

Williamsburg
Unitarian
Universalists



Annual Report

2015-2016

Printed May 20, 2016

2015-16 WUU Annual Report

Contents

I. Ministry Teams.

1. Report from the Minister	2
A. Campus Improvement Team.....	5
B. Caring Ministry	6
C. Communications (Vacant).....	-
D. Community/Membership Team.....	7
E. Denominational Relations (Vacant).....	-
F. Music Committee.....	8
G. Religious Education-CREW	9
H. Social Justice.....	11
I. Share the Plate.....	13
J. FISH.....	14
K. Mosaic Makers.....	15
L. Sunday Morning Teams.....	16
M. WALT Steering Committee.....	17
N. Worship Committee	18

II. Committees of The Board.

2. Report from the Board President	19
A. Alternative Income Task Force.....	20
B. Building Our Future Task Force	21
C. Finance Committee	22
D. Governance Committee	23
E. Historian Report.....	24
F. Personnel Committee	25
G. Stewardship Committee.....	26

III. Committees of The Congregation.

A. By-Laws Committee	27
B. Committee for Right Relations	28
C. Endowment Committee	29
D. Nominating Committee.....	30
E. WUU Trustees	31

Minister's Annual Report for 2015-2016
Williamsburg Unitarian Universalists
Rev. David Johnson, Interim Minister

The work of interim ministry incorporates many of the traditional roles and expectations of settled ministry -- from preaching and worship to pastoral care, staff supervision, leadership development, and community outreach. In addition to fulfilling many of the traditional roles of a settled ministry, we interim ministers are hired by the Board to focus upon five particular areas of congregational development – and thereby prepare for a successful ministerial search and settlement. These five focus points are HERITAGE, MISSION, CONNECTIONS, LEADERSHIP, and FUTURE. Here I offer my perspectives on how WUU has engaged each of these five focus points:

The **Heritage** focus point articulates and affirms a congregation's shared past, its ongoing meanings, and the sense of purpose that it can provide.

WUU's Transition Team has been a primary forum for re-claiming and building upon our congregation's heritage. After several months of conversations and planning, the Transition Team hosted an all-congregation workshop entitled "The Best of Who We Are". We re-created a "history wall", with photos and sticky-notes denoting many milestone events / transitions in WUU's history. This time-line, together with small-group conversations on a series of open-ended questions, prompted possibility-thinking, and the framing of "better questions". The Transition Team reported its observations and interpretations to the congregation in a special worship service. Our heritage is our "cultural DNA", and is essential to carry forward.

Care-giving remains an essential component of WUU's heritage. A two-fold model is solidly in place: Caring Ministry offers short-term responses to short-term needs. Lay Pastoral Care Associates are eleven members who have been chosen and specially trained for extended follow-up conversations with congregants -- in a confidential setting. Monthly training sessions are an ongoing expectation of our Pastoral Care Associates.

The **Mission** focus point invites the congregation to address the ways its core values and processes can be productively extended into the future. Who are we? What are we called to do? Who is our neighbor?

Many of our congregation's ministry teams have incorporated wider-angle lenses, so as to broaden the scope of their vision and intention.

The Connections / Community Team has re-directed its diverse activities into three primary focal points of activity:

Fellowship (potlucks etc.): Catherine Laarhoven

Membership (greeting and follow-up): Carolyn Wilson

Orientation and Classes: David Hamilton and Peter Mellette

Our Social Justice and Mosaic Makers teams have joined forces with traditionally-African-American congregations in greater Williamsburg, and with other UU congregations nation-wide, to strengthen Black Lives Matter – as a national priority.

Our Religious Education initiatives have offered our children and youth the opportunities to venture off-site, and to experience other faith communities.

The Leadership Team (also known as the Ministry Team) has continued its monthly gatherings, focusing on clear and timely communications of each Team's activities, and insuring timely and accurate information in our monthly newsletter, weekly Spirals, and website. Our

talented Program Assistant (Ellyn Stephens) serves as our executive secretary, and our eyes-and-ears toward working effectively together.

The **Connections** focus point involves discovering the many relationships that the congregation might build beyond itself -- including denominational, community-based, and ministry-focused groups: Both in face-to-face meetings, and via social media.

Our Board has enthusiastically engaged the resources of our denomination: The staff of the Transitions Office, capital campaign consultation, church staff compensation consultation, and our Ministerial Settlement Representative (Denise Rimes).

Our Interim Minister shares in pulpit exchanges with other UU ministers, and meets twice monthly with UU colleagues. Regional and national clergy gatherings are an essential component in drawing upon the many resources of our denomination. Our Interim Minister and D.R.E. regularly attend gatherings of UU ministers and religious educators in the Tidewater and central Virginia region.

The **Leadership** focus point encourages succession-planning, and offers programs of gift identification and leadership development in recruiting both lay and ordained leaders.

Leadership development and succession planning are two closely-related, high priorities at WUU – in no small way because of the aging of our membership. Two major initiatives this year have moved us significantly forward: (1) Preparing this Annual Report in a single document (for the first time in WUU’s history) provides a succinct summary of the purpose and functioning of many Teams, thereby serving as a resource for recruiting and supporting new generations of lay leaders . And (2) We will be supporting ten of our members to attend the six-day intensive leadership training, the “Southern UU Leadership Experience” (SUULE), during late July of 2016. Funds will be raised to fully under-write the costs of our members’ attendance at SUULE 2016, and to insure that the annual participation by WUU in SUULE during future years will become an ongoing commitment.

The **Future** focus point re-visions the congregation’s historic purpose, updated in light of current realities and circumstances, and a revitalized sense of mission.

This focus point is engaged primarily during Year Two of interim ministry, under the auspices of the Ministerial Search Committee. During Year One the Board and Nominating Committee devoted extensive effort to choosing and implementing a careful process for selecting the Ministerial Search Committee – a process which involved substantial congregational participation. The result is a team of seven search committee members (and three alternates) who have broad-based trust and respect. The Search Committee’s work begins with a start-up retreat in June 2016, facilitated by our Ministerial Settlement Representative (Denise Rimes). The Committee will continue the work of the Transition Team in seeking broad-based congregational input to the search process --- via on-line surveys, and in-depth conversations in cottage meetings. My role as interim minister is to serve as a chaplain to the Search Committee, and to offer my suggestions insofar as the qualities of a healthy relationship between a congregation and its minister(s). WUU is now well on track toward completing the ministerial search process during the spring of 2017, with your duly-chosen incoming settled minister to begin at WUU during August or September of 2017.

Let me conclude with some reflections on the often-asked question: “Why should this period of transition ministry take as long as it takes??” Norman Bendroth’s summary (from his 2015 book “Transitional Ministry Today”) is to the point:

“Before the focus points can be effectively engaged, a period of several months is usually required for even a skilled and experienced intentional interim minister to cultivate the mutual trust and respect that form an essential foundation for congregational engagement. Trust is ultimately a personal matter, and it must be earned by faithful and congruent speech and conduct. While trust arises as people experience the interim pastor’s personal integrity, respect arises from demonstrated professionalism, especially transparency, a willingness to be held accountable, and clear and open communication.”

“There are no predetermined outcomes from this process. The congregation’s work with the focus points is an emergent process, shaped by the members’ exploration of their core values and deepest concerns. The engagement of these focus points is ultimately the work of the congregation. The intentional interim minister facilitates the process with an overview to the scope and integrity of the work, but not toward specific outcomes.”

I thank you for privilege of serving you in these two transitional years.

Rev. Dave Johnson, Interim Minister

Campus Improvement Team (CIT)

Organizational Location: Leadership

Scope: Williamsburg Unitarian Universalist's campus including grounds, buildings, and the Memorial Meditation Garden.

Vision: We will create a campus improvement program that is affordable, sustainable, welcoming, aesthetically pleasing, and in keeping with WUU principles and values. And, we will provide for a smooth transition into our new spaces and work with leadership to make adjustments as needed.

Purpose: To support WUU's programs with a beautiful, welcoming, and safe campus.

Leadership & Support:

- **Chair:** Les Solomon
- **Meditation Memorial Garden Group:** Nan Piland & Ruth Frasier
- **Backup support:** Dave Neiman, Fred Bergman, Jim Hall, Dave Banks plus many, many volunteers, frequently on call as needed.
- **Other support:** Janitorial and Grounds services

How to participate:

- **On-going:** When you see something that needs to be done—take care of the situation or call it to the attention of the office or the CIT leadership
- **Periodic:** Volunteer to help out on a workday, on an Ad hoc team, or to Adopt-a-Plot (take care of a small plot or type of work)
- **Let us know your interests, skills, and passions.**
- **Keep up to date:** Read the monthly newsletter for CIT news in the **Did you see** section

CONTACT: Les Solomon (757 202-1909) les.solomon@gmail.com

Caring Ministry and Lay Pastoral Care Associates

Members of the **Caring Ministry** team function as WUU's first responders in times of a congregant's crisis. They offer short-term support to those who, for example, are ill, hospitalized, giving birth or grieving a loss. Usually, this takes the form of cards, telephone check-ins, visits, and occasional meals. Some Caring Ministry volunteers are known as Helping Hands: available for one-time jobs such as driving someone to a doctor's appointment or doing small repairs.

All contacts are kept strictly confidential. Only with the client's permission do we notify the WUU community of their status-- at services or in the weekly Spiral.

During the past year, we have grappled with the critical need to bolster recruitment: How to communicate the satisfactions and spiritual rewards that come from serving one another, and emphasizing that it should be the work of the full congregation--not merely delegated to a small committee.

The need for our services is growing. Like the rest of the nation, our congregation is aging. It is a fact that more seniors live alone and experience prolonged periods of frailty, in which they and their caretakers need help.

Transportation is one of our most critical needs, as more WUUs have been forced to give up driver's licenses. Those who live alone or without family nearby need rides to doctor appointments, physical therapy or to the hospital for surgeries.

As our volunteer roster grows, we hope to build an infrastructure of care that WUUs can depend on as they age. To that end, we plan occasional informative workshops for the entire congregation on such topics as advance directives or local community services available to seniors.

This winter, with the help of the First Unitarian Universalist Church of Richmond, we held a volunteer orientation and training workshop for those considering becoming Lay Pastoral Care Associates. We are gratified to report that a number of WUUs subsequently applied to become LPCAs, and several attendees joined the Caring Ministry.

Ellen Graham and Liz Snyder recently stepped down from their posts as Co-Chairs of the Caring Ministry, though they will continue as members. We are actively looking for one or two volunteers to fill the job, which mainly involves keeping informed of the congregation's needs and matching volunteers to those needing support.

Eleven **Lay Pastoral Care Associates** serve under the Minister's supervision to offer more extended pastoral care to WUU members and friends -- in a confidential setting. The Lay Pastoral Care Associates (LPCA's) were recognized and commissioned during the worship service on Sunday April 17. They are: David Hopkinson and Jane Reilly (co-chairs); Flora Adams, Laura Bronstein, Martha Elim, Cynthia Frezek, Carolyn Greathouse, David Hamilton, Ruth Hopkinson, Charles Tankersley, and Trenna Tankersley.

WUU Community Team Report 2015 - 2016

The WUU Community Team serves to welcome all who come through our doors and to create a vibrant and diverse community that encourages members and friends to embrace WUU's mission in the greater community.

Team Leaders:

Carolyn Greathouse: carolyngreathouse@cox.net

Catherine Laarhoven: catnye75@gmail.com

Carolyn Wilson: c2wilson@cox.net

Team Members:

Grace McCardle, Marty Limber, Marion Wolfe, David Banks, Linda Bergmann, Corey Buttram, Jane Reilly, Beverly Baldwin, Linda Lane Hamilton, David Hamilton, Peter Mellette

Our Tasks: Greet and welcome all guests and members each Sunday morning, follow up with guests, transition guests to Orientation, then to Membership. Plan new member recognitions. Lead fellowship activities to promote interaction among guests, new members and seasoned members.

Significant Accomplishments past year:

Started Café Conversations – promotes interactions among guests, new members and long-time members.

Conducted New UU Orientation Sessions 1 and 2 in March in April with 16 registered participants led by David Hamilton and Peter Mellette.

Starting in March, Catherine Laarhoven assumes lead role for Fellowship and Carolyn Wilson assumes lead role for Membership (Linda Lane Hamilton and Jane Reilly active participants and coaches). Clearly defined responsibilities. Carolyn Greathouse remains an active member of the Team as “Super Greeter” who will recruit and train other greeters.

Aspirations for coming year:

Add at least 30 high commitment members

Schedule Quarterly New UU Orientations led by David Hamilton and Peter Mellette

Add volunteers on the Team, a mix of longtime and newer WUU's.

Promote Fellowship Activities – small groups and greater community.

Identify and Mentor new Team Leader(s) prior to July 1, 2017

Music Committee Annual Report, 2015 – 2016

Purpose: The Music Committee meets Quarterly with the Music Director, Pianist, and Minister to plan and schedule music for Sunday worship services.

Committee Members: Jane Ferguson (chair), Dave Stanford, Vicki Hall, John Trindle, Anne Luchsinger, and Megan Blank. *Ex Officio:* WUU Staff Members Jamie Bartlett (Music Director), Dave Robbins (Pianist), and Rev. Dave Johnson (Interim Minister).

Significant Accomplishments, 2015-2016: WUU Choir rehearses weekly on Wednesday evenings and sings regularly twice per month, September thru May, at the second service (usually 11:15 am). Annual St. Cecelia Service in November presents an entire service of diverse choral music. Dave Robbins brings many genres of piano selections, including original compositions, to all worship services. Guest instrumentalists, vocalists, and pianists accompany hymns and bring special music on Sundays when our Music Director or Pianist is off-duty. Choral and instrumental ensembles from the College of William and Mary are frequently invited.

Music Plans for the Coming Year: St. Cecelia service in November will be a major classical work with instrumental accompaniment, together with the WUU Choir and guest singers. Beethoven's birthday in December will be recognized. Music of Czech composers will be included in October, on the 80th anniversary of Vaclav Havel's birth in Prague. P.D.Q. Bach may make an unannounced visit.

Religious Education-CREW 2015-16 Report

CURRENT YEAR ACCOMPLISHMENTS

HOGWARTS ACADEMY: WUU's volunteered their time and expertise to offer a fun, creative and much enjoyed summer 2015 program based on Harry Potter stories with children/youth (rising third graders through middle school) participating. Paid a lead teacher to provide special programming for pre---K through grade 2 .

TEACHER TEAM---BUILDING with Professor Bill Geary using Myers---Briggs to foster understanding of different styles/orientation to learning.

ANNUAL HOLIDAY EVENTS: CHRISTMAS --- *Yule Sing*; Coordinated decoration of the sanctuary with CIT and organized the evening's dinner and program (crafts, caroling, etc.) in partnership with the Community Team and support from CIT for set up and some choir members who helped lead the singing. Once again, a very successful intergenerational event with 80 participants. EASTER SUNDAY – DRE and children presented an Easter pageant during worship. CREW planned and organized an outdoor Easter Egg Hunt and a rain plan.

OWL for Middle School: Planned and co---led by DRE Austen Petersen and CREW Co---Chair, Susan Walkley

PARENT LUNCH DISCUSSIONS: "Between the World and Me" (April); "The Giving Path" (May). Experiential: Labyrinth (June).

CREDENTIALLED DRE Austen Petersen earned UUA certification as a *Credentialed Religious Educator* (April 2016).

PRESCHOOL TEACHER: Sought and gained approval for a paid staff person to serve as the lead teacher for preschool, beginning FY 16---17. To provide a consistent presence and class time for children who are too old to safely participate in the nursery and not yet mature enough to benefit from participation in worship.

THE YEAR AHEAD (2016---17)

SUUMER FUUN: Sunday morning summer program “all---ages” activities for children and youth will be offered during worship, July 10 through August 28, 2015. Lighthearted programming indoors and out for our kids.

CREW PLAYGROUND TASK FORCE will work with the Design Build Team to plan for landscaping and equipping the new playground.

CREW will plan and organize furnishing and decoration of the nursery and new classrooms.

AGE APPROPRIATE RE! Our move into the new wing classroom space expanded from two to four rooms will allow us to better plan for age---appropriate curriculum and activities.

- Nursery care (continues every Sunday) limited to infants through age two years.
- RE classes will include preschool for ages 3,4, and pre---K 5 year olds, and for lower and upper elementary students. (Youth will continue with middle school and YRUU)
- Note: Preschool will be offered every Sunday and throughout the worship service. (Parents will bring preschoolers directly to class, before worship begins.) Implementation will begin following completion of the new space.

RE PROGRAM EVALUATION AND PLANNING:

Participation/Satisfaction Staffing Needs
Initiate Long Range Plan

CREW MEMBERSHIP & LEADERSHIP SUCCESSION: Maintain CREW membership to include at least two WUU's who are parents of children or youth. Faia and Walkley will have served as co---chairs for three years; new leadership for 2017---18 is a goal.

INFORMATION

CREW MEMBERS*

Christine Faia and Susan Walkley, Co---Chairs

Elisabeth Berning, Ivonne Luchs, Anne Luchsinger and Jacqui Winther Austen Petersen,
DRE.

*Contact information for each may be found in the WUU directory.)

CREW currently meets for approximately one hour, on the second Tuesday of the month, 5:00 p.m., at FAHS House.

Submitted,

Christine Faia, Co---Chair clf; 05.06.16

SOCIAL JUSTICE COUNCIL 2015-16

What is the Team's mission:

As WUU's "we promise to serve Greater Williamsburg: by promoting religious, racial and social harmony",..."and the Global Community: by participating in transformative action to achieve a sustainable and humane world"

In response to WUU's call, the Social Justice Ministry supports projects that address injustice and serve our local, national, and global communities; strengthen our connections with each other and the people on whose behalf we work; encourage us to remain open to and seek dialogue with those who hold opposing views; and deepen the spiritual lives of the people involved in the justice work.

Who is on the Team:

At this time, I serve as the Social Justice Ministry chair, and oversee various SJ projects which are primarily the responsibility of SJ project coordinators as listed below:

August Wilson Plays	Victoria Racimo
Mission Trip	Jessica O'Brien
Mosaic Makers/Black Lives Matter	Wayne Moyer
Moral Mondays	John Whitley
LGBTQ	Fred Gilbertson (stepping down)
Green Sanctuary/Road Cleanup	Roger Baldwin
Share the Plate (monthly)	Roger Baldwin, Lisa Kavitz
Housing Partnerships/United Way Day of Caring	Jess Hench, Corinne Blackwell
Homeless Resources	Helen Hansen (GWOM), Natalie Miller-Moore
Kenya (MAO)	Camilla Buchanan, Debra Hill
FISH	Susan Dexter/Linda Foster
	Ivonne Luchs (May 1 st)
SJ Newsletter	Priscilla Caldwell

What are the Team's tasks:

The chair's tasks are:

- To oversee the organization and operations of the present projects through the various project coordinators
- To prepare an annual budget in collaboration with the SJ project coordinators
- To receive communications, offer encouragement, and liase with other impacted people and groups regarding ideas for new SJ projects that come from members of the congregation who are willing to organize and offer to coordinate these projects

What are the Team's significant accomplishments from the past year:

- Organized and completed a group reading of 6 August Wilson plays to be followed by a presentation to the congregation this spring.
- Completed a summer project for the Williamsburg Public Housing Authority
- Held various Mosaic Makers events—book group, BLM march at 1st Baptist Church
- Took part in Moral Mondays every Monday this year
- Held a number of Rainbow Potlucks on Sundays after services

- Distributed over \$2400 in funds to local and UUA groups through Share the Plate and other fundraisers (to February 2016).
- Had a team of 12 take part in the United Way Day of Caring
- Shared in two weekly Homeless Shelter programs with other churches by taking responsibility for one evening and morning each week, providing volunteers and meals.
- Collected items and contributed them monthly to the FISH food and goods pantry.
- Developed and distributed SJ Newsletters to interested members of the congregation .

What are the Team's aspirations for the coming year:

- To continue the present activities as appropriate
- To develop new projects that will bring issues of Social Justice to the attention of the Congregation, i.e. Mosaic Makers plans a book group on Just Mercy by Bryan Stevenson, the 2016 UUA Community Read
- We are investigating a summer mission project involving helping Avalon, the local domestic violence shelter, with work they need done.
- To organize a monthly SJ film program

Submitted by
Jessica O'Brien

Share the Plate Program Team

Share the Plate Program Team, administers a process by which the congregation is regularly afforded the opportunity, and is encouraged, to contribute generously to the financial support of selected local charitable and non-profit human service organizations. The team solicits nominations for recipient agencies from the congregation, then vets, contacts, schedules and announces the monthly recipients. In 2015, the congregation gave over \$11,000 to 12 groups. The team expects to expand the scope and effectiveness of the program in coming months. Members: Chair Roger Baldwin, Charlotte Lorentson, and Lisa Kavitz.

For more information on the Share the Plate Program or to nominate a recipient agency, email stp@wuu.org.

FISH Liaison Team

The FISH liaison chair or team picks up donations to FISH from the red wagon , checks to see that there is a current "use by" date, that cans are not damaged and packages are not opened

The donations are then transported to FISH and recorded by a FISH volunteer in a book of church donations

In the past the chair has written a monthly or seasonal request for certain food items that is sent to the social justice chair, the newsletter editor and the program assistant It is printed in the newsletter and repeated in each weekly spiral

New packages of underwear and socks are also collected each December, placed under the Christmas tree and then delivered to FISH.

MOSAIC MAKERS TEAM

- Mission:** To raise the importance of multiculturalism within our congregation so that our questions and actions are viewed through this prism.
- To answer the question, “What must our congregation do to move toward being multicultural and intentionally antiracist? “
- Members:** Melissa Gregory, Jessica O’Brien, Steven Sharp, John Whitley, Melanie Williams, Wayne Moyer (chair).
- Tasks:** Create opportunities for people to gather in small covenanted groups to explore the ramifications of racism in our society.
- Work with other teams to engage congregants in multicultural experiences designed to increase understanding of other cultures.
- Work with the Social Justice Chair to initiate projects that will extend our commitment to multiculturalism and anti-racism into the wider community.
- Activities:** Surveyed congregants on their estimate of where we are on a continuum from being an exclusive to a fully inclusive congregation with a planned “From Our Heart” and cafe conversation.
- Conducted a Black Lives Matter service.
- Created and displayed a Black Lives Matter banner announcing our commitment to the public.
- Scheduled two sessions to study *Just Mercy* by Bryan Stevenson.
- Plans:** Organize a Cluster Workshop based on the Intercultural Development Inventory and directed by a UUA leader.
- Co-sponsor with All Together integrated community conversations based on the Hope In The Cities model.
- Invite Rev. Travis Harris to speak on a Sunday in the fall.
- Promote the Birmingham Pledge in the congregation.

W. Moyer, 4/20/16

Sunday Morning Teams

The Sunday Morning Teams coordinate hospitality tasks that need to be done in support of Sunday services.

Team Coordinator: Linda Tang lztang1@gmail.com

Team Leaders: Dave Neiman: dneiman236@cox.net
Sandy Stephan: sstephan2@cox.net
Linda Tang: lztang1@gmail.com

Team Members: Lee & Paula Hougen, Ulku Nori, Dave Sprott, Ann Tetrault, Richard Thek, Melissa Gregory, John Whitley, Diane Murray, Ben Puckett, Tom Mc Addle, Fred Gilbertson, Linda Cifelli, Rob and Nan Piland, Kathy Suslik, Dave Hamilton, John Hochella, Raga Elim, Mary Gross, Barb Worthen, Janie Dickson, Fred & Nancy Coy, Roger Baldwin, Nan Hart, Debra Hill, Camilla Buchanan, Kerry Mellette,

Substitutes: Lisa Williams, Beth Pepper, Dave Wilcox, Jo Ann Gora, Roy Snyder, Glen & Melinda Morgan, Ellen Busching, Doug Randolph, Marion Wolf, Jacques van Montfrans, Elizabeth Wilkins.

Our Tasks: At all Sunday services we warmly greet members and guests at the door. We pass out the OOS, distribute hymnals, take collection, record attendance, set-up and clean-up beverage service, collect hymnals and lock the sanctuary.

Our accomplishments over the past year:

Every Sunday we have consistently created a warm and welcoming sanctuary for all who attend Sunday services.

Aspirations for the coming year:

Posting a Sunday sign-up board that will encourage more members to become involved and participate with the tasks and hospitality for Sunday services.

Build a much larger team of volunteers, so that those who have been serving on the team for many years can step down, and new volunteers will fill those positions.

Williamsburg Area Learning Tree (WALT)

The Williamsburg Area Learning Tree has been an outreach initiative of WUU for several decades. The WALT steering committee has been chaired successively by Roy Schneider, Roger Baldwin, and currently John Hochella.

Jill Whitten has been our dedicated WALT coordinator for the past 12 years. She will be stepping down at the end of the 2015-16 year to pursue other interests and priorities. We thank her for her many years of service. We anticipate that the new WALT coordinator will be chosen by the Fall of 2016

Worship Committee

Members: Eva Burke, Pat Hoppe, Richard Costello, Lilly and Stacy Bolling, John Hochella, Nan Hart, Tamra Elim-Durden, Jane Ferguson, Anne Stevens. Reverend Dave Johnson attends our monthly meetings, as he provides the structure and the content for 30 services of the year. Eva Burke is the chair and Pat Hoppe is the secretary. Austen Petersen attends to coordinate her part of the services, also. Each month this group meets to insure that worship services are well planned to provide the continuity and spiritual flow that will result in a deepening of spiritual awakening and transformation for everyone who is present. This entails having several people working in concert to deliver music, sermon, words of introduction, words for “From the Heart” and the opening and closing words. Worship associates work with Jane Ferguson who is the music representative and The Reverend Dave Johnson who determines the sermon theme and readings. The committee members coordinate the following activities and do these jobs:

- arrange aesthetic qualities such as the quilts or draping used under the window;
- supervise the cleanliness of the sanctuary and all its parts, such as the chalice area;
- maintain a notebook with all the instructions for the worship associates, and the visiting ministers;
- prepare the appearance and readiness of the candle table and the bowl of stones;
- guide the seating for any guests who are welcomed into our sanctuary;
- prepare the introduction of guests and other speakers
- choose poems, readings, etc. that parallel the tone and intention of the service;
- work with Leadership and the Board to determine times of services, number of services, and purpose send video and still photos to the AV team so that the video may be projected onto the screens in the sanctuary at the appropriate times;
- brain-storm creative presentations and services for special occasions;
- contact and correspond with the speakers who are chosen to do one Sunday per month and eight services during the summer months;
- guide these invited speakers before and throughout the service day;
- discuss theories of “load balance” and how to accommodate the various spiritual needs of individuals;
- co-ordinate with Peter Millette who is orchestrating the “From the Heart” presentations;
- coordinate with Suzanne and other financial personnel to pay the guest speakers;
- work with Dave Wilcox, John Trindle, and Jim Henion to assure smooth AV and mics distribution;
- lead the service when necessary;
- write, duplicate, and distribute (during the summer) the Order of Service
- learn about the AV process so that AV individuals do not need to do all the video splicing
- use drop-box to keep a record of music, speaker, and all the other items in worship services;
- recruit and train youth and members to become Worship Associates;
- assign responsibilities to congregants willing to help with music, reading, speaking.

Even though we have several dedicated members of this committee, we are always looking for people who are comfortable speaking before the congregation, as one’s voice is an inspiring force that can be used for good. The present worship associates are approachable and eager to help anyone participate in this essential part of our community that we share each week. Please consider offering your talent, your voice, your dignity and presence to this important work.

Submitted by Pat Hoppe, recording secretary

Report From The Board President

What an exciting year at WUU! As Board President, it has been my pleasure and great honor to coordinate and, with the other dedicated Board members, work to achieve much this year.

The Board consists of nine members, elected by the congregation, who are charged to serve the mission of WUU by setting directions, goals and making policy to achieve those ends. We ensure that WUU has appropriate staff, facilities and funds to do the work toward those goals. And then we work with all the other teams and committees of the congregation to ensure that WUU is effectively moving toward the mission and goals.

In achieving the Board's goals this year,

- We **welcomed** and then set directions and laid out strategies with **the Rev David A. Johnson when he joined WUU as Interim Minister.**
- **Ground was broken and the building expansion begun.** By the end of this fiscal year, the new wing will be in the final construction stages and renovation of the sanctuary wing beginning to get underway.
- We entered into **an \$800,000 mortgage** agreement to cover the remaining building expenses.
- The Board **established an Alternative Income Sources Task Force** to develop a plan for acquiring funds for WUU from places and people not connected to WUU. We rented Fahs to Progressive Learning Therapy for weekday use as they help children with autism; PLT is now on an month-to-month agreement with WUU while they look for their own facilities.
- The Mosaic Makers took hold of the **Board's mandate to help WUU on our road of being multicultural.**
- After months of development, a new plan for selecting a **Ministerial Search Committee** was put in place and seven members were **elected by the congregation** to that vital task.
- Bob Day, a **UUA compensation consultant**, spent a weekend at WUU, **helping the Board review the compensation for our staff** and begin the process of identifying and prioritizing possible new positions.
- The pledge canvass exceeded the expectations of income for the upcoming fiscal year.
- We **elected delegates to the UUA General Assembly and approved the ten members who will attend SUULE** (Southern [Region] Unitarian Universalist Leadership Experience) this summer.

These are just some of the highlights. For details of what the Board has been doing, see the Board Committee and Task Force reports, which follow.

What's in the immediate future for the Board?

We extend our thanks and bid farewell to three Board members whose terms are over: Eva Burke, Jane Reilly and Larry Ventis; and one who is moving out of town: Jess Hench.

New Board members: Franz Gross, Nan Hart, Les Solomon and Ann Tetrault are joining those of us remaining on the Board for another year or two: Michael Coirin, Pat Hoppe, Jim Kent, Dave Neiman, and me.

Together we'll see that our resources (personnel, facilities and funds) are in place and working efficiently, we'll develop policies where needed; we'll work with the Ministry Team to ensure that they are able to engage the congregation, our neighbors, our community and those further afield in carrying out our mission. Specific goals for this next year will be developed at the Board's Annual Retreat in May.

Lola Warren, Board President

Alternative Income Sources Task Force

Formation and Purpose – The Task Force was formed in the Fall of 2015 to identify and pursue new income sources necessary to meet budget projections based on our new facilities and anticipated program expansion.

Membership and Chair – Members of the committee this year included Ruth Hopkinson, Richard Costello, Roger Baldwin, John Whitley, Nan Piland, Michael Coirin, Les Solomon, Jim Willis, and Kathy Willis. Michael Coirin chaired the Task Force.

Duration – The Task Force is expected to continue through the 2016/2017 fiscal year and then stand down.

Highlights for the Year:

- Rental contract signed with Progressive Learning Therapies for \$750 a month
- On-line book sales experiment proposed and successfully conducted – effort will continue
- New operating framework and policy for building use and non-pledge income created and matured (expected implementation in July 2016). Defines new leadership positions and exciting new bottoms up fundraising plan
- Vetting well underway for new uses for Parker to raise income

Building our Future (BOF)

Mantra: It happens once in a generation or two. Affirming and Enabling our Vision & Mission, Building Our Future!

Scope: Williamsburg Unitarian Universalist's facilities expansion program.

Vision: WUU will soon occupy new and renovated spaces to enable WUU to better fulfill its Mission and vision.

Purpose: To manage/coordinate the visioning, design/build, and capital campaign programs to enable WUU to offer its programs in new and renovated spaces.

Recent Accomplishments: Seeing the dream beginning to become a reality.

Leadership & Support:

- **Steering Committee:** Les Solomon (chair), Allen Cook, Roger Guernsey, Linda Lane-Hamilton, Dave Neiman, Donna Stanford, Kirk Williamson. Lola Warren and Dave Johnson (Ex-officio)
- **Capital Campaign Team:** Allen Cooke (chair), Bev & Roger Baldwin, Dave Banks, Helen Hansen, Linda Lane-Hamilton, Ruth Hopkinson, Michael Luchs, Kerry Mellette. Les Solomon (Ex-officio) & Bill Clontz (UUA consultant)
- **Design/Build Team:** Roger Guernsey (chair), Sally Fisk, Franz Gross, Dave Neiman, Nan Piland. Les Solomon (Ex-officio), Guernsey Tingle (Architects), E.T. Gresham (General Contractor), James City County Departments
- **Other WUU Groups:** Finance, Leadership, Ad Hoc specialty teams

How to participate:

- **On-going:** Continue to support WUU's Capital & Annual Program Campaigns, Dream with us as we envision the future in this new space!
- **Periodic:** Take a tour of the new facilities (see a Design/Build Team member), Volunteer to help on a transition project.

Finance Committee Annual Report

The scope and workload of the Finance Committee have been significantly increased in the past year, and the accomplishments are commendable.

Finance worked with the WUU attorney and Trustees to enter into a twenty-five year \$800,000 mortgage with Union Bank to help pay for the new addition at an excellent initial seven-year fixed rate of 3.69%. Finance supported the creation of the Alternative Sources of Income Task Force to devise ways to raise significant new income yearly needed to help defray new costs of monthly mortgage payments. Finance actively supported the Treasurer to establish the detailed tracking and monthly reporting system for the \$1,516,150 in capital campaign pledges over the next three years. As of March 31 \$1,059,620 or 70% of the total has been raised-an excellent result. Finance also actively assisted the work of the Treasurer, DBT, architecture firm, and E.T. Gresham, contractor, to establish a detailed chart of accounts for reviewing, processing, verifying, and making monthly payments that will total over two million dollars for construction and related work.

At the Board's request, the Personnel and Finance chairs worked to analyze major salary increases for the Director of Religious Education, Financial Assistant, and Program Assistant, which the Board then approved. A second-year contract with the Interim Minister was also completed. Finance initiated the five-year budget planning cycle, to be updated yearly, using the current budget year as the baseline. Then Finance recommended the next fiscal-year budget for Board approval and provided three additional years of detailed income and expenses projections. The Board and Finance have worked to contain costs, increase revenues, support excellent staff, and provide essential core services and programs, using nearly half of the reserve account in the next two years to cover operating deficits, but returning to a balanced budget in 2018-19.

Finance members include: Dave Banks, Treasurer; Allen Cooke, Stewardship Co-Chair and former Board and Finance Chair; Michael Coirin, Board and Alternative Sources of Income Task Force Chair; Vicki Hall Assistant Treasurer and Finance Liaison to Personnel; Franz Gross, Board, Design Build Team and former Treasurer; Ben Puckett, Stewardship; and Bob Winther, former Treasurer and Congregation Member.

Respectfully submitted,
Jim Kent, Board and Finance Chair
April 28, 2016

GOVERNANCE COMMITTEE ANNUAL REPORT OF 2015/16

The Governance Committee (GOVCOM) is tasked in general with helping the Board to live up to its role in governance, meeting practice and covenant of expectations. Its specific duties include maintaining a list of skills and qualities need by Board members, as well as assisting in the recruitment and training new Board members, helping to set the monthly Board agenda and organizing/maintaining Board policies, and assisting with the Board's annual retreat to include its annual self-evaluation and review of its covenant and mission.

GOVCOM was comprised this year of the Board President, the Board Vice President (chair) and two seats rotated among Board members two at a time in a staggered rotation of three monthly meeting each.

In the 2015/16 church year, Gov Com focused on the following topics—

- the 2015 Board retreat and the integration of new 2015 members
- refinement of the WUU governance model, specifically the type congregational model that best suited/reflected our congregation and the most effective division for us of responsibilities between governance (The Board) and ministry per Hotchkiss's book *Governance and Ministry-Rethinking Board Leadership*.
- tracking the Board objectives established at its spring 2015 retreat
- the congregation's called minister search effort
- the organization and the implementation of efforts to realize alternative income sources.
- leadership development and increased volunteer involvement
- the creation of agendas for the monthly Board meeting that focused the Board's efforts and made effective use of the time available.

It is anticipated that the scope of the committee's responsibilities may be refined in the coming year to focus more on agenda preparation and governance issues.

2016 REPORT OF THE WUU HISTORIAN – DAVE WARREN

Of course, my ultimate task is to compose an historical narrative from past written histories and remembrances of the membership. Less literary is the task to make an indexed and orderly file of such things as member bios and newspaper articles/photos, past committee and board minutes, congregational activities, worship bulletins, and photos. I am making retrievable much that few will have need to retrieve! The exceptions: member bios as resource for our pastor, and photos – hundreds -- mostly taken by DAVE SHEARER over the years. The photos are being “albumized” by KEN ZELLAR in a way that will allow entries to identify as many people and events as possible.

My hope is that we can make a bound illustrated history available to the present congregation and to new members. I also hope that a conversation corner of our new narthex will have the photo albums and some scrapbooks available for browsing (especially by family members patiently waiting for their kin to finish WUU business and social conversations!).

Sources are the many boxes and files that have been tucked away in the basement of Parker, as well as those that have been occupying members’ attic corners, which fit into the category of I-don’t-think-I-should-throw-these-away-but.... So if you have some, please contact me -- 220-3853 or warrendr@cox.net.

Personnel Committee Annual Report 2015 -16

The Personnel Committee functions as a committee of the WUU Board. The purpose of the committee is to write policy related to personnel and compensation matters and evaluate the settled minister.

Committee members serve for no longer than three years. Jane Reilly, chair, Wayne Moyer, and Pat Hoppe served on the committee. Vicki Hall joined in April.

As chair, I worked closely with Jim Kent, Finance Chair. Jim and I met individually with DRE Austen Petersen and Financial Assistant to discuss their status and compensation.

Spring 2015:

Delivered Personnel Manual to staff members

Recommended approval of new RE position: lead preschool teacher for summer program

Fall 2015:

Initiated annual staff reviews with Rev Dave. Rev Dave completed reviews for Program Assistant, Ellyn Stephens, Financial Assistant Suzanne Huddleston, DRE Austen Petersen, and Director of Music Jamie Bartlett. In addition, Austen completed preschool coordinator's review, and Jamie completed one for pianist.

Winter 2016:

Discussed annual reviews; all were excellent! Because Jim Kent worked closely with Suzanne, we knew she, too, was providing excellent service.

Reviewed UUA fair compensation recommendations for staff members; made recommendations for fiscal year 2016-17.

Spring 2016

Following Suzanne's research about local bookkeeper salaries, Jim and I met with her and subsequently recommended salary increase.

Recommended approval of new RE position: lead preschool teacher.

Jane Reilly

Stewardship Committee Annual Report 2016

Stewardship Goals:

The committee proposed a significant shift in approach this year based on recommendations from our contact with William Clontz, a UUA consultant, and the 2015 publication he recommended, '**Not Your Father's Offering Plate**'. The new approach included:

- Mission based budget with key initiatives within each major mission area
- Targeted messaging to subgroups with specifics on gifting ranges for their group and specific initiatives planned (mission related) that would be meaningful to each group.
- Pre-canvass pacesetter reception with top 19 donors (cancelled because of weather but done individually or in small groups)
- Weekly from-the-heart talks by members of the congregation about how each has seen the work of WUU in their own lives and/or the lives of others
- Face to face discussions with
 - All new members - 2013-15
 - Families with kids in RE
 - Ten pledging units in 2nd and 3rd quartiles of giving
- More involvement by the minister
- Thorough analysis of pledging data for patterns and to determine whether there are issues that need to be addressed.

Campaign Results:

Even though the campaign is 'officially' over, we expect that additional pledges will be received from new members and other households that are still considering. Our campaign goal was \$312,000 and as of mid-April 2016 we had exceeded that goal with pledges for \$313,197. Our stretch goal of \$330,000 is still a consideration. Some relevant statistics about the pledging results are very informative: for the 174 households that pledged, the average increase from last year was 6.05%. Pledges were received from 13 households that had not pledged the prior year. 22 families with children in RE pledged this year, 5 of whom were new pledgers. We are encouraged by these results and hopeful that when our Capital Campaign period is over next year that we will see a similar increase in pledging.

Stewardship Team:

Although the team leadership changed this year, we were encouraged by the fact that the team membership, assembled last year under the leadership of Peter Mellette, was strong and willing to take on the more intensive tasks that the new campaign approach required. We are pleased that the majority of members are willing to continue in this capacity at least through the next campaign. Succession planning will be a key activity in the next campaign cycle. The current team is comprised of: Linda Lane-Hamilton and Allen Cooke, co-chairs, Peter Mellette (past chairperson), Dave Banks, Eva Burke (Board Rep), Nancy Carnegie, Martha Elim, Helen Hansen, Ben Puckett, Trenna Tankersley, Rev. Dave Johnson, Jim Kent and Les Solomon (to assist with personal contacts) and Suzanne Huddleston, Financial Assistant, who provided invaluable pledge tracking assistance.

WUU Bylaws Team

The WUU Bylaws Team uses a process to solicit and receive, from any WUU group or congregant, suggested changes to the WUU Bylaws. The team reviews changes for appropriateness, modifies them when necessary and submits them to the Board for endorsement prior to formal congregational consideration. This year, we will begin discussions with the Board leading to an update of the Bylaws reflecting current organization and policies. Members: Chair Roger Baldwin, Roy Snyder, Dave Stanford and Elaine Themo.

Committee on Right Relations (CRR)

Members: Rachel Delbos
David Hamilton, chair
Helen Hanson

The function of the CRR is to provide congregants who are in conflict with a forum in which to discuss and resolve their differences in an environment of confidentiality, empathy and fairness. We know that conflict is inevitable. But we believe that conflict handled properly can result in a compassionate outcome as well as personal and spiritual growth.

Since August 2015 we have been called on 3 times. 2 cases were resolved; the third is still in process.

Respectfully submitted,

David Hamilton

2016 Endowment Committee Report

The mission of the Endowment Committee (EC) is to encourage the growth of the WUU Endowment Fund (EF), established in 1998. The five members are elected at the Annual Meeting for staggered five-year terms. Current members are Linda Foster, Ruth Fraser, Phoebe Kent, Paul Luchsinger, and Richard Thek.

Endowment Fund assets, totaling approximately \$200,000, are currently invested in the Unitarian Universalist Common Endowment Fund in large part its socially responsible investing aligns with our WUU principles. Our goal, affirmed by the board in WUU policies, is to grow the Endowment Fund to \$1 million; thereafter, WUU will be able to draw down a small percentage of the interest earned each year for special purposes as determined by the board.

The Endowment Fund offers interested WUUs the means to pledge a future estate gift that will help sustain our liberal religious community in perpetuity, creating a lasting legacy for those who follow. The EC has worked to increase the WUU community's awareness of the Endowment Fund by confirming charter bequests, talking to long-time WUU members about their estate planning goals, and also publicizing opportunities to make cash EF gifts in memory or honor of someone. After adopting a low profile during the Capital Campaign, the EC resumed its Endowment Sunday service last fall, and in 2016, we intend to have conversations with additional WUU members who might be interested in committing a Legacy gift. We welcome any questions and look forward to discussions about the Endowment Fund.

Phoebe Kent
Endowment Committee Chair
30 April 2016

THE NOMINATING COMMITTEE

The job of the Nominating Committee is quite simply to select and then nominate candidates to fill vacant leadership positions at W.U.U. This covers elected positions only, to include members of the Board, the Committee of Right Relations, the trustees of the Endowment Fund, as well as the members of the Nominating Committee itself.

The selection process involves considering potential candidates, interviewing them, while informing them of the duties and expectations of each leadership position. It helps if one either knows a wide range of people at WUU or makes an effort to do so.

The By-Laws state that there will be at least one candidate for each open position. Once candidates have been selected by the Nominating Committee, then their names are put before the congregation for a vote. The Nominating Committee coordinates the collection of Bios and photographs from each candidate, then displays these in the narthex of the sanctuary prior to Election Day.

When a filled, elected, leadership position becomes vacant before the person's term is up, the Board appoints a replacement.

Once in a "Blue Moon," the Nominating Committee's responsibilities expand to take on the process of selecting candidates for the Ministerial Search Committee.

Typically, the Nominating Committee start considering candidates in the summer, interview (and persuade) people in the fall to serve - in preparation for the annual election in January or February.

Current committee members are Nan Hart, chair; Susan Walkley; and Charlotte Lorentson.

WUU Trustees – Ellen Graham, Peter Mellette, LeRoy Snyder
Congregation Year 2015-16 report

- 1) According to the WUU Bylaws and prior deeds establishing title to the property, WUU is an unincorporated religious society.
- 2) As an unincorporated religious society acting under state law, WUU must elect Trustees to hold title to property and agree to loans on that property on the congregation's behalf.
- 3) At any Congregational meeting duly called, the Congregation may, by majority vote, (1) elect Trustees to hold legal title to real property for any of the purposes set forth in the Code of Virginia, Title 57 (1992), and (2) direct such Trustees to initiate proceedings to sell, encumber or otherwise act with respect to such real property as is permitted by law.
- 4) During the last year, the Trustees were involved in
 - a) the documentation of the payoff of prior mortgages and availability of property insurance,
 - b) the review and endorsement on the Congregation's behalf of various documents, including plats and covenants. used in the design, development and land use approval of the Sanctuary addition,
 - c) the preparation and successful pursuit of a court order authorizing the Trustees to act, and
 - d) the negotiation and endorsement of title insurance and multiple loan documents for the new mortgage on the property used to finance the new construction.
- 5) The negotiation of the title insurance issues related to questions about property lines (based on adjoining property plats accessible to the title insurers) were particularly challenging but ultimately resolved. The Trustees were also involved in authorizing the Treasurer to initiate periodic draws from the Union Bank loan during the construction period.
- 6) Following multiple meetings and other communications, and now that the Congregation's property needs have been appropriately addressed, the Trustees are ready to go back into hibernation until they are needed again.

