

March 2026 Board of Trustees Meeting Packet

Zoom #1

<https://us02web.zoom.us/j/87973310409?pwd=.17AQdOA8MA5jH7w9Biq1Ebt4arZZ7mO>

Meeting ID: 879 7331 0409

Passcode: fpbuu

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Covenant of the First Parish Brewster Board of Trustees

Entrusted by the congregation of First Parish Brewster, we recognize that ours is a sacred duty, and we will bring our highest selves to work on their behalf. Each of us commits to:

1. Applying professional best practices to our work as Board members.
2. Be willing to do things differently and experience discomfort in the process.
3. Develop an awareness of our own biases and prejudices. Be self-reflective.
4. Strive to create healthy partnerships; effectiveness to be measured by positive impact on FPB systems.
5. Be curious and listen to understand others.
6. Respect our collective wisdom.
7. When we disagree, we will remain committed to the mission, work hard to realize it, and speak with one voice once a vote has been taken and a decision made.
8. When lost trust is experienced, we will use this Covenant to guide an intentional effort to repair trust, including whatever amends or actions are appropriate.

Our primary commitment is to the long-range health of First Parish Brewster Unitarian Universalist Congregation.

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*We cultivate liberating love by:
Living with mindful intention,
Acting with kindness,
Serving needs greater than our own*

March 17, 2026, FPB Board Meeting Agenda

4:00 PM, Begin Meeting

Light Chalice – Opening Words by Julia or Scot

Acknowledgement of visitors

Updates:

1. Scott on progress of Right Relations Team in getting ready to become “open for business”.
2. Scott on workshop with Rev. Kimberly which is scheduled to happen on Sunday, March 29th after church.
3. Janet with any updates on the CYM Committee.
4. Karen with any updates from the Finance Committee

Discuss a timetable for the preparation of the Board Packet and associated deadlines

Discuss the results of the soil study, and possibly recommending that the Strategic Planning Committee use the study to help in exploring possible uses for portions of our property.

Set a date for a special board meeting to review the budget and decide how to make it balance

Discussion of new date / agenda for meeting #2 with UUA rep Rev. Evin Ziemer

Discuss proposal for selecting Delegates to General Assembly.

Update by ministers on efforts to fill the vacant Church Administrator position.

Executive Session: Discussion of some comments made at our recent churchwide info meeting

Executive Session; Update on progress re updating the ministers’ contract, and discussion of the contract

Vote on Consent agenda

6:30 – Adjourn Meeting

First Parish Brewster UU Board of Trustees Meeting Minutes

February 17, 2026 4-6:30 p.m. In-person/Zoom

Present: Scott McLane (Board President), Gail Webb (Past President), Paula Lieb, (President-Elect), Karen Witting (Treasurer), Niki Popow (Clerk), Ed Klein, Jeff Talmadge, Janet Treanor (zoom)(Members-at-Large), Rev. Scot Hull, Rev. Julia Jones, and Allison Coleman, who has been appointed to serve out the remainder of Rob MacIver's At-large position (until June).

1. Call to order: Reading, Check in— The meeting was called to order at 4:01 p.m.

No visitors

2. Updates

Written updates are attached to the minutes. Additional comments and discussion below.

A) UUA Workshop

This is scheduled for March 29 after church. A three-hour session for church members is planned. It will need to be advertised properly so that church members will want to attend. Child care will need to be offered.

B) Strategic Planning Committee (SPC)

The SPC was established some years ago as a Board Committee. Because of the many recent changes in ministers, etc. at FPB, it has been difficult to make plans. There are 7 or 8 members; Jeff is the Board liaison. The current members are enthusiastic and ready to move ahead. The Board discussed a proposed charge to the Committee:

The Strategic Planning Committee (SPC) is tasked with building and maintaining a 3-5 year Strategic Plan based on a vision of where we want to be 3-5 years from now. Once created, the Strategic Plan will be updated annually, adjusting its scope and horizon as things change.

For example, the initial Strategic Plan will focus on the following key areas:

- Financial sustainability, paying staff, adequate staff, fundraising*
- Parking*
- Kitchen*
- Room large enough for a large group*
- Technical capability*

Strategic Plans and other recommendations of the SPC will go to the FPB Board for consideration. The SPC will have a minimum of 7 members.

The Board did not vote on this charge so it has not yet been approved.

The Board discussed where the “vision” comes from and agreed to return to this later. A resolution was made that **the Board will meet after the April 26 visioning session planned as a part of the 325th Anniversary to work on a vision.** This was passed 8 to 1. The SPC will get further guidance on the vision from the ministers and the Board after the Board meets.

C) Endowment Report

Jeff reported that the Endowment Board had approved **\$3000 for SNO@UU scholarships to come from FY 26-27 funds, and \$2000 for materials for UUtheVote from FY 25-26 funds. The Board voted unanimously to approve these dispersals.**

Deborah Madansky had asked for \$1000 for materials for a pollinator garden. The Biodiversity subgroup of the Environmental Task Force (disbanded in January) is forming as a new Task Force. There was discussion as to whether some of the funds for this could come from the \$750 previously allocated in the budget to the Environmental Task Force. Because this question was unresolved, the Endowment Board did not approve this request.

D) Finance Committee

Karen reported that the interest rate on our mortgage with Cape Cod 5 has gone up. There was discussion of whether and how to pay off the mortgage. In March/April the Endowment Board and Finance Committee will work on a strategy for paying off the mortgage.

E) Social Justice Task Force funds

The Board discussed whether the \$750 in this year’s budget that was allocated to the Environmental Task Force could be used by either the newly

formed Peaceful World Task Force or by the Biodiversity Task Force, which is a newly-formed off-shoot of the previous Environmental Task Force. In part because of concerns for the overall budget picture, and in the interest of fairness, it was decided that this money would not be available to these recently formed Task Forces.

3. Policy regarding sending checks outside of the U.S.

Karen made the following motion: **Resolved: FPBUU will not mail paper checks outside of the U.S. due to the challenges of ensuring delivery and ability to cash. Other methods of payments to organizations outside of the U.S. can be used. The Policy Committee is directed to update the policies to reflect this resolution.** The motion was seconded and passed unanimously.

4. Charge for Ad Hoc committee to select delegates to the UUA General Assembly (GA)

Jim Hild and others have submitted a detailed proposal for how to select delegates to this year's GA, along with suggested policies and procedures. The Board agrees that a committee should be formed and that it is important to have well-informed and trained delegates.

The Board unanimously agreed to the following resolution: **The FPB Board of Trustees hereby creates an Ad Hoc committee to select delegates for the 2026 UU General Assembly. The committee shall be called "The Delegate Nominating Committee (DNC)" and shall develop its own policies and procedures. The committee will be disbanded after the receipt of a report from the GA.**

Gail or Janet will be a member of the ad hoc committee and she will form the committee, drawing from the UU Connections Committee and other interested FPB members.

5. Update on filling of Financial Administrator and Church Administrator positions

We are all grateful that Victorea has agreed to accept the newly approved position description for Financial Administrator. Karen will do some training on various tasks.

The position description for the Church Administrator will be revised according to comments from Ed, Karen, Paula, and Scott. Scott will submit this to the Board for approval as soon as possible.

6. Planning for church-wide informational meeting regarding the UUA's investigation of Reverend Kaaren

The Board unanimously passed the following resolution: **A churchwide informational meeting will be held at 11:30 on Sunday, March 8 to update members about the Board's efforts to work with the UUA around issues relating to the investigation of Rev. Kaaren. The meeting will be announced from the pulpit on Feb. 22, March 1, and March 8. Announcements will be placed in the Weekly Angle on Feb. 20, Feb. 27, and March 5. The meeting will be available to members on zoom.**

7. Revised Board charge to the Right Relations Team (RRT)

The RRT has recommended changes to their charge to include staff and ministers among those who can seek the assistance of the RRT. The ministers and the chair of the Personnel Committee, Chuck Ross, have approved these changes.

Allison, Paula, and Karen suggested additional changes. These will be made and a final charge will be circulated for an email vote.

8. New policy by Policy Committee on *Contractual Practices*

Karen shared her view that this is a very solid policy on a difficult topic. Allison has suggested some changes that Karen will incorporate into the policy, which will be sent by email for Board approval.

9. Creation of Safe Community Committee

Rev. Julia and Janet recommend the establishment of a Board committee charged with developing policies and procedures regarding all aspects of safety at FPB. Rev. Julia and Janet will work on a charge for this committee. Previous policy had established a safety committee but it has not been implemented for some time. CYM has looked into policies pertaining to children but there are many safety issues that pertain to the whole church (including fire safety, active shooter procedures, sexual safety, placement and content of medical supplies). Various trainings would be needed to address some of these issues. Once established, the committee would recommend policy updates to the Policy Committee. Basic first aid kits are severely lacking. There are funds in the budget that can be used for these and it should be addressed promptly.

The Board will discuss this issue further and report on any decisions made.

10. Discussion of next steps with the UUA regarding their investigation of Rev. Kaaren

Paula, Scott and Gail have been working on a letter to be sent to the UUA; various ideas for what approach to take and what to ask for were discussed. They will circulate a draft letter when it is completed.

11. Vote on Consent Agenda

The minutes of the January 2026 Board meeting were approved.

The job description for the Financial Administrator was approved by email vote on February 11, 2026.

12. Executive Session

A motion was made, seconded, and passed unanimously to move into Executive Session to discuss personnel/contractual matters. The Board voted unanimously to end the Executive Session.

13. Adjourn 6:45 p.m.

Submitted by Niki Popow, Board Clerk

FPB BoT Updates for 2/17/26 Board Meeting

Report 325th Anniversary Team, Chair Paula Lieb Update February 9, 2026

We are meeting monthly to flesh out the details of events. Here is the status of our activities and a schedule. Please join us for these activities!

Sunday, February 15: Historic Organ Concert, rescheduled from February due to weather. Featuring pieces from the last three centuries played on our historic Holbrook organ by four distinguished Cape organists. Neil Bartholomew will provide short unaccompanied solos as a transition between the organ performances.

March 17—Photo Remembrance Lunch, Circle Alliance members will meet for lunch and to review/identify people in photos in preparation for the May 2026 Photo Gallery and Addendum.

Sunday, April 26: Visioning Session, Looking Toward the Future

11:30 to 12:30. We will break people into small groups in the Sanctuary and gather input from congregation about great things going on at First Parish in 5 years? 10 years? 325 Team would collect and organize the information to be given to Strategic Planning Committee

May:

Friday, May 1: Photo Gallery Opening: The People and Activities of First Parish—Building Community for 325 Years. There may be a visit by Capt. Freeman (reenactor) who purchased our organ in 1861.

Sunday, May 3: Brewster in Bloom Parade. We will be putting together an intergenerational committee to work on our “float”

June—Walking Tours

- Walking Tour, beginning with Ancient Cemetery then up Route 6A to historic homes— Led by Peggy Jablonski (Author of Cape Cod Camino Way)
- Walking Tour on our church property (and beyond) with Chiefy (Earl Mills, Jr.) of the Wampanoag Tribe
- Walking Tours of our Historic Campus with Chuck Ross (to be confirmed)

Tie up Celebration October 3

- Installation of Ministers.

Stewardship update by Paula Lieb:

As of February 11, 2026, 27 pledges totaling \$127, 740 had been received. Comparing that total to the same 27 pledge units last year, this is about a 6% increase. A good start. The Co-chairs

continue to reach out to the stewards to encourage them to finish their visits by the end of February.

John Kielb noted in a February 12 email to Stewards that the system to update Susan and him about the pledging has a lag so it is hard to keep the information up-to-the-minute. The office team is doing a heroic job covering for the loss of the administrator.

Right Relations Team (RRT) Update by Scott McLane

The RRT drafted changes to their Board charge for the Board to consider. They are editing some of the protocols that were used in the past and developing a Covenant to use among themselves. They expect to begin placing notices in the Weekly Angle saying they are available to help conflicted parties after their next meeting, which is in late March.

“Start Up” Training with Rev. Kimberly Update by Scott McLane

The Start up training is schedule for March 29th after church. The training is recommended for all congregations that have recently hired a settled minister (or ministry team). Having new settle ministers is a big shift for a congregation, so the training is designed to to help ministers, members and church leaders get off on the right foot, as they start on a (hopefully) long journey together. It is a forward looking, getting-off-on-the-right-foot-working-together-training.

The first 3 or so hours would be open to all church members, with ministers and Board members recommended/expected to attend. One topic would be *Understanding Shared Ministry - some definitions and the purpose for the startup* - with "shared" indicating that everyone in the congregation is part of the ministry. Another topic is *Cultural Anthology - what are the unwritten rules? The holders of tradition? The speakers of Truth? The storytellers?* This segment is partly to help ministers, who might come from a different part of the country, become familiar with unique cultural aspects of this area - and of FPB. Another part is *Anonymous expectations of ministers - and the ministers' chance to respond.*

The second segment, which would last approximately 2 hours, would be attended by the Board and ministers only. Topics such as *getting on the right path early* and *Areas of Responsibility* will be addressed. Also, *Starting a shared ministry covenant* and *Takeaways and To-Dos* would be covered.

Strategic Planning Committee (SPC) Update

We will use the segment of our updates to focus in on moving forward with finalizing the Board charge to the SPC

CYM Committee Update by Janet Trainor

Janet reports that the CYM Committee is discussing some interesting ideas that she expects might be ready for discussion by the Board at our March meeting.

Ministers' Housing Fund Update by Gail Webb

The current plan is that after March 1st we will renew efforts to collect the remainder of the pledges so as not to interfere with the Stewardship campaign.

Filling UU GA delegate slots Update

A proposal on this will be discussed later in this meeting.

Task Forces Update by Niki

There is interest in having a Biodiversity Task Force; seven people have signed on and Deborah Madansky has completed a Task Force application. They would like to use the money that was allocated to the Environmental Task Force for a pollinator garden this spring.

The schedule for Split plate organizations has been rearranged so that the Peaceful World task force can designate one or more organizations. A meeting of Task Force representatives, along with one of the ministers, has been organized by David Sutherland for February 23. The addition of new task forces, and the allocation of funds and of split plate organizations, will be among the topics discussed.

Finance Committee Update by Karen

These will be included in the Board packet.

March 2026 FPB President's Report

The annual Stewardship pledge drive is largely complete. A big thanks to Susan Smith the John Kielb for organizing the drive, along with the approximately 25 church members who volunteered to call on other members to discuss their pledges. Also, a big thanks to all those who have renewed their pledges or pledged for the first time.

Ads have been placed to fill the vacant Church Administrator (CA). Thanks once again to Debbi Klein for handling the CA duties while we are engaged in the hiring process!

On March 29th the entire church is invited to attend a "Next Steps" training after the service. The training will be led by Rev. Kimberley Dubus, a dynamic and fun church leader. Rev. Kimberley will also be our preacher on the 29th. After the service, a light lunch will be served in the Parish Room, then we will return to the Sanctuary for the workshop.

Minister's Report: February-March 2026

Worship services

Feb 1: Rev. Scot: "When Will Tomorrow Become Today? [Cancelled]

Feb 8: Rev. Julia: "Historic Resilience Requires Resistance"

Feb 15: Rev. Scot: "Parable of the Bricklayer"

Feb 22: Rev. Julia: "Limits of Self-Help in a World on Fire"

Mar 1: Rev. Julia: "Storm Stories"

Mar 8: Guests (Joanne, Lindsey, Elenita, Pat, Margaret): "If Women Were in Charge"

Mar 15: Rev. Julia: "Secret Life of Anger"

Mar 22: Kaeza: Music Sunday

Mar 29: Guest, Rev. Kimberley Debus: "See the Whole Board"

Meetings/Events

- Staff meetings (First Tuesdays)
- Weekly Worship planning meeting with Kaeza
- Weekly supervision/check-in with direct reports
- Monthly Exec Team/Board Meetings
- Memorial planning & pastoral care: Various
- Installation planning
- Strategic Planning, Feb 5, Mar 5
- UUA Cluster Meetings, Feb 5, Mar 5
- Gayla Ball, Feb 7
- Mid-Year Financial Review, Feb 8
- Rev. Julia, Starting Point Class, Feb 12
- Organ Concert, Feb 15
- The Storm, power out and office closed, Feb 23-27
- Rev Julia: UU 101 class, Feb 22 and Mar 22
- Rev. Scot leads "Shared Pulpit" class 2/26, 3/5, 3/12, 3/19, 3/26
- Rev. Scot led memorial + graveside service March 7
- Rev. Scot led worship in Provincetown, March 8
- Congregational Meeting/Follow up on Rev. Kaaren, Mar 8
- Rev. Scot hosted Nauset Interfaith, Mar 12
- Pledge Steward Thank-You, March 14
- Rev. Julia leads Parent Forum, Mar 15
- Worship Committee, Mar 26
- No Kings, March 28
- Pulpit Swap Sunday 3/29: Rev. Scot UU Chatham/Rev. Julia to UU Falmouth
- Rev. Kimberley Debus workshop, March 29

General Notes

Cape Cluster – the UU ministers on the Cape-and-Islands gather monthly to support, swap news, and plot the revolution. In March, we'll be participating in a region-wide

pulpit swap. Rev. Julia will be heading to Falmouth. Rev. Scot will be heading to Chatham. Rev. Bill Clark was scheduled to join us in Brewster, but suffered a (mild?) heart attack, and will be in recovery.

“Kick-Off” Workshop for Congregation and Board with Rev. Kimberley Debus, 3/29. I don’t actually have a lot of information on this, but Rev. Scot did speak with Rev. Kimberley to give her some background. Scott McLane has been in contact with Rev. Kimberley for planning and scheduling. Should be a few hours with the congregation, then a few hours with the Board. Lunch needs to be arranged.

Staff – Church Admin role finalized and published during 2nd week of March. Fingers crossed!

Worship – Worship Team will be adding monthly (?) strategizing meetings!

“The Shared Pulpit” class successfully launched. 6 members are joining Rev. Scot weekly to explore what it means to craft a successful sermon.

Pastoral Care – with input from the Caring Committee, in-home and in-office visits are being scheduled.

Task Forces – Rev. Julia, Niki, Bob, and others have been working on our Social Justice task forces, specifically on needed procedures. That work is still progressing.

Structural changes to Social Justice Teams: we’re going to need a consolidated Social Justice team, unit, something, so we can at very least coordinate our church-wide events and responses (for example, No Kings Day). David Sutherland had scheduled a meeting to gather the Team Leads for each Task Force – this was rescheduled due to the storm.

Parent Forum: Rev. Julia is leading a monthly gathering of the parents of our RE kids. Goal is to create some community, connection, and care. First meeting had significant participation. This will continue for the foreseeable future.

Looking ahead: to continue the work of congregational healing from recent events, we are curious about scheduling a series of events/workshops around conflict engagement, management, and resolution. No idea about timing or budget -- just spit-balling: we’re imagining in-person events, online events, and some messaging from the pulpit. Not a one/done, but a long-term, systematic and strategic engagement, and likely need both inside-led events (maybe RRT) and outside-led events. And good propagandizing to encourage engagement.

Report to the Board from the 325th Anniversary Team, Chair Paula Lieb
March 11, 2026

We are meeting monthly to flesh out the details of events. Here is the status of our activities and a schedule. PLEASE TALK UP AND ATTEND THESE ACTIVITIES!

February 15: The Historic organ concert was a great success!! Over 100 people attended and enjoyed the 90- minute concert featuring four marvelous local organists playing a range of pieces from the last 400 years on our 1861 Holbrook organ. Who knew it could sound like that!!! Our heartfelt thanks to Allison Coleman who found the organists, facilitated their practices, created the program and acted as MC. Many thanks also to Neil Bartholmew who played who oboe beautifully in between each organist's presentation (despite the fact that this was only a couple of days after Cheryl was injured in a fall!) and to Rosanne Shapiro who skillfully handled the publicity. The organists were, Deborah Gemma, Music Director and Organist at St. Barnabas's Memorial Episcopal Church, Falmouth; Marcia Hempel, Music Director and Organist, First Congregational Church of Harwich UCC; Richard Busch, choral director, composer, 40+ years' experience as an organist; Jeff Cutts, Minister of Music, The Church of the Messiah, Woods Hole. We should make this an annual event!! Note: we requested a \$20 donation at the door to cover the cost of the concert, \$600 (4 organists @ \$150 honorarium, each). We collected \$2,168!

March 17: Photo Remembrance Lunch, Circle Alliance members and others will meet for lunch and to review/identify people in photos in preparation for the May 2026 Photo Gallery and Addendum.

Sunday, April 26: Visioning Session, Looking Toward the Future

11:30 to 12:30. We will break people into small groups in the Sanctuary and gather input from congregation about great things going on at First Parish in 5 years? 10 years? Need Board volunteers to help facilitate groups.

May: Brewster in Bloom Weekend

Friday, May 1: Photo Gallery Opening: The People and Activities of First Parish—Building Community for 325 Years. There may be a visit by Capt. Freeman (reenactor) who purchased our organ in 1861.

Sunday, May 3: Brewster in Bloom Parade. Intergenerational effort to put together a float. First meeting will be on March 29 right after the service. Theme is Brewster Beach Day. We will have 325th signage on our lawn and also giving out free ice cream cones on the front lawn during the parade. Join us!

June—Walking Tours

- Walking Tour, beginning with Ancient Cemetery then up Route 6A to historic homes—Led by Peggy Jablonski (Author of Cape Cod Camino Way) on Saturday, June 6, 2026 (rain date June 8)
- Walking Tour on our church property (and beyond) with Chief (Earl Mills, Jr.) of the Wampanoag Tribe—Date TBD
- Walking Tours of our Historic Campus with Chuck Ross (tentative)

October 3: 2:00—6:00 (time may be adjusted--Looking to the Future—A Celebration and Installation of Rev. Julia Jones and Rev. Scot Hull

- This will be a joint effort of the 325th Anniversary Committee and an Installation Core planning Team (Paula Lieb, Julia Enroth, Marcia Bosshardt, Liz Perkins). Our first meeting will be on March 25 with the ministers. Put the date onto your calendars. More information, soon!

Schedule for Board Packet Inputs and Distribution

| Week/Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|---------------|---|--|---|---|---|-----------------|
| 1 | | (1) Call for Agenda Items (President to BoT, Ministers) | | (2) Agenda Input Due (BoT, Ministers, Staff to President) | (3) Draft Agenda Distributed (President to Ministers, BoT) | (4) Agenda Edits Due (BoT, Ministers to President) | |
| 2 | | (5) Packet Documents & Agenda Due (President, Ministers, Staff to Church Administrator) | (6) Church Administrator Assembles Board Packet (Administrator to President) | (7) President Approves Board Packet (President to Church Administrator) | (8) Board Packet Published (Church Administrator to BoT, Ministers, and website) | | |
| 3 | | | (9) BoT Meeting | | | | |
| 4 | | | | | | | |

Schedule for Board Packet Inputs and Distribution

| Step # | What | When Due (Calendar Day & Time or End of Day) | From Whom | To Whom | Why (Rationale) | Format (How) |
|--------|--|--|---|----------------------------------|--|------------------------|
| 1 | <i>Call for Agenda Items</i> | 1st Monday 12pm | President | BoT, Ministers | In addition to Standing Agenda items, suggest special topics; specify if Executive Session recommended. | Email |
| 2 | <i>Agenda Input Due (Includes New Agenda Items, and BoT Reports on Standing Items)</i> | 1st Wednesday 5pm | BoT, Ministers, Staff (via Head of Staff) | President | Allow 24 hours for clarification of Input. Should include Reports on Standing BoT items; as specified by BoT President. | Email, MS Word, or PDF |
| 3 | <i>Draft Agenda Distributed</i> | 1st Thursday 12pm | President | BoT, Ministers | Allow 24 hours for final feedback on Agenda. | Email or MS Word |
| 4 | <i>Agenda Edits Due</i> | 1st Friday 5pm | BoT, Ministers | President | Finalize Agenda so ready to go for Admin. | Email or MS Word |
| 5 | <i>Packet Documents Due (Final Agenda, Reports, Minutes, other Documents)</i> | 2nd Monday | President, BoT, Ministers, Staff | Church Administrator | Provide all Packet input for Church Administrator to package. | Email MS Word or PDF |
| 6 | <i>Assemble Board Packet Draft</i> | 2nd Tuesday 12pm | Church Administrator | President | One working day for Church Administrator to assemble Packet and send for President's approval (while avoiding busy COVE days). | Email, MS Word, PDF |
| 7 | <i>Board Packet Review & Approval</i> | 2nd Wednesday 12pm | President | Church Administrator | President's Review, Edits, and Approval. BoT Organizational Procedures requires | Email, MS Word, PDF |
| 8 | <i>Board Packet Published</i> | 2nd Thursday 12pm | Church Administrator | BoT, Ministers, Website | members receive written reports a minimum of 48 hours prior. Allows full work day for emergency edits & corrections | PDF |
| 9 | <i>BoT Meeting</i> | 3rd Tuesday 4pm | President | BoT, Ministers, Staff, Guests | Monthly BoT Meeting | In Person & Zoom |

Update on Status of Stewardship Campaign (Paula Lieb, Liaison)
March 11, 2026

John Kielb reports that the total to date is \$426,207.00 from 137 pledge units bringing us to 81% of the goal of \$525,000. Fourteen pledges are from pledge units that did not pledge last year.

At the finance committee meeting yesterday, John provided a projected pledge total of \$500,000 as a reasonable estimate. Based on historic data, the finance committee agreed it was reasonable to expect \$10,000 more as new members join and pledge throughout the year.

POSITION DESCRIPTION

Title: Church Administrator (CA)

Reports to: Minister

Date: 2/2026

FLSA Status: Hourly

HOURS: 20 hrs/week, year-round

Position Purpose

To provide the primary administrative support for our congregation at First Parish Brewster Unitarian Universalist (FPBUU). This role is central to ensuring the smooth operations of the church by: providing administrative support for Human Resources functions; overseeing church communications, including responsibility for website updates and other church publications; maintaining an accurate membership database; supervising the Facilities Manager and Office Volunteers (COVE); working collaboratively with the Thrift Store Manager; managing onboarding of new staff members; overseeing the maintenance of office equipment, furniture and fixtures; and performing other office tasks to support the Minister, FPBUU staff, Boards and Board committees.

Essential Job Functions

The following are essential job functions along with other tasks which may be assigned by the Minister or to support the continuing operations of the church business. Across all these functions the CA must possess excellent communications skills, discretion and the ability to manage multiple priorities in a collaborative, mission-driven environment.

Administrative Responsibilities: Facilitating monthly office volunteer meetings. Overseeing and collaborating with office volunteers on publication of the weekly Order of Service and the weekly newsletter. Overseeing mail distribution. Supporting systems of inventory and control of the office budget. Managing building rentals for memorial services, weddings, and room rentals including cost guidelines, contract preparation and payments. Reviewing and signing contracts as specified in FPBUU policies.

Human Resource (HR) Management and Support: Managing staff benefits and ensuring all personnel records are accurate and up-to-date. Providing input to twice monthly payroll regarding staff salaries, benefits, and deductions. Knowing (and ability to research) state and federal employment regulations to ensure that FPBUU is in compliance with these regulations. Researching Unitarian Universalist Association (UUA) guidelines as needed. Onboarding new hires in collaboration with other appropriate staff members, including managing CORI/SORI forms. Supporting the Personnel Committee and Minister in implementing HR requirements, general policies and procedures. Holding regular supervisory meetings with staff who directly report to the CA. Conducting annual evaluations for these direct report staff and submitting recommendations as appropriate to the Minister and Personnel Committee.

Communications and Public Relations: Overseeing the development and maintenance of the church's publications including the website, newsletters and Order of Service. Ensuring the website is kept up to date. Posting regularly on FPBUU's Facebook page. Designing and submitting advertisements to local newspapers, online and special publications. Working collaboratively with program staff and volunteers to coordinate publications. Preparing an Annual Report in June, assisting with mailings to members and supporting Congregational Meetings.

Leadership and Program Support: Serving as a key resource to representatives of program areas about the church and its policies and procedures. Providing administrative support for Ministers, Boards,

Board Committees, congregational meetings and other projects. Responsible for annual UUA certification.

Membership & Pledge Record Management: Managing FPBUU's member database , and coordinating with the Financial Administrator in support of pledge campaign records.

Congregational and Systems Support: Maintaining current systems and looking to improve systems to streamline and improve efficiency, communications and management. Maintaining and improving the church's records including property documents, contracts and other such relevant materials. Providing oversight of Ushers and Offertory Collections. Acting as a resource for major office-related computer applications including website, social media, public relations and database management.

First Parish Brewster Unitarian Universalist Policy

Policy Title: Contractual Practices

Policy Number: 6.8

Purpose: To ensure consistent practices, accountability, and transparency in taking on contractual obligations

Revisions: New Policy

Board Review Date:

Congregations' Review Period:

Effective Date:

POLICY STATEMENT

This policy establishes practices to ensure that FPBUU's contractual obligations are authorized and approved by appropriate congregational leaders, Boards, or Committees, and to assure a meaningful and transparent record of the contract formation and terms.

PROCEDURES

Contract approval

1. Contracts effectuating spending within the approved Operational Budget and agreed to by the Board, Committee, or person managing that line item can be signed without further approval.
2. Contracts effectuating spending from existing funds outside the Operational Budget (e.g., Sustainability, Capital Expense, Endowment) and agreed to by the Board, Committee, or person overseeing such fund can be signed without further approval.
3. Contracts effectuating spending without approved funding shall not be signed.

Authorized signatories

1. The Board of Trustees President and the Church Administrator are each authorized to sign all approved contracts on behalf of FPBUU or any of its Boards or Committees.
2. The Board of Trustees may authorize other individuals to sign approved contracts on such terms and conditions as it deems appropriate. For convenience, the President or the

Church Administrator may authorize other individuals to sign approved contracts, provided that such authorization is in writing and limited in scope and duration.

Recordkeeping

Any person entering into a contract on behalf of FPBUU shall promptly provide to the Church Administrator a complete copy of any contract document(s) and any other supporting or explanatory documents.

GUIDELINES

It is assumed and expected that individuals executing a contract on behalf of FPBUU will thoroughly review and understand the contract before executing it, and assess whether the Board of Trustees, legal counsel, or other advisor should be consulted before execution.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

No definitions are recommended at this time.

Financial Reports February 2026

Reconciled

Submitted by Victorea Luminary, Financial Administrator

Table of Contents

Operating Budget versus Actions

Statement of Activity Comparison FY26 versus FY25

% of budget should typically be at 67%

Points of Interest

Total Income is at 75% of budget

Total Expenses are at 60% of budget

Total Pledge Payments received 79% of budget

Offertory is at 59% of budget

Thrift Store Income is at 68% of budget

Capital Expense Fund

| | Actual Expenditure | Board Approved |
|--------------------------|-------------------------------|---------------------------|
| Balance 7/1/2025 | 4,146.37 | 4,146.37 |
| | | |
| Balance 2/28/2026 | 4,146.37 | 4,146.37 |

Sustainability Fund

| | Actual Expenditure | Board Approved |
|-----------------------------|-------------------------------|---------------------------|
| Balance 7/1/2025 | 63,400.34 | 63,400.34 |
| Rev. Kaaren Event | -918.76 | -918.76 |
| Legal Advice | -747.50 | -1,625.00 |
| Deposits | 120.00 | 120.00 |
| | | |
| Funds to Balance the Budget | | -15,000.00 |
| Balance 2/28/2026 | 61,854.08 | 45,976.58 |

First Parish Brewster UU
Budget vs. Actuals: Operating Budget FY26
 July 2025 - February 2026

| | Total | | | |
|--|------------------|------------------|-------------------|---------------|
| | Actual | Budget | Remaining | % of Budget |
| 7 Revenue | | | | |
| 8 Fundraising | | | 0 | |
| 9 Church Fundraisers | | | 0 | |
| 10 Holiday Fair | 11,393 | | -11,393 | |
| 11 Other Church Fundraisers | 560 | 14,000 | 13,440 | 4.00% |
| 12 Spring Auction | 369 | 11,000 | 10,631 | 3.35% |
| 13 Total Church Fundraisers | \$ 12,322 | \$ 25,000 | \$ 12,678 | 49.29% |
| 14 Food Card Sales | 1,256 | 2,500 | 1,244 | 50.25% |
| 15 SnoUU Summer Program | 22,283 | 16,700 | -5,583 | 133.43% |
| 16 Total Fundraising | \$ 35,861 | \$ 44,200 | \$ 8,339 | 81.13% |
| 17 Investment, Interest, Misc | | | 0 | |
| 18 Committee Contributions | | | 0 | |
| 19 Circle Alliance Contributions | 250 | 500 | 250 | 50.00% |
| 20 Welcoming Congregation Contribution | | 3,000 | 3,000 | 0.00% |
| 21 Total Committee Contributions | \$ 250 | \$ 3,500 | \$ 3,250 | 7.14% |
| 22 Interest Income | 1,209 | 1,250 | 41 | 96.70% |
| 23 Investment Income | 4,609 | 5,000 | 391 | 92.19% |
| 24 Misc Contributions | 777 | 300 | -477 | 259.00% |
| 25 Total Investment, Interest, Misc | \$ 6,845 | \$ 10,050 | \$ 3,205 | 68.11% |
| 26 Offertory | 29,643 | 50,000 | 20,357 | 59.29% |
| 27 Pledges | | | 0 | |
| 28 Current Year | 319,103 | 465,600 | 146,497 | 68.54% |
| 29 Prior Year | 55,117 | 10,000 | -45,117 | 551.17% |
| 30 Total Pledges | \$374,220 | \$475,600 | \$ 101,380 | 78.68% |
| 31 Rental | | | 0 | |
| 32 Space Rentals | 5,720 | 5,000 | -720 | 114.40% |
| 33 Weddings/Memorials | 1,570 | 3,000 | 1,430 | 52.33% |
| 34 Total Rental | \$ 7,290 | \$ 8,000 | \$ 710 | 91.12% |
| 35 Thrift Store Income | 98,505 | 145,000 | 46,495 | 67.93% |
| 36 Total Revenue | \$552,365 | \$732,850 | \$ 180,485 | 75.37% |
| 37 Gross Profit | \$552,365 | \$732,850 | \$ 180,485 | 75.37% |
| 38 Expenditures | | | | |
| 39 Administrative | | | 0 | |
| 40 Advertising | 484 | 1,500 | 1,016 | 32.27% |
| 41 Banking Fees | 1,597 | 2,000 | 403 | 79.84% |
| 42 Office Expense/Supplies | 2,536 | 4,000 | 1,464 | 63.39% |
| 43 OfficeEquip/Maint | 2,462 | 6,000 | 3,538 | 41.04% |
| 44 Software Expense | | | 0 | |
| 45 Office Software | 1,996 | 3,000 | 1,004 | 66.54% |
| 46 Payroll Software | 1,296 | 1,400 | 104 | 92.55% |
| 47 Total Software Expense | \$ 3,292 | \$ 4,400 | \$ 1,108 | 74.82% |
| 48 Total Administrative | \$ 10,371 | \$ 17,900 | \$ 7,529 | 57.94% |
| 49 BldgGrounds | | | 0 | |
| 50 Electric | 7,617 | 5,000 | -2,617 | 152.34% |
| 51 Gas | 4,354 | 7,000 | 2,646 | 62.20% |
| 52 Groundskeeping | 11,771 | 14,000 | 2,229 | 84.08% |
| 53 Housekeeping | 11,550 | 17,000 | 5,450 | 67.94% |
| 54 Liability/Property Insurance | -2,011 | 21,000 | 23,011 | -9.58% |
| 55 Phone & Internet | 6,060 | 9,000 | 2,940 | 67.33% |
| 56 Property-Maintenance | 17,071 | 13,800 | -3,271 | 123.71% |
| 57 Property-Special Projects | 12,211 | 20,000 | 7,789 | 61.05% |

| | | | | | |
|-----|--|------------------|------------------|------------------|----------------|
| 58 | Property-Supplies | 2,389 | 4,200 | 1,811 | 56.88% |
| 59 | Water | 1,468 | 2,400 | 932 | 61.18% |
| 60 | Total BldgGrounds | \$ 72,481 | \$113,400 | \$ 40,919 | 63.92% |
| 61 | Children & Youth Ministry | | | 0 | |
| 62 | Child Abuse Prevention Training | | 200 | 200 | 0.00% |
| 63 | Child Care Supplies | 129 | 300 | 171 | 43.14% |
| 64 | Contract Childcare | | 500 | 500 | 0.00% |
| 65 | High School Youth Program | 113 | 800 | 687 | 14.13% |
| 66 | Middle School | 152 | 800 | 648 | 18.95% |
| 67 | Office/Library | 132 | 300 | 168 | 44.04% |
| 68 | Pre K-Grade 6/7 | 352 | 600 | 248 | 58.59% |
| 69 | SNOUU costs & supplies | 7,693 | 3,700 | -3,993 | 207.92% |
| 70 | Special Programing | 160 | 1,000 | 840 | 16.04% |
| 71 | Total Children & Youth Ministry | \$ 8,731 | \$ 8,200 | -\$ 531 | 106.48% |
| 72 | Committees | | | 0 | |
| 73 | Board of Trustees | 90 | 1,000 | 910 | 9.00% |
| 74 | Caring Committee | 83 | 300 | 218 | 27.50% |
| 75 | Landscape Committee | 125 | 500 | 375 | 24.99% |
| 76 | Membership | 206 | 858 | 652 | 24.00% |
| 77 | Social Justice | | | 0 | |
| 78 | Environmental | | 750 | 750 | 0.00% |
| 79 | Racial & Indigenious Justice | 269 | 500 | 231 | 53.87% |
| 80 | Reproductive Justice | -4,000 | 500 | 4,500 | -800.00% |
| 81 | Split Plate | 11,684 | 25,000 | 13,316 | 46.74% |
| 82 | UU The Vote | 1,000 | 1,000 | 0 | 100.00% |
| 83 | Wampanoag Language School | 10,000 | 10,000 | 0 | 100.00% |
| 84 | Total Social Justice | \$ 18,953 | \$ 37,750 | \$ 18,797 | 50.21% |
| 85 | Stewardship | 110 | 600 | 490 | 18.38% |
| 86 | UU Connections | 461 | 1,660 | 1,199 | 27.78% |
| 87 | Total Committees | \$ 20,028 | \$ 42,668 | \$ 22,640 | 46.94% |
| 88 | Mortgage Loan Payments | 4,999 | 7,400 | 2,401 | 67.56% |
| 89 | Music | | | 0 | |
| 90 | Guest Musicians | 600 | 1,500 | 900 | 40.00% |
| 91 | Music Scores | 498 | 1,500 | 1,002 | 33.20% |
| 92 | Music Supplies/Worship AV | 197 | 1,000 | 803 | 19.66% |
| 93 | PianoOrgan | 1,028 | 1,300 | 272 | 79.06% |
| 94 | Total Music | \$ 2,322 | \$ 5,300 | \$ 2,978 | 43.82% |
| 95 | Staff | | | 0 | |
| 96 | Staff Benefits/Payroll | | | 0 | |
| 97 | FICA Taxes | 11,783 | 20,016 | 8,233 | 58.87% |
| 104 | Total Health Insurance | \$ 44,906 | \$ 75,200 | \$ 30,294 | 59.72% |
| 105 | Long Term Disability | 2,506 | 4,177 | 1,671 | 59.99% |
| 106 | Minister's FICA | 6,040 | 9,180 | 3,140 | 65.80% |
| 107 | Minister's Term Life | 691 | 882 | 191 | 78.34% |
| 108 | Retirement | | | 0 | |
| 109 | 401KCeline | 3,519 | 5,278 | 1,759 | 66.67% |
| 110 | 401KJulia | 3,500 | 5,500 | 2,000 | 63.64% |
| 111 | 401KKaaren | 854 | 1,000 | 146 | 85.40% |
| 112 | 401KKaeza | 3,505 | 5,257 | 1,752 | 66.68% |
| 113 | 401KScot | 3,500 | 5,500 | 2,000 | 63.64% |
| 114 | 401Victorea | 182 | | -182 | |
| 115 | Total Retirement | \$ 15,060 | \$ 22,535 | \$ 7,475 | 66.83% |
| 116 | Staff Appreciation | 900 | 900 | 0 | 100.00% |
| 117 | WorkComplnsurance | 154 | 3,240 | 3,086 | 4.75% |
| 118 | Total Staff Benefits/Payroll | \$ 82,041 | \$136,130 | \$ 54,089 | 60.27% |
| 119 | Staff Professional | | | 0 | |
| 120 | AFD Prof Exp | 65 | 2,714 | 2,649 | 2.40% |

| | | | | | |
|-----|---------------------------------|------------------|-------------------|--------------------|-----------------|
| 121 | CYM Prof Exp | 22 | 1,440 | 1,418 | 1.53% |
| 122 | MD Prof Exp | 110 | 3,155 | 3,045 | 3.49% |
| 123 | Minister Prof Exp | 6,590 | 10,000 | 3,410 | 65.90% |
| 124 | Total Staff Professional | \$ 6,787 | \$ 17,309 | \$ 10,522 | 39.21% |
| 125 | Staff Salaries | | | 0 | |
| 126 | Accompanist | 5,730 | 12,068 | 6,338 | 47.48% |
| 127 | AF Director | 22,620 | 45,240 | 22,620 | 50.00% |
| 128 | AV Tech Support | 7,277 | 10,915 | 3,638 | 66.67% |
| 129 | Bookkeeper | 16,870 | 26,676 | 9,806 | 63.24% |
| 130 | Childcare Providers | 1,158 | 3,717 | 2,560 | 31.14% |
| 131 | Custodian | 5,638 | 8,528 | 2,891 | 66.11% |
| 132 | CYM Director | 13,932 | 24,000 | 10,068 | 58.05% |
| 133 | Facilities Manager | 11,201 | 16,737 | 5,536 | 66.92% |
| 134 | Minister | | | 0 | |
| 135 | Minister Housing | 41,833 | 28,833 | -13,000 | 145.09% |
| 136 | Minister Salary | 30,960 | 91,167 | 60,207 | 33.96% |
| 137 | Total Minister | \$ 72,793 | \$120,000 | \$ 47,207 | 60.66% |
| 138 | Music Director | 35,051 | 52,577 | 17,526 | 66.67% |
| 139 | Thrift Store Assistant | 5,392 | 8,405 | 3,014 | 64.15% |
| 140 | Thrift Store Manager | 35,148 | 52,780 | 17,632 | 66.59% |
| 141 | Total Staff Salaries | \$232,808 | \$381,643 | \$ 148,835 | 61.00% |
| 142 | Total Staff | \$321,636 | \$535,082 | \$ 213,446 | 60.11% |
| 143 | UUA/NER Dues | 3,500 | 14,000 | 10,500 | 25.00% |
| 144 | Worship | | | 0 | |
| 145 | Hospitality | 188 | 300 | 112 | 62.71% |
| 146 | Materials/Supplies | | 1,000 | 1,000 | 0.00% |
| 147 | Pulpit Support | 1,450 | 2,600 | 1,150 | 55.77% |
| 148 | Total Worship | \$ 1,638 | \$ 3,900 | \$ 2,262 | 42.00% |
| 149 | Total Expenditures | \$445,706 | \$747,850 | \$ 302,144 | 59.60% |
| 150 | Net Operating Revenue | \$106,659 | -\$ 15,000 | -\$ 121,659 | -711.06% |
| 151 | Other Revenue | | | | |
| 152 | Sustainability Withdrawal | | 15,000 | 15,000 | 0.00% |
| 153 | Total Other Revenue | \$ 0 | \$ 15,000 | \$ 15,000 | 0.00% |
| 154 | Net Other Revenue | \$ 0 | \$ 15,000 | \$ 15,000 | 0.00% |
| 155 | Net Revenue | \$106,659 | \$ 0 | -\$ 106,659 | |

Wednesday, Mar 04, 2026 07:33:23 AM GMT-8 - Accrual Basis

First Parish Brewster
Statement of Activity Comparison
July 2025 - February 2026

| | Total | |
|-------------------------------------|----------------------|-----------------------------|
| | Jul 2025 - Feb 2026 | Jul 2024 - Feb 2025 (PY) |
| 7 Revenue | | |
| 8 Fundraising | | |
| 9 Church Fundraisers | | |
| 10 Admin | | -440.67 |
| 11 Holiday Fair | 11,393.15 | 9,356.11 |
| 12 Other Church Fundraisers | 560.00 | 2,514.75 |
| 13 Spring Auction | 369.00 | 786.00 |
| 14 Total Church Fundraisers | \$ 12,322.15 | \$ 12,216.19 |
| 15 Food Card Sales | 1,256.25 | 1,742.25 |
| 16 Other | | 3,500.00 |
| 17 SnoUU Summer Program | 22,283.00 | 16,445.76 |
| 18 Total Fundraising | \$ 35,861.40 | \$ 33,904.20 |
| 19 Investment, Interest, Misc | | |
| 20 Committee Contributions | | |
| 21 Circle Alliance Contributions | 250.00 | |
| 22 Total Committee Contributions | \$ 250.00 | \$ 0.00 |
| 23 Interest Income | 1,208.76 | 1,722.41 |
| 24 Investment Income | 4,609.36 | 4,373.84 |
| 25 Misc Contributions | 777.00 | 820.00 |
| 26 Total Investment, Interest, Misc | \$ 6,845.12 | \$ 6,916.25 |
| 27 Offertory | 29,643.17 | 17,227.07 |
| 28 Pledges | | |
| 29 Current Year | 319,102.75 | 367,145.29 |
| 30 Prior Year | 55,117.45 | 9,612.20 |
| 31 Total Pledges | \$ 374,220.20 | \$ 376,757.49 |
| 32 Rental | | |
| 33 Space Rentals | 5,719.89 | 3,306.00 |
| 34 Weddings/Memorials | 1,570.00 | 2,950.00 |
| 35 Total Rental | \$ 7,289.89 | \$ 6,256.00 |
| 36 Thrift Store Income | 98,505.14 | 100,659.79 |
| 37 Total Revenue | \$ 552,364.92 | \$ 541,720.80 |
| 38 Gross Profit | \$ 552,364.92 | \$ 541,720.80 |
| 39 Expenditures | | |
| 40 Administrative | | |
| 41 Advertising | 484.00 | 550.00 |
| 44 Total Banking Fees | \$ 1,596.74 | \$ 923.42 |
| 45 Office Expense/Supplies | 2,535.59 | 1,915.05 |

| | | | |
|----|--|---------------------|---------------------|
| 46 | OfficeEquip/Maint | 2,462.34 | 4,119.70 |
| 47 | Software Expense | | |
| 48 | Office Software | 1,996.15 | 1,633.67 |
| 49 | Payroll Software | 1,295.75 | 1,129.04 |
| 50 | Total Software Expense | \$ 3,291.90 | \$ 2,762.71 |
| 51 | Total Administrative | \$ 10,370.57 | \$ 10,270.88 |
| 52 | BldgGrounds | | |
| 53 | Electric | 7,617.20 | 1,526.89 |
| 54 | Gas | 4,354.16 | 3,458.55 |
| 55 | Groundskeeping | 11,771.00 | 8,644.00 |
| 56 | Housekeeping | 11,550.00 | 12,880.00 |
| 57 | Liability/Property Insurance | -2,011.00 | 9,531.00 |
| 58 | Phone & Internet | 6,060.10 | 4,898.89 |
| 59 | Property-Maintenance | 17,071.32 | 9,180.50 |
| 60 | Property-Special Projects | 12,210.94 | 10,736.00 |
| 61 | Property-Supplies | 2,389.04 | 2,383.86 |
| 62 | Water | 1,468.23 | 2,410.36 |
| 63 | Total BldgGrounds | \$ 72,480.99 | \$ 65,650.05 |
| 64 | Children & Youth Ministry | | |
| 65 | Adult Faith Development | | 160.00 |
| 66 | Child Care Supplies | 129.43 | 83.27 |
| 67 | Contract Childcare | | 60.00 |
| 68 | High School Youth Program | 113.00 | 720.31 |
| 69 | Middle School | 151.59 | 502.38 |
| 70 | Office/Library | 132.11 | 135.40 |
| 71 | Pre K-Grade 6/7 | 351.54 | 430.67 |
| 72 | SNOUU costs & supplies | 7,693.11 | |
| 73 | Special Programing | 160.38 | 679.01 |
| 74 | Total Children & Youth Ministry | \$ 8,731.16 | \$ 2,771.04 |
| 75 | Committees | | |
| 76 | Board of Trustees | 89.99 | 441.75 |
| 77 | Caring Committee | 82.50 | |
| 78 | Landscape Committee | 124.96 | |
| 79 | Membership | 205.94 | 256.00 |
| 80 | Social Justice | | 1,000.00 |
| 81 | Racial & Indigenous Justice | 269.34 | |
| 82 | Reproductive Justice | -4,000.00 | |
| 83 | Split Plate | 11,683.91 | |
| 84 | UU The Vote | 1,000.00 | |
| 85 | Wampanoag Language School | 10,000.00 | |
| 86 | Total Social Justice | \$ 18,953.25 | \$ 1,000.00 |
| 87 | Stewardship | 110.27 | 384.35 |
| 88 | UU Connections | 461.17 | 442.00 |
| 89 | Total Committees | \$ 20,028.08 | \$ 2,524.10 |

| | | | |
|-----|---------------------------------------|---------------------|----------------------|
| 90 | Mortgage Loan Payments | 4,999.08 | 4,924.88 |
| 91 | Music | | |
| 92 | Guest Musicians | 600.00 | 600.00 |
| 93 | Music Scores | 498.05 | 427.08 |
| 94 | Music Supplies/Worship AV | 196.62 | 310.69 |
| 95 | PianoOrgan | 1,027.75 | 963.10 |
| 96 | Total Music | \$ 2,322.42 | \$ 2,300.87 |
| 97 | Staff | | |
| 98 | Staff Benefits/Payroll | | |
| 99 | FICA Taxes | 11,783.49 | 14,754.73 |
| 107 | Total Health Insurance | \$ 44,906.47 | \$ 57,213.52 |
| 108 | Long Term Disability | 2,505.74 | 2,683.49 |
| 109 | Minister's FICA | 6,040.36 | 5,228.00 |
| 110 | Minister's Term Life | 691.00 | 544.00 |
| 111 | Retirement | | |
| 112 | 401KCeline | 3,518.72 | 3,165.28 |
| 113 | 401KJulia | 3,500.00 | |
| 114 | 401KKaaren | 854.00 | 6,832.00 |
| 115 | 401KKaeza | 3,505.12 | 3,338.08 |
| 116 | 401KKarena | | 3,216.00 |
| 117 | 401KLaura | | 4,660.00 |
| 118 | 401KScot | 3,500.00 | |
| 119 | 401Victorea | 182.00 | |
| 120 | Total Retirement | \$ 15,059.84 | \$ 21,211.36 |
| 121 | Staff Appreciation | 900.00 | 900.00 |
| 122 | WorkCompInsurance | 154.00 | -302.00 |
| 123 | Total Staff Benefits/Payroll | \$ 82,040.90 | \$ 102,233.10 |
| 124 | Staff Professional | | |
| 125 | AFD Prof Exp | 65.09 | 1,183.13 |
| 126 | CYM Prof Exp | 21.98 | 2,595.26 |
| 127 | MD Prof Exp | 109.99 | 838.57 |
| 128 | Minister Prof Exp | 6,589.71 | 3,273.35 |
| 129 | Total Staff Professional | \$ 6,786.77 | \$ 7,890.31 |
| 130 | Staff Salaries | | |
| 131 | Accompanist | 5,730.00 | 6,310.00 |
| 132 | AF Director | 22,620.00 | 36,104.55 |
| 133 | AV Tech Support | 7,276.80 | 6,606.72 |
| 134 | Bookkeeper | 16,869.85 | 7,590.00 |
| 135 | Childcare Providers | 1,157.50 | 1,382.97 |
| 136 | Communications & Office Administrator | | 12,993.50 |
| 137 | Custodian | 5,637.50 | 1,900.00 |
| 138 | CYM Director | 13,932.00 | 48,347.72 |
| 139 | Facilities Manager | 11,200.61 | 12,276.40 |
| 140 | Minister | | |

| | | | |
|-----|------------------------------|----------------------|----------------------|
| 141 | Minister Housing | 41,833.34 | 30,666.72 |
| 142 | Minister Salary | 30,960.08 | 37,676.64 |
| 143 | Total Minister | \$ 72,793.42 | \$ 68,343.36 |
| 144 | Music Director | 35,051.04 | 33,382.08 |
| 145 | Thrift Store Assistant | 5,391.50 | 3,500.00 |
| 146 | Thrift Store Manager | 35,148.00 | 33,074.10 |
| 147 | Total Staff Salaries | \$ 232,808.22 | \$ 271,811.40 |
| 148 | Total Staff | \$ 321,635.89 | \$ 381,934.81 |
| 149 | UUA/NER Dues | 3,500.01 | 8,000.00 |
| 150 | Worship | | |
| 151 | Hospitality | 188.14 | 260.33 |
| 152 | Materials/Supplies | | 565.95 |
| 153 | Pulpit Support | 1,450.00 | |
| 154 | Total Worship | \$ 1,638.14 | \$ 826.28 |
| 155 | Total Expenditures | \$ 445,706.34 | \$ 479,202.91 |
| 156 | Net Operating Revenue | \$ 106,658.58 | \$ 62,517.89 |
| 157 | Net Revenue | \$ 106,658.58 | \$ 62,517.89 |

Wednesday, Mar 04, 2026 07:38:53 AM GMT-8 - Accrual Basis