

# April 2019 Board of Trustees Meeting Packet

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## Board Meeting Agenda

April 25, 2019

Guests: Dr. Roger Kligler, Suzanne Sullivan

- 6:30 Moment of Silence, Reading, Focused check-in Jessica
- 6:50 Reading the Covenant  
Upcoming UUA workshop on covenant Pat
- 7:00 Dr. Roger Kligler, Suzanne Sullivan, medical aid in dying  
presentation, endorsement by the board, vote at annual meeting
- 7:20 Announcement Ralph
- 7:25 Minister's Time Jessica
- 7:35 Minister's Evaluation –process Sue
- 7:40 Draft budget presentation Diane
- 8: 15 Facilities Task Force update Pat
- 8:20 Policy –Calendar policy and Severe Weather policy approval
- 8:25 Stewardship Sunday update
- 8:30 Consent Agenda: March minutes, President's report, Minister's  
report, CYM report, Admin and finance report, Treasurer's report,  
policy liaison report, personnel liaison report
- 8:35 Closing Circle
- 8:40 Huddle

## FIRST PARISH BREWSTER UU BOARD MINUTES

March 21, 2019

### **Members in Attendance**

Pat Stover, President  
Jim Hild, President Elect  
Diane Pansire, Treasurer  
Carol DiAnna, Clerk via Skype  
Ralph Diamond, Member at Large  
Katherine Farnham, Member at Large  
Liz Gordon, Member at Large

### **Members Absent**

Judy Harrison, Past President  
Susan Daly, Member at Large

### **Staff in Attendance**

Rev. Jessica Clay, Minister  
Twinks Hastings, CYM Director

### **Guest in Attendance**

Cari Keith

### **Process Observer**

Gisele Gauthier

### **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.

### **Old Business**

Pat gave an explanation of the *long-range health of the FPBUU* as stated in the board covenant. Basically, it is the responsibility of the board to oversee all aspects of the functioning of FPBUU and to develop a long-range plan.

### **Approval of Personnel Manual Changes**

The suggested changes were approved – 6 yes; 1 abstention.

### **Approval of Point of Sale (POS) Contract**

Karena and Linda have investigated different POS systems for processing credit card payments at the thrift store and the Annex. They have decided on a 3-year contract with good rates and free equipment for both stores. The board needed to vote to give Karena the authority to sign the contract. The board approved this unanimously.

### **Relations with board committees (Policy, Personnel, Stewardship)**

Tabled until April meeting.

## **UUA Covenant Workshop**

On May 11<sup>th</sup>, the UUA is hosting a workshop (Walking the Talk of Covenant) in Harvard, MA. Pat is planning on attending and queried if any other board member might like to attend. Pat will send out an email to board members with information about this workshop.

## **Monthly Board Reports**

Pat informed board members that all monthly board reports are now available on the FPBUU website.

## **Minister's Time**

Jessica expressed concerns that the narrative out in the congregation around the alcohol policy is that this is her doing. Board members were also concerned about this as it is not the case. Last year there was concern on the part of the board and the minister about the need for a policy on alcohol and drug abuse as there was no official policy in place. At that time, the board decided that developing a formal drug and alcohol policy was the best way to proceed and would avoid such a policy being established arbitrarily. Board members did agree that the way the alcohol policy was rolled out to the congregation - without explanation - may have contributed in some way to that erroneous narrative.

Jessica spoke of some confusion and misunderstanding between her and some members of the Personnel Committee. There seems to be some confusion and/or misunderstanding about the minister's role and responsibilities vs the Personnel Committee's role and responsibilities. Pat agreed to work on clarifying the respective roles and responsibilities with all the involved persons.

## **Alcohol Policy: review all comments**

Ahead of the board meeting, members read all the congregational responses on the Alcohol policy. A thoughtful, thorough and lengthy discussion took place with some back and forth discourse among members. The board voted unanimously to keep the no alcohol policy for any FPBUU sponsored events on the FPBUU campus but amended the Alcohol Policy to allow alcoholic beverages for private party rentals. All members agreed that a church-wide email should be sent out (on Monday, March 25<sup>th</sup>) with a thorough explanation of the process of developing an alcohol policy and the reasoning behind the decision for the policy. Pat will write it and send it board members via email for any edits before email blast to congregation.

## **Financial Committee Report**

Diane spoke of a possible shortfall for this fiscal year. In hopes of preventing a budget shortfall, Karena has sent out information to FPBUU members with information about their 2018/2019 pledges and encouraging members to increase their giving, if possible. If a shortfall occurs then the Finance Committee will need to make recommendations to the Board about where possible cuts might need to be made. Diane also commented that in the coming years, FPBUU board needs to find ways to raise more funds through new fundraising events.

## **Facilities Task Force**

Board members gave names to Pat of FPBUU members who have the expertise and who might be willing to serve on this task force (most likely no more than 5-6 individuals who can serve a minimum of a year and perhaps up to 3 years).

## **Consent Agenda**

The Consent Agenda was unanimously accepted.

## **Process Observation Feedback**

Gisele gave constructive feedback on the board process.

**Closing Circle and Affirmation**

All present took part in the closing circle.

**Huddle**

Board members expressed comments about the Board meeting process.

**Addendum****Special Board Meeting on March 7, 2019**

A special board meeting was convened to review the recommendations of the Governance Evaluation. The board voted unanimously to accept and approve the recommendations.

Respectfully submitted by Carol DiAnna

## President's Report April 2019

A very different feel to this month, after three board meetings in March! After the third board meeting in March, where we took a look at the draft budget, Diane and I met to discuss the budget timeline, talk about the process of creating the budget, and decide on some changes for next year. We are moving the extra board meeting to approve the draft budget to April next year, rather than March. The Finance Com. needs enough meeting time to create the draft budget before the board looks at it. As it was this year, we were looking at the budget, and doing some work to make cuts before the finance committee had been able to do their work on cutting the budget. Every year we learn how to make the budget time-line process work better.

### Governance Evaluation

To date, I have received feedback from quite a few people about our approval of the governance recommendation to disestablish the council. All of it has been supportive, either directly as based upon their experience with the council, or indirectly, as in their support of the board's decision. Jim, Judy, Gail and I held the April coffee-hour information sessions and we had a good discussion among ourselves as we had no members of the congregation attending! Gail informed us of the direction she is taking with current council members, trying to work by consensus to support the decision to disestablish the council, as a group, at the annual meeting. She is also putting together an archive, with Karena's help, of all council documents which will be available if ever we decide to re-activate the council.

### Policy Committee

The policy committee has been re-organized; Jim has stepped down as chair and from the committee in order to step into the President's shoes in July, Bob Flanagan is the new chair, two additional members have been recruited-Topper Roth and Bill Roberts (joining Bob and Karen Witting) ,

and Katharine Farnham has accepted the board liaison position. We will be working with the new order as we go forward.

### Facilities Task Force

I have been reaching out to the people we decided on asking to join the newly forming Facilities Task Force. So far, I have invited six people and received 4 acceptances. We need to come up with more possibilities to invite to join. I am looking at an initial organizing meeting in May.

### Extra board meeting in May

As part of this year's calendar, I had scheduled 4 extra board meetings in case we needed them: we used the one in October for planning, we didn't need the one in January, we used the one (actually we had two extra meetings ) in March, and now have two scheduled in May: May 16 and the second one on May 23 for the purposes of evaluation. I think the way I want to handle this is for you to keep the two dates in May on your calendar. At the regularly scheduled board meeting on May 16, we will see if there is enough time to do the necessary evaluation, and if not, we will continue it to the May 23<sup>rd</sup> meeting. This year, we want to have the time to take a look at our annual vision of ministry, evaluate what we have accomplished and what remains to be done. This evaluation will help prepare for making a new annual vision of ministry for the next year.

## Ministers Board Report April 2019 from Rev Jessica Clay

### Overall thoughts:

The past month has been a productive month with stewardship, building a budget for next year, and planning for Easter week services.

### Worship and Rites of Passage:

Worship continues to go well. We led a new Maundy Thursday service before Easter, all who were present seemed to appreciate it. I led one memorial service in March. I continue to meet with couples to provide premarital counseling and wedding planning in advance of 3 weddings I am leading this summer/fall. We will have a worship associates retreat on April 27 to plan out July-Dec services. We will also be welcoming 3 new people onto the team resulting in 12 worship associates. It is a great group.

### 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. I continue to facilitate the pastoral care & helping hands committee(s) meetings monthly. There have been several pastoral care needs over the past month, I appreciate that people reach out to let me know and provide support. Tracy Johnson covered pastoral care while I was on retreat, I also appreciate her availability.

### Spiritual Development for Self and Others:

The lent reflection series went really well. We averaged 5-7 people per week and the people who attended spoke of it highly. I am considering leading similar series in the future. Thanks to endowment funds we will have Revs. Shay MacKay and Diana McLean lead a Geography of Grace retreat at the end of Oct.

My silent retreat was phenomenal, I am so appreciative of study leave and professional development which allows me time for renewal.

### Social Justice in the Public Square:

We had 34 people sign up for Beloved Conversations the first week, this is fantastic. I am working with members of the social justice committee to plan groups and facilitators.

I attended several anti-racism workshops off Cape at the beginning of April in addition to UUMassAction's Advocacy Day. I was happy to see two of our congregants there as well.

### Administration:

I continue to meet with staff to provide supervision and support. Our stewardship drive is going well. I am meeting with the top five pledge units and stewardship committee members are meeting with the top 20 pledgers. These conversations have gone well, people really appreciate the one on one conversations and an opportunity to talk about their hopes and dreams for FPBUU. I appreciate board members support and willingness to speak during services prior to the offertory. The stewardship closing celebration on the 28<sup>th</sup> will surely not be one to miss.



I am also aware that I have 30 standing meetings per month. I reviewed these recently with my preliminary fellowship mentor and will shift some of these in the year ahead with staff and committees.

Serves the Larger Unitarian Universalist Faith:

UUMA Cape & Islands cluster continues to meet at FPBUU, and I attended the district UUMA meeting last month as well. I also continue to attend an interfaith women's clergy group. I recently attended the UUMA Deepening program retreat. This program is an 18 month program that looks at building collegiality and supporting ministries for health and sustainability.

Leads the Faith into the Future:

The staff and I continue to use social media to promote our services and events. Danica, UU Connections, and her connections in the community helped to promote the Sing For Good event so that it was standing room only and raised over \$6,000 for Habitat. She and all of the choirs did a fantastic job.

FPBUU Budget Worksheet - 3 year projections

		Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	BOT Edits FY20 Budget (2019-2020)	FC Edits FY20 Budget (2019-2020)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	
<b>No.</b>	<b>INCOME</b>			<b>-37,841</b>	<b>0</b>			<b>Notes</b>
1	<b>A. Pledges</b>							
2	Pledges	395,000	377,000	377,000	372,000	360,900		FY20 increase 3.6% from FY19
3	Less: Lost Pledges (2%)	7,900	7,540	7,540	7,440	7,218		
4	Total	387,100	369,460	369,460	364,560	353,682	340,965	
5	Pledges Prior Years	7,500	7,500	7,500	10,000	11,000	10,119	
6	<b>Total Pledges</b>	<b>394,600</b>	<b>376,960</b>	<b>376,960</b>	<b>374,560</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>70%</b>	<b>69%</b>	<b>71%</b>	<b>69%</b>	
8	<b>B. Other Income</b>	0	0	0	0	241	796	misc. contributions
9	<b>C. Fund Raising Events</b>							
10	Thrift Shop/Annex	90,000	95,000	95,000	95,000	90,000	89,929	6% increase per year
11	Church Fundraisers	9,000		3,000	8,000	5,837	9,159	includes Fall and Holiday Fair FY19
12	Spring Auction	10,000	10,000	13,000	13,000	13,000	10,561	
13	CYM Summer Program		3,000	3,000	3,000			new FY20
14	Small Group Fund Raisers	6,600	3,000	3,000	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	2,000	3,000	2,800	3,547	
16	Food Certificate Sales	2,000	2,000	2,000	2,000	2,000	2,100	
17	Women's Circle Alliance	500	500	500	1,500	500	1,052	
18	<b>Total Fund Raising</b>	<b>120,100</b>	<b>115,500</b>	<b>121,500</b>	<b>128,500</b>	<b>118,337</b>	<b>123,256</b>	
19	<b>D. Offertory</b>							
20	Offertory - Cash & Checks	30,000	25,000	25,000	25,000	21,500	24,902	
21	Offertory -Split Plates	30,000	25,000	25,000	25,000	21,500	13,917	
22	<b>Total Offertory</b>	<b>30,000</b>	<b>25,000</b>	<b>25,000</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	8,000	8,000	4,400	3,436	see line 14
25	Weddings/Memorials	2,000	4,000	4,000	4,000	3,000	2,750	
26	Hospitality/Social Hour	0	0	0	0		327	
27	<b>Total Building Use</b>	<b>5,000</b>	<b>12,000</b>	<b>12,000</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	5,000	5,000	4,800	5,581	
30	Interest Income	250	250	250	250	250	187	
31	Miscellaneous Income	0	0	0	0	0	0	
32	<b>Total Inv, Int, Misc Inc.</b>	<b>5,250</b>	<b>5,250</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>540,710</b>	<b>545,310</b>	<b>516,969</b>	<b>511,523</b>	
34	<b>EXPENSES</b>							
35	<b>A. Staff Salaries includes dis. ins.)</b>							
36	Minister (Includes Housing)	91,080	92,902	92,902	91,080	91,080	90,000	2% cola
37	Admin & Finance Director	43,099	45,224	45,224	43,099	43,099	35,915	\$2,100 salary increase
38	CYM Director	40,165	42,189	42,189	40,165	40,165	39,457	\$2,000 salary increase
39	Music Director .625 FTE	35,308	36,319	36,319	35,308	35,308	35,377	\$1,000 salary increase
40	Thrift Shop Manager .90 FTE	32,206	32,850	32,850	32,206	32,206	30,026	2% cola
41	Sexton .51 FTE	19,491	24,155	24,155	19,491	19,491	17,540	2% cola moved to 25 hrs/week
42	Pianist .15 FTE	8,174	10,920	10,920	10,920	5,125	-	see Pianist contract for remaining budget
43	Bookkeeper .375 FTE	14,461	14,750	14,750	14,461	14,461	14,319	
44	Youth Ministry Coordinator	-	-	-	-	-	3,163	rolled into CYM Director FY 19
45	Child Care Workers	2,273	4,636	4,636	4,636	2,273	1,322	2% increase, additional workers
46	<b>Total Staff Salaries</b>	<b>286,257</b>	<b>303,945</b>	<b>303,945</b>	<b>291,366</b>	<b>283,208</b>	<b>267,119</b>	
47	<b>B. Staff Benefits/Payroll Expenses</b>							
48	Staff Appreciation		1,000	700	700			covers staff bonuses and dinners/lunches

FPBUU Budget Worksheet - 3 year projections

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49	Pension Contributions (max 10% of salary)	25,164	26,345	26,345	25,164	25,163	21,829	
50	Employee Health	26,098	34,014	34,014	26,098	28,098	19,453	
51	FICA (7.65% of salary)	14,138	15,967	15,967	14,138	13,401	16,158	
52	Minister Moving Expense	-	-	-	-	-	5,000	
53	Minister's FICA Reimbursement (7.65%)	6,885	7,023	7,023	6,885	6,311	4,595	
54	Minister's Term Life Insurance	734	750	750	734	673	673	
55	Workers Comp. Insurance	2,667	2,580	2,580	2,667	2,200	3,793	
56	<b>Total Staff Benefits</b>	<b>75,686</b>	<b>87,679</b>	<b>87,379</b>	<b>76,386</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	9,180	9,000	9,000	8,250	
59	Admin & Finance Dir Prof. Exp.	1,704	1,788	1,788	1,788	1,704	1,420	
60	CYM Director Prof. Exp.	1,588	1,668	1,668	1,668	1,588	779	
61	Music Director Prof. Exp.	1,396	1,436	1,436	1,436	1,396	1,398	
62	<b>Total Staff Professional Expenses</b>	<b>13,688</b>	<b>14,072</b>	<b>14,072</b>	<b>13,892</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	13,800	13,800	14,177	
65	Properties-Capital Imps	13,948	12,936	10,000	13,466	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	23,800	27,266	27,748	20,254	5% of income
67	Properties-Supplies	4,200	4,200	4,200	4,200	4,200	4,200	new breakout line from Maintenance not included in the 5% per policy
68	Grounds Keeping	15,000	15,000	14,000	15,000	15,000	13,640	
69	Liability/Property Insurance	10,403	11,124	11,390	11,390	10,800	11,058	3% increase/yr
70	Housekeeping-Contractor	8,320	8,320	8,320	8,320	8,320	7,540	52 wks
71	Electric	4,500	4,500	4,500	4,500	4,500	4,039	
72	Gas	5,000	5,000	5,000	5,000	5,000	6,157	
73	Phone/Internet	3,745	4,000	4,000	4,000	3,962	3,857	
74	Water	1,500	1,500	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>76,710</b>	<b>81,175</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	5,000	7,000	7,458	
79	Office Expenses & Supplies	4,000	4,000	4,000	4,000	4,000	4,970	
80	Credit Card Fees/ Bank Fees	1,500	1,500	1,500	1,500	1,500	2,034	
81	Software Expense	1,200	1,200	1,200	1,200	1,200	1,544	
82	Advertising	1,500	2,500	2,500	2,500	1,500	1,324	
83	Payroll Expense	800	800	800	800	800	1,684	
84	Computer Assistance	350	350	350	350	350	165	
85	Financial Audit/Review (Last one FYE 6-30-18)	-	2,500	2,500	2,500	-	2,200	
86	<b>Total Office Expenses</b>	<b>16,350</b>	<b>19,850</b>	<b>19,850</b>	<b>17,850</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	10,399	10,399	
89	Meeting House Mortgage Principal Pymts	4,038	4,038	4,038	4,038	4,038	4,415	
90	Meeting House Mortgage Interest Pymts	4,597	4,597	4,597	4,597	4,597	4,219	
91	<b>Total Loan Payments</b>	<b>19,034</b>	<b>19,034</b>	<b>19,034</b>	<b>19,034</b>	<b>19,034</b>	<b>19,033</b>	
92	<b>G. Denominational Dues - UUA &amp; NE Region</b>	<b>26,005</b>	<b>30,111</b>	<b>30,111</b>	<b>21,407</b>	<b>26,005</b>	<b>21,152</b>	100% requested this yr = Honor Cong Status
93	<b>FIXED COSTS</b>	<b>517,436</b>	<b>555,071</b>	<b>551,101</b>	<b>521,110</b>	<b>515,080</b>	<b>484,307</b>	
94	<b>FIXED COSTS/TOTAL INCOME</b>	<b>93%</b>				<b>100%</b>	<b>95%</b>	
95	<b>H. Justice Activities</b>							

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96	Social Justice	4,150	4,900	2,500	1,000	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	500	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	25,000	25,000	21,500	13,917	not included in total justice activities row
101	<b>Total Justice Activities</b>	<b>6,175</b>	<b>8,492</b>	<b>4,175</b>	<b>1,500</b>	<b>6,175</b>	<b>19,971</b>	
102	<b>TOTAL JUSTICE/TOTAL INCOME</b>	<b>7.1%</b>				<b>5.9%</b>	<b>4.6%</b>	includes Forums +25% uuconnections + 1000 to UUSC for coffee sales. Include Heed?
103	<b>I. Worship and Ministry</b>							
104	Pulpit Support/Guest Speakers	3,200	3,200	2,500	3,000	3,000	2,357	
105	Substitute Sexton	800	800	500	800	800	750	
106	Ordination/Installation	-	-	-	-	0	3,895	
107	Pastoral Care Coverage	300	300	300	300	300		
108	Hospitality	500	650	650	650	500		
109	Materials and Supplies	800	2,000	1,100	1,500	800	504	
110	<b>Total Worship and Ministry</b>	<b>5,600</b>	<b>6,950</b>	<b>5,050</b>	<b>6,250</b>	<b>5,400</b>	<b>7,506</b>	
111	<b>J. Committees</b>							
112	Paul Hush Forums Committee	1,200	1,200	800	600	1,200	600	
113	UU Connections	3,000	4,675	3,000	500	3,000	3,550	
114	Stewardship Committee	1,500	1,500	1,000	1,000	1,500	822	
115	Landscape Committee	1,200	1,200	1,000	1,000	1,200	548	
116	Board of Trustees	1,500	1,500	1,000	500	1,500	1,395	
117	Council	500	500	-	-	500	166	
118	Membership Committee	575	575	100	575	600	463	
119	Sunday Morning Worship Support	150	-	-	-	150	-	see Hospitality under Worship & Ministry
120	Helping Hands	100	200	200	100	100	-	
121	<b>Total Committees</b>	<b>9,725</b>	<b>11,350</b>	<b>7,100</b>	<b>4,275</b>	<b>9,750</b>	<b>7,544</b>	
122	<b>K. Children and Youth Ministries</b>							
123	Special Programming/Multigen	1,500	1,500	1,500	1,500	1,500	1,292	
124	O.W.L. (Our Whole Lives)/COA	1,000	1,000	1,000	1,000	500	527	
125	Office/Library	500	500	250	300	500	201	
126	Pre-K to Grade 8	900	900	450	450	900	379	
127	High School Youth Group	800	800	625	625	800	625	
128	Child Abuse Prevention Training	-	200	200	200	-	-	
129	Pathways-Adult Ed.	-	1,000	-	-	-	-	
130	CYM Childcare	1,000	1,000	1,000	1,000	1,000	360	
131	Child Care Supplies	300	300	200	200	300	-	
132	<b>Total CYM</b>	<b>6,000</b>	<b>7,200</b>	<b>5,225</b>	<b>5,275</b>	<b>5,500</b>	<b>3,384</b>	
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	2,400	2,400	1,950	
136	OMG Music/Supplies	400	400	400	400	400	279	
137	Guest Musicians	2,000	2,000	700	1,000	2,000	700	
138	Music Scores	1,000	1,200	100	1,000	1,000	944	
139	Piano/Organ Mntnce/Tuning	1,600	1,800	1,800	1,600	1,600	1,628	
140	Music Support/Supplies	500	500	500	500	500	323	
141	<b>Total Music</b>	<b>10,014</b>	<b>8,300</b>	<b>5,900</b>	<b>6,900</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							

FPBUU Budget Worksheet - 3 year projections

		Approved FY19 Budget (2018-2019)	Proposed FY20 Budget (2019-2020)	BOT Edits FY20 Budget (2019-2020)	FC Edits FY20 Budget (2019-2020)	Projected FYE 6/30/19 As of 03/8/19	Final FY18 Actual (2017-2018)	
147	Total Contingencies and Other Funds	-	-	-	-	-	-	
148	<b>TOTAL EXPENSES</b>	<b>554,950</b>	<b>597,363</b>	<b>578,551</b>	<b>545,310</b>	<b>551,919</b>	<b>535,504</b>	
149								
150	<b>NET INCOME</b>	<b>1</b>	<b>-62,653</b>	<b>-37,841</b>	<b>0</b>	<b>-34,950</b>	<b>-6,723**</b>	

## Report from Administration and Finance Director – April 2019

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

- With 9 days left until the end of the Stewardship Pledge Campaign, we have received 134 pledge units for a total of \$304,639. Of the 134 pledge units, 6 are new pledges, 56 increased their pledges, 48 stayed the same and 24 decreased. This coming Sunday's celebratory service is sure to be quite a show of all the amazing work this church community does, and it's not to be missed!

### **Property Management**

- The manufacturer of the toilet on the Parish Room level sent another replacement gasket instead of a whole toilet replacement. We will see if this gasket works and if not follow up again. Thank you to Judy Fenner for her continued follow up with this issue!
- BMC Building Projects for 2019-2020 - Based on information I received from the town, there is a possibility that the Parish Room could be enlarged, so we have decided to hold off and monitor the roof making smaller repairs as needed. The Facility Task Force will need to research this possibility further.

### **Publicity/Communications**

- We are still fine tuning the procedure/process with the new weekly Angle format, and I am aware that more clarity is needed around how long announcements will remain in the weekly Angle. Typically, announcements will only be in one week, but as is many things in life, there will be exceptions and I will be working with COVE to get more specific about the exceptions.

### **Membership**

- The current member list has been available for people to check either during coffee hour or via the weekly Angle. We will do this one more week.

### **Administrative Responsibilities**

- A total of 19 grey and 17 teal hymnals were donated, and they are in the pews.
- We have received our new credit card machines for the Thrift Store and Annex, which will be installed this week.
- I attended a Planning Board meeting April 10th and am pleased to report that the town has not received at negative feedback for our sandwich board signs and approved continuing our special permit which allows us two signs in July and August. The Board members expressed their appreciation for FPBUU's commitment to maintaining good relations with the town.

### **Professional Expenses**

- I am extremely thankful to have been able to go to Rowe for a 5-day silent retreat this past week. It was an amazing week, and I feel restored and nourished.

Blessings, Karena Stroh, Administration and Finance Director

## **Financial Reports - March 2019**

Submitted by Karena Stroh, Administration & Finance Director

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

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

Tab 5 (page 11) - Special Fund Profit & Loss Previous Year Comparison

Tab 6 ( page 12) - Special Fund Profit & Loss Previous Year Comparison

**% of budget should typically be at 75%**

### **Points of Interest**

**Total Income** is at 67% of budget

Pledges Commitments FY 18-19      \$355,028 \*same as previous month

Total Pledge Payments received 67% of budget

Offertory is at 62% of budget; 13% and \$3,938 short of budget. It is up from last year at this time by \$587.

Thrift Store Income is at 68% of budget (there were a couple deposits that didn't get posted in time for this report that indicate that we are closer to 73% of budget

**Total Expenses** are at 71% of budget

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

**Total Split Plates** (monthly July & August, weekly starting in Sept.) **\$14,955** was distributed to 32 different organizations.

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

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	252,222.30	387,100.00	-134,877.70	65.16%
2017-2018 Pledges	9,963.00	7,500.00	2,463.00	132.84%
2016-2017 Pledges	1,525.00	0.00	1,525.00	100.0%
<b>Total Pledges</b>	<u>263,710.30</u>	<u>394,600.00</u>	<u>-130,889.70</u>	<u>66.83%</u>
<b>Contributions</b>				
Offertory	18,562.14	30,000.00	-11,437.86	61.87%
Misc Contributions	305.13	0.00	305.13	100.0%
<b>Total Contributions</b>	<u>18,867.27</u>	<u>30,000.00</u>	<u>-11,132.73</u>	<u>62.89%</u>
<b>Fund Raising</b>				
Holiday Fair	1,078.00			
Thrift Shop	61,559.06	90,000.00	-28,440.94	68.4%
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	4,335.82	6,600.00	-2,264.18	65.69%
Food Certificate Sales	1,650.00	2,000.00	-350.00	82.5%
Women's Circle Alliance	1,792.41	500.00	1,292.41	358.48%
Welcoming Congregation-Income	2,800.00	2,000.00	800.00	140.0%
<b>Total Fund Raising</b>	<u>78,484.86</u>	<u>120,100.00</u>	<u>-41,615.14</u>	<u>65.35%</u>
<b>BldgUse</b>				
Space Rentals	3,202.90	3,000.00	202.90	106.76%
Weddings/Memorials	2,070.00	2,000.00	70.00	103.5%
<b>Total BldgUse</b>	<u>5,272.90</u>	<u>5,000.00</u>	<u>272.90</u>	<u>105.46%</u>
<b>Investment,Interest, MisclIncome</b>				
<b>Investment Income</b>				
UUA GIF Distribution	2,104.88	2,600.00	-495.12	80.96%
Alton Smith Char Trust	1,275.79	1,200.00	75.79	106.32%
Alton Smith Irrev Trust	990.12	1,200.00	-209.88	82.51%
<b>Total Investment Income</b>	<u>4,370.79</u>	<u>5,000.00</u>	<u>-629.21</u>	<u>87.42%</u>
<b>Interest Income</b>	<u>69.02</u>	<u>250.00</u>	<u>-180.98</u>	<u>27.61%</u>
<b>Total Investment,Interest, MisclIncome</b>	<u>4,439.81</u>	<u>5,250.00</u>	<u>-810.19</u>	<u>84.57%</u>
<b>Total Income</b>	<u>370,775.14</u>	<u>554,950.00</u>	<u>-184,174.86</u>	<u>66.81%</u>
<b>Gross Profit</b>	<u>370,775.14</u>	<u>554,950.00</u>	<u>-184,174.86</u>	<u>66.81%</u>
<b>Expense</b>				
<b>Payroll Expenses</b>				
WorkComplnsurance	-312.00	2,667.00	-2,979.00	-11.7%
Taxes	10,754.53	14,138.00	-3,383.47	76.07%
<b>Total Payroll Expenses</b>	<u>10,442.53</u>	<u>16,805.00</u>	<u>-6,362.47</u>	<u>62.14%</u>
<b>Staff Salaries</b>				
Clergy Housing	19,800.00	26,400.00	-6,600.00	75.0%
Minister	48,785.00	64,680.00	-15,895.00	75.43%
Admin&FinanceDir	32,324.22	43,099.00	-10,774.78	75.0%
CYM Dir	30,123.72	40,165.00	-10,041.28	75.0%
Music Director	26,480.70	35,308.00	-8,827.30	75.0%
ThriftShopManager	24,157.44	32,206.00	-8,048.56	75.01%
Sexton	14,787.00	19,491.00	-4,704.00	75.87%
Bookkeeper	10,847.70	14,461.00	-3,613.30	75.01%
CYM-Childcare	1,758.01	2,273.00	-514.99	77.34%



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

Pianist	3,185.00	8,174.30	-4,989.30	38.96%
<b>Total Staff Salaries</b>	<b>212,248.79</b>	<b>286,257.30</b>	<b>-74,008.51</b>	<b>74.15%</b>
<b>Staff Benefits</b>				
Minister Benefit (FICA)	5,154.00	6,885.00	-1,731.00	74.86%
Health Insurance	19,557.74	26,098.00	-6,540.26	74.94%
Pension	16,437.96	25,163.00	-8,725.04	65.33%
Minister's Term Life	557.30	734.00	-176.70	75.93%
<b>Total Staff Benefits</b>	<b>41,707.00</b>	<b>58,880.00</b>	<b>-17,173.00</b>	<b>70.83%</b>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	469.26	1,704.00	-1,234.74	27.54%
CYM Professional Exp	748.16	1,588.00	-839.84	47.11%
Music Director Prof Exp	1,396.00	1,396.00	0.00	100.0%
Minister's Professional Exp	8,652.55	9,000.00	-347.45	96.14%
<b>Total Staff Professional Expenses</b>	<b>11,265.97</b>	<b>13,688.00</b>	<b>-2,422.03</b>	<b>82.31%</b>
<b>BldgGrounds</b>				
Electric	2,371.64	4,500.00	-2,128.36	52.7%
Gas	4,791.60	5,000.00	-208.40	95.83%
Groundskeeping	8,091.50	15,000.00	-6,908.50	53.94%
<b>Reg. Maintenance</b>				
Supplies	2,485.74	4,200.00	-1,714.26	59.18%
Reg. Maintenance - Other	9,406.54	13,800.00	-4,393.46	68.16%
<b>Total Reg. Maintenance</b>	<b>11,892.28</b>	<b>18,000.00</b>	<b>-6,107.72</b>	<b>66.07%</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	2,986.41	3,745.00	-758.59	79.74%
Water	1,418.91	1,500.00	-81.09	94.59%
<b>Total BldgGrounds</b>	<b>43,216.34</b>	<b>72,096.00</b>	<b>-28,879.66</b>	<b>59.94%</b>
<b>OfficeExpense</b>				
Advertising	1,367.85	1,500.00	-132.15	91.19%
Credit Card/Bank/PayPal Fees	883.01	1,500.00	-616.99	58.87%
ComputerAsst	0.00	350.00	-350.00	0.0%
Office Expense/Supplies	3,526.58	4,000.00	-473.42	88.17%
OfficeEquip/Maint	3,763.24	7,000.00	-3,236.76	53.76%
Payroll Expenses	641.76	800.00	-158.24	80.22%
Software Expense	1,324.59	1,200.00	124.59	110.38%
<b>Total OfficeExpense</b>	<b>11,507.03</b>	<b>16,350.00</b>	<b>-4,842.97</b>	<b>70.38%</b>
<b>Loan &amp; Mortgage Payments</b>				
Mortgage Principal Payments	3,454.51	4,038.00	-583.49	85.55%
Mortgage Interest Payments	3,021.17	4,597.00	-1,575.83	65.72%
EndowLoanRepayment	7,799.40	10,399.00	-2,599.60	75.0%
<b>Total Loan &amp; Mortgage Payments</b>	<b>14,275.08</b>	<b>19,034.00</b>	<b>-4,758.92</b>	<b>75.0%</b>
<b>Denominational Dues</b>				
UUA-NER	19,503.74	26,005.00	-6,501.26	75.0%
<b>Total Denominational Dues</b>	<b>19,503.74</b>	<b>26,005.00</b>	<b>-6,501.26</b>	<b>75.0%</b>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	2,113.70	0.00	100.0%
Substitute Sexton	612.50	800.00	-187.50	76.56%
OMG Music	1,600.00	2,400.00	-800.00	66.67%
Housekeeping	6,160.00	8,320.00	-2,160.00	74.04%
<b>Total Consultants/Contract Employees</b>	<b>10,486.20</b>	<b>13,633.70</b>	<b>-3,147.50</b>	<b>76.91%</b>
<b>Committees</b>				
Sunday Morning Worship Support	0.00	150.00	-150.00	0.0%

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

HelpingHands	71.82	100.00	-28.18	71.82%
Paul Hush Forums	900.00	1,200.00	-300.00	75.0%
Board	635.32	1,500.00	-864.68	42.36%
Council	114.40	500.00	-385.60	22.88%
UU Connections	1,323.20	3,000.00	-1,676.80	44.11%
Landscape Committee	972.13	1,200.00	-227.87	81.01%
Membership	79.61	575.00	-495.39	13.85%
Stewardship	579.87	1,500.00	-920.13	38.66%
<b>Total Committees</b>	<u>4,676.35</u>	<u>9,725.00</u>	<u>-5,048.65</u>	<u>48.09%</u>
<b>CYM</b>				
Child Care Supplies	0.00	300.00	-300.00	0.0%
Sunday Special Programming	1,293.46	1,500.00	-206.54	86.23%
O.W.L.	-155.00	1,000.00	-1,155.00	-15.5%
Contract ChildCare	522.00	1,000.00	-478.00	52.2%
High School Youth Program	338.84	800.00	-461.16	42.36%
Pre K-Grade 6/7	242.08	900.00	-657.92	26.9%
Office/Library	275.22	500.00	-224.78	55.04%
<b>Total CYM</b>	<u>2,516.60</u>	<u>6,000.00</u>	<u>-3,483.40</u>	<u>41.94%</u>
<b>Music</b>				
OMG Music Supplies	0.00	400.00	-400.00	0.0%
Music Scores	893.63	1,000.00	-106.37	89.36%
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>	<u>3,524.70</u>	<u>5,500.00</u>	<u>-1,975.30</u>	<u>64.09%</u>
<b>Justice</b>				
Social Justice	1,163.00	4,150.00	-2,987.00	28.02%
One Earth One People	1,509.43	1,675.00	-165.57	90.12%
Green Sanctuary	175.00	350.00	-175.00	50.0%
<b>Total Justice</b>	<u>2,847.43</u>	<u>6,175.00</u>	<u>-3,327.57</u>	<u>46.11%</u>
<b>Worship</b>				
Pastoral Care Coverage	0.00	300.00	-300.00	0.0%
Hospitality-Worship	439.29	500.00	-60.71	87.86%
Materials/Supplies	1,337.72	800.00	537.72	167.22%
PulpitSupport	1,600.00	3,200.00	-1,600.00	50.0%
<b>Total Worship</b>	<u>3,377.01</u>	<u>4,800.00</u>	<u>-1,422.99</u>	<u>70.35%</u>
<b>Total Expense</b>	<u>391,594.77</u>	<u>554,949.00</u>	<u>-163,354.23</u>	<u>70.56%</u>
<b>Net Ordinary Income</b>	<u>-20,819.63</u>	<u>1.00</u>	<u>-20,820.63</u>	<u>-2,081,963.0%</u>
<b>Net Income</b>	<u><u>-20,819.63</u></u>	<u><u>1.00</u></u>	<u><u>-20,820.63</u></u>	<u><u>-2,081,963.0%</u></u>

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

	<u>Jul '18 - Mar 19</u>	<u>Jul '17 - Mar 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	252,222.30	0.00	252,222.30	100.0%
2017-2018 Pledges	9,963.00	254,851.05	-244,888.05	-96.09%
2015-2016 Pledges	0.00	200.00	-200.00	-100.0%
2016-2017 Pledges	1,525.00	9,049.00	-7,524.00	-83.15%
<b>Total Pledges</b>	<u>263,710.30</u>	<u>264,100.05</u>	<u>-389.75</u>	<u>-0.15%</u>
<b>Contributions</b>				
<b>Offertory</b>	18,562.14	17,975.50	586.64	3.26%
<b>Misc Contributions</b>	305.13	708.00	-402.87	-56.9%
<b>Total Contributions</b>	<u>18,867.27</u>	<u>18,683.50</u>	<u>183.77</u>	<u>0.98%</u>
<b>Fund Raising</b>				
<b>Holiday Fair</b>	1,078.00	0.00	1,078.00	100.0%
<b>Thrift Shop</b>	61,559.06	62,969.59	-1,410.53	-2.24%
<b>Fall Fair</b>	4,759.57	9,158.77	-4,399.20	-48.03%
<b>SpringAuct</b>	510.00	828.00	-318.00	-38.41%
<b>Committee Fund Raisers</b>	4,335.82	6,046.43	-1,710.61	-28.29%
<b>Food Certificate Sales</b>	1,650.00	1,400.00	250.00	17.86%
<b>Women's Circle Alliance</b>	1,792.41	852.41	940.00	110.28%
<b>Welcoming Congregation-Income</b>	2,800.00	3,547.00	-747.00	-21.06%
<b>Total Fund Raising</b>	<u>78,484.86</u>	<u>84,802.20</u>	<u>-6,317.34</u>	<u>-7.45%</u>
<b>BldgUse</b>				
<b>Space Rentals</b>	3,202.90	2,615.90	587.00	22.44%
<b>Weddings/Memorials</b>	2,070.00	1,825.00	245.00	13.43%
<b>SocialHour/Hospitality</b>	0.00	329.35	-329.35	-100.0%
<b>Total BldgUse</b>	<u>5,272.90</u>	<u>4,770.25</u>	<u>502.65</u>	<u>10.54%</u>
<b>Investment,Interest, MiscIncome</b>				
<b>Investment Income</b>				
<b>UUA GIF Distribution</b>	2,104.88	2,141.18	-36.30	-1.7%
<b>Alton Smith Char Trust</b>	1,275.79	1,113.94	161.85	14.53%
<b>Alton Smith Irrev Trust</b>	990.12	994.14	-4.02	-0.4%
<b>Total Investment Income</b>	<u>4,370.79</u>	<u>4,249.26</u>	<u>121.53</u>	<u>2.86%</u>
<b>Interest Income</b>	69.02	153.94	-84.92	-55.16%
<b>Total Investment,Interest, MiscIncome</b>	<u>4,439.81</u>	<u>4,403.20</u>	<u>36.61</u>	<u>0.83%</u>
<b>Total Income</b>	<u>370,775.14</u>	<u>376,759.20</u>	<u>-5,984.06</u>	<u>-1.59%</u>
<b>Gross Profit</b>	370,775.14	376,759.20	-5,984.06	-1.59%
<b>Expense</b>				
<b>Payroll Expenses</b>				
<b>WorkComplnsurance</b>	-312.00	1,106.00	-1,418.00	-128.21%
<b>Taxes</b>	10,754.53	12,895.04	-2,140.51	-16.6%
<b>Total Payroll Expenses</b>	<u>10,442.53</u>	<u>14,001.04</u>	<u>-3,558.51</u>	<u>-25.42%</u>
<b>Staff Salaries</b>				
<b>Clergy Housing</b>	19,800.00	6,600.00	13,200.00	200.0%
<b>Minister</b>	48,785.00	60,675.00	-11,890.00	-19.6%

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

Admin&FinanceDir	32,324.22	26,936.20	5,388.02	20.0%
CYM Dir	30,123.72	30,091.30	32.42	0.11%
Music Director	26,480.70	26,532.90	-52.20	-0.2%
ThriftShopManager	24,157.44	22,519.16	1,638.28	7.28%
Sexton	14,787.00	13,156.08	1,630.92	12.4%
Bookkeeper	10,847.70	10,738.64	109.06	1.02%
CYM Youth Ministry Coordinator	0.00	2,375.32	-2,375.32	-100.0%
CYM-Childcare	1,758.01	1,049.15	708.86	67.57%
Pianist	3,185.00	0.00	3,185.00	100.0%
<b>Total Staff Salaries</b>	<b>212,248.79</b>	<b>200,673.75</b>	<b>11,575.04</b>	<b>5.77%</b>
<b>Staff Benefits</b>				
Minister Benefit (FICA)	5,154.00	2,879.00	2,275.00	79.02%
Health Insurance	19,557.74	14,605.58	4,952.16	33.91%
Pension	16,437.96	16,230.85	207.11	1.28%
Minister's Term Life	557.30	489.60	67.70	13.83%
Minister Moving Expense	0.00	5,000.00	-5,000.00	-100.0%
<b>Total Staff Benefits</b>	<b>41,707.00</b>	<b>39,205.03</b>	<b>2,501.97</b>	<b>6.38%</b>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	469.26	820.00	-350.74	-42.77%
CYM Professional Exp	748.16	179.79	568.37	316.13%
Music Director Prof Exp	1,396.00	1,398.00	-2.00	-0.14%
Minister's Professional Exp	8,652.55	8,342.57	309.98	3.72%
<b>Total Staff Professional Expenses</b>	<b>11,265.97</b>	<b>10,740.36</b>	<b>525.61</b>	<b>4.89%</b>
<b>BldgGrounds</b>				
Barn Restoration	0.00	-11,092.88	11,092.88	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	4,791.60	4,872.89	-81.29	-1.67%
Groundskeeping	8,091.50	10,822.00	-2,730.50	-25.23%
<b>Reg. Maintenance</b>				
Supplies	2,485.74	0.00	2,485.74	100.0%
Reg. Maintenance - Other	9,406.54	15,654.85	-6,248.31	-39.91%
<b>Total Reg. Maintenance</b>	<b>11,892.28</b>	<b>15,654.85</b>	<b>-3,762.57</b>	<b>-24.04%</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	2,986.41	2,871.05	115.36	4.02%
Water	1,418.91	1,265.66	153.25	12.11%
<b>Total BldgGrounds</b>	<b>43,216.34</b>	<b>32,990.15</b>	<b>10,226.19</b>	<b>31.0%</b>
<b>OfficeExpense</b>				
Advertising	1,367.85	797.86	569.99	71.44%
Credit Card/Bank/PayPal Fees	883.01	1,150.45	-267.44	-23.25%
ComputerAsst	0.00	165.00	-165.00	-100.0%
Office Expense/Supplies	3,526.58	3,584.90	-58.32	-1.63%
OfficeEquip/Maint	3,763.24	4,269.00	-505.76	-11.85%
Payroll Expenses	641.76	1,626.49	-984.73	-60.54%
Software Expense	1,324.59	1,045.61	278.98	26.68%
<b>Total OfficeExpense</b>	<b>11,507.03</b>	<b>12,639.31</b>	<b>-1,132.28</b>	<b>-8.96%</b>

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

<b>Loan &amp; Mortgage Payments</b>				
Mortgage Interest Payments	2,716.73	3,175.20	-458.47	-14.44%
EndowLoanRepayment	6,932.80	7,799.40	-866.60	-11.11%
<b>Total Loan &amp; Mortgage Payments</b>	<b>9,649.53</b>	<b>10,974.60</b>	<b>-1,325.07</b>	<b>-12.07%</b>
<b>Denominational Dues</b>				
UUA-NER	19,503.74	15,866.00	3,637.74	22.93%
<b>Total Denominational Dues</b>	<b>19,503.74</b>	<b>15,866.00</b>	<b>3,637.74</b>	<b>22.93%</b>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	4,754.85	-2,641.15	-55.55%
Substitute Sexton	612.50	600.00	12.50	2.08%
OMG Music	1,600.00	1,300.00	300.00	23.08%
Housekeeping	6,160.00	5,260.00	900.00	17.11%
<b>Total Consultants/Contract Employees</b>	<b>10,486.20</b>	<b>11,914.85</b>	<b>-1,428.65</b>	<b>-11.99%</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	900.00	250.00	650.00	260.0%
Board	635.32	1,247.63	-612.31	-49.08%
Council	114.40	75.00	39.40	52.53%
UU Connections	1,323.20	2,550.00	-1,226.80	-48.11%
Landscape Committee	972.13	89.13	883.00	990.69%
Membership	79.61	10.60	69.01	651.04%
Stewardship	579.87	821.54	-241.67	-29.42%
<b>Total Committees</b>	<b>4,676.35</b>	<b>4,100.27</b>	<b>576.08</b>	<b>14.05%</b>
<b>CYM</b>				
CYMDirectorSearch	0.00	114.48	-114.48	-100.0%
Sunday Special Programming	1,293.46	1,067.71	225.75	21.14%
O.W.L.	-155.00	436.66	-591.66	-135.5%
Contract ChildCare	522.00	220.00	302.00	137.27%
High School Youth Program	338.84	625.13	-286.29	-45.8%
Pre K-Grade 6/7	242.08	107.10	134.98	126.03%
Office/Library	275.22	155.37	119.85	77.14%
<b>Total CYM</b>	<b>2,516.60</b>	<b>2,726.45</b>	<b>-209.85</b>	<b>-7.7%</b>
<b>Music</b>				
OMG Music Supplies	0.00	279.00	-279.00	-100.0%
Music Scores	893.63	894.83	-1.20	-0.13%
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>3,524.70</b>	<b>3,124.65</b>	<b>400.05</b>	<b>12.8%</b>
<b>Justice</b>				
Social Justice	1,163.00	1,619.08	-456.08	-28.17%
Alliance for ImmigrationJustice	0.00	22.23	-22.23	-100.0%
One Earth One People	1,509.43	-150.75	1,660.18	1,101.28%
Green Sanctuary	175.00	46.77	128.23	274.17%
<b>Total Justice</b>	<b>2,847.43</b>	<b>1,537.33</b>	<b>1,310.10</b>	<b>85.22%</b>
<b>Worship</b>				

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

Hospitality-Worship	439.29	0.00	439.29	100.0%
Installation/Ordination	0.00	1,096.00	-1,096.00	-100.0%
Materials/Supplies	1,337.72	472.27	865.45	183.25%
PulpitSupport	1,600.00	2,006.99	-406.99	-20.28%
<b>Total Worship</b>	<b>3,377.01</b>	<b>3,575.26</b>	<b>-198.25</b>	<b>-5.55%</b>
<b>Total Expense</b>	<b>386,969.22</b>	<b>364,069.05</b>	<b>22,900.17</b>	<b>6.29%</b>
<b>Net Ordinary Income</b>	<b>-16,194.08</b>	<b>12,690.15</b>	<b>-28,884.23</b>	<b>-227.61%</b>
<b>Net Income</b>	<b>-16,194.08</b>	<b>12,690.15</b>	<b>-28,884.23</b>	<b>-227.61%</b>

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

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CC5 Ckg - 5859	3,839.95	25,831.88	-21,991.93	-85.14%
Repo Sweep - 0998	39,098.85	78,868.45	-39,769.60	-50.43%
<b>Total Checking/Savings</b>	<u>42,938.80</u>	<u>104,700.33</u>	<u>-61,761.53</u>	<u>-58.99%</u>
<b>Other Current Assets</b>				
Clergy Housing Repayment	3,850.00	0.00	3,850.00	100.0%
Emergency Reserve Fund	-29,400.00	-29,400.00	0.00	0.0%
Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
Unearned Pledges	-12,014.00	-12,014.00	0.00	0.0%
<b>Total Other Current Assets</b>	<u>-62,814.00</u>	<u>-66,664.00</u>	<u>3,850.00</u>	<u>5.78%</u>
<b>Total Current Assets</b>	<u>-19,875.20</u>	<u>38,036.33</u>	<u>-57,911.53</u>	<u>-152.25%</u>
<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>	<u>1,803,280.93</u>	<u>1,845,542.93</u>	<u>-42,262.00</u>	<u>-2.29%</u>
<b>Other Assets</b>				
Food Coupon Inventory	11,225.00	2,800.00	8,425.00	300.89%
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Other Assets</b>	<u>11,325.00</u>	<u>2,900.00</u>	<u>8,425.00</u>	<u>290.52%</u>
<b>TOTAL ASSETS</b>	<u><u>1,794,730.73</u></u>	<u><u>1,886,479.26</u></u>	<u><u>-91,748.53</u></u>	<u><u>-4.86%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Split Plate	1,628.00	2,161.00	-533.00	-24.67%
UUSC Coffee Sales	425.35	139.21	286.14	205.55%
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	6.50	0.00	6.50	100.0%
LTD	-2.78	2.20	-4.98	-226.36%
TIAA CREF	2,739.60	2,799.26	-59.66	-2.13%
UUA	-1,603.90	0.06	-1,603.96	-2,673,266.67%

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

MA Income Tax	863.43	931.77	-68.34	-7.33%
Federal Taxes (941/944)	5,349.24	5,499.24	-150.00	-2.73%
Payroll Liabilities - Other	1,226.48	1,226.48	0.00	0.0%
<b>Total Payroll Liabilities</b>	<b>8,578.57</b>	<b>10,459.01</b>	<b>-1,880.44</b>	<b>-17.98%</b>
<b>Total Other Current Liabilities</b>	<b>25,110.92</b>	<b>27,238.22</b>	<b>-2,127.30</b>	<b>-7.81%</b>
<b>Total Current Liabilities</b>	<b>25,110.92</b>	<b>27,238.22</b>	<b>-2,127.30</b>	<b>-7.81%</b>
<b>Long Term Liabilities</b>				
Loan-Meeting House Improvements	82,327.20	86,481.04	-4,153.84	-4.8%
Loan-Endowment Fund	218,292.70	251,327.38	-33,034.68	-13.14%
<b>Total Long Term Liabilities</b>	<b>300,619.90</b>	<b>337,808.42</b>	<b>-37,188.52</b>	<b>-11.01%</b>
<b>Total Liabilities</b>	<b>325,730.82</b>	<b>365,046.64</b>	<b>-39,315.82</b>	<b>-10.77%</b>
<b>Equity</b>				
Unrealized Endow Loan Gain/Loss	73,677.60	40,642.92	33,034.68	81.28%
Retained Earnings	1,411,516.39	1,468,099.55	-56,583.16	-3.85%
Net Income	-16,194.08	12,690.15	-28,884.23	-227.61%
<b>Total Equity</b>	<b>1,468,999.91</b>	<b>1,521,432.62</b>	<b>-52,432.71</b>	<b>-3.45%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,794,730.73</b>	<b>1,886,479.26</b>	<b>-91,748.53</b>	<b>-4.86%</b>



**Special Funds**  
**Profit/Loss Previous Year Comparision**  
**July through March 2019**

	<u>Jul '18 - Mar 19</u>	<u>Jul '17 - Mar 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>WelcCong/CochraneFund</b>	17,970.00	16,545.00	1,425.00	8.61%
<b>Heed-Income</b>	4,934.00	4,664.37	269.63	5.78%
<b>Minister's Discretionary-Income</b>	1,882.20	1,100.00	782.20	71.11%
<b>MemorialMarker-Income</b>	600.00	840.00	-240.00	-28.57%
<b>Interest-Checking 6071</b>	6.60	9.35	-2.75	-29.41%
<b>Total Income</b>	<u>25,392.80</u>	<u>23,158.72</u>	<u>2,234.08</u>	<u>9.65%</u>
<b>Expense</b>				
<b>WelcCong/CochraneFund-E</b>	17,246.16	16,940.04	306.12	1.81%
<b>Heed-E</b>	3,864.38	4,867.33	-1,002.95	-20.61%
<b>Minister'sDiscretionary-E</b>	2,565.32	1,143.13	1,422.19	124.41%
<b>MemorialMarker-E</b>	527.40	1,397.79	-870.39	-62.27%
<b>Total Expense</b>	<u>24,203.26</u>	<u>24,348.29</u>	<u>-145.03</u>	<u>-0.6%</u>
<b>Net Income</b>	<u><b>1,189.54</b></u>	<u><b>-1,189.57</b></u>	<u><b>2,379.11</b></u>	<u><b>200.0%</b></u>

**Special Funds**  
**Balance Sheet Previous Year Comparison**  
**July through March 2019**

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Cape Cod Five-CK - 6071	20,261.49	21,781.19	-1,519.70	-6.98%
<b>Total Checking/Savings</b>	<u>20,261.49</u>	<u>21,781.19</u>	<u>-1,519.70</u>	<u>-6.98%</u>
<b>Other Current Assets</b>				
HSYG Fundraiser	0.00	-26.00	26.00	100.0%
Memorial Marker	-3,557.02	-4,114.81	557.79	13.56%
Minister's Discretionary	-3,590.73	-3,772.86	182.13	4.83%
Heed	-3,521.54	-5,224.50	1,702.96	32.6%
Welc.Cong./Cochrane Fund	-2,056.09	-3,498.06	1,441.97	41.22%
<b>Total Other Current Assets</b>	<u>-12,725.38</u>	<u>-16,636.23</u>	<u>3,910.85</u>	<u>23.51%</u>
<b>Total Current Assets</b>	<u>7,536.11</u>	<u>5,144.96</u>	<u>2,391.15</u>	<u>46.48%</u>
<b>TOTAL ASSETS</b>	<u><b>7,536.11</b></u>	<u><b>5,144.96</b></u>	<u><b>2,391.15</b></u>	<u><b>46.48%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Retained Earnings	6,346.57	6,299.39	47.18	0.75%
Retained Earnings-Special Funds				
CircleAlliance	0.00	35.14	-35.14	-100.0%
<b>Total Retained Earnings-Special Funds</b>	<u>0.00</u>	<u>35.14</u>	<u>-35.14</u>	<u>-100.0%</u>
Net Income	1,189.54	-1,189.57	2,379.11	200.0%
<b>Total Equity</b>	<u>7,536.11</u>	<u>5,144.96</u>	<u>2,391.15</u>	<u>46.48%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>7,536.11</b></u>	<u><b>5,144.96</b></u>	<u><b>2,391.15</b></u>	<u><b>46.48%</b></u>

## Policy Committee Status report – April 2019

1. **Awaiting Board Direction** - a policy moves to this stage when the Policy Committee has been notified by the board that a change in policy, or new policy, is desired, but key decisions regarding the intent of the change of policy, or new policy, are awaiting Board Direction. **These include: Fundraising, Leadership Evaluation, Conflict of Interest and Budget Process Directives**

2. **Drafting** - a policy moves to this stage when the Board has provided enough direction, in terms of the intent of the policy, for a Policy Committee member to be assigned to draft the policy or policy change. **These include: Gift Acceptance Policy, Fire Prevention and Medical Emergency.**

3. **Board Review** - a policy moves to this stage when the Policy Committee agrees that the drafting process is complete and that the policy is ready to be presented to the Board. The Board Liaison is provided the Microsoft Word document for packaging for the Board.

1. **Calendar, board review in April**
2. **Severe Weather, board review in April**
3. **Active Shooter, board review in May**

4. **Congregational Review** - a policy moves to this stage when the Board approves the policy for release to the congregation. Small policy updates may skip this stage, as recommended by the Policy Committee and decided by the Board.

**None**

5. **Approved** - a policy moves to this stage when the Board approves the policy as final **The most recent approval was the Alcohol Policy**

Note: The Emergency Policy has been broken up into four several policies:

- Severe Weather
- Active Shooter
- Fire Prevention
- Medical Emergency.

## Policy Committee Report April 1, 2019

**Present: Bob Flanagan (Chair), Jim Hild, Karen Witting, Topper Roth, Katharine Farnham (BOT Liaison)**

Discussion of some of the mechanics of communication between the Committee and the BOT, with particular regard to the Board liaison (Katherine).

Bob reviewed the Policy Committee's charge from the BOT.

Karen reviewed a flow chart describing the FPBUU Policy Process

Karen suggested that, once a policy is undertaken, it be "assigned" to a particular member of the Committee, who would take responsibility for any changes that might be requested by the BOT during the Policy Process. These would be communicated internally via Word documents as attachments to emails, rather than via the Google Docs platform.

Karen suggested further that Google Docs be reserved for the version of a given Policy that the Committee sends to the BOT, to the Congregation, and for the final version. Karen will send a link to the Policy Committee Google Docs site to the new members of the Committee.

Bob reviewed the status of a number of Policies in process -

Approved and posted on the FPBUU website:

- Alcohol
- Illicit Drugs and Smoking
- Signage
- Disruptive Behavior

Ready to go to the BOT for approval:

- Calendar (Bob)
- Severe Weather (Bob)
- Gift Acceptance (Karen)

Needs Policy Committee discussion:

- Active Shooter (Bob)

In progress:

- Emergencies (Bob)

Needing input from BOT:

- Fundraising
- Leadership Evaluation
- Conflict of Interest

Katherine will take the Calendar and Severe Weather Policies to the BOT's April meeting.

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 / publications		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						

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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.



## 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.