Parents as Social Justice Educators; and a field trip to the Chapel of Sacred Mirrors in NYC.

In Spring 2009 we offered UU102; Introduction to Zen Buddhism; Healing the Wounded Healer's Heart; UU History-Going Deeper; Exploring Pilgrim at Tinker Creek; Exploring the Dead Sea Scrolls; Joseph Campbell: Unitarian Saint; Money & Emotions; and The Palace of Illusions. In the fall we had approximately 52 signups (approximately 44 individuals), and in the spring we had approximately 59 signups (approximately 42 individuals). These numbers were somewhat down from FY 2007-2008, and there were a few courses that had to be cancelled or ended early because of low enrollment. We are assessing whether more publicity would be helpful or whether there is a way we can better meet needs of our congregation.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Continue to offer a varied and enriching curriculum, including both UU and broader spiritual subjects and approaches, that will be accessible and meaningful to a broad cross-section of our members and friends.

2. Continue to find ways to increase enrollment and participation in the Adult Spiritual Development program, both in course leadership and membership.

*Submitted by Andrea Parry, chair*

### **ARTISANS FALL FESTIVAL**

#### **◆ Members**

Marcy George & Marjorie Caplan, co-chairs. Bruce Bryant, Carolyn Cotton, Pam Pawl, Sally Streibig.

#### **◆ Mission of Committee**

To produce the Artisans Fall Festival as a fundraiser event and an outreach into the community.

#### **◆ Significant Accomplishments of the Past Year**

The Festival raised approximately \$3000 for the church. The committee made the decision to end the event, based on lack of support expressed by the congregation and church leadership.

#### **◆ High-Priority Goals for 2009-2010 Church Year**

1. We reported to the Administrative and Program Councils in December, 2008
2. We disbanded the committee as of December, 2008

*Submitted by Marcy George, co-chair*

### **AUCTION COMMITTEE**

#### **◆ Members**

Kathy and Dave Bonanno, Deb Kish-Silver, co-chairs. Lida Holota, Elizabeth Schoonmaker, Sally Streibig, Howard Silver.

#### **◆ Mission of Committee**

To raise money for USG'S operating budget and to provide a fun-filled social evening.

#### **◆ Significant Accomplishments of the Past Year**

Planned and implemented major fundraiser for USG. The auction event raised \$22,000.00.

#### **◆ High-Priority Goals for 2009-2010 Church Year**

1. To raise money for USG
2. To encourage increased participation by the congregation in church fundraising activities
3. To continue to provide opportunities for the congregation to participate in social activities offered by USG donors throughout the year.

*Submitted by Deb Kish-Silver, co-chair*

### **BUDGET & FINANCE COMMITTEE**

#### **◆ Members**

Tom Smith, Treasurer; Tom Garrabrant, CIF treasurer; Sarah West, chair; Tom Schoonmaker, chair of Buildings & Grounds; Mark Isaksen, Dave Bernstein. Other consultants, Betsy Gabriel and Patricia Hamill from the Personnel Committee; Rev Kent Matthies, ex officio; Dennis Strain, Chair of the Administrative council.

The Program Council, led by Mary Lee Keane, was instrumental in preparing budget requests. Susan Bockius, Rudy Sprinkle, Tom Smith, and Sarah West formed an ad-hoc budget review task force and with others mentioned above, prepared the first draft of the 2009-2010 budget for Board consideration.

◆ **Mission of Committee**

The Board is considering a recommendation for reorganization of this committee and its replacement with a designated budget coordinator and stewardship council that would meet quarterly. The discussion of this reorganization will be continued by the 2009-2010 Board of Directors.

◆ **Significant Accomplishments of the Past Year**

Until January the mission of the Budget & Finance Committee was to review the monthly budget statement. For the second half of the fiscal year, the monthly budget statement has been reviewed by the church staff and leaders responsible for each part of the budget as well as the Board. Each council chair has received a copy for review, as have the Personnel Committee, Buildings & Grounds chair, Worship Arts chair, DRE, and Office Administrator. We have had one meeting of proposed Stewardship Council. Sarah West has been serving as budget coordination and pledge secretary. Rudy Sprinkle has recently begun working with her and sharing the responsibilities.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Board approval or adaptation of the recommendation for reorganization.
2. Board approval of a Budget coordinator job description and appointment to that position.
3. Formation of a stewardship committee that would meet quarterly.

*Submitted by Sarah West, chair*

**BUILDINGS & GROUNDS COMMITTEE**

◆ **Members**

Tom Schoonmaker, chair. Building Exterior: Howard Silver, Mike Heinsdorf, Bill Hoyt. Building Interior: Andre Stormont, Carolyn Cotton, Edna Jones. Mechanical & Electrical: Jim Petka, Al Parker, Jim Semmler. Exterior Grounds: Tom Schoonmaker, Memorial Garden Committee.

◆ **Mission of Committee**

The committee is broken down into four major areas of activity. Each area operates as a sub-committee. Members of the sub-committees concentrate their efforts in their assigned activities but there is great flexibility to work across sub-committee lines where interest and capabilities dictate.

A. Building Exterior: This sub-committee concentrates on the exterior envelope of the buildings. There will be obvious cross-over requirements with the other three subcommittees.

B. Building Interior: Concentrates on the interior of the buildings, including the upkeep and maintenance, interior design, paint, wallpaper, window treatments, floors, signage, safety and security and lighting requirements,. There will be obvious cross-over requirements with the other three sub-committees.

C. Mechanical and Electrical: Concentrates on the mechanical and electrical systems in the buildings, including wiring, heating and air conditioning, alarm systems, lighting of walkways and parking areas. There will be obvious cross-over requirements with the other three subcommittees.

D. Exterior Grounds: Concentrates on landscaping, plant & tree care, walkways & parking lot. (Note: The Memorial Garden Committee is a separate committee and has its own responsibilities. It is not a part of the B&G Committee.)

#### ◆ **Significant Accomplishments of the Past Year**

##### BUILDING EXTERIOR:

Doors: Refinished outside of four of the doors in the courtyard and into the narthex using volunteers (saved about \$20,000) spearheaded by Mike Heinsdorf. In August 2008, a vehicle crashed into the Lower door on Lincoln Drive. The liability limit of the driver was \$5,000 and this amount was acquired. Repairs are pending

Chimneys: Two chimneys were capped to reduce water entry into the building and to minimally reduce heat loss.

Windows: Howard Silver repaired all of the windows and installed storm windows on all of the Sullivan Chapel windows. He had Gambaro & Sons put new lintels on all of the Daskam room and Sullivan Chapel windows (Need now to put storms on Daskam Room windows). Silver arranged to put new windows in the committee room.

##### BUILDING INTERIOR:

Sullivan Chapel: Andre Stormont and Carolyn Cotton arranged for new carpet to be installed in the Sullivan Chapel. Woodwork cleaning and conditioning continued in Sullivan.

Sanctuary: Sanctuary ceiling was restored by Bill Hoyt as part of the work day effort. Woodwork cleaned and polished. A scissor scaffold was rented for both efforts.

Office: Howard Silver replaced the window air conditioner with an efficient "Energy Star" model.

Interior plumbing: Work included repair of faulty toilets and urinals, replacement of the leaking drain in the stairwell to the Bristol room, fixing of a leaking radiator on the back of the assembly room, clearing of outside drains.

Lamps: Andre Stormont changed out all possible incandescent lamps in favor of CFBs.

Bride's Room: Refurbished for use by the R.E. program. Stairwells also painted. Schoonmaker replaced the dehumidifier. A hole created to find a leak in the ceiling above the north set of stairs was also repaired.

Dining Room: Howard Silver repaired the hole in the dining room floor in the corner near the kitchen.

Chairs: Work Day effort cleaned all of the fabric chairs in the Assembly Room.

Mold: Edna Jones agreed to spearhead an attack on mold. Much has been accomplished - reducing water coming into the building by repairing leaking roof drain piping, clearing blocked outside rain water conductor drains, and improving vapor barrier under Sanctuary. Sanctuary fans are under discussion.

Windows, Stained Glass: One window in the sanctuary was partially rebuilt in October. Others are in line.

New door mats acquired By Andre Stormont.

##### ELECTRICAL/MECHANICAL:

Electrical Work: Completed in the Sanctuary, Assembly Room and Dining Room - new and repaired lines brought lines up to code and added capacity. Post light outside back entryway restored. The cove lights in the Assembly Room were completely rewired and upgraded at a cost of \$2,900.

Kitchen: Jim Semmler resolved a dishwasher recall problem. The stove in the kitchen has 10 pilot lights. They will be turned off during the summer months unless the stove is being used, saving both gas and electricity.

Chair lift: continues to work well following Jim Petka's efforts. No expense this year.

Heating: Al Parker took over monitoring of our fuel expenditures. We started the heating season using gas because the price of oil, in September, was over \$4.00 per gallon. We spent over \$5,000 to prepare to use gas (including gas pipe replacement). Al Parker negotiated a \$2.10/gallon fuel charge with F. C. Haab in November when the price of oil dropped substantially and we went back to using oil. He locked in 14,000 gallons at \$2.10. Al Parker put lockable covers on thermostats. We reinsulated steam pipes under the sanctuary as a work day project, and repaired the plastic vapor barrier over the dirt in the crawl space under the sanctuary to keep the humidity down. We surveyed other electrical issues with Anton Electric, including making panels more user friendly, adding circuitry for events to prevent blowing fuses regularly, and adding emergency exit signage and emergency lighting. Obtained estimates for these improvements.

Light Switches: Broken switches in the Assembly Room and Dining Room ceiling ventilation system were repaired, making these systems available for operation during church activities in these rooms. This will improve the comfort level considerably in these rooms during warm weather.

#### YOUTH LODGE:

Jim Semmler took over the monitoring of electrical use at the lodge and learned that the nursery school did not take over paying PECO in 2000 as anticipated. It developed that the NS is paying much less than should be the case based on our expenses and the market. The Admin Council will take over and advise the NS that, if we sign a new lease in August 2010, the price will escalate substantially.

Termites were found twice during the year and, after the first observation, our termite contract was extended to cover the lodge.

Storm Window Covering: Bill Hoyt spearheaded an effort by the Men's Group to place plastic covers on the windows. CO detectors were installed by Howard Silver.

#### GROUNDS:

Fences: Maintenance of the driveway fence -- replaced 5 stringers.

Parking lot: Two work days resulted in new parking lot lines.

Geo-Thermal Heat: Met with engineering consultant about the possibility of using geo-thermal heat (Set up by Al Parker). This only makes sense if we were going to do a major re-investment in both heating and air conditioning. Otherwise it is not cost-effective.

Signage: Carolyn Cotton acquired a new sign for the Johnson Street entrance.

Tom Schoonmaker got new signs for the parking lot.

Plantings: Al and Kati Parker began planting evergreens at the top of the parking lot to screen the railroad tracks. They used a "green Christmas tree" program to augment it. Schoonmaker continued a program of killing poison ivy.

A pergola was acquired, at no cost, courtesy of H. Silver, and was installed in the rear of the grove.

*Submitted by Tom Schoonmaker, chair*

## CARING SYSTEM

### ◆ **Members**

Sarah West and Mark Kaufki, co-chairs. Caring Ministry Associates: Nancy Anderson, Carol Ceglowski, Walt Ceglowski, Catherine, Chambers, Ken Chambers, Liz Kaufki, Hal Krieger, Jeanne Robinson, Jonel Sofian, Marny Walsh, Peter Walsh, Daniel Walth, Wendy Weber

#### ◆ **Mission of Committee**

Caring Ministry Associates are lay members who are available to offer a supportive, compassionate presence during stressful times. They have attended special training and provide outreach on behalf of the church. They receive direction from our minister or in his absence our DRE. They are one part of the caring system that includes all of us.

Caring Ministry Associates provide support through listening, empathy, and encouragement. They offer the hand of friendship, but do not attempt to solve problems and do not offer advice. They supplement, but do not replace the pastoral care of our professionals, when members of our community face illness or hospitalization, separation or divorce, death of a loved one, child birth or adoption, being homebound, long term care giving, or family stress.

#### ◆ **Significant Accomplishments of Past Year**

During this year, our co-chairs worked with Rev. Kent Matthies and Jude Henzy to select our first Caring Ministry Associates and arrange for their orientation by Rev. Libby Smith, Chaplain at UU House. Three training sessions were held. So far this year, our Caring Ministry Associates have offered support to a total of eight families or members on a short term or an ongoing basis.

Our Congregation, in addition to Caring Ministry Associates, has responded generously to caring notices in our weekly announcements and special emails. Many of us have provided meal support, cards, visits, and calls without any special recognition to build a truly caring community.

#### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. To continue to build our caring community of which all members are a part.
2. To offer continuing-ed sessions for Caring Ministry Associates

*Submitted by Sarah West, co-chair*

### **COMMITTEE ON THE MINISTRY**

#### ◆ **Members**

Bill Morrow, chair. Leslie McLaughlin, Christine Ginsburg.

#### ◆ **Mission of Committee**

Support minister by providing counsel, feedback, and serving as a sounding board, serving as a link between congregation and professional staff

#### ◆ **Significant Accomplishments of Past Year**

Supported Minister (prior to sabbatical) and RE Director (after sabbatical), provided feedback and counsel to Minister and RE Director and engaged in dispute resolution.

#### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. Support RE Director until sabbatical ends.
2. Support Minister after sabbatical ends.

*Submitted by William Morrow, chair*

### **EARTH HONORING TRADITIONS COMMITTEE**

#### ◆ **Members**

Berdine Whedon, chair. Dennis Strain, Shannon Strain, Wally Moyer, Maggie Chapman, Donya Coldwell.

◆ **Mission of Committee**

To celebrate rituals that affirm and promote our healthy and loving relationship to the earth and all its creatures and to honor the sacredness of nature.

◆ **Significant Accomplishments of Past Year**

Earth honoring traditions held a variety of rituals throughout the wheel of the year including Autumnal Equinox, Samhain, the Native American Prayer Stick workshop, Winter Solstice, Imbolc, Spring Equinox, and Beltane. Each ritual connects to a season of the year and its importance. Each ritual is usually attended by about 15 – 20 people, except for the Winter Solstice which had about 90 (both adults and children).

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Continued development of rituals.
2. Development of shared leadership
3. Greater outreach

*Submitted by Berdine Whedon, chair*

**ENDING RACISM COMMITTEE**

◆ **Members**

Robert Anu-Hubbard and Nancy Anderson, co-chairs. Carla Campbell, Carolyn Barschow, Fran Emery, Betty Hankins, June Krebs, Hal Krieger, Erika Orsulak, Jeanne Robinson, Charlotte Turner, Marion Watlington, Susan Zingale-Baird.

◆ **Mission of Committee**

We believe that the members of our congregation have a deep-seated desire to become fully aware of how our lives are affected by racism and racist institutions. Understanding that it is easier to be complacent and to take our privileges for granted, the Ending Racism Committee accepts the responsibility of keeping the congregation focused on this goal. We will strive to provide diversity education and programming to help members stay focused and committed to creating and supporting a multi-racial, multi-ethnic, multi-cultural community. This commitment will include the widest possible participation in anti-racism work. It will be inclusive of all members and friends of USG - adults, children, and youth.

◆ **Significant Accomplishments of Past Year**

Trip to the Native American Museum in Washington, D.C.; 5 members + involved in the field testing of the developing course: “Building the World We Dream” held at Restoration; Participation of 10 + USG members in the Jubilee II held here at USG; 10 USG folk attending the Allen’s Lane play “Zooman and the Sign” in March, 2009, followed by discussion; 7 (?) USG members attending the JPD conference on Racial Justice in October 2008; Close to 10 USG members attending the play “The Rant”, and discussion following – at First Church, in February; ERC organizing and leading a trip to the “America I Am” exhibit at Nat. Const. Center: about 35 members attending.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. To continue dialogue/discussions of race/bite-sized pieces.
2. To lead a hands-on, community outreach project this coming July.
3. To encourage open discussion, exploration of ideas, racial realities in this country.

*Submitted by Robert Anu-Hubbard and Nancy Anderson, co-chairs*

## **GREEN SANCTUARY COMMITTEE**

### **◆ Members**

Joe Walsh, chair. Carolyn Scott, Dennis Strain, Al Parker, Kati Parker, Lee Meinicke, Will Bernstein, Kristina Victoreen.

### **◆ Mission of Committee**

In the spirit of the principles of Unitarian Universalism and in collaboration with USG members, we hope to integrate the 7th principle more fully into the life of our congregation. The integration will touch our church, our community, and the daily decisions of each USG member.

Our mission is:

- To build awareness of environmental issues within the congregation;
- To generate commitment for personal lifestyle changes;
- To engage the congregation in community action on environmental issues;
- To connect spiritual practice with environmental consciousness;
- To build awareness of environmental injustices and work to rectify them.

### **◆ Significant Accomplishments of Past Year**

1. 1500+ household recycle bins distributed in the North West
2. PA Sate Legislature Writing Workshop
3. Free Rain Barrel Workshop
4. Several Land stewardship efforts
5. Christmas Tree planting on USG property
6. Rain Barrel and Garden install at Youth lodge
7. 2 Adult RE course offerings
8. Grant application submittal for the Tioga Mural Project

### **◆ High-Priority Goals for 2009-2010 Church Year**

1. 1500+ household recycle bins distributed in the North West
2. PA Sate Legislature Writing Workshop
3. Free Rain Barrel Workshop
4. Several Land stewardship efforts
5. Xmas Tree planting on USG property
6. Rain Barrel and Garden install at Youth lodge
7. 2 Adult RE course offerings
8. Grant application submittal for the Tioga Mural Project

*Submitted by Joe Walsh, chair*

## **INVESTMENT COMMITTEE**

### **◆ Members**

William Morrow, chair. Tom Garrabrant, Rudy Sprinkle.

### **◆ Mission of Committee**

Choose wisely an investment manager(s) of USG's endowment fund and various other funds that are managed and overseeing the performance of the investment manager(s).

### ◆ **Significant Accomplishments of Past Year**

Accomplished the transfer of management of the USG endowment and various funds from PNC Bank to Trillium Asset Management, Boston, MA; monitored Trillium's performance as asset manager.

### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. Encourage Trillium to keep the sum that it manages in tact or grow it.
2. Make it easier for USG members to gift stock or other assets to the endowment fund and other funds.
3. Educate the USG membership about the need for the endowment fund, and the role it plays in the budget process, etc.

*Submitted by William Morrow, chair*

## **MEMBERSHIP COMMITTEE**

### ◆ **Members**

Andrea Bernstein, chair. Jude Henzy and Kent Matthies, staff liaisons. Carolyn Scott, Gloria Smith, Steve Niezgodka, Elaine Hills, Mike Heinsdorf, Tom Hecker. Associate Members include Carol & Walt Ceglowski and Shannon Strain.

### ◆ **Mission of Committee**

The Membership Committee works to create a welcoming atmosphere for visitors and new members and to encourage their participation in the church with two goals in mind:

- a) to increase membership, and:
- b) to get people involved in the congregation so that they and the church may be mutually enriched.

While it is our job to maintain a structure to support membership and involvement at USG, our success is dependent on the work of the entire congregation. We maintain and "grow" our membership through our many activities -- worship services, programming, social events and opportunities for service and giving. It is essential that visitors and new members feel welcome, included and involved in our community.

### ◆ **Significant Accomplishments**

In 2007, there were 32 new members (6 are no longer active). In 2008, there were 19 new members (all of which are still active). This doesn't take into account members who are now deceased. So far for 2009, we have 13 new members.

Some of our many activities include: New member recognition ceremonies; quarterly visitor breakfasts with the Minister; semi-annual visitor receptions; staffing a visitor table during hospitality hour and supporting and encouraging participation of other groups; an annual new-member potluck; regular emails to visitors highlighting our activities and ways to get involved; regular personal contact with visitors to encourage and support their involvement; offering an intentional invitation to join to involved visitors; regular personal contact with new members to encourage and support their involvement; visitor packets and post cards sent to welcome and inform each new visitor; New Member packets for visitors who choose to sign the membership book; personal contact from the Membership and Stewardship Committee prior to joining; community outreach through participation in Mt. Airy Day.

As USG grows, it is more difficult to work within our limited space. It is stimulating and rewarding to have activities and people in every space. However, it can be daunting for our visitors and new members and requires increased energy from all of us to help them feel they are becoming a part of our community. As we grow in numbers, it continues to be a challenge to get to know every visitor on a deeper, personal level.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. A replacement for me as chair of the Membership Committee is yet to be determined. Sam Gugino is working me on this search.
2. With Sam's assistance, we are considering changes to our new member requirements. Suggestions include requiring visitors to attend UU101 prior to joining the church, suggesting they attend UU102 and the development of a UU103 curriculum about membership commitment.
3. We hope to put a program in place where representatives of the Membership Committee will meet in person with all prospective members prior to joining the church to discuss the covenant of membership at USG.

*Submitted by Andrea Bernstein, chair*

**MLK DAY OF SERVICE COMMITTEE**

◆ **Members**

Nancy Dearden, chair.

◆ **Mission of Committee**

To plan a day of service where the committee provides opportunities for fellow UU congregations and members of the community to take part in numerous service projects to honor Martin Luther King, Jr.'s principles.

◆ **Significant Accomplishments of the Past Year**

MLK Day – January 19, 2009 was a great success with 14 service projects taking place at USG and throughout the community and over 200 volunteers taking part.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Start planning in September
2. Form a committee of volunteers who will share in the responsibilities of organizing and carrying out the mission.
3. Collaborate with local businesses and obtain partners, sponsors to help with costs.

*Submitted by Nancy Dearden, chair*

**NICKY BROWN MEMORIAL EDUCATION FUND**

◆ **Members**

Ingrid Brown, chair. Gloria Jauss, Shawn Miller.

◆ **Mission of Committee**

Fund was created in 1994 through a merger of the College Loan Fund (going back to Depression years) and the smaller Nicky Brown Fund. Eligibility is for pledging members and contributing friends (2 years or more) and their children.

◆ **Significant Accomplishments of Past Year**

14 college students received small stipends for the year 2008-2009.

◆ **High-Priority Goals for 2009-2010 Church Year**

For the Fund to earn as much as possible.

*Submitted by Ingrid Brown*

**NPIHN HOSTING**

◆ **Members**

Nancy Dearden, chair. Gloria Smith.

◆ **Mission of Committee**

In collaboration with NPIHN, USG is one of the area congregations that host up to 4 homeless families for a given period of time. It is the committee's job to house, feed and oversee the living arrangements for that time period.

◆ **Significant Accomplishments of the Past Year**

USG's last hosting took place in June, 2008.

We will be hosting for 2 weeks, June 7 – 21, 2009.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Recruit enough volunteers to make dinners and spend the night.

*Submitted by Nancy Dearden, chair*

**SHARE THE PLATE TASK FORCE**

◆ **Members**

Grant Fox, chair. Linda Bernstein, Edna Jones, Tom Stupak.

◆ **Mission of Committee**

To give the USG community, collectively, the opportunity to make meaningful financial contributions outside of USG in promotion of UU values and ideals.

◆ **Significant Accomplishments of the Past Year**

Over \$12,000 was raised and given directly to outside organizations, through monthly collections. [Please see summary chart below.]

◆ **High-Priority Goals for 2009-2010 Church Year**

1. The Task Force plans to seek reauthorization for another year of operation at the first meeting of the newly constituted Board of Directors.
2. The Task Force wishes to build on the tremendously generous and enthusiastic response to this first two years of the program. We will continue to solicit nominations from the USG community and we will continue to promote this monthly opportunity to match our money to our ideals by contributing publicly and generously to the greater community.
3. Berdine Whedon rotated off the task force at the beginning of the year because of Board related work. Mark Isaksen served on the task force for several months but had to step down because of work related travel. Edna Jones and Tom Stupak joined this year. The Task Force is currently seeking a fifth member.

*Submitted by Grant Fox, chair*

**Share the Plate Task Force  
Record of Monies Collected**

<b>DATE of COLLECTION</b>	<b>RECIPIENT</b>	<b>AMOUNT COLL'TED</b>	<b>NOTES</b>
May 2008	Reach Out & Read	\$789.63	
June 2008	UU Fellowship, Pottstown	\$907.25	
July 2008	UUSC - Myanmar Cyclone Relief	\$848.00	
August 2008	Lingelbach School	\$602.50	
September 2008	NIM	\$911.30	
October 2008	New Directions for Women	\$1390.39	
November 2008	People's Emergency Center	\$1062.50	
December 2008	NPIHN	\$1626.00	\$1,626 also to USG
January 2009	Pathways PA	\$929.00	
February 2009	Romania	\$1058.00	
March 2009	Cradles to Crayons	\$942.46	
April 2009	Operation Homefront	\$1190.90	
	<b>TOTAL</b>	<b>\$12,257.93</b>	
	<b>Monthly Average</b>	<b>\$1021.49</b>	

**SINGLES OF ALL AGES**

◆ **Members**

Donna Cotzen, chair. Joyce Brassey, Vanessa Lowe, Diane Fiske, Kim Leahy, Anais Sales, Karen Fow, Deanna Kemler, Marcus Rice, Sarah West, Pat Wilson, Nancy Anderson, Kristina Victoreen, Sandy Bates, Walter Moyer, Robert Williford, Carolyn Scott, Carolyn Cotton, Gwendolyn McKnuckles.

◆ **Mission of Committee**

To provide a way of meeting other singles at USG, to feel more comfortable at USG by knowing other singles, and to have fun events.

◆ **Significant Accomplishments of Past Year**

Establishing the idea of monthly events/meetings; polling people as to what they want; having 4 events, potluck to meet, potluck Facebook-learning event, theatre event, game night.

◆ **High-Priority Goals for 2009-2010 Church Year**

1. Broaden leadership to include two others who are interested in doing events and train them.
2. Establish a calendar for 3 months at a time.
3. Continue to expand events and motivation.

*Submitted by Donna Cotzen, chair*

**SMALL GROUP MINISTRY COMMITTEE**

◆ **Members**

Evan Towle, Andrea Barsevick, co-chairs. Dave Bonanno, Kathy Bonanno, Bill Delamar, Berenice Linck, Jerry Lindauer, Kent Matthies, Sarah West, Matt Wolf.

#### ◆ **Mission of Committee**

The Small Group Ministry Committee supports the Small Group Ministry program at the Church. Members of the group are the facilitators of the SGM groups plus the Minister.

#### ◆ **Significant Accomplishments of Past Year**

- Fifty-nine individuals participated in the Small Group Ministry program on an ongoing basis in the seven Small Group Ministry groups. Three of these are Young Adult groups, with 21 participants.
- The SGM Committee developed a curriculum for the topic of Race, in consultation with the Ending Racism Committee.
- The SGM program continued successfully in the absence of the minister.

#### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. The SGM curriculum year for 2009-2010 will begin in November 2009, to accommodate the integration of SGM topics in the sermon schedule. Open enrollment will take place in September and October. There is an optional break for current groups in October – no topic has been scheduled.
2. The SGM group may need to do more in-house curriculum development, having exhausted the San Jose curricula from which we've benefited for several years.

*Submitted by Evan Towle, co-chair*

### **STEWARDSHIP COMMITTEE**

#### ◆ **Members**

Linda Bernstein and Tom Schoonmaker, co-chairs. Greg Bomke, Mike Heinsdorf, Ann Schoonmaker, Susan Smith, Leni Windle.

#### ◆ **Mission of Committee**

To conduct the annual budget drive. To raise awareness in the congregation of the spiritual value of generous giving. To help the congregation develop comfort in talking about the place an annual financial commitment plays in each member's life, as well as talking about the monetary needs of the institution.

#### ◆ **Significant Accomplishments of Past Year**

The Annual Budget drive was completed in a timely manner between March and May. The cottage lunches were well received. Most participants said they enabled conversations about money and values that were comfortable and not high pressure. We established the practice of listing all donors, and noting Suggested Share where applicable.

The survey results found that by a high margin most members rated the written materials, testimonials and overall budget drive as good or excellent this year.

The congregation's commitments totaled \$307,000 (an increase of \$32,000.) Almost one-third of the donors identified themselves as being at a Suggested Share level.

#### ◆ **High-Priority Goals for 2009-2010 Church Year**

1. Add new members and establish a rotation so the membership can transition on and off smoothly over time.
2. To increase the number of members at the Suggested Share level.

*Submitted by Linda Bernstein, co-chair*

## **WORSHIP ARTS COMMITTEE**

### **◆ Members**

Linda Smith, chair. Rev. Kent Matthies, Jude Henzy, Mark Daugherty, Deanna Kemler, Deborah Ward, Steve Conrad/Brian O'Leary, Marny Walsh.

### **◆ Mission of Committee**

To arrange and monitor the calendar of Sunday services, explore innovative worship experiences, schedule guest speakers, implement, monitor, and evaluate service components with input from the congregation and the general public.

### **◆ Significant Accomplishments of Past Year**

The Worship Arts Committee takes its duty to provide the best possible worship experience for the congregation seriously and arrives at its decisions following research with the group/groups involved and with great deliberation. We work across the congregation and across a variety of committees to ensure a smooth, meaningful service. The mark of our success and hard work is increased attendance, general high ratings on services, the continuation of a dynamic music program, and the thoughtful integration of our children and the religious education program into our weekly worship services.

One major accomplishment of the past year was the development and management of a speaker schedule that ensured the delivery of insightful and meaningful services during the sabbatical of Kent Matthies. Other accomplishments included the coordination of our Share the Plate activities into the services, better coordination and handling of our Candles of Joys and Concerns, work on the training of our worship associates and the integration of new worship associates into the program, continued excellence in our musical presentations and the coordination with the music ministry for a wide variety of musical talent during those times when the choir is not singing.

We also developed a process for greeting first time visitors to our services, and continue to work on the flow of the service and placement of the various elements that make up the worship experience.

### **◆ High-Priority Goals for 2009-2010 Church Year**

To continue to monitor and refine the elements of the service as needed as well as continue our work with guest speakers through the end of Kent's sabbatical. We are also committed to developing innovative programming and outstanding speakers throughout the year, despite any challenges that may occur due to budget cutbacks or constraints.

The worship service is the first experience most visitors have with the Unitarian Society of Germantown and as such, is a vitally important venue for reaching the public, increasing membership, building connections in the community and much more. Our commitment is and remains to offer the most meaningful worship experience possible!

*Submitted by Linda Smith, co-chair*