

# March 2019 Board of Trustees Meeting Packet

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Board Meeting Agenda  
March 21, 2019

Timekeeper:

Process Observer: Giselle

Absent: Judy Harrison, Carol DiAnna

Guests: ? (if there are guests, hear their concerns at 6:30)

6:30 Moment of silence, reading, focused check-in Jessica

6:50 Reading covenant  
Old business: define “long-range health” in our covenant;  
relations with board committees-policy, personnel, stewardship;  
approve personnel policy manual changes; UUA workshop on covenant

7:00 Minister’s time Jessica

7:20 Alcohol policy: review all comments,  
discuss and approve any amendments to the policy Pat

7:45 Report on financial summit;  
preparing for the special meeting on the budget Pat and Diane

7:55 Facilities Task Force: final charge, nominees, process Pat

8:10 Consent agenda: February minutes, President’s report, Minister’s Report,  
Admin and Finance report, CYM report, Treasurer’s report, Personnel liaison  
report

8:20 Process Observer feedback Giselle

8:25 Closing Circle  
Huddle

## FIRST PARISH BREWSTER UU BOARD MINUTES

February 21, 2019

### **Members in Attendance:**

Pat Stover, President  
Jim Hild, President Elect  
Judy Harrison, Past President  
Diane Pansire, Treasurer  
Carol DiAnna, Clerk  
Susan Daly, Member at Large  
Katherine Farnham, Member at Large  
Liz Gordon, Member at Large

### **Members Absent:**

Ralph Diamond, Member at Large

### **Staff in Attendance:**

Rev. Jessica Clay, Minister  
Twinks Hastings, CYM Director

### **Guests in Attendance:**

Chris Morin, Social Justice Committee Member  
Ricki Bates, Council Member  
Susan Smith, Council Member  
Carol Ann Yeaple, Council Member

**Process Observer:** April Naturale

### **Chalice Lighting/Spiritual Opening/Focused Check-in**

Rev Jessica Clay started the meeting with a reading and all members participated in a focused check-in. Board members each read a line of the board covenant.

### **Beloved Conversations Presentation**

Chris Morin from the Social Justice Committee (SJC) came to the board meeting to ask for the board's support of Beloved Conversations, a program that the SJC wants to offer to the FPBUU congregation starting in September 2019. Beloved Conversations is a curriculum for exploring the role of race/ethnicity in individual and congregational lives. Using a small-group ministry format, the curriculum creates a supportive space for congregants to talk about their own experiences, while identifying places where growth is necessary. The program begins with a 1.5-day Opening Retreat that launches the curriculum, followed by eight weeks of guided experiential exercises. This is a large undertaking and the SJC feels that the support of the board is crucial to the success of the program. The board enthusiastically gave its support to this effort.

### **Council Members Presentation**

During this fiscal year 2018/2019, the board has been in the process of evaluating the governance model of FPBUU. After a thorough evaluation process, the consensus of the evaluation team is that the Council has served FPB with skill and dedication over the years and should be recognized for all of its hard work. However, given the changing needs, structure and resources of FPBUU, the Council is no longer the best or most

effective governance model for meeting FPBUU's current goals. Due to this recommendation, three members of the Council requested time to discuss their thoughts and concerns.

One Council member stated that she was impressed with the governance report and had trust in the board leadership to look at the larger picture and make a decision that would be most beneficial for the congregation as a whole. The two other Council members present expressed concerns about the possible disbanding of the Council and spoke of what they believed was the improved functioning of the Council during this fiscal year. Some of the concerns/questions expressed by the other two Council members are as follows:

- Having the board take over the "All Committee Fairs" and the "All Committee Meeting" as suggested in the Governance Evaluation Report, would only add more work for the board which has enough demands placed on it.
- If the Council was disbanded would other leadership positions be available to Council members?
- The Council has functioned well under the chair, Gail Webb, so it makes sense to keep it as they a close, cohesive group who know what their job is and how to get it done. The Council member reported in the past fiscal year that the Council Two All Committee Meetings; Mini- Committee fairs highlighting various FBPUU committees during coffee hour; working with Karena to contact members who do not receive the Weekly Angle due to lack of internet; Breeze Directory training during coffee hour.

In addition, a Council member added that the members of the Council would be open to helping with projects as they arise.

The board listened to the thoughts and concerns of the Council members and discussion of these were taken up in executive session.

### **Procedure on FPBUU Endorsement of Legislation**

Two members of our congregation wanted clarification on FPBUU's endorsement of legislation. On March 10<sup>th</sup> there will be a "Death Café" in the Parish Room. This will be an opportunity for people to discuss death in a relaxed atmosphere. Following the Death Café, there will be a talk by Dr. Roger Kligler who has been a vocal supporter of death with dignity. The Commonwealth of MA is once again considering a death with dignity bill (SD 395, HD 171) modeled on the Oregon law. Dr. Kligler would like to get faith communities support for this legislation. The question is do we need a congregational vote? It was decided that we do, and we will vote on this at the annual meeting in June.

### **Personnel Manual Changes**

In January 2019, Judy Harrison, Chair of the Personnel Committee sent a report to the board with suggested changes to the Personnel Policy Manual. Due to some board members not reviewing that report, the vote to the suggested changes will take place at the March board meeting.

### **Minister's Report**

Rev Jessica continues with her busy schedule connecting with congregants and committees in a variety of ways. She also attended the Women's March in DC, held a successful Spiritual Practices Retreat and was part of a group of FPBUU members who participated in the webinar, Centering the Margins in Outreach. Jessica did mention that there seems to be an uptick of concerns and complaints revolving around the discomfort with changes that are happening at FPBUU. These complaints seem to center around members' personal preference, e.g should we remain seated during the Sunday service postlude or not? A brief discussion took place around the culture of personal preference at FPBUU.

### **Consent Agenda**

The consent agenda was unanimously accepted.

### **Process Observation Feedback**

April gave constructive feedback on the board process.

Due to the Board needing to deal with matters not on the original agenda the following items were tabled:

- Definition of “long range health” in the covenant; follow-up to board self-evaluation questionnaire; relations with board committees –policy, by-laws, personnel, finance, stewardship, right relations team, COSM; Relations with leadership development committee, endowment
- Report on financial summit meeting
- Facilities Task Force appointees – Pat will relay this information to the Board members via email.
- Policy: approve final wording on alcohol policy – Due to concerns about the alcohol policy by some FPBUU members, the board has solicited comments from congregants and will again take up the alcohol policy during the March, 2019 board meeting.

**Closing Circle** – Board members and staff took part in the closing circle.

### **Executive Session**

The board went into executive session to discuss the Governance evaluation report and some of the feedback about the alcohol policy.

Respectfully submitted by Carol DiAnna

Ministers Board Report March 2019 from Rev Jessica Clay

Note: due to new preliminary fellowship forms this report is different than previous to fit the new categories.

#### Overall thoughts:

There seems to be an uptick in anxiety in the congregation and staff has been hearing more complaints than typical. I think it is a small but vocal number of congregants who are feeling this way.

It would seem that there is a story being told about the alcohol policy, that this is my doing. This is very concerning to me and my ministry here. There is also an anti-authoritarian narrative which has always been present, but is a bit louder right now. I will speak to this during my time on the agenda.

#### Worship and Rites of Passage:

Worship continues to go well and it is a highlight of my ministry with you. Since we are at the 6-month mark of two services what follows is a cursory analysis of overall attendance numbers. The total attendance for 2017-2018 time span (Sept-Feb) was 3563. The total attendance for the same time span in 2018-2019 was 4,174. Therefore, there is a small increase in overall worship numbers during my time here with the move to two services. There are additional benefits to the two services which are not detailed in the numbers such as more volunteers for CYM. After we move back to one service for Memorial Day a more detailed analysis and recommendation will follow. Currently at the 6 month mark it is going well and the congregation seems to be happy with it.

#### Pastoral Care:

I continue to provide pastoral care to members and friends of the congregation visiting with them in their homes, my office, and the hospital. A member of the Brewster community is also receiving pastoral care from me, though they are not able to attend the congregation at this time. I continue to facilitate the pastoral care & helping hands committee(s) meetings monthly.

#### Spiritual Development for Self and Others:

I will be on a silent retreat March 22-28. We had a good turnout for the first of the lent reflection series which will continue until Easter.

#### Social Justice in the Public Square:

The plans for bringing Beloved Conversations are in full swing, I have been working with the task force to help organize. Signups will be in April and May.

Additionally, I continue to bring social justice into my sermons, including my recent sermon on perseverance and pilgrimage. I am supporting the One Earth One People Wampanoag Sunday event on March 31 and have met with them to help plan worship.

Administration:

I continue to meet with staff to provide supervision and support. The stewardship team and I have met many times and are excited for the pledge drive beginning in April. I appreciate board members support and willingness to speak during services prior to the offertory.

Serves the Larger Unitarian Universalist Faith:

UUMA Cape & Islands cluster continues to meet at FPBUU, and I will be attending the district UUMA meeting this upcoming week as well. I also continue to attend an interfaith women's clergy group. I will be going to Ministry Days and General Assembly in Spokane this year as well.

Leads the Faith into the Future:

I am in conversation with colleagues and congregants about the changing nature of church. We are sitting with questions of what the future holds, and how we can more fully live into our mission. The continued question of living into our vision, and how silos within the congregation impede it is one that seems to be coming up a lot lately.

## Report from Administration and Finance Director – March 2019

**Pledges & Financials** - See page 1 of Financial Reports.

- I have been working with the Finance Committee, Staff and Personnel Committee to create the Initial Draft Budget for FY20. This includes projecting income and expenses for the end of FY19. Within this monthly BOT packet is the 3-year Budget Worksheet which is our current budget draft. This week I sent out pledge statements with a note from the Finance Committee regarding the anticipated shortfall this fiscal year.
- I have been assisting the Stewardship Committee by preparing online & printed material for the mailing, updating our Stewardship mailing list, and general support as needed.

### **Property Management**

- We will be having an outside consultant come in to offer suggestions for a few A/V issues in the PR. We are also working on clear visual instructions for those using the A/V equipment in the Parish Room.
- The replacement gasket for the toilet on the Parish Room level was installed, unfortunately the leak persisted. The toilet was installed just over a year ago, so we have contacted the manufacturer and are in the process of getting a whole toilet replacement.
- Wednesday, March 6<sup>th</sup>, the water heater in Winslow House stopped working a flooded the basement. Fortunately, the new furnace sensed the moisture and shut down. Jennie responded quickly to a call that there was no heat and upon accessing the situation immediately pumped the water out of the basement. Murphy's came once the water was gone and confirmed that no damage was done to the motor of board, removed any remaining moisture and turned the furnace back on. We are currently waiting for a third estimate and will schedule the installation of a new water heater as soon as next week. This expense will come out of our regular maintenance budget, and we are looking into additional things we can do to maintain our water heaters going forward.
- An additional key lock set was installed on the upper level of the Barn to allow access from Winslow House.
- A new exterior and screen door for Winslow House is scheduled to be installed soon. This new door will allow in the natural light from the south and was painted a lovely "Fighting Lady" yellow by Judy Fenner.
- BMC Building Projects for 2018-2019 remaining – Exterior Painting of WH & restoration of the porch on the west side of the Barn which are both funded by the Endowment Fund. Fixing a leak in the connector between the Meetinghouse and Parish Hall and repairing the loose railing at the back of the Thrift Store, which would be funded by the remaining special project/regular maintenance lines in the Op Fund.
- BMC Building Projects for 2019-2020- The roof on the Parish Room is ready to be replaced which is estimated to cost around \$17,100 plus additional cost of protecting the cemetery during the work. With all the conversation about possible remodels to that building, we feel conflicted on whether to request funding for this project from Endowment or to monitor the roof and make smaller repairs as needed allowing more time to determine if it would even be possible for us to make changes to the size of the current building. I will be going to the Town to do more research which I will take to the Committee in April for further discussion. Other projects we are looking at include installing flooring under the piano in sanctuary, refinishing the floors in the Winslow House main level offices, removing the "bar" from Winslow House living room to optimize space and reduce clutter and painting all the pews and stair risers.
- We are slowly gathering numbers for the long-range maintenance of the campus and will be passing this onto the Finance Committee and the Board as soon as it is ready.



## **Report from Administration and Finance Director – March 2019**

### **Publicity/Communications**

- In the next couple weeks, I will be submitting our events for Brewster in Bloom. Currently, we are looking at the following activities for that weekend, May 3-5: Gathering on the Lawn during the Sunday Parade by CYM, Float in the Parade organized by Linda Delorey, Shed Sale Friday and Saturday at the Thrift Store, and a Plant Sale by Landscape Committee day tbd.
- I submitted ads for Easter and Maundy Thursday to the Cape Cod Times.

### **Membership**

- On the first two Sunday's of April, a current membership list will be at the Sign-up Table during coffee hour for people to check their status. We will also put a link to the list in the weekly Angle.
- Letters from the Minister have been mailed to the 12 inactive members whose names were reviewed by the Board in January. If we do not hear back from them before March 22, their status will change from "member" to "no longer attends".

### **Administrative Responsibilities**

- We have gotten a fair response to our "ask" for congregants to donate hymnals as a gift or in honor of a loved one and hope to get a few more sign ups this coming Sunday.
- Linda Delorey and I have investigated different POS systems for the Thrift Store and Annex for processing credit card payment. We have decided on a 3-year contract with good rates and free equipment for both stores. I need the Board to approve me to sign this contract. I will find out what exactly they need and relay it to Pat Stover.
- I have drafted rental agreements for our summer events for Tavia to review. Both the Marionettes and Trevor the Juggler has verbally confirmed they will return this summer. I am scheduled to attend the Town Planning Board meeting on April 10<sup>th</sup> to get approval to use two sandwich board signs again this summer.

### **Professional Expenses**

- I am thankful to have the opportunity to participate in continued education funded by my professional expenses. This year I purchased a subscription for online tutorials, which Linda Delorey has been using this year to better manage the financial tracking for the Thrift Store and Annex. I am currently looking at a variety of trainings that would be of use but have been holding off because I wasn't completely sure whether I would be able to make it to GA again this year. Regardless of what I end up deciding to do, having this money to invest in doing a better job here at FPBUU is priceless.

Blessings, Karena Stroh, Administration and Finance Director

## Board Report March 2019

### Overview

Another great and as always busy month in CYM. The 1-6<sup>th</sup> graders have been working on hatred this month. The mini committee fair went well for us and we were able to let people know what was going on for the rest of the year. The CYM committee are having a half day retreat on March 23<sup>th</sup> and a full day retreat in April.

### Outreach/Professional Development

This month I attended a UUA workshop on family ministry with Deb Selkow and Kristen Knowles and at the end of the month I will be attending the LREDA spring event in NH.

I also attended the Cape Cod THRIVE conference which is the Christian Church conference on Cape Cod.

I've been working on my UUA history class for credentialing and making my way through the very long reading list. I continue to incorporate my learning into my work.

### Mult-Gen Events

After the May 5<sup>th</sup> 9am service we will have the Maypole community day and then after the 11 we are going to host a "Party on the Plaza" for the Brewster in Bloom Parade. The CYM committee and I will be leading worship that day.

### Summer Program

The plans are coming along well, we will be ready to register children in the next week. We have decided to cap the number at 25 this year. We are starting to talk about it and hope that we can create excitement in the congregation. Most of the CYM committee have agreed to serve for the week, with Laura Gill offering to be a nurse for the week.

We have reached out to several people to act as professors and share skills. Please let me know if you would like to be a part of the magic!

### Middle School

We are trying out a middle school youth group on the evening of March 23<sup>rd</sup>. We have a large group of Middle Schoolers and we are working to provide programming and also social opportunities to keep them engaged at FPB.

### Participation

During the winter months we traditionally have lower attendance. This year we have been able to keep a fairly steady attendance. I think this is in part due to the decision to not take school holidays as CYM holidays, and the push to work on our welcoming of families. Claudia has also

proven to be an incredible childcare person, and families feel safe to leave their younger kids in her care.

The movie nights and hopefully the new middle school youth group are all ways we keeping families engaged.

We recently registered a new family with three children, and another with 1.

#### In conclusion

As always there is a lot on the horizon for CYM!

## **Financial Reports - February 2019**

Submitted by Karena Stroh, Administration & Finance Director

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Tab 2 (pages 2-5) - *Operating Fund* Profit & Loss Budget vs. Actual

Tab 3 (pages 6-8) - *Operating Fund* Profit & Loss Previous Year Comparison

Tab 4 (pages 9-10) - *Operating Fund* Balance Sheet Previous Year Comparison

**% of budget should typically be at 67%**

### **Points of Interest**

**Total Income** is at 61% of budget

Pledges Commitments FY 18-19      \$355,028    \*up \$1,180 up from previous month

Total Pledge Payments received 62% of budget

Offertory is at 56% of budget; 11% and \$3,325 short of budget. It is up from last year at this time by \$709.

Thrift Store Income is at 65% of budget

**Total Expenses** are at 46% of budget

Reminder not all line items are evenly distributed throughout the calendar year such as Maint-Special Projects or Liability/Property Insurance.

\$8,174.30 was moved from the budget for Contract Pianist to the budget for Staff Salaries Pianist. At the beginning of this fiscal year, we paid our pianist as a contractor, but with the newly hired pianist we were instructed to make this a staff position from the UUA staff and as a result of financial review last year by an outside consultant.

January & February's payment to the UUA/NER is not included in these reports because they had not sent us the monthly invoices.

**Total Split Plates** (monthly July & August, weekly starting in Sept.) **\$12,333.50** was distributed to **27** different organizations.

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through February 2019**

	<b>Jul '18 - Feb 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	232,827.48	387,100.00	-154,272.52	60.15%
2017-2018 Pledges	9,303.00	7,500.00	1,803.00	124.04%
2016-2017 Pledges	1,415.00	0.00	1,415.00	100.0%
<b>Total Pledges</b>	<u>243,545.48</u>	<u>394,600.00</u>	<u>-151,054.52</u>	<u>61.72%</u>
<b>Contributions</b>				
Offertory	16,774.64	30,000.00	-13,225.36	55.92%
Misc Contributions	305.13	0.00	305.13	100.0%
<b>Total Contributions</b>	<u>17,079.77</u>	<u>30,000.00</u>	<u>-12,920.23</u>	<u>56.93%</u>
<b>Fund Raising</b>				
Holiday Fair	1,078.00			
Thrift Shop	58,827.06	90,000.00	-31,172.94	65.36%
Fall Fair	4,759.57	9,000.00	-4,240.43	52.88%
SpringAuct	510.00	10,000.00	-9,490.00	5.1%
Committee Fund Raisers	3,317.00	6,600.00	-3,283.00	50.26%
Food Certificate Sales	1,200.00	2,000.00	-800.00	60.0%
Women's Circle Alliance	0.00	500.00	-500.00	0.0%
Welcoming Congregation-Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Fund Raising</b>	<u>69,691.63</u>	<u>120,100.00</u>	<u>-50,408.37</u>	<u>58.03%</u>
<b>BldgUse</b>				
Space Rentals	2,860.10	3,000.00	-139.90	95.34%
Weddings/Memorials	1,770.00	2,000.00	-230.00	88.5%
<b>Total BldgUse</b>	<u>4,630.10</u>	<u>5,000.00</u>	<u>-369.90</u>	<u>92.6%</u>
<b>Investment,Interest, MiscIncome</b>				
<b>Investment Income</b>				
UUA GIF Distribution	2,104.88	2,600.00	-495.12	80.96%
Alton Smith Char Trust	546.73	1,200.00	-653.27	45.56%
Alton Smith Irrev Trust	442.67	1,200.00	-757.33	36.89%
<b>Total Investment Income</b>	<u>3,094.28</u>	<u>5,000.00</u>	<u>-1,905.72</u>	<u>61.89%</u>
Interest Income	54.59	250.00	-195.41	21.84%
<b>Total Investment,Interest, MiscIncome</b>	<u>3,148.87</u>	<u>5,250.00</u>	<u>-2,101.13</u>	<u>59.98%</u>
<b>Total Income</b>	<u>338,095.85</u>	<u>554,950.00</u>	<u>-216,854.15</u>	<u>60.92%</u>
<b>Gross Profit</b>	338,095.85	554,950.00	-216,854.15	60.92%
<b>Expense</b>				
<b>Payroll Expenses</b>				
WorkCompInsurance	-312.00	2,667.00	-2,979.00	-11.7%
Taxes	9,531.81	14,138.00	-4,606.19	67.42%
<b>Total Payroll Expenses</b>	<u>9,219.81</u>	<u>16,805.00</u>	<u>-7,585.19</u>	<u>54.86%</u>
<b>Staff Salaries</b>				
Clergy Housing	17,600.00	26,400.00	-8,800.00	66.67%
Minister	43,139.50	64,680.00	-21,540.50	66.7%
Admin&FinanceDir	28,732.64	43,099.00	-14,366.36	66.67%
CYM Dir	26,776.64	40,165.00	-13,388.36	66.67%
Music Director	23,538.40	35,308.00	-11,769.60	66.67%
ThriftShopManager	21,473.28	32,206.00	-10,732.72	66.68%

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through February 2019**

Sexton	13,201.50	19,491.00	-6,289.50	67.73%
Bookkeeper	9,642.40	14,461.00	-4,818.60	66.68%
CYM-Childcare	1,533.01	2,273.00	-739.99	67.44%
Pianist	1,925.00	8,174.30	-6,249.30	23.55%
<b>Total Staff Salaries</b>	<b>187,562.37</b>	<b>286,257.30</b>	<b>-98,694.93</b>	<b>65.52%</b>
<b>Staff Benefits</b>				
Minister Benefit (FICA)	4,580.00	6,885.00	-2,305.00	66.52%
Health Insurance	16,832.46	26,098.00	-9,265.54	64.5%
Pension	14,611.52	25,163.00	-10,551.48	58.07%
Minister's Term Life	489.60	734.00	-244.40	66.7%
<b>Total Staff Benefits</b>	<b>36,513.58</b>	<b>58,880.00</b>	<b>-22,366.42</b>	<b>62.01%</b>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	239.88	1,704.00	-1,464.12	14.08%
CYM Professional Exp	617.40	1,588.00	-970.60	38.88%
Music Director Prof Exp	1,396.00	1,396.00	0.00	100.0%
Minister's Professional Exp	8,715.06	9,000.00	-284.94	96.83%
<b>Total Staff Professional Expenses</b>	<b>10,968.34</b>	<b>13,688.00</b>	<b>-2,719.66</b>	<b>80.13%</b>
<b>BldgGrounds</b>				
Total Electric	2,371.64	4,500.00	-2,128.36	52.7%
Total Gas	3,799.60	5,000.00	-1,200.40	75.99%
Groundskeeping	8,091.50	15,000.00	-6,908.50	53.94%
<b>Reg. Maintenance</b>				
Supplies	2,360.45	4,200.00	-1,839.55	56.2%
Reg. Maintenance - Other	8,938.43	13,800.00	-4,861.57	64.77%
<b>Total Reg. Maintenance</b>	<b>11,298.88</b>	<b>18,000.00</b>	<b>-6,701.12</b>	<b>62.77%</b>
Maint-Special Bldg Projects	12,672.00	13,948.00	-1,276.00	90.85%
Liability/Property Insurance	-1,008.00	10,403.00	-11,411.00	-9.69%
Telephone & Internet	2,648.72	3,745.00	-1,096.28	70.73%
Water	1,418.91	1,500.00	-81.09	94.59%
<b>Total BldgGrounds</b>	<b>41,293.25</b>	<b>72,096.00</b>	<b>-30,802.75</b>	<b>57.28%</b>
<b>OfficeExpense</b>				
Advertising	1,367.85	1,500.00	-132.15	91.19%
Credit Card/Bank/PayPal Fees	800.00	1,500.00	-700.00	53.33%
ComputerAsst	0.00	350.00	-350.00	0.0%
Office Expense/Supplies	3,427.22	4,000.00	-572.78	85.68%
OfficeEquip/Maint	3,499.29	7,000.00	-3,500.71	49.99%
Payroll Expenses	108.39	800.00	-691.61	13.55%
Software Expense	1,086.47	1,200.00	-113.53	90.54%
<b>Total OfficeExpense</b>	<b>10,289.22</b>	<b>16,350.00</b>	<b>-6,060.78</b>	<b>62.93%</b>
<b>Loan &amp; Mortgage Payments</b>				
Mortgage Principal Payments	3,039.43	4,038.00	-998.57	75.27%
Mortgage Interest Payments	2,716.73	4,597.00	-1,880.27	59.1%
EndowLoanRepayment	6,932.80	10,399.00	-3,466.20	66.67%
<b>Total Loan &amp; Mortgage Payments</b>	<b>12,688.96</b>	<b>19,034.00</b>	<b>-6,345.04</b>	<b>66.67%</b>
<b>Denominational Dues</b>				
UUA-NER	13,002.49	26,005.00	-13,002.51	50.0%
<b>Total Denominational Dues</b>	<b>13,002.49</b>	<b>26,005.00</b>	<b>-13,002.51</b>	<b>50.0%</b>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	2,113.70	0.00	100.0%

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through February 2019**

Substitute Sexton	612.50	800.00	-187.50	76.56%
OMG Music	1,600.00	2,400.00	-800.00	66.67%
Housekeeping	5,520.00	8,320.00	-2,800.00	66.35%
<b>Total Consultants/Contract Employees</b>	<b>9,846.20</b>	<b>13,633.70</b>	<b>-3,787.50</b>	<b>72.22%</b>
<b>Committees</b>				
Sunday Morning Worship Support	0.00	150.00	-150.00	0.0%
HelpingHands	71.82	100.00	-28.18	71.82%
Paul Hush Forums	400.00	1,200.00	-800.00	33.33%
Board	635.32	1,500.00	-864.68	42.36%
Council	132.13	500.00	-367.87	26.43%
UU Connections	998.00	3,000.00	-2,002.00	33.27%
Landscape Committee	972.13	1,200.00	-227.87	81.01%
Membership	0.00	575.00	-575.00	0.0%
Stewardship	158.51	1,500.00	-1,341.49	10.57%
<b>Total Committees</b>	<b>3,367.91</b>	<b>9,725.00</b>	<b>-6,357.09</b>	<b>34.63%</b>
<b>CYM</b>				
Child Care Supplies	0.00	300.00	-300.00	0.0%
Sunday Special Programming	1,151.08	1,500.00	-348.92	76.74%
O.W.L.	45.00	1,000.00	-955.00	4.5%
Contract ChildCare	304.50	1,000.00	-695.50	30.45%
High School Youth Program	196.86	800.00	-603.14	24.61%
Pre K-Grade 6/7	219.35	900.00	-680.65	24.37%
Office/Library	235.22	500.00	-264.78	47.04%
<b>Total CYM</b>	<b>2,152.01</b>	<b>6,000.00</b>	<b>-3,847.99</b>	<b>35.87%</b>
<b>Music</b>				
OMG Music Supplies	0.00	400.00	-400.00	0.0%
Music Scores	849.76	1,000.00	-150.24	84.98%
Music Support/Supplies	903.65	500.00	403.65	180.73%
Musicians	575.00	2,000.00	-1,425.00	28.75%
PianoOrgan	1,152.42	1,600.00	-447.58	72.03%
<b>Total Music</b>	<b>3,480.83</b>	<b>5,500.00</b>	<b>-2,019.17</b>	<b>63.29%</b>
<b>Justice</b>				
Social Justice	1,163.00	4,150.00	-2,987.00	28.02%
One Earth One People	241.68	1,675.00	-1,433.32	14.43%
Green Sanctuary	175.00	350.00	-175.00	50.0%
<b>Total Justice</b>	<b>1,579.68</b>	<b>6,175.00</b>	<b>-4,595.32</b>	<b>25.58%</b>
<b>Worship</b>				
Pastoral Care Coverage	0	300	-300	0
Hospitality-Worship	174.84	500	-325.16	0.34968
Materials/Supplies	1337.72	800	537.72	1.67215
PulpitSupport	1200	3200	-2000	0.375
<b>Total Worship</b>	<b>2712.56</b>	<b>4800</b>	<b>-2087.44</b>	<b>0.56512</b>
<b>Total Expense</b>	<b>344677.21</b>	<b>554949</b>	<b>-210271.79</b>	<b>0.6211</b>
<b>Net Ordinary Income</b>	<b>-6581.36</b>	<b>1</b>	<b>-6582.36</b>	<b>-6581.36</b>
<b>Net Income</b>	<b>-6581.36</b>	<b>1</b>	<b>-6582.36</b>	<b>-6581.36</b>

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through February 2019**

	<u>Jul '18 - Feb 19</u>	<u>Jul '17 - Feb 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	232,827.48	0.00	232,827.48	100.0%
2017-2018 Pledges	9,303.00	233,158.23	-223,855.23	-96.01%
2016-2017 Pledges	1,415.00	9,049.00	-7,634.00	-84.36%
2015-2016 Pledges	0.00	200.00	-200.00	-100.0%
<b>Total Pledges</b>	<u>243,545.48</u>	<u>242,407.23</u>	<u>1,138.25</u>	<u>0.47%</u>
<b>Contributions</b>				
Offertory	16,774.64	16,066.00	708.64	4.41%
Misc Contributions	305.13	708.00	-402.87	-56.9%
<b>Total Contributions</b>	<u>17,079.77</u>	<u>16,774.00</u>	<u>305.77</u>	<u>1.82%</u>
<b>Fund Raising</b>				
Holiday Fair	1,078.00	0.00	1,078.00	100.0%
Thrift Shop	58,827.06	61,648.49	-2,821.43	-4.58%
Fall Fair	4,759.57	9,158.77	-4,399.20	-48.03%
SpringAuct	510.00	828.00	-318.00	-38.41%
Committee Fund Raisers	3,317.00	5,101.43	-1,784.43	-34.98%
Food Certificate Sales	1,200.00	1,400.00	-200.00	-14.29%
Women's Circle Alliance	1,392.41	990.00	402.41	40.65%
<b>Total Fund Raising</b>	<u>71,084.04</u>	<u>79,126.69</u>	<u>-8,042.65</u>	<u>-10.16%</u>
<b>BldgUse</b>				
Space Rentals	2,860.10	2,437.50	422.60	17.34%
Weddings/Memorials	1,770.00	2,125.00	-355.00	-16.71%
SocialHour/Hospitality	0.00	244.35	-244.35	-100.0%
<b>Total BldgUse</b>	<u>4,630.10</u>	<u>4,806.85</u>	<u>-176.75</u>	<u>-3.68%</u>
<b>Investment,Interest, MiscIncome</b>				
<b>Investment Income</b>				
UUA GIF Distribution	2,104.88	2,141.18	-36.30	-1.7%
Alton Smith Char Trust	546.73	812.92	-266.19	-32.75%
Alton Smith Irrev Trust	442.67	717.17	-274.50	-38.28%
<b>Total Investment Income</b>	<u>3,094.28</u>	<u>3,671.27</u>	<u>-576.99</u>	<u>-15.72%</u>
Interest Income	54.59	144.83	-90.24	-62.31%
<b>Total Investment,Interest, MiscIncome</b>	<u>3,148.87</u>	<u>3,816.10</u>	<u>-667.23</u>	<u>-17.49%</u>
<b>Total Income</b>	<u>339,488.26</u>	<u>346,930.87</u>	<u>-7,442.61</u>	<u>-2.15%</u>
<b>Gross Profit</b>	<u>339,488.26</u>	<u>346,930.87</u>	<u>-7,442.61</u>	<u>-2.15%</u>
<b>Expense</b>				
<b>Payroll Expenses</b>				
WorkComplnsurance	-312.00	1,106.00	-1,418.00	-128.21%
Taxes	9,531.81	11,799.00	-2,267.19	-19.22%
<b>Total Payroll Expenses</b>	<u>9,219.81</u>	<u>12,905.00</u>	<u>-3,685.19</u>	<u>-28.56%</u>
<b>Staff Salaries</b>				
Clergy Housing	17,600.00	4,400.00	13,200.00	300.0%



**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through February 2019**

Minister	43,139.50	53,100.00	-9,960.50	-18.76%
Admin&FinanceDir	28,732.64	23,943.36	4,789.28	20.0%
CYM Dir	26,776.64	26,969.50	-192.86	-0.72%
Music Director	23,538.40	23,584.72	-46.32	-0.2%
ThriftShopManager	21,473.28	20,016.92	1,456.36	7.28%
Sexton	13,201.50	11,694.48	1,507.02	12.89%
Bookkeeper	9,642.40	9,545.24	97.16	1.02%
CYM Youth Ministry Coordinator	0.00	1,981.42	-1,981.42	-100.0%
CYM-Childcare	1,533.01	980.97	552.04	56.28%
Pianist	1,925.00	0.00	1,925.00	100.0%
<b>Total Staff Salaries</b>	<b>187,562.37</b>	<b>176,216.61</b>	<b>11,345.76</b>	<b>6.44%</b>
<b>Staff Benefits</b>				
Minister Benefit (FICA)	4,580.00	2,307.00	2,273.00	98.53%
Health Insurance	16,832.46	12,989.68	3,842.78	29.58%
Pension	14,611.52	14,364.67	246.85	1.72%
Minister's Term Life	489.60	428.40	61.20	14.29%
Minister Moving Expense	0.00	5,000.00	-5,000.00	-100.0%
<b>Total Staff Benefits</b>	<b>36,513.58</b>	<b>35,089.75</b>	<b>1,423.83</b>	<b>4.06%</b>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	239.88	100.00	139.88	139.88%
CYM Professional Exp	617.40	108.00	509.40	471.67%
Music Director Prof Exp	1,396.00	1,398.00	-2.00	-0.14%
Minister's Professional Exp	8,715.06	8,021.34	693.72	8.65%
<b>Total Staff Professional Expenses</b>	<b>10,968.34</b>	<b>9,627.34</b>	<b>1,341.00</b>	<b>13.93%</b>
<b>BldgGrounds</b>				
Barn Restoration	0.00	8,939.00	-8,939.00	-100.0%
Signs	0.00	1,005.00	-1,005.00	-100.0%
Electric	2,371.64	2,275.85	95.79	4.21%
Gas	3,799.60	3,705.39	94.21	2.54%
Groundskeeping	8,091.50	10,822.00	-2,730.50	-25.23%
<b>Reg. Maintenance</b>				
Supplies	2,360.45	0.00	2,360.45	100.0%
Reg. Maintenance - Other	8,938.43	14,249.71	-5,311.28	-37.27%
<b>Total Reg. Maintenance</b>	<b>11,298.88</b>	<b>14,249.71</b>	<b>-2,950.83</b>	<b>-20.71%</b>
Maint-Special Bldg Projects	12,672.00	6,076.73	6,595.27	108.53%
Liability/Property Insurance	-1,008.00	-761.00	-247.00	-32.46%
Telephone & Internet	2,648.72	2,558.98	89.74	3.51%
Water	1,418.91	1,265.66	153.25	12.11%
<b>Total BldgGrounds</b>	<b>41,293.25</b>	<b>50,137.32</b>	<b>-8,844.07</b>	<b>-17.64%</b>
<b>OfficeExpense</b>				
Advertising	1,367.85	797.86	569.99	71.44%
Credit Card/Bank/PayPal Fees	800.00	1,046.21	-246.21	-23.53%
ComputerAsst	0.00	165.00	-165.00	-100.0%
Office Expense/Supplies	3,427.22	3,283.13	144.09	4.39%
OfficeEquip/Maint	3,499.29	3,987.44	-488.15	-12.24%

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through February 2019**

Payroll Expenses	108.39	1,607.36	-1,498.97	-93.26%
Software Expense	1,086.47	893.67	192.80	21.57%
<b>Total OfficeExpense</b>	<b>10,289.22</b>	<b>11,780.67</b>	<b>-1,491.45</b>	<b>-12.66%</b>
<b>Loan &amp; Mortgage Payments</b>				
Mortgage Interest Payments	2,716.73	2,854.72	-137.99	-4.83%
EndowLoanRepayment	6,932.80	6,932.80	0.00	0.0%
<b>Total Loan &amp; Mortgage Payments</b>	<b>9,649.53</b>	<b>9,787.52</b>	<b>-137.99</b>	<b>-1.41%</b>
<b>Denominational Dues</b>				
UUA-NER	13,002.49	14,104.00	-1,101.51	-7.81%
<b>Total Denominational Dues</b>	<b>13,002.49</b>	<b>14,104.00</b>	<b>-1,101.51</b>	<b>-7.81%</b>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	4,251.63	-2,137.93	-50.29%
Substitute Sexton	612.50	600.00	12.50	2.08%
OMG Music	1,600.00	975.00	625.00	64.1%
Housekeeping	5,520.00	4,620.00	900.00	19.48%
<b>Total Consultants/Contract Employees</b>	<b>9,846.20</b>	<b>10,446.63</b>	<b>-600.43</b>	<b>-5.75%</b>
<b>Committees</b>				
HelpingHands	71.82	0.00	71.82	100.0%
Search Committee	0.00	-943.63	943.63	100.0%
Paul Hush Forums	400.00	200.00	200.00	100.0%
Board	635.32	1,247.63	-612.31	-49.08%
Council	132.13	75.00	57.13	76.17%
UU Connections	998.00	2,550.00	-1,552.00	-60.86%
Landscape Committee	972.13	89.13	883.00	990.69%
Membership	0.00	10.60	-10.60	-100.0%
Stewardship	158.51	100.00	58.51	58.51%
<b>Total Committees</b>	<b>3,367.91</b>	<b>3,328.73</b>	<b>39.18</b>	<b>1.18%</b>
<b>CYM</b>				
CYMDirectorSearch	0.00	114.48	-114.48	-100.0%
Sunday Special Programming	1,151.08	609.74	541.34	88.78%
O.W.L.	45.00	324.66	-279.66	-86.14%
Contract ChildCare	304.50	165.00	139.50	84.55%
High School Youth Program	196.86	625.13	-428.27	-68.51%
Pre K-Grade 6/7	219.35	107.10	112.25	104.81%
Office/Library	235.22	155.37	79.85	51.39%
<b>Total CYM</b>	<b>2,152.01</b>	<b>2,101.48</b>	<b>50.53</b>	<b>2.4%</b>
<b>Music</b>				
Music Scores	849.76	722.33	127.43	17.64%
Music Support/Supplies	903.65	322.69	580.96	180.04%
Musicians	575.00	250.00	325.00	130.0%
PianoOrgan	1,152.42	1,378.13	-225.71	-16.38%
<b>Total Music</b>	<b>3,480.83</b>	<b>2,673.15</b>	<b>807.68</b>	<b>30.22%</b>
<b>Justice</b>				
Social Justice	1,163.00	1,469.08	-306.08	-20.84%
Alliance for ImmigrationJustice	0.00	22.23	-22.23	-100.0%

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through February 2019**

One Earth One People	241.68	-150.75	392.43	260.32%
Green Sanctuary	175.00	46.77	128.23	274.17%
<b>Total Justice</b>	<u>1,579.68</u>	<u>1,387.33</u>	<u>192.35</u>	<u>13.87%</u>
<b>Worship</b>				
Hospitality-Worship	174.84	0.00	174.84	100.0%
Installation/Ordination	0.00	1,096.00	-1,096.00	-100.0%
Materials/Supplies	1,337.72	297.30	1,040.42	349.96%
PulpitSupport	1,200.00	1,756.99	-556.99	-31.7%
<b>Total Worship</b>	<u>2,712.56</u>	<u>3,150.29</u>	<u>-437.73</u>	<u>-13.9%</u>
<b>Total Expense</b>	<u>341,637.78</u>	<u>342,735.82</u>	<u>-1,098.04</u>	<u>-0.32%</u>
<b>Net Ordinary Income</b>	<u>-2,149.52</u>	<u>4,195.05</u>	<u>-6,344.57</u>	<u>-151.24%</u>
<b>Net Income</b>	<u><u>-2,149.52</u></u>	<u><u>4,195.05</u></u>	<u><u>-6,344.57</u></u>	<u><u>-151.24%</u></u>

**Operating Funds**  
**Balance Sheet Previous Year Comparision**  
**July through February 2019**

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CC5 Ckg - 5859	5,566.25	25,016.28	-19,450.03	-77.75%
Repo Sweep - 0998	62,547.48	71,048.03	-8,500.55	-11.97%
<b>Total Checking/Savings</b>	<b>68,113.73</b>	<b>96,064.31</b>	<b>-27,950.58</b>	<b>-29.1%</b>
<b>Other Current Assets</b>				
Clergy Housing Repayment	4,400.00	0.00	4,400.00	100.0%
Emergency Reserve Fund	-29,400.00	-45,000.00	15,600.00	34.67%
Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
<b>Total Other Current Assets</b>	<b>-50,250.00</b>	<b>-70,250.00</b>	<b>20,000.00</b>	<b>28.47%</b>
<b>Total Current Assets</b>	<b>17,863.73</b>	<b>25,814.31</b>	<b>-7,950.58</b>	<b>-30.8%</b>
<b>Fixed Assets</b>				
Dawes Hall	145,000.00	145,000.00	0.00	0.0%
Dawes Hall Acc Depreciation	-145,000.00	-145,000.00	0.00	0.0%
Sanctuary Improvements	1,068,055.00	1,068,055.00	0.00	0.0%
Sanc Imp Acc Depreciation	-160,206.00	-133,505.00	-26,701.00	-20.0%
Meeting House Improvements	339,203.65	339,203.65	0.00	0.0%
Meet House Imp Acc Depreciation	-50,880.00	-42,400.00	-8,480.00	-20.0%
Winslow House & Barn	283,216.00	283,216.00	0.00	0.0%
Winslow House Acc Depreciation	-42,486.00	-35,405.00	-7,081.00	-20.0%
Winslow-Land	216,284.00	216,284.00	0.00	0.0%
Land Parking Lot Solar Field	150,094.28	150,094.28	0.00	0.0%
<b>Total Fixed Assets</b>	<b>1,803,280.93</b>	<b>1,845,542.93</b>	<b>-42,262.00</b>	<b>-2.29%</b>
<b>Other Assets</b>				
Food Coupon Inventory	4,975.00	6,050.00	-1,075.00	-17.77%
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Other Assets</b>	<b>5,075.00</b>	<b>6,150.00</b>	<b>-1,075.00</b>	<b>-17.48%</b>
<b>TOTAL ASSETS</b>	<b><u>1,826,219.66</u></b>	<b><u>1,877,507.24</u></b>	<b><u>-51,287.58</u></b>	<b><u>-2.73%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Split Plate	1,966.50	1,593.00	373.50	23.45%
UUSC Coffee Sales	351.20	278.71	72.49	26.01%
Current Portion-Loan Endow	10,399.00	10,399.00	0.00	0.0%
Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
<b>Payroll Liabilities</b>				
Term Life	19.50	0.00	19.50	100.0%
LTD	-3.52	1.10	-4.62	-420.0%
TIAA CREF	5,479.30	-0.02	5,479.32	27,396,600.0%
UUA	-1,605.90	0.03	-1,605.93	-5,353,100.0%
MA Income Tax	854.92	932.84	-77.92	-8.35%

**Operating Funds**  
**Balance Sheet Previous Year Comparision**  
**July through February 2019**

Federal Taxes (941/944)	5,304.06	5,502.68	-198.62	-3.61%
Payroll Liabilities - Other	<u>1,226.48</u>	<u>3,574.92</u>	<u>-2,348.44</u>	<u>-65.69%</u>
<b>Total Payroll Liabilities</b>	<b><u>11,274.84</u></b>	<b><u>10,011.55</u></b>	<b><u>1,263.29</u></b>	<b><u>12.62%</u></b>
<b>Total Other Current Liabilities</b>	<b><u>28,071.54</u></b>	<b><u>26,362.26</u></b>	<b><u>1,709.28</u></b>	<b><u>6.48%</u></b>
<b>Total Current Liabilities</b>	<b>28,071.54</b>	<b>26,362.26</b>	<b>1,709.28</b>	<b>6.48%</b>
<b>Long Term Liabilities</b>				
Loan-Meeting House Improvements	83,087.62	86,880.08	-3,792.46	-4.37%
Loan-Endowment Fund	<u>218,292.70</u>	<u>251,327.38</u>	<u>-33,034.68</u>	<u>-13.14%</u>
<b>Total Long Term Liabilities</b>	<b><u>301,380.32</u></b>	<b><u>338,207.46</u></b>	<b><u>-36,827.14</u></b>	<b><u>-10.89%</u></b>
<b>Total Liabilities</b>	<b>329,451.86</b>	<b>364,569.72</b>	<b>-35,117.86</b>	<b>-9.63%</b>
<b>Equity</b>				
Unrealized Endow Loan Gain/Loss	73,677.60	40,642.92	33,034.68	81.28%
Retained Earnings	1,423,530.39	1,468,099.55	-44,569.16	-3.04%
Net Income	<u>-440.19</u>	<u>4,195.05</u>	<u>-4,635.24</u>	<u>-110.49%</u>
<b>Total Equity</b>	<b><u>1,496,767.80</u></b>	<b><u>1,512,937.52</u></b>	<b><u>-16,169.72</u></b>	<b><u>-1.07%</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,826,219.66</u></u></b>	<b><u><u>1,877,507.24</u></u></b>	<b><u><u>-51,287.58</u></u></b>	<b><u><u>-2.73%</u></u></b>

FPBUU Budget Worksheet - 3 year projections

No.		Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	Proposed FY21 Budget (2020-2021)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	Notes
	<b><u>INCOME</u></b>						
1	<b>A. Pledges</b>						
2	Pledges	395,000	377,000		360,900		FY20 increase 3.6% from FY19
3	Less: Lost Pledges (2%)	7,900	7,540		7,218		
4	Total	387,100	369,460		353,682	340,965	
5	Pledges Prior Years	7,500	7,500		11,000	10,119	
6	<b>Total Pledges</b>	<b>394,600</b>	<b>376,960</b>		<b>364,682</b>	<b>351,084</b>	pledges + 11% FY17 (\$318,000) to FY18 (\$354,009)
7	<b>TOTAL PLEDGES/TOTAL INCOME</b>	<b>71%</b>	<b>70%</b>		<b>71%</b>	<b>69%</b>	
8	<b>B. Other Income</b>	0	0		241	796	misc. contributions
9	<b>C. Fund Raising Events</b>						
10	Thrift Shop/Annex	90,000	95,000		90,000	89,929	6% increase per year
11	Church Fundraisers	9,000			5,837	9,159	includes Fall and Holiday Fair FY19
12	Spring Auction	10,000	10,000		13,000	10,561	
13	CYM Summer Program		3,000				new FY20
14	Small Group Fund Raisers	6,600	3,000		4,200	6,908	FY19 includes Puppets/Juggler/OMC (est. \$3,200) to be moved to rentals FY20 & FY21
15	Welcoming Congregation Gift - Gayla Ball	2,000	2,000		2,800	3,547	
16	Food Certificate Sales	2,000	2,000		2,000	2,100	
17	Women's Circle Alliance	500	500		500	1,052	
18	<b>Total Fund Raising</b>	<b>120,100</b>	<b>115,500</b>		<b>118,337</b>	<b>123,256</b>	
19	<b>D. Offertory</b>						
20	Offertory - Cash & Checks	30,000	25,000		21,500	24,902	
21	Offertory -Split Plates	30,000	25,000		21,500	13,917	
22	<b>Total Offertory</b>	<b>30,000</b>	<b>25,000</b>		<b>21,500</b>	<b>24,902</b>	
23	<b>E. Building Use</b>						
24	Space Rentals	3,000	8,000		4,400	3,436	see line 14
25	Weddings/Memorials	2,000	4,000		3,000	2,750	
26	Hospitality/Social Hour	0	0			327	
27	<b>Total Building Use</b>	<b>5,000</b>	<b>12,000</b>		<b>7,400</b>	<b>6,513</b>	
28	<b>F. Investment, Interest, Misc Inc.</b>						
29	Investment Income	5,000	5,000		4,800	5,581	
30	Interest Income	250	250		250	187	
31	Miscellaneous Income	0	0		0	0	
32	<b>Total Inv, Int, Misc Inc.</b>	<b>5,250</b>	<b>5,250</b>		<b>5,050</b>	<b>5,768</b>	
33	<b>TOTAL INCOME</b>	<b>554,950</b>	<b>534,710</b>		<b>516,969</b>	<b>511,523</b>	
34	<b><u>EXPENSES</u></b>						
35	<b>A. Staff Salaries includes dis. ins.)</b>						
36	Minister (Includes Housing)	91,080	92,902		91,080	90,000	2% cola
37	Admin & Finance Director	43,099	45,224		43,099	35,915	\$2,100 salary increase
38	CYM Director	40,165	42,189		40,165	39,457	\$2,000 salary increase
39	Music Director .625 FTE	35,308	36,319		35,308	35,377	\$1,000 salary increase
40	Thrift Shop Manager .90 FTE	32,206	32,850		32,206	30,026	2% cola
41	Sexton .51 FTE	19,491	24,155		19,491	17,540	2% cola moved to 25 hrs/week
42	Pianist .15 FTE	8,174	10,920		5,125	-	see Pianist contract for remaining budget
43	Bookkeeper .375 FTE	14,461	14,750		14,461	14,319	
44	Youth Ministry Coordinator	-	-		-	3,163	rolled into CYM Director FY 19
45	Child Care Workers	2,273	4,636		2,273	1,322	2% increase, additional workers

FPBUU Budget Worksheet - 3 year projections

	Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	Proposed FY21 Budget (2020-2021)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	
46	<b>Total Staff Salaries</b>	<b>286,257</b>	<b>303,945</b>		<b>283,208</b>	<b>267,119</b>
47	<b>B. Staff Benefits/Payroll Expenses</b>					
48	Staff Appreciation		1,000			covers staff bonuses and dinners/lunches
49	Pension Contributions (max 10% of salary)	25,164	26,345	25,163	21,829	
50	Employee Health	26,098	34,014	28,098	19,453	
51	FICA (7.65% of salary)	14,138	15,967	13,401	16,158	
52	Minister Moving Expense	-	-	-	5,000	
53	Minister's FICA Reimbursement (7.65%)	6,885	7,023	6,311	4,595	
54	Minister's Term Life Insurance	734	750	673	673	
55	Workers Comp. Insurance	2,667	2,580	2,200	3,793	
56	<b>Total Staff Benefits</b>	<b>75,686</b>	<b>87,679</b>	<b>75,846</b>	<b>71,501</b>	based on wages and & FTE
57	<b>C. Staff Professional Expenses</b>					
58	Minister Prof. Exp.	9,000	9,180	9,000	8,250	
59	Admin & Finance Dir Prof. Exp.	1,704	1,788	1,704	1,420	
60	CYM Director Prof. Exp.	1,588	1,668	1,588	779	
61	Music Director Prof. Exp.	1,396	1,436	1,396	1,398	
62	<b>Total Staff Professional Expenses</b>	<b>13,688</b>	<b>14,072</b>	<b>13,688</b>	<b>11,847</b>	Minister 10% of salary/Directors 4%
63	<b>D. Property Management</b>					
64	Properties-Maintenance	13,800	13,800	13,800	14,177	
65	Properties-Capital Imps	13,948	12,936	13,948	6,077	FY 18 \$20,000 from Endowment, FY 19 \$14,900 from Endowment
66	Total Maint & Cap. Imp (5% per policy)	27,748	26,736	27,748	20,254	5% of income
67	Properties-Supplies	4,200	4,200	4,200	4,200	new breakout line from Maintenance <b>not</b> included in the 5% per policy
68	Grounds Keeping	15,000	15,000	15,000	13,640	
69	Liability/Property Insurance	10,403	11,124	10,800	11,058	3% increase/yr
70	Housekeeping-Contractor	8,320	8,320	8,320	7,540	52 wks
71	Electric	4,500	4,500	4,500	4,039	
72	Gas	5,000	5,000	5,000	6,157	
73	Phone/Internet	3,745	4,000	3,962	3,857	
74	Water	1,500	1,500	1,419	1,266	
75	Signs	-	-	-	265	
76	<b>Total Property Management</b>	<b>80,416</b>	<b>80,380</b>	<b>80,949</b>	<b>72,276</b>	
77	<b>E. Office Expenses</b>					
78	Office Equipment & Maintenance	7,000	7,000	7,000	7,458	
79	Office Expenses & Supplies	4,000	4,000	4,000	4,970	
80	Credit Card Fees/ Bank Fees	1,500	1,500	1,500	2,034	
81	Software Expense	1,200	1,200	1,200	1,544	
82	Advertising	1,500	2,500	1,500	1,324	
83	Payroll Expense	800	800	800	1,684	
84	Computer Assistance	350	350	350	165	
85	Financial Audit/Review (Last one FYE 6-30-18)	-	2,500		2,200	
86	<b>Total Office Expenses</b>	<b>16,350</b>	<b>19,850</b>	<b>16,350</b>	<b>21,379</b>	
87	<b>F. Loan Payments</b>					
88	Endowment Loan Pymts	10,399	10,399	10,399	10,399	
89	Meeting House Mortgage Principal Pymts	4,038	4,038	4,038	4,415	
90	Meeting House Mortgage Interest Pymts	4,597	4,597	4,597	4,219	

FPBUU Budget Worksheet - 3 year projections

		Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	Proposed FY21 Budget (2020-2021)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	
91	<b>Total Loan Payments</b>	19,034	19,034		19,034	19,033	
92	<b>G. Denominational Dues - UUA &amp; NE Region</b>	26,005	28,606		26,005	21,152	
93	<b>FIXED COSTS</b>	517,436	553,565		515,080	484,307	
94	<b>FIXED COSTS/TOTAL INCOME</b>	93%			100%	95%	
95	<b>H. Justice Activities</b>						
96	Social Justice	4,150	4,900		4,150	4,109	project additional \$1000 from split plates for Habitat and FFK
97	One Earth One People/Racial Justice	1,675	3,592		1,675	1,674	
98	Alliance for Immigration Justice	-	-		0	22	committee disbanded
99	Green Sanctuary Committee	350	-		350	249	committee disbanded
100	Split Plates (Estimated Justice Donations)	30,000	25,000		21,500	13,917	not included in total justice activities row
101	<b>Total Justice Activities</b>	6,175	8,492		6,175	19,971	
102	<b>TOTAL JUSTICE/TOTAL INCOME</b>	7.1%			5.9%	4.6%	includes Forums +25% uconnections + 1000 to UUSC for coffee sales. Include Heed?
103	<b>I. Worship and Ministry</b>						
104	Pulpit Support/Guest Speakers	3,200	3,200		3,000	2,357	
105	Substitute Sexton	800	800		800	750	
106	Ordination/Installation	-	-		0	3,895	
107	Pastoral Care Coverage	300	300		300		
108	Hospitalty	500	650		500		
109	Materials and Supplies	800	2,000		800	504	
110	<b>Total Worship and Ministry</b>	5,600	6,950		5,400	7,506	
111	<b>J. Committees</b>						
112	Paul Hush Forums Committee	1,200	1,200		1,200	600	
113	UU Connections	3,000	4,675		3,000	3,550	
114	Stewardship Committee	1,500	1,500		1,500	822	
115	Landscape Committee	1,200	1,200		1,200	548	
116	Board of Trustees	1,500	1,500		1,500	1,395	
117	Council	500	500		500	166	
118	Membership Committee	575	575		600	463	
119	Sunday Morning Worship Support	150	-		150	-	see Hospitality under Worship & Ministry
120	Helping Hands	100	200		100	-	
121	<b>Total Committees</b>	9,725	11,350		9,750	7,544	
122	<b>K. Children and Youth Ministries</b>						
123	Special Programming/Multigen	1,500	1,500		1,500	1,292	
124	O.W.L. (Our Whole Lives)/COA	1,000	1,000		500	527	
125	Office/Library	500	500		500	201	
126	Pre-K to Grade 8	900	900		900	379	
127	High School Youth Group	800	800		800	625	
128	Child Abuse Prevention Training	-	200		-	-	
129	Pathways-Adult Ed.	-	1,000		-	-	
130	CYM Childcare	1,000	1,000		1,000	360	
131	Child Care Supplies	300	300		300	-	
132	<b>Total CYM</b>	6,000	7,200		5,500	3,384	
133	<b>L. Music</b>						
134	Pianist - Contract	2,114	-		2,114	6,968	see Pianist Staff Salary for remaining budget
135	OMG Music-Contractor	2,400	2,400		2,400	1,950	



FPBUU Budget Worksheet - 3 year projections

		Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	Proposed FY21 Budget (2020-2021)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	
136	OMG Music/Supplies	400	400		400	279	
137	Guest Musicians	2,000	2,000		2,000	700	
138	Music Scores	1,000	1,200		1,000	944	
139	Piano/Organ Mntnce/Tuning	1,600	1,800		1,600	1,628	
140	Music Support/Supplies	500	500		500	323	
141	<b>Total Music</b>	<b>10,014</b>	<b>8,300</b>		<b>10,014</b>	<b>12,792</b>	
142	<b>M. Contingencies &amp; Other Funds</b>						
143	Contingency for Emergencies						
144	Contingency for Sabbatical Leave						
145	Facilities Assessment (Building Use)						
146	Visioning Consultant						
147	<b>Total Contingencies and Other Funds</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
148	<b>TOTAL EXPENSES</b>	<b>554,950</b>	<b>595,857</b>		<b>551,919</b>	<b>535,504</b>	
149							
150	<b>NET INCOME</b>	<b>1</b>	<b>-61,147</b>		<b>-34,950</b>	<b>-6,723**</b>	

Budget Category	Caring & Faith Support	Worship & Faith Development	Faith & Justice in Action
	\$xxx,xxx - xx % of our \$565,000 Budget	\$xxx,xxx - xx % of our \$565,000 Budget	\$xxx,xxx - xx % of our \$565,000 Budget
Minister	40%	30%	30%
AFD	33%	33%	33%
CYM Dir	40%	20%	40%
Music Dir	65%	15%	20%
Thrift Store Manager		50%	50%
Sexton	33%	33%	33%
Bookkeeper	33%	33%	33%
Childcare Provider	100%		
Property	33%	33%	33%
Office	33%	33%	33%
Loans	33%	33%	33%
Denominational	33%	33%	33%
Justice			100%
Worship	10%	70%	20%
		Forums, UU Connections, Young Adult, BOT & committees of the board, Council, LDC, Membership, Sunday Morning Support	
Committees	Stewardship, Young Adult, LDC, RRT, HH		Landscape
CYM	33%	33%	33%
Music	15%	70%	15%

## Personnel Committee Report March 2019

The Personnel Committee met March 4<sup>th</sup> to develop preliminary recommendations based on Jessica requests and again on March 11<sup>th</sup> when they were presented to Jessica. Staff increases were based on bringing directors' salaries in line with UUA guidelines for the classification and categories that they currently hold. (See attached recommendations).

COLA increase of 2% was recommended for staff other than directors, with the exception of pianist who was newly hired and OMG who received an increase last year.

Hours for the sexton were increased from 20 to 25. No increase in hours was approved for the CYM director at this time. It was agreed to be a secondary recommendation to the finance committee if the budget could accommodate it. A second child care worker was recommended.

Benefits remain the same with no increases and it was recommended that in the future professional development be increased for directors by a dollar amount rather than being tied to a percentage of their salaries. Jessica went on record opposing this recommendation.

A document was developed by the personnel committee to indicate the basis for all decision making with UUA guidelines being one of several factors (see attached). Wording was changed on point 5 to read "budget considerations" rather than "constraints".

The Personnel Committee met with the Finance Committee on March 12 to present their recommendations. Their decision making rationale was shared. The Personnel Committee offered to further assist the Finance Committee if additional changes were requested. Recommendations will be reviewed by Finance in view of the total budget. Further cuts may be required.

Stan Selkow asked Personnel Committee if they could project future staff increases. It was mentioned that once Twinks completes her credentialing program her salary would change in category which

would be a big increase. This is also true if Karena moves from the category of congregational administrator to business administrator. Stan was also interested in how our church compared percentage wise to similar size churches when it came to spending ie what % goes toward salaries, benefits etc. Donna who has been working on this said she would send him the information she has received.

## PERSONNEL COMMITTEE FY 2020 COMPENSATION AND BENEFIT RECOMMENDATIONS

### SPECIAL SALARY ADJUSTMENTS FOR DIRECTORS

**Administration and Finance Director** – The Personnel Committee recommends that the Administration and Finance Director’s salary be increased by \$2,100 to \$44,688. The Committee reviewed the descriptions for both the UUA position classifications of Business Manager and Congregational Administrator and it was the Committee’s determination that the FPB position contained elements of both. (Note: at that time we did not have a current FPB job description for the position). We also reviewed the UUA Geo Index for these positions and determined that the Administrator’s current salary was even below the midpoint for the Congregational Administrator. Since reclassification would involve such a major salary adjustment, it is our recommendation that the salary be adjusted to the midpoint for the Congregational Administrator for FY 2020 and further adjustment including reclassification (with additional information) be considered for the following fiscal year.

**CYM Director** – The Personnel Committee recommends that the CYM Director’s salary be increased by \$2,000 to \$41,689 for 1906 hrs. per year. The Committee reviewed the UUA recommended salary for Religious Educator and determined that the salary should at least meet the minimum for that position. We recognize that once Twinks completes the credentialing program, her classification will change and her compensation should be adjusted accordingly. In regard to this becoming a full time year round position, the Committee would make a secondary recommendation that this be done if there are sufficient funds to sustain such a change. Additionally, the Committee would consider raising the salary above the bare minimum if requested to do so because of availability of funds.

**Music Director** – The Personnel Committee recommends that the Music Director’s salary be increased by \$1,000 to \$35,889. The Committee reviewed the UUA salary recommendations for Music Director and determined that the salary should be at the midpoint for that position.

### COST OF LIVING ADJUSTMENT – OTHER STAFF

The Personnel Committee recommends a 2% COLA for other staff based on UUA guidelines and other wage trends for nonprofits. (Note: This would not include the pianist and OMG Director because of compensation adjustments made during this fiscal year.) We also recommend continuing to have 2 childcare workers during the services.

### SEXTON INCREASE IN WEEKLY HOURS

The Personnel Committee recommends that hours be increased from 20 to 25 hrs. per week. This is based on increased demand for Sexton’s services including longer hours on Sunday mornings. (Note: As a result of this increase, the additional 30 hours per year in the FY 2019 budget would be eliminated.)

### BENEFIT ADJUSTMENTS

The Personnel Committee does not recommend any increased or additional benefits for FY 2020, especially since the budget will be experiencing the full fiscal impact of the recent health insurance coverage upgrade. Due to the Minister’s recommendations, special consideration was given to the following two benefits:

#### **Professional Development**

Personnel Committee is concerned regarding having professional development expenses based on salary, thus guaranteeing an increase with any salary increase. See Recommendations Breakdown for the projected cost of professional expenses. After FY20, we would recommend that any professional development adjustment be based on a dollar amount rather than a salary percentage and that consideration be given to also establishing a separate pool to be used at the Minister’s discretion.

#### **Dental Insurance**

As part of a review of this benefit, it was noted that while the UUA recommends payment of dental insurance premiums, it does not pay any premium for UUA staff and a majority of UU congregations do not pay any dental premiums. (Note: If any premium payment for this benefit is approved, it is recommended that it apply, like other benefits, to those working 20 hrs. or more.)

***Process for Annual Budget and Employee Compensation Review***

The following criteria has been adopted to ensure fairness to all employees and staff at FPB as well as representing the interests of First Parish Brewster and its continued financial stability. The Personnel Committee will adhere to the following when considering recommendations for annual compensation and benefits:

1) Minister recommendations for compensation relative to the level and quality of work performed by staff and employees and the needs of the church for paid staff.

2) Short and long term budget goals established by the Board of Trustees and Finance Committee as those apply to meeting staffing needs and fairly compensating employees relative to the goals.

3) Comparable compensation data which will be collected and analyzed from other churches of similar size and budget as First Parish Brewster. Comparable "jobs in the world" here on Cape Cod will also be reviewed for salary and benefit input.

4) UUA Geo Index data will be considered, although these guidelines will also be used to establish long term staffing goals and compensation planning.

5) Current FPB constraints will take precedence when recommendations are made.

6) Submission of current job descriptions as well as any other documentation that supports proposed changes to any Director or Staff position must be included in the Minister's initial budget proposal presentation. Goals and anticipated related costs for implementation of any new programs proposed by a paid Staff or Director at FPB must be included for consideration by the Personnel Committee.

7) Ensure that the following three principles are applied when making final recommendations and setting priorities for funding salaries and compensation for the coming year:

- **Competitiveness** - is what we are offering comparable to similar jobs "in the world"?
- **Consistency** - Are our salaries and compensation offerings similar across UU congregations? Are salaries and compensation offerings based on a realistic view of church finances and ongoing data collection and tracking?
- **Equity** - Do our salaries and compensation offerings hold up to the fairness test within the staff team? Do we account for performance and longevity when assessing the relative value of each staff role?

Item	Policy Name	Policy #	Status	Assigned	Notes	Updated
1	Policy on Policy	2.1	Approved	Jim	Effective - currently on the FPBUU Web site	
2	Animal Policy	4.1	Approved	Karen	Effective - currently on the FPBUU Web site.Revision being reviewed - Allowing dogs for church members cotionally	
3	Board Meetings	2.2	Approved	Jim	Effective - currently on the FPBUU Web site	
4	Communications		Planned	Karen	Original 3.0 -- Committee / organizational reporting; notifications to congregation;	
5	Sabbatical	3.1		unassigned	Currently being reviewed by policy committee. Question as to whether or not part of the current version should be in the Personnel policy?	
6	Sexually Safe Congregation	3.3	Approved	Jim & Abby	This policy was updated by the Safer Congregation Committe and the changes approved by the Board. The updated policy is currently on the FPBUU Web site	1 Nov 2017
7	Ministers, Chaplains and Rituals		Planned		Original 8.0	
8	Emergency policy		Draft	Bob	Draft in review by policy committee. currently in draft form, will add Twinks' plan. Evaluating Defibulators, Fire extinguishers and medical kits. draft to Board at Nov 2018 meeting	
9	Financial		Planned		Original 2.0, check signing,	
10	Calendar	4.3	Submitted to Board	Bob	Original 4.0. Electronic scheduling (new)	
11	Use of Facilities		Planned	Carol / Bob	Original 5.0; use of church equipment, Social Justice Com permanent table(others?), obstruction of sanctuary isles,	
12	<del>Alcohol, Drug (marjuana), and Smoking</del>				<b>This policy has been devided up into three (2) separate policies. See below</b>	
13	Special Events		Planned		Original 7.0	
14	Fundraising		Planned	Karen	Original 11.0: 50-100% ?, Who is responsible for conducting a fundraiser?, accountability?, documentation?	
15	Childcare		Planned		Original 10.0	
16	Disruptive Behavior	3.2	Approved	Karen	Finalized and approved. Word format available now - submitted to Karena for Web page	
17	Active Shooter		Draft	Bob	Draft in Review by committee, Brewster police have evaluated our plan and made comments in response to an active shooter. plan to Board at Nov 2018 meeting	
18	Use of Church Records Policy		Planned		Original 6.0. FPBUU Directory, confidential files, Privacy - who has access, management of files	
19	Misconduct of Church Minister		Approved	Bob & Carol	Board approved and is now out for congregational review. Ammended to rspnd to FPBUU member's comments and was been finalized at the 2018 March Board meeting	
20	Minister Evaluation		Planned	Jim	Currently being discussed as to whether or not to make this a separate policy	
21	Board Self-evaluation		Planned		May consolidate any evaluation process into one overall policy	
22	severance pay (usually part of contract)		Planned		Isn't this a personnel policy? Which ask the quesrion relationship between Board policy and Personel policy?	
23	Temporary Signage	4.4	Approved	Karen	Policy has been accepted by the Board and approved by the congregational. Submitted to Web page	
24	Advertising		Planned		Advertising events; town regulations; Who can and can't advertise; Note see Publicity below!	
25	Security and Record protection		Planned			
26	Board News Bulliton Board Policy		Planned	Jim	Board proposed content established. Question - do we want to have an overall BB policy? Council input needed	
27	FPBUU position (job) description Policy		Planned		Format, content, maintenance, communication of who sees them and how [include transition of positions]	
28	Bad weathwer cancelation policy		Submitted to Board	Bob		
29	Publicity / pubications		Planned			
30	Building Maintenance Budget Policy		Draft	Jim	Revising old policy [12.6 (November 2010) 5.6] to update it to current thinking	
31	Alcohol		Being reviewed by the Board	Bob	Re-drafting to only address the use of alcoholic beverages aloud on church property [drat od a paper indicating varioius options for Board to discuss .] Target a final decision by the Board at the Mar 2019 Board Meeting	
32	Smoking		Approved	Bob		
33	Drug (marjuana)				Draft combing the smoke and drug policies into on policy. This policy has been approved by the board and sent to th	
34	Conflict Of Interest (CIO)		Planned	Jim	Policy on financial re-embursmen of FPBUU members for work done for the congregation, only. Broader COI needed in a separate policy.	
35	Leadership Evaluation		Planned	Jim	Who or what is evaluated, when and how the evaluation is done. Why? [benefit]	
36	Non-monetary gifts to the church		Planned	Jim	like a member who wants to drop off a piano, or a piece of art. Who is notified, who decides? Other than the Thrift Store. IE a contribution to FPBUU.	
37	Succession planning		Planned	Jim	Board, Board presidents, staff, minister, selected committees	
38	Protests held at FPBUU		Planned	Jim	access to church, police notification, support (candles,lighting, signs, ect.), organization, publicity	
39						
40						

# Policy Committee Minutes, March 3, 2019

6:30 pm - 8:00 pm Winslow House

1. **Check-in** Jim Hild, Karen Witting, Bob Flanagan in attendance
2. **Establish who will take the minutes** Jim Hild
3. **Policy progress:**
  1. New member of Policy Committee – Bill Roberts “*Hoorah!*”
  2. Status of Future Board Liaison to Policy Committee - The Board will announce who will follow Jim as liaison.
  3. Alcohol on FPBUU Campus Policy
    - Status – The committee reviewed comments from the congregation and discussed edits to this policy to go before the Board at the 21 Mar 2019 Board meeting.
    - Comments from congregation being received by Pat Stover – The committee recommends that the Board, when announcing a new or revised policy, explain why the policy was created or if it is a new version.
  4. **Severe Weather policy** – This policy is ready for Board review and will be submitted to the Board at the 21 Mar 2019 Board meeting.
  5. **Smoking & Illegal Drugs (including Marijuana) on FPBUU Campus Policy** – This policy was edited and sent to COVE to be placed on the final policy data base.
  6. **Temporary Signage policy** – This policy was edited and sent to COVE to be placed on the final policy data base.
  7. **Active Shooter policy** - Not ready for Board review.
  8. **Church Emergencies policy**– Not ready for Board review.
  9. **Disruptive Behavior policy** - Edits to this completed policy and is now on the FPBUU website
  10. **Calendar policy** – This policy is ready for Board review and will be submitted to the Board at the 21 Mar 2019 Board meeting.
  11. **Fundraising policy** - No work done on this new policy, need more direction from the Board to continue.



12. **Gift Acceptance policy** – A draft has been written for this new policy. We have asked Linda Delorey for moment before we send it to the Board.
13. **Leadership evaluation policy** - No work done on this new policy, need more direction from the Board to continue.
14. **Conflict of Interest policy** - No work done on this new policy, need more direction from the Board to continue.
15. **New members for the committee** Bill Roberts will join this committee in April 2019
16. **Other items for discussion** – We discussed changes to our policy process chart. Jim will discuss this with the Board at a Board meeting when we can put it on the Board agenda.

**Next Meeting** – April 1 2019. 6:30 pm

**NOTE:** April fool's Day seems appropriate. *The day that Bob started my career in Occupational Health & Safety - 45 years ago.*

## **First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** Alcohol use on the FPBUU Campus

**Board Review:** 13 Jan 2019

**Policy Number:** 3.5

**Last Reviewed:** 7 Mar 2019

**Purpose:** To control alcohol use on the FPPUU campus

**Congregations' Review Period:** Jan / Feb 2019

**Revisions:** Revised 7 Mar 2019

**Effective Date:** 7 Mar 2019

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### **POLICY STATEMENT**

No alcoholic beverages are permitted at FPBUU sponsored events on the FPBUU campus.

### **PROCEDURES**

1. Alcohol is not permitted at FPBUU sponsored events held on the FPBUU campus.
2. Alcohol is allowed for rentals and non FPBUU sponsored events.
3. Alcohol may be served at members' homes holding official FPBUU events, as long as it is advertised ahead of time and nonalcoholic beverages are made available.
4. Alcohol may be served at off-campus facilities holding official FPBUU events, as long as it is advertised ahead of time and nonalcoholic beverages are made available.

### **REPORTING PROCEDURES:**

Report any incident where alcohol was used in violation of this policy directly to the Board President or minister.

### **GUIDELINES**

1. In order to be as inclusive as possible and specifically address the needs of recovering alcoholics, it is the intention of the Board to limit the use of all alcohol products at FPBUU events.
2. Education on addiction: referrals to addiction centers/groups are actively available to members of the congregation.

### **STANDARDS**

## **DEFINITIONS**

1. A non FPBUU sponsored event is defined as an event held on the FPBUU campus that does not fall under the FPBUU mission (*opening hearts, growing souls, and turning love into justice*) and is attended by a mixture of FPBUU members and non-members. Example: the Hiking group New Year's Eve celebration.

## First Parish Brewster Unitarian Universalist Policy

**Policy Title:** Severe Weather Decision-Making Policy

**Policy Number:**

**Purpose:** To describe the process for making decisions about severe weather

**Revisions: Board Review:** 21 Mar 2019

**Last Reviewed:** TBD

**Congregation's Review Period:** TBD

**Effective Date:** TBD

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### **POLICY STATEMENT**

This policy establishes procedures and guidelines on how to make decisions and respond when severe weather threatens the FBUU campus so that it might be dangerous for congregants and visitors to travel.

### **PROCEDURES**

If the weather forecast is for a severe weather event in the next two days to the extent it might be dangerous for congregants and visitors to travel, the Minister and staff members will make a decision on whether to postpone or cancel the event.

### **GUIDELINES**

#### **1. Canceling Sunday Service**

- a. In case of a severe weather forecast on Friday, the Minister will alert the staff to the possibility of cancelling the service. The staff will notify the people involved in the service (sexton, child care providers, pianist, ushers, greeters, etc.) about this possibility. No later than Saturday at 5:00 PM, the Minister will make the decision and the Administration & Finance Director will send an e-mail blast, put a notice on the website and alert local radio stations.
- b. If the Minister is absent and unable to participate in the Sunday Service decision making process, she/he shall designate another person to make this decision before leaving.

## **2. Inclement Weather**

- a. In the event of severe or life-threatening weather events, the Minister and staff may be required to announce changes to regularly scheduled worship, small-group meetings, or special events.
- b. On weekdays, the campus will be closed, including all programming, if the Nauset school system is closed.
- c. If snow is falling or roads are freezing before or during a church event, the Minister and staff will monitor conditions closely, and cancel events early if roads and sidewalks become unsafe to travel on.

## **3. Hazard identified during a FPBUU event:**

If a severe weather hazard develops during a FPBUU event, the Minister and staff will monitor conditions closely and determine if the best course is to evacuate or to shelter in place.

- a. During a Tornado/Severe Thunderstorm Watch, monitor emergency alerts and other reporting systems
- b. During a Tornado/Severe Thunderstorm Warning, move congregants, visitors and staff to the basement of the various buildings, a hallway or a room with few windows. Close all doors. Staff should check all rooms.

## **4. Notifications**

- a. Prior to a severe weather event that may pose a risk to the safety of FPBUU people, visitors or property, the Minister and staff will determine whether the event shall continue or be rescheduled.
- b. Notification should be made via email blast and social media as soon as possible.
- c. When the weather hazard has abated, the Minister and staff will inform all those present that it is now safe.

## **STANDARDS**

### **DEFINITIONS**

A **severe weather watch** means that atmospheric conditions are favorable for severe storm development. The severe weather watch outlines an area where an organized threat of severe weather is expected generally during a three- to six-hour period.

A **WATCH** means that you have TIME.

A **severe weather warning** means that a severe storm is imminent, is occurring or is about to occur.

For the purposes of this policy, **“FPBUU staff”** will include the Administration & Finance Director, the Children and Youth Director and the Music Director.

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## **First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** Calendar

**Board Review:** 21 Mar 2019

**Policy Number:** 4.3

**Last Reviewed:**

**Purpose:** To describe the procedures for reserving rooms and spaces within the FPBUU buildings and grounds

**Congregations' Review Period:**

**Effective Date:**

**Revisions:** Revision 5 February 26, 2019

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### **POLICY STATEMENT**

This policy establishes the procedures for reserving space within the FPBUU buildings and grounds.

### **PROCEDURES**

1. The Administration and Finance Director will determine scheduling of events and will seek input from minister, if needed.
2. Scheduling of FPBUU business will be given priority over all other events/meetings.
3. FPBUU Committees can schedule events by contacting COVE and filling out reservation forms for both single and multiple event use. These reservation forms are available on the FPBUU website and can be submitted to COVE from there.
4. Committees must work with other committees to resolve conflicts that may arise regarding scheduling. Conflicts, such as scheduling similar events at the same time that might burden the time and resources of the congregation and interfere with regularly scheduled church business, may be resolved between the committees involved. If a resolution is not reached between the committees, the Administration and Finance Director may seek input from the minister, if needed. Because we are a large community

with much going on, some overlap of offerings is to be expected and is not necessarily a conflict.

5. Non-FPBUU community groups can rent space. Hiring the FPBUU sexton will be required and a sexton fee may be required.
6. Non-FPBUU community events that need a space but do not have ability to pay the rental fee must be sponsored by a committee. If the sexton is not available, the committee is responsible for covering sexton duties by following the opening/closing checklist. to ensure the building is ready for the next use, as well as safe and secure.
7. In most cases, Brewster Meeting House Presents (BMHP) is responsible for rentals for concerts and events that require use of the sanctuary and sound system. CYM has use of the Sanctuary (for our CYM program, events, etc.) and is not required to go through BMHP. A sexton is required for all events that Brewster Meeting House Presents sponsors and will be paid by group hosting event, unless otherwise determined by BMHP committee and Administrator in consultation with BMHP.
8. Member or committee scheduled events that invite the public will follow the opening/closing checklist .unless sexton services are requested.
9. The user of the space, except where the services of the sexton are used, is responsible for space preparation and clean-up.

## **GUIDELINES**

1. All pledge drive events or any all-church events should be scheduled at least 6 months in advance.
2. We recommend that committees:
  - Avoid changing meeting dates
  - Host meetings on church grounds
  - Inform the office ASAP if there is a change and/or cancellation.
3. All ongoing room requests must be renewed annually with the COVE volunteers each June.

## **STANDARDS**

Opening/Closing Checklist



- Non-members should request the code for the keypad before the event by calling the church office. Members may already have the code for all the buildings. If not, they should call COVE to be added to the list.
- Open the church building. Check doors, lights windows and appliances/sound systems, if needed.
- Put out extra seating, if needed.
- After the event, clean up the space and replace any furniture or equipment that has been moved.
- Return heating/air conditioning temperature to the previous levels, if they have been changed. Especially, turn off the gas heat stove in the Winslow House Tap Room.
- Turn out the lights and check that all doors are locked.

### **DEFINITIONS**

No definitions are recommended at this time.