

**Unitarian Universalist
Community Church
Augusta, Maine**



**Annual Report
2020-2021**

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BOARD & COMMITTEE LISTS

BOARD AND COMMITTEE ON MINISTRY LISTS

Board Members

President, Kathy Ann Shaw
620-4082 (C)
KathyAnnShaw@roadrunner.com

Vice-President, Wick Johnson
(207) 441-3000
clj@kennebec.com

Clerk, Susan Caldwell
446-0079 (C)
jscaldwell@roadrunner.com

Treasurer, Martha Naber
887-1104
treasurer@augustauu.org

Finance, Catherine Palmer
458-7384
PalmerCatherineMaine@gmail.com

Member-at-Large (2021)–Catherine Emery
232-6969
chydemccoll@yahoo.com

Member-at-Large (2022)–Kevin Kane
620-6664 (H)
215-2891 (C)
jkakane@msn.com

Member-at-Large (2023)–Terry Caim
557-2557
tlnaturalhealth@yahoo.com

Youth Representative, <VACANT>

Committee on Ministry

Michaela Loisel (2021)
592-5655
MichaelaTLoisel@gmail.com

Kathy Kellison (2022), Chair
445-4415
kell6787@gmail.com

Erin McGrath (2023)
446-1544
Ballew.erin@gmail.com

COMMITTEE AND WORK GROUP LISTS

Communications / Website Work Group

Helen Zidowecki, Chair

582-5308 (H)

440-7707 (C)

hzmre@hzmre.com

COVID-19 Advisory Group

Betty Cairn, RN

StonehengeMaine@yahoo.com (207)
215-6394

Terry Lee Cairn, ND, MSOM, Lac.

tlcnaturalhealth@yahoo.com

(207) 557-2557

Harry Grimmnitz, MD hgrimmnitz@gmail.com
(207) 685-9270

Don Naber

887-1104

naber@gwi.net

Cathie Nielsen, MD

cathieenielsen@gmail.com

(207) 441-0248

Marty Soule, PA-C

martysoule@gmail.com

(207) 685-9270

Facilities, <Vacant>

Buildings & Grounds Work Group

Bill Allen, Chair

622-3868 (H)

699-6567 (C)

kwallen@gwi.net

Finance, Catherine Palmer

458-7384

PalmerCatherineMaine@gmail.com

Finance Subcommittees

Fundraising, No Chair

Individuals leading events

Invested Funds, Nancy Fritz

621-9743

nfritz@roadrunner.com

Stewardship, Chair

Vacant

Member-at-Large

Harry Grimmnitz

685-9270

hgrimmnitz@gmail.com

History, Chair

Helen Zidowecki

582-5308 (H)

440-7707 (C)

HZMRE@hzmre.com

Leadership Development

Stefanie Barley, Co-Chair

stefbarley@gmail.com

629-8890

Cheryl Ring, Co-Chair

cherylringmaine@gmail.com

629-8889

Lifespan Faith Formation

/ Religious Exploration

(In transition)

Membership, Chair

Diane Moongrove

446-6162

dmoongrove@gmail.com

Music, Chair
Dale McCormick
242-9278
Dmccormick11@aol.com

Orchestra, Director
Dan Gilbert
620-0003
Dangilbertbass1990@gmail.com

Pastoral Ministry, Chair
Martha Pelletier
685-9592
Mjpell14@roadrunner.com

For Pastoral Emergencies, contact:
Rev. Carie Johnsen
623-3663 (W)
(508) 221-5295 (C)
revcariejohansen@gmail.com

Caring Cooperative
For meal support:
Vacant – Contact Martha Pelletier
Pastoral Ministry Chair

For card requests:
Angie Blevins
462-5619
Enjoyart2Day@gmail.com

Personnel
Michaela Loisel, Consultant
592-5655 (H)
michaelatloisel@gmail.com

Personnel Work Group
Cheryl Ring
629-8889
cherylringmaine@gmail.com

Liza Gottlieb
549-5198
lizarosegottlieb@yahoo.com

Religious Exploration
/ Lifespan Faith Formation
(In transition)

Small Group Ministry, Chair
Michael Conley
248-7941 (C)
estherpearl67@gmail.com

Social Activities, Chair
Cheryl Clukey
441-0337 (C)
cherylclukey5@yahoo.com

Social Justice
Debbie Mattson, Chair
557-2697
debbiemattson@hotmail.com

Augusta Food Bank &
Bridging the Gap
Stef Barley (co-chair)
629-8890
stefbarley@gmail.com

Carolyn Ladd (co-chair)
621-2362
No email

Capital Area New Mainer's Project

(UUCU Mentor Teams)
1st Team:
Leader: Marty Thornton
333-0938
Marty.thornton@gmail.com

2nd Team:
Leader(s): To be determined
In the interim, please contact:
Christine Little
445-7042
calittledance@gmail.com

Capital Area New Mainer's Project

3rd Team

Leader: Pam Lombard
458-4409
PamLombard@gmail.com

Kennebec Advocacy Team

Debbie Mattson
557-2697
debbiemattson@hotmail.com

Kennebec Valley Organization

UUCU Rep. (Roberta Record)
623-2848
Rrecord2002@yahoo.com

Maine Unitarian Universalist Social

Action Network (MUUSAN)
Dale McCormick, UUCU Liaison
242-9278 (C)
Dmccormick11@aol.com

Neighbor to Neighbor Partnership (St. Mark's Public Suppers)

Catherine Palmer, Chair
458-7384 (C)
Catherinpalmermaine@gmail.com

Website Workgroup

Now part of the Communications/
Website Work Group—SEE ABOVE

Worship

Susan Burnett
242-9100
slcburnett@me.com

REPORTS - OFFICERS AND STAFF

CLERK'S REPORT

DRAFT UCC Annual Meeting Minutes **August 16, 2020** **10:00 am to 12:30 pm remote meeting via Zoom**

Present: 90 UCC members gathered via Zoom for the Annual Meeting as Spiritual Practice.

Board Packet: A packet of information was sent to congregants on August 6 and it included the Order of Service/Annual Meeting Agenda, Treasurer's Report Final June 2020; Proposed FY20-21 Budget & Budget Message; Nominations of Board of Trustees & Leadership; and Annual Report (which included board & committee lists, Reports of Officers & Staff; 2019 Annual Meeting Minutes, Committee Descriptions, and UCC Bylaws),

Minutes:

As congregants joined the Zoom meeting, Karen Foust played music and Rev. Carie offered a welcome and opening words. Gary offered special guitar music and we lit the chalice.

I. Call to Order:

Board President Jill Watson called the meeting to order shortly after 10:00 am.

II. Establishing a Quorum:

Board Clerk, Susan Caldwell, confirmed that a quorum of the membership was reached. 90 participants were confirmed via Zoom or phone! A 30% quorum of 186 members is 56 members.

III. Electing a Moderator:

A motion was made by Catherine Palmer to elect John Pelletier as moderator. Cheryl Clukey seconded the motion. No discussion. A vast majority voting in favor was confirmed via a show of hands.

IV. Minutes of the 2019 Annual Meeting:

Stephanie Barley made a motion to accept the minutes from the 2019 Annual Meeting. Cheryl Clukey seconded the motion. No discussion. A vast majority voting in favor was confirmed via a show of hands.

V. Report of Committees:

Gary Chapin, Worship Committee Chair, said he would provide a written report soon. He briefly offered a word of gratitude for his committee members, including John Seksay, Sara Hodgkins, Marilyn Gordon and Christine Little, who have helped with the dozens (!!!) of services that happened since the shut down, and who led services throughout the summer.

Cheryl Clukey made a motion to accept the Report of Committees. John Seksay seconded the motion. Karen Allen added to the music committee report saying that David Morris had provided a special music contribution as a vocalist. There was no other discussion. A vast majority voting in favor was confirmed via a show of hands.

VI. Report of the Treasurer

Nancy Fritz provided a brief summary of the UUCC June 2020 final year-end report ending June 30, 2020. Total Income was \$267,008. Total Expenses was \$230,509. Expenses were less than anticipated due to the pandemic (closed buildings, less electricity, cleaning fees, etc.). In April, UUCC applied for and received a Payroll Protection Plan (PPP) loan of \$29,700, which will convert to a grant. A motion was made by Catherine Palmer to accept the Treasurer's Report. George Lapointe seconded. There was no more discussion. A vast majority voting in favor was confirmed via a show of hands.

VII. Vote on the Proposed Budget

Nancy Fritz noted that the Finance Committee began discussion of the proposed budget in December and it has been through several revisions since then. Three guiding principles were used in its development: 1) increase long term financial stability and limit dependence on one-time fundraising funds, 2) provide fair compensation for Minister and Staff, and 3) continue our ministry within the wider community as a strong religious presence in Kennebec County. The income is projected to be down due to the impacts of the pandemic reducing building use and programming. Also, we are using some one-time funds from the previous year. Other income reductions include Sunday morning offering, space rental income and reduction in pledges from approximately \$170,000 last fiscal year to approximately \$153,000 this fiscal year. Three reasons for reduced pledges include: 1) financial uncertainty due to the pandemic, 2) the conflict in our church over the past year, and 3) people either move or are no longer interested in the church, or have died during the year. The budget proposes a carryover of \$24,500 in funding to balance the budget as well as putting \$12,000 into savings.

The Finance Committee proposes renting the Drew House to Capital Area New Mainers Program (CANMP) for \$800 per month rental by a New Mainer family. The family would be responsible for paying heat and electric bills. The lease agreement would be with CANMP. This proposal was discussed at the Finance 101 meeting offered last month. Nancy walked through the house with someone from Augusta Housing Authority, in the spring, to determine the upgrades and repairs needed. There are three primary issues requiring consideration: 1) relocating materials in the history room; 2) repairs and upgrades (details available upon request); and 3) scheduling use of the other church buildings for rental space. The two primary reasons for proposing rental of the Drew House are to acquire income to balance the budget and to provide this UUCC asset to a family in need as there is an affordable rental crisis in the Augusta area. The building has been sitting empty and is likely to continue to be empty over the next few months due to the pandemic. It was acknowledged that although this budget references rental income for nine months, it's quite unlikely we could revisit the decision of renting the home that soon, as we would not want to evict a family if the rental is going well. Lastly, the rental family would have access to the driveway for off-street parking, but the church would retain the garage for storage.

Budget expenses are estimated to be lower next fiscal year due to the impacts of the pandemic. This budget includes a 2% cost of living increase and 1% merit increase for Rev. Carie, which is in keeping with our contractual arrangements. Catherine Palmer made a motion to accept the Proposed Budget for FY20-21. Harry Grimmnitz seconded the motion.

Discussion/Questions/Answers:

- Details regarding recommended repairs include: scrape and paint front and back porches, repair back porch, add basement stairway hand rail, add junction box cover in basement, windows are painted shut and some need repair to ensure that all windows can function properly, either repair or seal the first floor bathroom, add carbon monoxide detector, and unclog upstairs tub.
- Furnishings – we will need to make decisions regarding furniture and dishes and other “stuff” in the house. The committee did not consider renting it furnished, but decisions remain outstanding.
- Where do we find storage in the other two buildings for items such as items in history room? Will we potentially lose rental income in Judd House if we decide to store items there instead of renting the space? It may be hard to find people to contract to do this work in this short time window.
- Any impact to our budget in terms of insurance costs is expected to be minimal.

- Basement window may need to be insulated, framed and replaced.
- Concern expressed about the indefinite time period for revisiting this decision regarding the use of the Drew House. Is two years or five years appropriate lease period to revisit decision?
- No smoking is recommended. No pets would also be ideal.
- Tackling the list of repairs will take a bit of work, time and money. We also anticipate having volunteers from UUC and from CANMP willing to provide labor.
- PPP loan allocation – 70% to salaries and 30% to building use/utilities. We have met requirements to convert the loan to a grant.
- Can we consider how to continue to “share the plate” while we are not in the sanctuary? We can explore encouraging congregants to share funds for specific community needs electronically.
- Funds for the needed repairs are not in the budget. The committee anticipated funds to come from either special gifts from congregants and/or the money market fund for facilities.
- One more day is needed to clean out the Drew House basement with someone who can make decisions regarding what to save and what to chuck.
- More concern regarding the open-ended time frame to revisit the decision. The Drew House was used by many last year even though RE numbers were down. Agree with no smoking and no pets.
- We can likely recruit many volunteers to save costs from our congregation.
- How did we determine the \$800/month low rental rate? This will prevent us from having property tax rental implications (relevant if we set the rent higher). CANMP would be the property managers and lease holder.
- It's wise to have a lease agreement that is reviewed on a regular basis. Recommend setting up a committee to determine the details rather than devote more time to them here. In support.

Doug Rooks made a motion for a budget amendment to add a new expense item of \$5,000 to the proposed budget. This would be designated for funds relevant to the reopening of the church over the course of the next fiscal year. Expenses may include additional cleaning, additional technology and/or stipends for musical performers, for example. Annie Voorhees seconded the motion. Discussion included:

- Is there a suggestion for the \$5,000 income source so that we can balance the budget? Use more of the carryover funds – resulting in carryover of \$29,500 (rather than \$24,500) and reduction of only \$7,000 going to savings instead of \$12,000.
- Clarification that this is relevant to the FY20-21 fiscal year specifically.
- Current budget presumes less expense in the cleaning line item as it anticipates buildings being open for only half of the fiscal year. The details relevant to building use are unknown as we make decisions based on the course of the pandemic with the guidance of the COVID Advisory Group.
- In support and noted budget implications for other organizations in the community due to reopening procedures relevant to the pandemic. If these funds are not needed, there is no requirement to spend the funds.
- Using additional carryover funds for this purpose will reduce our options the following year.
- The COVID Advisory Group makes decisions based on the science of the virus and the vulnerability of this congregation. The group's goal is to prioritize the health of the congregation. State and federal guidelines take into account economic and political pressures as well.

John called for a vote on the amendment. A Yes vote is in favor of amending the budget to add this \$5,000 expense line. A No vote would reject the amendment. We proceeded with a vote by show of hands. The Yes vote was in the clear majority. There were approximately a dozen No votes shown by hands. The proposed budget amendment passed.

John asked Catherine and Harry (who made and seconded the original budget motion) whether they were willing to adopt their motions to include this amendment and they agreed. John called for the budget vote. A vast majority voting in favor was confirmed via a show of hands. The budget, with amendment, passed.

Breathing Together is our Prayer. We took a brief break and Rev. Carie led the congregation in a few stretches and breaths to prepare for the remainder of the meeting.

VIII. Leadership Development Report:

Martha Naber served as Chair of Leadership Development this year. She met with Board President, Vice President and Minister on March 23 to kick off the recruitment of new leaders. They considered sustainability, experience and new perspectives from among the qualifications they sought. During this time of the pandemic, conversations happened via phone, rather than discussions in fellowship hall. Martha appreciated those rich phone conversations and said she is glad to present the slate of nominations for volunteer leaders found in the board packet, which she believes offers what UCC needs at this time. She asked each person nominated to provide some information about themselves and what they bring to this volunteer opportunity and that was included in the board packet. Martha also noted that the Religious Exploration committee leadership is on hold, but there is still a need to have someone step up to offer to Chair the Social Justice and Stewardship Committees. Thanks to all who have stepped forward to volunteer.

IX. Petitioners Report

Doug Rooks spoke on behalf of the petitioners, who nominated four alternatives to board positions noted in board packet. This is the first time that there is a contested election at UCC for board positions and the first time the annual meeting was delayed and was held via Zoom. He noted attempts to work with leadership development and the Board were unsatisfactory. The four people on the petitioner's slate (Doug Rooks, Hannah Faulkner, Nancee Campbell and Terry Cairn) do not all agree with each other on all the issues, but they understand the nature of the past conflict and are committed to the church membership, open debate, public decision-making and the democratic process. They will welcome input from congregants and not shy from dissent. They will help to make difficult decisions including two in particular: 1) Article 3 of the January Special Congregational Meeting called for an external mediator and they will help to select and contract with a mediator, and 2) develop a plan to reopen the church buildings. Although we can't predict a date of reopening, they will survey membership in the process of creating a plan to reopen. We need to work together and resolve disagreements, as we have been doing over the past 200 years in the UU faith. Our current experience is new to all of us. If the volunteer leaders nominated via petition are selected to serve on the Board, Doug says they will be welcoming and understanding of all members.

Annie Voorhees added that she appreciated Martha's work as Leadership Development Chair and served in that capacity in the past. She understands the idea of including newer members to the church on committees, but she does not recommend that they hold Board positions, especially considering recent conflict. She appreciates Doug's words regarding surveying the community to hear all voices and supports the slate offered by petitioners.

X. Voting on Board of Trustees

John noted that the vote for our leadership will be conducted via written secret ballot. Ballots will be mailed tomorrow with return envelopes to all members present at today's meeting. All ballots received back to the church by August 26, will be counted on August 27 and results will be shared with the congregation on August 28. There was some discussion regarding voting:

- Voting will not be by slate, but rather by each individual position of volunteer service.
- All ballots received at the church by August 26th will be counted.
- Ballots can also be dropped off at the church by August 26.

- Lynn will keep the envelopes sealed in a safe location until counters arrive on August 27.
- It was suggested that voters can send an email letting the Clerk/Administrator know their ballot was mailed if they want additional assurance.
- A reminder will be included in the Wednesday E-Blast, asking members who were present at the annual meeting to return their ballots.
- Any person who has not received their ballot by Friday, August 21 should contact the Clerk. The Board will ensure each member present at the meeting receives a ballot.
- Vote counters will be Catherine Palmer and Gary Chapin. Susan Caldwell will verify as Clerk.
- The voter's names will not be on the ballot. It is a secret ballot.

XI. Vote of Committee Leadership:

Martha Naber spoke about the duties of the Stewardship and Social Justice Chairs and asked for nominations from the floor. A motion was made by Kathy Ann Shaw to accept the slate of Nominations to Committee Chairs presented by the Leadership Development Chair. Marty Soule seconded the motion. The slate of nominations was read by John to the congregation upon request. Michaela nominated Debbie Mattson as Social Justice Chair. Debbie confirmed her willingness to accept the nomination. Dale McCormick seconded the nomination. A vast majority voting in favor of the slate of Nomination to Committee Chairs (including Debbie Mattson) was confirmed via a show of hands.

XII. Recognitions

Board President Jill Watson and Reverend Carie asked the congregation to acknowledge the extraordinary contributions of many volunteers in our church community this year. Many volunteer leaders (such as the worship leaders who persevered in offering zoom worship throughout the pandemic, and the pastoral ministry team who provided outreach to vulnerable congregants), are to be commended and thanked. Carie and Jill showed two video recognitions thanking the following:

- The Finance Committee (Catherine Palmer, Nancy Fritz, Wick Johnson and Harry Grimmnitz) for steady commitment to our financial health and stability in an incredibly challenging year with many extra meetings. They received applause to the tune of "If I Had a Million Dollars."
- The COVID-19 Ad Hoc Advisory Group (Harry Grimmnitz, Marty Soule, Betty Cairn, Terry Cairn, Cathie Nielsen and Don Naber) came together quickly at the outset of the pandemic and have stayed together, meeting regularly, to discuss and share their wisdom, with the goal of protecting the health of our congregation in unprecedented times. Committee members were given a gift of a desktop model of the coronavirus.

XIII. Adjournment of the Meeting

Due to the length of the meeting, Rev. Carie skipped the closing hymn and thanked all for their attendance. The meeting adjourned at approximately 12:27 pm.

Respectfully submitted by Susan Caldwell, Board Clerk

UPDATE to annual meeting minutes. Following the congregational vote and counting of the ballots, the following email content was sent to the congregation on August 27, 2020:

Good Afternoon all,

As with all the other "new" experiences that 2020 has brought us, we, at UUCC, have had a new experience of a contested election for board of trustee positions. We believe in our 5th principle, which is the right of conscience and the use of the democratic process within our congregation and feel that each person nominated brings a unique set of skills and knowledge to that board of trustee position and the board will be enhanced regardless of who has been elected. I would encourage all of us to support each elected person and move forward towards working together and unity within our church community.

Here are the results from the 86 returned ballots:

President - **Kathy Shaw (84 votes)**

Vice-President - **Wick Johnsen (55 Votes)**; Doug Rooks (31 votes)

Clerk - **Sue Caldwell (62 votes)**; Hannah Falkner (24 votes)

Treasurer - **Martha Naber (79 votes)**

Member-at-large (1 years) - **Catherine Emery (47 votes)**; Nancee Campbell (39 votes)

Member-at-large (2 years) - **Kevin Kane (82 votes)**

Member-at-large (3 years) - **Terry Cairn (77 votes)**

Thanks to everyone who participated in our annual meeting and sending your ballots back in a timely manner.

Peace

Jill Watson, Past-President

NOMINATIONS TO BOARD AND COMMITTEES – LEADERSHIP DEVELOPMENT REPORT

UUCC Leadership Development Nominees for 2021-2022

Submitted by Stefanie Barley and Cheryl Ring, Leadership Development Co-Chairs

UUCC By-Laws: Article 8. Section 2. The Leadership Development Committee shall nominate the officers, members at large of the Board of Trustees, chairs of standing committees, and member-at-large of the Finance Committee.

Nominee	Position	People stepping down
Kathy Ann Shaw	Board President	
Naomi Koneski	Board Vice President	Wick Johnson
Karen Foust	Board Clerk	Susan Caldwell
Martha Naber	Treasurer	
Kevin Kane	Board – Member-at-Large (2022)	
Terry Cairn	Board – Member-at-Large (2023)	
Catherine Emery	Board – Member at Large (2024)	
Allison Foust	Board – Youth Member	
Jill Watson	Past President	
Bill Allen	Building & Grounds Chair	
Harry Grimmritz	Finance Committee – Chair	Catherine Palmer
Harold Burnett	Finance Committee – Member-at-Large	
Nancy Fritz	Finance Subcommittee Invested Funds Chair	
Wick Johnson	Finance Subcommittee Stewardship Chair	
Richard Bridges	History Committee Chair	Helen Zidowecki
Stefanie Barley and Cheryl Ring	Leadership Development Co-Chairs	
Lynne Caswell and Nancee Campbell	Membership Committee, Co-Chairs	Diane Moongrove
Dale McCormick	Music Committee Chair	
Martha Pelletier	Pastoral Ministry Team Chair	
Michaela Loisel	Personnel Consultant	To be available as needed
Michael Conley	Small Group Ministry Chair	
Cheryl Clukey	Social Activities Committee Chair	

Debbie Mattson	Social Justice Committee Chair	
Susan Burnett	Worship Committee Chair	

TREASURER'S REPORT

Current treasurer: Martha Naber

The FY 2021-22 proposed budget (and any notes) will be provided with the Call to Meeting email packet. The FY20-21 budget update through May 31, 2021 will be provided at or before the Annual Meeting on June 6, 2021.

PRESIDENT'S REPORT

Your Board of Trustees, with its representatives from finance, youth (starting again next year), and members at large, work hard throughout the year to serve the congregation. But it is clear that that work cannot happen without partnerships within the broader church community.

In the fall, the Building and Grounds committee and tireless volunteers worked on transferring the **Drew House** to a livable residence. During that time, Board members Catherine Emery and Wick Johnson developed the legal contract with the Capital Area New Mainers Project (CANMP) to make sure that the Najars could legally move onto their new home.

The **Congregational Engagement Working Group** (Susan Caldwell and Kevin Kane from the Board, joined by Kathy Kellison, Michaela Loisel and Nancy Fritz) was created to assess divisions in the congregation over the previous 12-18 months. A congregation-wide survey was sent. The Board then interpreted the results and developed some initial programs that grew from needs identified in the survey:

The *"What's on Your Mind"* series, allowed congregants the opportunity to meet Board members in a very informal way with conversations that were freeform and open. No discussion item was taboo.

The *"Beginning Anew"* service was presented by Marty Soule and Greg Fahy of the Peaceful Heart Sangha. The Board is hopeful that other members of the congregation can be trained to present the *"Beginning Anew"* technique expanding the power of the practice within the congregation.

Stay tuned for more activities to follow in the new church year.

Renovations to the church campus have been accelerated - spearheaded by Wick Johnson and a hardworking task force. Two realities promoted the need to get going now: the loss of space because of the rental of the Drew House, thereby, losing a third of the church's footprint; and a real need to declutter and freshen the remaining buildings in preparation for the return to campus. Major construction changes included the division of the minister's office in the Judd House into two spaces--the second now serving as the History/committee room--and the splitting of the existing nurse space allowing for a second committee room. Lastly, the Board wants to take this chance to send a hearty thank you to Hal Booth for the donation of two heat pumps for use in the renovation project. Thanks Hal!

Members of the Board (Terry Cairn, Kathy Ann Shaw, and Jill Watson, joined by Harold Burnett and Dennis Maddi), sat on the **Interim Minister Search Committee** for over two months developing our application, reviewing materials from applying ministers and interviewing candidates. The timeline was intense, and the committee spent many hours in that short amount of time. All was worth it and will give us the opportunity to welcome a new Interim minister who will start ministry in August.

Lastly, and possibly the most profound accomplishment of the Board this year was the creation of the **Carie Johnsen Social Justice Fund**, in collaboration with the Finance and Social Justice Committees. Now housed at the Maine Community Foundation this Fund will honor Rev. Carie's legacy of humanity and community work in perpetuity. Thank you to all of you who contributed to this first year allowing us to start off the fund, that according to Treasurer Martha Naber, has a value of over \$15,000. The first award of \$1,000 was awarded to the Maine Unitarian Universalist Action Network (MUSSAN) at Rev. Carie's farewell service on May 16th.

Respectfully submitted,

Kathy Ann Shaw
Board President

MINISTER'S REPORT

Respectfully submitted by Rev. Carie Johnsen

My final act as minister is to write this annual report. It is Wednesday, May 19, 2021. Three days ago, we completed the Act of Release and celebrated 12 years of shared ministry. I have decided to use this moment to express my gratitude and appreciation.

Four months ago, I offered my resignation. We entered a ministry of leave-taking. We each began to recall our time together and reflect upon the relationships we nurtured. We stepped awkwardly and honestly into a process of saying good-bye. We let ourselves be real and vulnerable. While I have nothing to compare our leave-taking process with, I do believe it was another fine ministry we shared. We expressed ourselves openly. We grieved. We laughed. We cried. We celebrated. We healed. We reminisced in large groups and small. We created a beautiful graphic image to remember our shared ministry. In it all I received countless written and spoken heartfelt expressions of gratitude and appreciation. Your willingness to share your experiences of my ministry so freely has been transformative. To see, hear, and feel the ways in which my ministry shaped your lives is humbling. To know my time with you made a difference in the fullness of your lives is meaningful beyond words.

I am still trying to find words to express my gratitude for your tribute to my ministry. The Rev. Carie Johnsen Social Justice Fund. Wow! I am still speechless. On Saturday, May 15th during the Twelve Year Walk of Ministry I recalled the ways in which we engaged the ministry of justice making. We reminisced about the ways we inspired each other and how I led this congregation to deepen their commitment to living our Unitarian Universalist principles and values in the world. I am so proud of the work we did together. We stretched outside our comfort zones to bring our voices to a wide range of social issues. We inspired each other to show up, speak up, and stand up to injustice, white supremacy, and countless oppressions and social ills plaguing our society. We did this together and I am gratified to have led the way. I am so incredibly proud to have my name forever connected to your justice ministry. It brings me profound joy to know our time together has served others well.

Thank you for twelve years of shared ministry, the truth of what we loved, the moments of growing, and how we have been changed. It has truly been an honor and a privilege to be your minister.

May your ministries continue to serve each other and the world.

In faith, Rev. Carie

CHURCH ADMINISTRATOR'S REPORT

By Lynn Smith

For about a year during the pandemic shutdown, I was primarily alone on the UUCS campus (except for Baloony who kept me company during those times when I lost it just a little). It has been my privilege to continue to serve you all during these difficult times.

Over this pandemic year, I strived to continue to be a stable presence in the office and to provide the best support that I could to all of you (members and friends, committees and work groups, board of trustees and to our staff and Rev. Carie). I made every effort to keep the congregation informed and connected regardless of each person's comfort level or access to

technology. Many of us talked by phone or emailed but I missed seeing you all in person. I, like all of you, learned new technology as we all shifted to meeting via Zoom. We had some missteps and some learning curves, but we did it and we will never be the same!

As I write this report, I am energized by all the activity around the UUCC campus as we plan and prepare for gathering together again. It is so good to see and hear from so many of you. The “Farewell Service” for Rev. Carie in Mill Park was bittersweet – a lovely event in emotional space as we were, for the first time in 14 months, able to share space with each other again, to listen to the soul-stirring music that we all have missed deeply and, of course, bid Reverend Carie a final goodbye.

During this past year, we have proven that we are a strong community that is resilient, adaptive, kind, loving, compassionate and forgiving. We will continue to need these skills as we move toward and through more changes in the upcoming months. We will be working with a new summer minister, Bettina Lehovec and will undoubtedly grow from that experience and then move into an interim ministry period.

I look forward to sharing this next journey with all of you.

MUSIC DIRECTOR REPORT

By Bridget Convey

As I reviewed my annual report from 2020, I felt a bit sad and quite reminiscent. The choral pieces that we sang together until March 8th, 2020, our in-person collaborations with guest musicians, the UUCCOO, and our time with UUCCOO directors, Dan Gilbert and David Morris, brought back so many vibrant musical memories. COVID-19 definitely changed all of our lives during these past fourteen months. I truly miss the UUCC choir members, our rehearsals filled with music, learning, and silliness, were a highlight of the week for many of us.

My sixth season as Music Director at the UUCC is coming to a close. Due to the pandemic, the UUCC music program was given the opportunity to transform itself in a new setting, one that offered opportunities for us to dive into the virtual world and the joys of technology! Many thanks to Rev. Carie, Gary Chapin, Dale McCormick and Karen Allen, for their knowledge, time and educational spirit.

Our season began with the In-gathering service/Water Communion on September 13th. We featured a few music videos created by Gary Chapin during this Zoom service. We featured guest musicians Joëlle Morris, Dale McCormick, and Emily and Astrid Jones.

Music Sunday took place on December 6th. Gary Chapin and Karen Allen offered their time and talents to create a few music videos featuring our UUCCOO and choir members, for this special service.

Our Christmas Eve service was a collaborative event with UU churches in the area. It was a joy to sing carols and celebrate the season with so many others in our larger community.

During the winter and early spring months, Karen Allen took over the collaborative music videos for our music program. We featured special UUCC music videos for Stewardship Sunday and Easter Sunday. Karen also created several other videos featuring our fabulous pianists, Stefanie Barley and Karen Foust, and herself, performing repertoire for piano SIX hands!

Throughout the season, for each Sunday Zoom service Rev. Carie organized our music team and guest musicians to make every Sunday a special experience. We featured the Jones family, Bob Colwell, Dale McCormick and the recorder

ensemble, Joëlle Morris, David Morris, Lynn Deeves, Cheryl Ring, the O'Connor family, our fabulous staff pianists, and others. We are fortunate to have such a vibrant musical community.

The choir music library has been moved upstairs in the Judd House, to its new home in the music room. A huge thanks to Betty and Terry Cairn, I could not have done it without them.

I eagerly wait for the choir and UCCOO to be back in-person in the sanctuary. Until then, we will continue to do what we do...be fabulous!

LIFESPAN FAITH FORMATION COORDINATOR REPORT

By Monique Bergère McAuliffe

The Covid-19 Pandemic has kept our church year 2020-2021 on a virtual program platform. I was part of an amazing, cooperative, flexible, and forgiving, Worship Service team as we navigated through technology glitches and learned new tricks of the trade on a Virtual Worship Platform. I enjoyed working with Rev. Carie as a Co-lead and Worship Associate each month in our Worship Services. This allowed me to foster a new relationship with our Congregation beyond my former role as RE Coordinator to my new role as Coordinator of Lifespan Faith Formation; spiritual leader for all ages of our congregation.

During the Fall of 2020, the Personnel Work Group (Cheryl Ring, Liza Gottlieb, Rev. Carie Johnsen, and I) worked together to develop a definition and mission for the new position at UCC of Coordinator for Lifespan Faith Formation (CLFF). We also composed some questions to encourage a conversation with our congregations' many active groups, Committees, and SGM's to discern how they could benefit and utilize the CLFF. During the months of December and January, I zoomed into part of their meetings for this very discussion. I wrote a report that summarized the common threads and insights gleaned. This report was submitted to the Board and is attached to my Annual Report.

I enjoyed these conversations immensely and began to feel a new intentional connection to our Congregation outside of my previous role as RE Coordinator. I connected resources available through our UUA with some SGM members and I partnered with the Social Justice Committee. We attended the UUA New Day Rising Social Justice conference and I am collaborating as CLFF Coordinator with the Social Justice Committee on a workshop/programing they envision for next church year.

I have heard from SGM members and the congregation at large requesting some Communication and conflict resolution workshops. It is my understanding that the Board has been considering Congregation wide initiatives working on similar issues and options. For example developing highly popular worship-workshop series being on conflict-communication. I look forward to partnering with them to offer workshops/seminars around this need.

The New Day Rising Conference inspired me to join the UU Beloved Conversations Workshop which is a program for Unitarian Universalists seeking to embody racial justice work as a spiritual practice. In *Beloved Conversations*, we are here to heal the impact of racism on our lives, in order to do the work of recognizing and dismantling racism. The framework acknowledges and honors the spiritual nature of this work and an understanding that it is essential to our personal and religious development. I look forward to weaving this ministry into my work as Coordinator of Lifespan Faith Formation.

This Spring I offered a 10 week virtual Workshop developed by Valerie Kaur: Revolutionary Love; See no Stranger. Valerie is a renowned Sikh activist, filmmaker, and civil rights lawyer and declares that revolutionary love is the call of our time, a radical, joyful practice that extends in three directions: to others, to our opponents, and to ourselves. It enjoins us to see no

stranger but instead look at others and say: *You are a part of me I do not yet know*. It was very well received and led to deep sharing as each participant moved forward in this practice at their own pace. Many are interested in taking a deeper dive into this practice in the next church year. I look forward to implementing a second workshop series.

RE youth and children's programming is a work in progress; my technical capabilities have improved but I am hopeful Pandemic restrictions will become more amicable as the number of infections decrease and more people are vaccinated. I have had parents reach out about OWL and COA for 2021/2022. I continue to have conversations with my UU colleagues about collaborating on some of these programs. Nursery will be offered should our church reopen and I look forward to developing new children's programming with the new CLFF Committee next church year.

I am encouraged by the outreach of our ministries and committees to me for creating new connections and reinforcing old ones. I look forward to working as a team with the CLFF Committee to help identify healthy boundaries and sustainable programming to meet the needs of our Community of all ages.

Sowing the Seeds,
Monique Bergère McAuliffe

***"We are not human beings having a spiritual experience;
We are spiritual beings having a human experience"***
Pierre Teilhard de Chardin

UUCC's Coordinator of Lifespan Faith Formation (CLFF)
Recommendations of the Personnel Work Group
Monique McAuliffe, Liza Gottlieb, Cheryl Ring, Rev. Carie Johnsen

Introduction

March 10, 2021

This report represents the third task¹ of the Personnel Work Group as charged by the Board last Fall 2020 to make recommendations to the Board on the role of the CLFF and develop a permanent job description for this position.

The position of Coordinator for Lifespan Faith Formation (CLFF), previously Religious Exploration Coordinator, was approved by the congregation at the 2020 Annual Meeting with a budget of \$12,248 (\$17.30/hour), for 708 hours/year, from mid-August to Mid-June.

The Personnel Work Group makes the recommendations below (position summary, primary responsibilities and Lifespan Faith Formation Committee) to the Board. We encourage adoption with an opportunity to explore and experiment for the next year with an intent to revisit and refine based on relationships developed and lived experiences.

This Work Group values a multi-generational congregation. To that end we strongly recommend further discernment about this congregation's commitment to children and youth programming. We believe this to be a vital and necessary step to reestablishing an age-diverse congregation.

Furthermore, we believe these recommendations align with the Congregational Goals adopted by the congregation in 2014. We are an interconnected community committed to age diversity and family ministry. (Interconnectedness)

¹ The first two were to recommend to the Board 1) an interim job description for the CLFF (completed November 2021) and 2) to revise UUCC's Personnel Policy using the new UUA Personnel Policy as a guide (completed January 2021)

We are a congregation where the sustainability of the congregations' time, talent, and treasures are intentionally balanced within the spectrum of church activities, faith formation, worship, and governance. (Sustainability)

We are a people of faith who intentionally, courageously, and creatively engage our membership and our community. We seek to inspire and be inspired. (Inspiration and Engagement)

What is Lifespan Faith Formation? Lifespan Faith Formation is the growth of spiritual, social, ethical and moral development through one's life. Through opportunities for discovery, learning, reflection, study, and service with peers and across generations, people develop a greater sense of belonging and connectedness to themselves, each other, the wider community, the earth, and that which cannot be named.

Position Summary: The Coordinator for Lifespan Faith Formation (CLFF) provides dynamic, relevant, and innovative leadership to support members and friends of all ages in the personal journey of spiritual exploration and faith formation, and cultivate a sense of belonging and connectedness rooted in Unitarian Universalist values, principles and theology.

Primary Responsibilities:

1. Inspires and guides spiritual exploration and faith formation with members and friends of all ages.
 - a. Oversees the provision of Religious Exploration programs, such as: youth (PeaceJam, COA, OWL), children's programming, and nursery care.
 - b. Support the coordination and collaboration of UUCC Faith Formation programs (i.e., Small Group Ministry, Seasoned Souls, Goddess Circle, Social Justice, MUUSAN liaison).
 - c. Collaborate with UUCC Membership Committee, faith formation programs, and leadership development to foster connections, a sense of belonging, and integration of new members and friends of all ages.
2. Work with the Minister to support Sunday services with focus on faith formation including but not limited to programs, rites of passage, milestones, rituals, and intergenerational engagement.

Lifespan Faith Formation Committee (formerly Religious Exploration Committee): Liaisons from SGM, Seasoned Souls, Goddess Circle, Social Justice, Membership, and Board plus two members-at-large. Attention to diverse demographics (families, age, gender identity and sexual orientation, race).

2021/22 Calendar Year

- Retreat in September to set a calendar and program goals, with facilitation by regional staff from the UUA
- Quarterly Meetings

<See Discernment Report on Lifespan Faith Formation below>

REPORTS - STANDING COMMITTEES / WORK GROUPS

COMMUNICATIONS WORK GROUP / WEBSITE WORK GROUP

Report by: Helen Zidowecki, Chair

Other members: Lynn Smith, Church Administrator; Kathy Kellison

In these changing times, we constantly consider communications -- previous, present and as we move forward. Factors include transparency and inclusivity, who receives communications when and how, and support for the minister, administrator, staff and leadership. This also includes opportunities for interaction, feedback and engagement from the community. This involves all of us.

In last year's Annual Report we highlighted how the church community had responded to the pandemic. This year we are looking forward to re-opening. We will be looking anew at how we "did church" before Covid 19, what changed as we lived through the pandemic, and what we may do the same and what we may do differently.

We would like to use the Program Book to approach these considerations. For several years the Program Book was on the clipboards in the pews, primarily for visitors. In Program Book 2019-2020, sent to the congregation electronically in January 2020, we attempted to describe UUCC for all of us. The arrival of Covid 19 interrupted our using this publication.

The Program Book to be released June 2021 notes changes due to the pandemic (like moving to the online Zoom environment). The Book also highlights events or activities that may be restarted or done differently as we reopen. While there have certainly been changes to how we do things, the basic strengths and values of the congregation and the community are consistent and possibly strengthened in the last year.

The Communications Work Group expects to send the Program Book June 2021 to the congregation electronically, with copies on request, following the Annual Meeting. It was compiled to compliment the Annual Report 2021, especially the sections on who to contact for what (Board, Committees, program and congregational leaders, etc.).

Please keep up with life and events at UUCC through:

- The Weekly E-Blast (Wednesdays afternoons via church e-mail).
- The Flaming Chalice* (newsletter), Sept., Jan., Apr. via church e-mail and limited mailed copies.
- The Sunday Announcements (In person or zoom during service).
- The UUCC website, especially the Home Page.

The Program Book June 2021 is written for a pivotal point in time to give context for understanding how things occurred in the recent past and for making decisions moving forward. There is the expectation that things will evolve as we move forward with Interim Ministry and envisioning who we are as a community of faith and a beacon for Unitarian Universalism in the Augusta area and beyond.

FACILITIES COMMITTEE REPORT

The Facilities Committee was chaired for a short time by Becky Harvey. The work of maintaining the buildings is managed by the Building and Grounds Work Group. Please see the B&G report below.

BUILDING AND GROUNDS WORK GROUP

Prepared by: Bill Allen

Committee members: Bill Allen, Marilyn Dunn, Matt Foust, Becky Harvey, Caroline Ladd

Work done this year -

- Thanks to all who helped with the yard cleanup days.
- Our lawn mower team consisted of Matt Foust, Richard Bridges, and George LaPointe. Thanks also to our weed whacker, Becky Harvey.
- We worked for several weeks at the Drew House, to prepare the building for rental. We scraped and painted both of the porches, and screened in the back porch. We also did some work in the bathrooms, and added a dryer vent. The entire building was emptied out and cleaned. Three trailer loads of trash were hauled to Hatch Hill.
- To accommodate the renters, we had to move historical files and RE supplies out of the Drew House. Thanks to Helen Zidowecki and Monique McAuliffe, and their helpers.
- Marilyn Dunn and Bill Allen cleaned out the church basement and installed shelving. A dehumidifier was also installed.
- A contractor was hired to patch cover fascia on the north side of Judd House.
- Wick Johnson has been chairing a renovation committee; the mission is to reconfigure spaces in the Church and the Judd House, and prepare for in person services in the fall. By partitioning the minister's office, we have created a second room which can be used by the history committee. Other church committees will be able to use the same space for meetings.
- The nursery is also being partitioned. Thanks to Hal Booth and Harry Grimmnitz, who have been doing the carpentry on these projects, and to Marilyn Dunn for her painting skills.
- Thanks to a generous donation from Hal Booth, we had two heat pumps installed in May. They will be used to heat, and cool, the sanctuary and the fellowship hall.
- New technology will allow people to live stream church services from their homes.
- Special thanks to Marilyn Dunn and Carolyn Ladd for their work on the garden, and the bushes around the church.

Work we want to do and/or plan to continue into the new church year:

- Respond in a timely way to special requests or emergencies.
- Clean out and organize the garage, basements, kitchen, storage closet off fellowship hall, committee room and the coat closet.

FINANCE COMMITTEE REPORT

[Submitted by Catherine Palmer, Finance Committee Chair]

Four (4) other members served on the Finance Committee. They are: Martha Naber (Treasurer), Nancy Fritz (Invested Funds Chair), Harry Grimmnitz (Member at Large) and Wick Johnson (Planned Giving Advisor). Rev. Carie Johnsen also attended regularly.

The Finance Committee met once or twice a month on Zoom during the pandemic.

Martha Naber reported monthly income and expenses to the Finance Committee and prepared next year's draft budget.

The Finance Committee provided monthly reports to the Board of Trustees concerning UUCU cash flow, income, assets and expenses. The group also submitted a quarterly report to the newsletter and an annual report to the Congregation.

The Board approved the Finance Committee's recommendation that the Drew House be rented to CANMP, as of Oct. 1, 2020, for a monthly rental fee of \$800. After a lease was drafted and the building fully cleaned and repaired, a new family moved in.

Wick Johnson supervised the reopening of our campus by arranging for the preparation of new meeting space in both the church and the Judd House.

In addition, the Finance Committee instituted new financial policies and procedures to safeguard church assets, allow for more transparency and improve continuity from one Treasurer to another.

"A Guide to Holistic Stewardship" was developed in April to provide an understanding of the myriad ways to go above and beyond pledging to support the UUCU.

Martha dedicated many hours to the FY21-22 Draft Budget to reflect the costs of an interim minister, reopening and a temporary summer minister, after the news that Rev. Carie Johnsen had resigned, effective May 16, 2021.

The proposed deficit budget for FY21-22 was submitted to the Board on May 13. Martha said she expected carryover of funds from the current fiscal year but not enough to clear the bottom-line deficit.

Each month during the year, Nancy Fritz reported to the Finance Committee the growth in church investments at the Maine Community Foundation (MCF) and the UU Association Common Endowment Fund. A new sub fund at the MCF, named the "Rev. Carie Johnsen Social Justice Fund" was funded in April by an initial donation of \$1,000. By May, the Congregation had donated more than \$15,000 to this fund. Rev. Carie learned of this gift on May 13 at her final UUCU board meeting. A photo memory booklet was among her goodbye presents.

In the absence of a Fundraising Chair this year, we summarize:

The Hannaford card program continued to produce monthly income. Hannaford donates more than \$4,000 annually to UUCU at no cost to our members. Other successful fundraisers were a Covid-adjusted Holiday Fair and an online Auction. Our CLYNK bag program also generates fundraising revenue.

The Finance Committee requires new fundraising ideas to be submitted in writing to the Finance Committee, with ample time for Finance Committee review before the expected event date.

Catherine Palmer completed her second, and final year as Finance Committee Chair.

Stewardship:

The results of the 2021-22 pledge campaign are noted below.

The totals of the FY 2021-22 Stewardship Campaign:

	<u>Goal</u>	<u>Actual</u>
Pledges:	\$165,000	\$133,815 (81% of goal)
Pledge units		58

Thank you, members and friends, for participating in the financial operations of our church.

HISTORY COMMITTEE REPORT

“Capturing our history as we make it!”

History has been on the move this year! Literally. In November we moved from Drew House to the nursery space in the church. In April we moved to the first floor in Judd where we share The History Conference Room with congregational leadership and have additional storage space in the back of the floor.

The moves gave us opportunity to organize and disperse items. Many of you took advantage of the FREE BOOKS contributed by Rev. Carie and older books from Judd House. We contributed remaining books for the Kennebec Historic Society’s book sale probably later this summer.

Also, in this time, the Ballard Memorial or “Rose” Window, a reproduction of The Last Supper that was in the previous Winthrop Street Universalist church and has resided in our basement for forty years, has been carefully dissembled by Hal Booth. There is discussion of how to display panels that are intact. Other parts may become artistic items. Look for more information.

The History Committee is expanding its *Historical Notes: Three Augusta Congregations* with many facets of congregational life over the years. The compilation is in a notebook in the History Conference Room bookcase. More information about this compilation and a listing of the information is available from the History Committee.

The *Memorial Book* holds remembrances of congregants who have died in the last forty years or so. This includes obituaries, services of life and other notations. There are gaps in our collection. Please contact the History Committee for information and/or to contribute. The *Memorial Book* is also in the History Committee room.

The History Committee invites you to participate in short term projects that will add to our information and understanding of UUC. Please let us know Projects that you may be interested in working on and your thoughts and ideas for a Project listed here or add to the list. More information about the projects is given on the UCC website,

- **Artifacts, RE** In the 1960’s women of the All Souls Unitarian Church purchased religious artifacts to bring the lessons of world religions alive. Project Action: Match the items with the descriptions and arrange storage, usage and display.
- **Banners and Flags** –*What do they say about who we are and what we support?*
- **Books/publications of UU History** Compile a catalog of the UCC collection, an annotated listing of histories of the three congregations, and preservation of the oldest church files.
- **Facilities:** Are there items that could benefit from a small label of explanation, such as the name of a room or a building? Where have the Unitarian and Universalist churches been in Augusta in the last 200 years. This includes current renovations and usage.
- **Groups and Clubs** We have records on 15 groups from 1897 to 1992 that sustained the congregations. We would like to have a synopsis of each group’s contribution.
- **Oral Histories** Continuing our collection of oral histories. Catalog the respective oral histories and plan for more.

Please see the History section of the UCC website at <https://www.augustauu.org/minister-staff-and-church-life/history/>
Contact us with comments, questions and suggestions. And join us as we work to make our history accessible.

History Committee: Helen Zidowecki, Chair; Heide Munro, Richard Bridges, Helen McKendry

Discernment Report on Lifespan Faith Formation

By Monique Bergère McAuliffe; Coordinator of Lifespan Faith Formation

Process:

March 10, 2021

During the Fall of 2020, the Personnel Work Group (Cheryl Ring, Liza Gottlieb, Rev. Carie Johnsen, Monique McAuliffe) worked together to develop a definition and mission for the new position at UUC of Coordinator for Lifespan Faith Formation (CLFF). We also composed some questions to encourage a conversation with our congregations' many active groups, Committees, and SGM's to discern how they could benefit and utilize the CLFF. During the month of December and January, I zoomed into part of their meetings for this very discussion. This report will summarize the common threads and insights gleaned.

Discernment questions used in group discussions:

1. What does faith formation mean to you at this point in your life?
2. How does [this group] meet the spiritual needs of its constituency (re: elders, for Seasoned Souls)
3. How could CLFF enhance [this group's] efforts to meet the current spiritual needs of its constituency?
4. What more would you like to do, with CLFF's help?
5. What unmet spiritual needs has [this group] identified for its constituency?

List of Groups contacted:

The Board (response pending), Committee on Ministry, Goddess/Earth Circle, Seasoned Souls, Membership Committee, SGM, Pastoral Ministry Team, Social Justice Committee, Social Activities, Peaceful Heart Sangha.

Approximately 48 individuals have participated in the conversation about the role of CLFF and contributed to this report. Those who have not yet been included in this conversation are RE families, young adults and the wider congregation. The implementation of CLFF committee in the fall would benefit from specific conversations with these groups to discern more specific programming.

Themes:

There are some keywords that kept surfacing in these conversations circling the CLFF: Connecting, Networking, Bridging, Coordinating, Sustaining, Unifying, Communicating, Partnering.

What we heard:

Shared ministry and enriched spiritual programming is a big part of our church and our members are passionate, involved and committed to them. This was evident to me in the conversations we shared circling the vision of the role of the CLFF.

Many people reflected on how our church would benefit having the CLFF as the "point" person. Someone who would be coordinating, communicating and unifying all groups and programming from one age to another. Our diverse groups feel they have something spiritually enriching to contribute and share. There was excitement that the role of CLFF could bridge this connection by partnering groups as resources for events and activities or even to other groups. This work of tying together joint interests and creating enrichment programming would enhance spiritual connections between generations. Essentially weaving the tapestry that binds us closer together as a community.

A discussion developed on how CLFF could be a "point" person to support the Membership Committee. Perhaps by making a follow up communication to introduce visitors and connect them to programming, SGM, active groups and social activities at our church. There did not seem to be a clear idea on how to welcome and retain new visitors. There are questions around why some felt welcomed but others didn't stay or never returned. How do we nurture a sense of belonging in the

community? How do we build a culture in our membership committee that is grounded in relationship rather than “tasks” and to continue the work in our community that understands “the welcome” as *everyone’s* ministry.

CLFF could create programming (including virtual) and activities to invite our wider community to participate. Actively networking into local communities so they know about us and what we are doing at UUCC. CLFF could be the person that is focused on reconnecting our church with families and young adults again. As well as remaining connected with our graduated youth. How might we revive a connection with them and value them.

Can CLFF be the one that “follows up and follows through” with sustainable programming or workshops. One example shared was of developing and offering workshops or programming following the goals of a retreat or a committee’s completed work. (The Discernment Committee, Death Talk Program, Faith Cafe were named)

We have discovered and experienced new technological ways to gather during this Pandemic. There was importance stressed on the continued need to explore how we may continue using the Zoom platform for programs and workshops. I heard a broad consensus to continue supplementing in-person events with online virtual technology as a way to reach more people. This would also remove obstacles like weather, mobility and distance from church.

Across all groups there was an identified need for renewed attention on how we communicate with each other, perhaps CLFF could offer, with input and assistance from other groups, a session on Non-Violent (NVC) or Compassionate Communication. It was expressed that part of the session could involve practicing the principles of NVC together in a safe space, with the goal of integrating this approach more consistently in our church interaction and beyond. It is our understanding that the board has been considering Congregation wide initiatives working on similar issues and options. For example developing highly popular worship-workshop series being on conflict-communication. Previous programs included Death and Dying, Human Sexuality, and Faithful Finances.

Entry into community, groups and ministry teams seems at times inaccessible. Information about our church groups, what they are doing and how to participate is either not readily available or perhaps lacks a welcoming language. Some people felt closed off from joining or that being accepted was dependent on the group's size or that permission was needed to join. Others felt obstacles to joining that included distance, mobility and technology.

A desire was expressed for community leadership in social justice work (re:anti-racism, dismantling & uprooting white supremacy) and being connected with other UU Maine churches. How might we partner with and collaborate on social justice work and share spiritual practices. CLFF could offer these connecting resources (For example, MUUSAN does this work ...demonstrates need to connect people to communities doing this work) I am currently partnering with the Social Justice Committee for a workshop they are planning for the near future. I joined 2 Social Justice members and virtually attended the UU New Day Rising Conference. We continue to have conversations about plans for fall programming.

I had an interesting conversation about how our groups are seeking a renewed spiritual grounding and could CLFF launch a start of the year ritual that centered our Church groups on their ministry and spiritual enrichment. Differentiating their groups as ministry not a social group or club. Could CLFF offer during this ritual a guiding covenant building exercise based on a common language and activities to review, explore and recommit to the mission and vision of their ministry.

Additional questions to walk with now...

- How do we enliven a gender diverse community? What are we missing in serving people on the gender spectrum?
- We are still asking the question of how to be relevant in the spiritual lives of children, youth, and young adults?
- How does all this intersect with Unitarian Universalism’s commitment to dismantling white supremacy and anti-racism work?

MEMBERSHIP COMMITTEE REPORT – NO REPORT SUBMITTED

No report submitted.

MINISTRY, COMMITTEE ON

The Committee on Ministry meets monthly with the minister to explore and evaluate whether or not the ministry of our community is thriving. This past year we focused on the professional misconduct of a visiting minister, naming the reality and responding to reactions to our announcement.

That event, coupled with the conflict around the political activity policy from the previous year brought us to the realization that our congregation would be well served by the creation of a behavioral covenant that would remind us to treat one another respectfully when conflict arises. To that end, we all participated in a day long webinar on that topic sponsored by the Unitarian Universalist Association. We intend to pursue this goal over the summer and into the next church year.

With Reverend Carie's resignation, we will also be discerning our role with the interim minister due to arrive in August.

Respectfully submitted,

Kathy Kellison, Chair. Michaela Loisel and Erin McGrath

MUSIC COMMITTEE REPORT – NO REPORT SUBMITTED

No report submitted.

PASTORAL MINISTRY TEAM REPORT

Lay Pastoral Ministers: Martha Pelletier, Helen Zidowecki, Tracy McNaughton, Peggy Lamb, Angie Blevins

The Unitarian Universalist Community Church (UUCC) is committed to providing a caring, helpful response to our members, friends, families, and communities. While the minister is available to meet with members and friends for pastoral care, the ongoing needs of our community require a more expansive network. Due to personnel changes, however, we will not have a minister contracted to provide pastoral services this summer, so please contact a lay pastoral minister directly when in need of care.

The lay Pastoral Ministry Team (PMT) was started in 2011 to respond to the pastoral needs of the UUCC. Members of the Pastoral Ministry Team are members and friends of the UUCC who have a desire to be present to the community during difficult times.

The lay pastoral ministers' work is an extension of the minister's work, not a substitute. Lay pastoral ministers represent the church as the minister would. They are committed to providing an expansive pastoral response to the community. These responses include rides to church services and events, meals in times of illness and grief, and cards in times of joy and sorrow.

The Pastoral Ministry Team is also prepared to provide confidential, caring, and compassionate presence during times of grief, loss, life changes, and stress. The team is also prepared to respond to the communal needs of the congregation. Pastoral responses to the community have included forums on topics of broad concern, the holiday grief service, and honoring our elders.

Over the past year, the Pastoral Ministry Team has offered additional services to meet increased need during the COVID-19 pandemic. These include expanded outreach to community members, organizing volunteer phone companions, outdoor “lawn chair” visits, and, in earlier months of the pandemic, a weekly Home Alone Coffee Klatch. As part of weekly E-blasts, contact information for all Pastoral Ministers and information for accessing support services are listed. In “normal” times and during the pandemic, our team strives to meet and anticipate the evolving needs of the UUCC community.

PERSONNEL COMMITTEE REPORT (NO REPORT SUBMITTED)

No report submitted.

RELIGIOUS EXPLORATION COMMITTEE – TRANSITIONED TO LIFESPAN FAITH FORMATION

Please see Lifespan Faith Formation report.

SMALL GROUP MINISTRY COMMITTEE REPORT

Small Group Ministry continues to be a vital part of the mission of the UUCC, never more so than during this past year. With the sanctuary closed and the normal pace of church activity at a standstill. SGM remains a strong bonding activity for its members.

There are currently five active groups, while the two other ones have reluctantly disbanded. The Committee thanks these latter groups for their service to the community over the years, honors their decisions and has reached out to their members to join other groups..

While all the groups long to return to the more intimate face-to-face meetings that are the backbone of SGM, Zoom meetings have had a very positive impact nonetheless.

In my group, for instance, we have made the meeting semi-weekly, rather than twice monthly, a small incremental bump certainly, but one that was enthusiastically agreed to by the members. What these Zoom meetings have allowed is that members with busy lives raising young families and another member (me!) who has moved to North Carolina, an opportunity to keep these special bonds of friendship and spiritual intimacy intact. Attendance has never been stronger, too!

As we are all aware, Reverend Carie will be leaving the UUCC shortly to pursue the next exciting chapter of her ministry, but she made a special outreach to all the groups to bring closure to her long tenure with us. These virtual farewell meetings offered the groups and Carie a unique opportunity for a more personal farewell. The groups understood then how important SGM has been to her.

Another challenge that the SGM Committee has faced is how to have the various groups perform their very important service projects during the pandemic. A recent leadership meeting offered some insights, with a recent example, for

instance, when some SGM members assisted the History Committee in relocating materials. Other similar projects are being planned with Lynn, the Music Committee and Buildings and Grounds.

We all yearn for the day when we can all meet once again in a common and safe space. At the recent Leadership Meeting held in June, the emphasis was on developing a hybrid model of SGM meetings going forward. While all the groups missed the intimacy of in-person meetings, Zoom did offer ways to make meetings more accessible. In the meantime, Zoom and the virtual world that many of us still inhabit, will carry us through.

Respectfully submitted by Michael Conley, chair, Helen Zidowicki, Linda Findlay and Judy Gallant

SOCIAL ACTIVITIES COMMITTEE – NO REPORT SUBMITTED

No report submitted.

SOCIAL JUSTICE COMMITTEE REPORT - NO REPORT SUBMITTED

No report submitted.

WORSHIP ARTS COMMITTEE

This has been an interesting year for the Worship Arts Committee. Gary Chapin started the church year as Chair. Susan Claska Burnett took over in Oct 2019. Fortunately members Marilyn Gordon, John Seksay, Sarah Hodgkins and Monique McAuliffe were sources of knowledge during the transition. Rev Carie contributed “hand holding”, compliments, and nudging during this period.

We have focused on services that addressed issues during a pandemic. Unlike other years we had to deal with Zoom. We talked about where to look at the screen, what kind of lighting and background looked best. We used YouTube “Hot and Flashy, How to Look Your Best on Zoom” as one of our resources.

Our hero, Martin Peters, came on board as technology. He is amazingly patient and resourceful as each week we would tweak the technology which would then cause new problems. Always back to the drawing board! Just recently Naomi Koneski joined the technology aspect of the team. She will be uploading services as one focus. Her assistance with Carie’s Final Service was much appreciated.

Partnering with The Music Committee was a dream. The videos and live music were such a gift.

Opportunities to be creative, learning curve, frustrations and rising to the occasion sum up this past year ♥□

Respectfully submitted,

Susan Claska Burnett, Worship Arts Chair

OTHER REPORTS

COVID-19 ADVISORY GROUP

Submitted by: Harry Grimmnitz

2020-21 will certainly be remembered as the year of COVID-19. The UCC COVID-19 Advisory Group was convened in early March, 2020 to provide scientific/medical guidance to the church Board and the minister. The Advisory Group's primary purpose was and is to protect the health and safety of the members of the UCC community.

To that end, all indoor, in-person gatherings were suspended in mid-March, 2020 and the church moved to an on-line model of services and meetings. During the summer months, outdoor gatherings (with masks and physical distancing) of small groups were encouraged. These opportunities for person to person interaction were greatly appreciated by many participants. As the autumn weather deteriorated, these small groups requested guidance on continuing their in-person meetings indoors. In October, the Advisory Group consulted with public health experts and formulated a plan, utilizing Maine Center for Disease Control (CDC) data to create metrics that would indicate the level of community transmission of COVID-19, allowing for safe, in-person, indoor small group meetings. Unfortunately, just as the Board approved this plan, both Maine and Kennebec County began to see a significant rise in community transmission and the numbers of new cases of COVID infections quickly exceeded our metrics, preventing indoor gatherings of more than two (2) masked, physically distanced individuals.

The first half of 2021 has seen the introduction of three (3) remarkably safe and effective vaccines against COVID-19 and the widespread immunization of one half of Maine's eligible population. As of last week, the United States CDC revised its recommendations, allowing FULLY VACCINATED individuals to meet outdoors AND INDOORS without masks or physical distancing. This is based upon scientific data showing the incredible effectiveness of the vaccines in preventing serious COVID infections and reducing the risk of spreading the virus among fully vaccinated people.

The risk of COVID infections among unvaccinated individuals remains unchanged and they are urged to get vaccinated to protect themselves and others. Immunocompromised individuals are another group that remains at much higher risk as many of them may not develop adequate immunity even when fully immunized by the vaccines.

The COVID-19 Advisory Group and the Board are currently working on guidelines, incorporating all of this new data, to allow for the safe re-opening of the church facilities as soon as feasible.

Harry Grimmnitz for the COVID-19 Advisory Group

Betty Cairn

Terry Cairn

Don Naber

Cathie Nielsen

Marty Soule

GODDESS/EARTH CIRCLES REPORT

ANNUAL REPORT 2021: GODDESS/EARTH CIRCLES

The meetings of Goddess/Earth Circles have been by UUCU Zoom on Sundays at 1-2:30pm.

August 23 "A Hundred Years Hence: Status, Impact and Opportunity of the Women's Right to Vote" called us to look at the road to obtaining a vote for women, and the fragility of the opportunity to vote. In voting, may we remember those who cannot vote.

September 27 "From Goddess to God", movement from the female to the male deity and its impact on women's spirituality. We grappled with empowerment and disempowerment; assumptions of class, talents and strengths; and expediency and survival.

November 1, "Goddess/Earth Circles Women of Wisdom" The celebration comes from croning, recognition of the wisdom of women gained through life experience and is especially meaningful at Samhain (Halloween).

December 27 We offered the Sunday Service at 10am "Toward the Solstice". Dark and light are bonded companions, where there is one there the other. Reflect on darkness that has turned us toward the light.

January 24 "Connecting with the Goddess through Story and Imagination" First stories, changing stories, images for today and beyond. The theme for the month is Imagination, when woven into stories creates spiritual connections.

February 28 "Prayer and the Goddess" prayers and the communications to, with and about the Goddess different from those with a male or other deity? What does the wording of prayers say about relationship with a holy power? We considered the traditional Lord's Prayer, the original translation from Aramaic, and a Lady's Prayer.

March 28 "Changing Woman" of Native American mythology will be the guide through the changing years. "Changing Woman walks through the stages of life and the seasons of the year, constantly changing and never dying."

April 18 "The Multi-fold phases of the Goddess" came from the question of "maiden, mother-nurturer/crone" being adequate description of the phases of the goddess and of women's lives. We are adding a wise woman phase between nurturer and crone, when we acknowledge our own wisdom as the core of our spirituality and being.

May 23 and June 27 "Discernment and Exploration" will be the theme as we continue defining the phases of Goddess and women's lives renewing/re-energizing the Women of Wisdom celebration on October 31. We are planning to offer a several-session introduction to Wicca, with the possibility of having a Wicca group in the fall with Mary Shifman.

The UUCU **website** includes resources and material that has been developed over the years. Go to

<https://augustauu.org/minister-staff-and-church-life/goddess-continuing/>

The December 2020 service and material for the April 18 gathering for discussion and the celebration can be downloaded.

The UUCU **Library** collection in the Committee Room (across from the Sanctuary) includes feminist studies and spirituality, information on goddesses, and various pagan traditions (Native, Wiccan, etc.).

Contact: Helen Zidowecki, hzmre@hzmre.com or 582-5308.

PEACEFUL HEART SANGHA

By: Marty Soule

This year Peaceful Heart Sangha, our UUCC Mindfulness Meditation group, has continued meeting every Monday 6:30–8pm and Thursday 8-9:30am via zoom! We have met in person a few times to practice Walking Meditation outdoors. We enjoy sitting and practicing with each other with the online format and we look forward to more practicing in person in the future! We stop, calm, rest and heal together so that we can more wisely sort through what is most important for us to be doing at this moment in our lives. At the same time, we nourish our needs for beloved community and connection. With zoom we are able to share our practice with friends new and old, near and far! What a gift! We continue to have sitting meditation and a mix of special readings, recitations, audio/video sharings, musical offerings, deep relaxation, and special time for sharing from our hearts.

We are grateful we were able to offer a UUCC church service this spring on a helpful & healing practice called Beginning Anew.

Please feel free to join us for sangha anytime! Newcomers are always welcome! Write to peacefulheartsangha@gmail.com or martysoule@gmail.com for zoom details.



SEASONED SOULS

Seasoned Souls is a study/support group for elders (those eligible for Medicare) dealing with issues related to aging. This group meets year round, from 10:30 A.M. to noon on the 2nd and 4th Wednesdays of each month. Together we explore books, poems, articles and stories that provide spiritual support. Meetings begin with an extended check in, often our richest time together. It is an open group, with people welcome to come and go. With the advent of Coronavirus, members learned to use and meet by Zoom until we can meet again in person.

As our Covenant, read at the beginning of each meeting, says, "We come together in this space made holy by our presence. In the safety of this circle we celebrate each other's strengths and accomplishments. We revel in each other's joy..... We hold each other's pain with loving hands. We offer support, not solutions, criticism or advice. We listen to understand, not to respond..... We will conduct ourselves in accordance with UU values."

TECHNOLOGY TEAM (Ad Hoc)

Due to Rev Carie leaving UUCC, Susan Claska Burnett, has become the spokesperson for the Ad hoc Technology Team. Other members of the team include Wick Johnson, Martin Peters, Naomi Koneski, Gary Nielsen, Lynn Smith, Karen Allen and Neal Wetmore (PBS Sound and Video).

The tech committee submitted a proposal to the board for live streaming which was accepted.

The cost was around \$7,000, \$5,000 was earmarked in the budget for opening expenses.

Neal Wetmore has just finished the installation. On May 20, 2021 Susan Claska Burnett and Lynn Smith had a tour of the system and trial run of the camera use. It is controlled by a hand held remote, which seems user friendly. It was a very exciting experience. All went smoothly.

The installation includes a camera, monitoring screen and ambient mic on the vertical wall near the back of the church. Microphones have been added and redirected to provide good audio to accompany the camera.

The camera will send its image to a streaming internet service, to a wall mounted television in the fellowship hall. New speakers have been installed in the fellowship hall including one in the kitchen. The television will also be used for presenting program and watching films.

An Owl Pro was purchased for \$1,000 for hybrid meetings. For instance a Small Group is meeting at the church but part of the group is on zoom. The Owl Pro has a camera that moves 360 and tracks who is speaking in the church. Carie, Naomi and Susan had a trial run, it is a work in progress. Gary Nielsen is our resident expert.

Next steps 1) electrician will add new outlets and wire the television 2) sign up with BoxCost.com for streaming late summer. Cost \$99 per month, includes tech support 3) educate on usage, get familiar with technology 4) when approved, begin hybrid services.

Respectfully submitted, Susan Claska Burnett

UUCC COMMITTEE DESCRIPTIONS & GROUP FUNCTIONS

Following are descriptions of Committees, or a reference to a Bylaws section. Additional information about these Committees and other groups within UUCC are on the website. (See www.augustauu.org) Contact information for the Committees chairs is shown above.

BOARD OF TRUSTEES

See Bylaws Article 10 Board of Trustees

BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee (BAG) manages the care of and improvements to the property owned by UUCC. Join the workdays and special work crews. With a wide variety of things to be done, from cleaning and raking, to painting and repairing, from providing refreshments for work crews, be part of making our facilities reflect our enthusiasm for our community and our faith. The Responsibilities and Activities of the Buildings and Grounds Committee are:

1. Develop and implement a program of routine and preventive maintenance for Church property and grounds; currently at 69 and 71 Winthrop Street and 6 Summer Street in Augusta
2. Submit a report to the Board in September that outlines any major repairs or improvements recommended and includes a program for routine maintenance.
3. Solicit bids with contractors or businesses for work necessary to maintain Church property and equipment, as specified in the annual plan and the safety and building access policies. In the case of bids likely to be over \$1000, the Committee must receive Board approval before soliciting bids. The Board must approve any contract over \$1000.
4. Implement UUCC policies on safety, security and accessibility.
5. Designate one member to be contacted when an emergency situation on one of the Church properties requires immediate attention. This person will respond to the emergency, consulting as necessary, and contact appropriate services to stabilize or fix the immediate situation. This person will promptly report any and all actions taken to the chair of the BAG, who will also report to the board as soon as practicable. The BAG will maintain a list of preferred services / businesses to be called, and provide a copy for the church office.
6. Arrange for snow removal and grass cutting, and carry out other routine grounds work
7. Annually solicit bids or prices for heating oil for all church buildings and purchase oil as provided by the annual budget. If a pre-buy is recommended, consult with the Treasurer and Board Chair to provide the necessary cash flow.

FINANCE COMMITTEE

Oversees the financial health of the congregation so that we can live out our mission, including several subcommittees: The Stewardship, the Fundraising, and Invested Funds. The responsibilities and activities of the Finance Committee are found in the See Bylaws Article 12, Finance Committee

Responsibilities and activities:

1. Prepare an annual budget proposal for consideration by the Board of Trustees after soliciting input from the minister, church staff and the Board of Trustees. The first draft of the budget will be available for the board's April meeting, and the Finance Committee will make any revisions before the board's May meeting, in preparation for the June annual meeting for the fiscal year beginning July 1.
2. Lead the annual canvass of the membership, through the Stewardship Subcommittee with a designated chair, and reporting on the status of annual pledges to the Board at intervals prior to consideration of the budget.

3. Meet at least quarterly throughout the year, and, where necessary, make recommendations to the Board concerning adjustments to the budget.
4. Make recommendations to the Board of Trustees regarding whether to conduct an independent audit or financial review or compilation of church financial records.
5. Create a Gift Acceptance subcommittee.

The chair of the Finance Committee is selected through the Leadership Development Committee and serves on the Board of Trustees. The Treasurer serves ex officio on the Finance Committee.

The STEWARDSHIP SUBCOMMITTEE conducts the annual canvass and is designed to function as part of the Finance Committee.

The FUNDRAISING SUBCOMMITTEE conducts events each year for the support of the UUCU annual budget. Events are also intended to build community among congregation members.

Responsibilities and activities:

1. Conduct both recurring and special fund-raising events.
2. Consult with the Finance Committee or Treasurer to propose a fund-raising goal for the following year.
3. Inform members about fundraising events through the newsletter, announcements, and bulletin boards.
4. Publicize events to the broader community.
5. Coordinate the calendar with the Social Activities Committee and others, as needed.
6. Recruit members to assist with events.

The INVESTED FUNDS SUBCOMMITTEE manages the financial investments of UUCU in a fiscally and socially responsible manner, as defined by the board of trustees.

Responsibilities and activities:

1. Develop and implement a written plan for managing investments, revised annually and submitted to the board for approval.
2. Provide information and consultation with the Treasurer at least quarterly.
3. Consult with the Finance Committee during its preparation of annual budget.
4. Advise the board of trustees in all matters relating to financial investments.

One member is chosen each year through the Leadership Development Committee. At least three members, each serving a three-year term.

HISTORY COMMITTEE

The History Committee collects, preserves, verifies and makes accessible the rich history of Universalism and Unitarianism in Augusta and how that history informs who we are as a congregation today. The entire congregation helps capture history as we make it.

The History Committee Responsibilities and Activities:

1. Acquire, catalog, archive, maintain, and preserve historic records, artifacts, and historic items belonging to the Unitarian Universalist Community Church. This includes collecting oral histories to record first-hand experiences and feeling of important events.
2. Promote the preservation of currently generated historic documents and artifacts. This includes collecting information about ongoing activities and congregants, and creating a Book of Remembrance containing short histories, pictures, and contributions of members who have died.
3. Advise as requested regarding donations and disposition of church artifacts.
4. Promote knowledge and appreciation of congregational history and heritage through periodic displays of historic documents and artifacts for the church community, articles in the Newsletter, and special History Events.

5. Establish working relationships with the Kennebec Historical Society and the State of Maine Library Archive department.
6. Prepare a chronological record of the UUCC and its antecedents

LEADERSHIP DEVELOPMENT COMMITTEE

See Bylaws Article 8 Nominations for Elections

MEMBERSHIP COMMITTEE

The Membership Committee welcomes visitors to UUCC, documents current membership, seeks and new members, and provides information about the Church's faith and congregation to interested persons. You are invited to assist with greeting and hospitality on Sunday mornings.

The Membership Committee responsibilities and activities:

1. Oversee the maintenance by the Office Administrator of an accurate, easily accessible, and up-to-date list of active members of the Church and a list of others with an interest in UUCC.
2. Coordinate the Hospitality and Greeting Subcommittees to plan and arrange for: greeting Sunday attendees and providing relevant information.
3. Provide nametags, literature, newcomer packets, and newsletters for Sunday service.
4. Arrange Sunday coffee hours between services, and after summer services.
5. Seek new members.
6. Welcome, communicate with, and plan activities for newcomers where information about the UU faith can be shared.
7. Promote an awareness of our Church within the larger community, and publicize the programs, events, and activities of the Church for members.

MINISTRY, COMMITTEE ON

See Bylaws Article 14 Committee on Ministry

MUSIC COMMITTEE

Plans, oversees and supports musical offerings and activities at Sunday services and on other occasions.

The Music Committee responsibilities and activities are:

1. Work with the minister and Worship Committee to support the life and ministry of the church through music, and advocate for the music program.
2. Make sure that the musicians have the physical resources they need (sheet music, instruments) and that these are in order and well-maintained.
3. Oversee the scheduling of pianists for worship services, and promote communication with the congregation.
4. Prepare a yearly budget request, and advise Board of Trustees on musicians' pay.
5. Maintain a connection with the larger community of UU musicians through UU Musicians Network (UUMN) membership and, when possible, attendance at the UUMN annual conference.
6. Sponsor and assist with musical events.
7. Musicians are supervised by the minister and the board president. Music for worship, other than hymns, is selected by the musicians in consultation with the minister or worship leader.

PASTORAL MINISTRY TEAM

The Unitarian Universalist Community Church has a team of trained lay Pastoral Ministers who provide an extension to the Minister's pastoral presence. They offer a caring response to emergencies that affect individuals, families and the congregation as a whole, as well as issues within our community. The Team provides a connection to the church for members and friends when worship service attendance becomes impractical or impossible. Some members bring our church's values and concerns out into the wider Augusta community.

The CARING COOPERATIVE TEAM is led by a trained lay Pastoral Minister who is skilled in accessing needed resources within and beyond the congregation. This team facilitates the good works and assistance of the congregation when a member or friend is dealing with times of hardship, loss, illness or stress.

PERSONNEL COMMITTEE

Purpose: The responsibilities of the Personnel Committee include: advising and consulting with the minister on staff related employment matters; developing and participating in selection processes for paid staff; reviewing and revising job descriptions and personnel policies and practices.

Membership: The Committee will consist of a chair appointed by the Board of Trustees and the Minister, as well as at least two other members of the Church. At least one member will have knowledge of and experience with personnel practices, laws and policies.

Meetings: The Committee will meet on an as needed basis as called by the Committee Chair or Minister.

Hiring and Selection Processes: The Committee will facilitate hiring processes for the paid staff to include: Office Administrator; Religious Exploration Coordinator; Youth Advisor; and Music Director. Interview panels will include membership from the Personnel Committee; Church member with subject matter expertise and other members to be determined.

The hiring panel will:

1. review job description of vacant position
2. discuss desired tasks and competencies
3. draft and circulate a recruitment bulletin
4. establish a selection plan to include interview questions and experiential demonstration/presentation as appropriate
5. conduct interviews
6. contact references; and
7. make hiring recommendations to the Board of Trustees.

Other Committee Responsibilities:

- Consult with and assist the Minister with personnel issues including job performance concerns, staff development, disciplinary matters;
- Assist Staff with personnel related concerns or complaints;
- Develop and update personnel policies and Employee Handbook;
- Conduct exit interviews with departing staff;
- Participate in annual retreat and staff development related initiatives.

RELIGIOUS EXPLORATION COMMITTEE <RELIGIOUS EXPLORATION TRANSITIONING TO LIFESPAN FAITH FORMATION>

Supports the Religious Exploration staff in developing lifespan RE programming.

Responsibilities and activities:

1. Brainstorm with the [staff] on new ideas related to all aspects of the RE program;
2. Make consensus recommendations on the direction and implementation of lifespan RE programming;
3. Provide input to the [staff] and Board on financial decisions relevant to lifespan RE programming;
4. Ensure that RE activities run smoothly during scheduled and unscheduled absences of the [staff];
5. Coordinate certain functions during the year, such as the cookie walk, Easter activities and the spring RE volunteer appreciation.

SMALL GROUP MINISTRY COMMITTEE

Works to ensure the vitality of the UUCC Small Group Ministry program as it furthers the mission of the church.

Responsibilities and Activities:

1. Assisting the SGM Coordinator, particularly in maintaining contact and working out issues that may arise in groups or the program
2. Recruiting and supporting leaders for Small Group Ministry (links, facilitators, topic writers);
3. Maintaining regular contact with SGM groups through their links, and offering support and information
4. Updating, creating, and revising the sessions, handbooks, and other materials used by Small Group Ministry
5. Ensuring open access to and making information about SGM available to the broader church community
6. Offering new opportunities to explore SGM, including Sunday Open Group and events such as potlucks and workshops.

SOCIAL JUSTICE COMMITTEE

The Social Justice Committee promotes social justice, equity and compassion through words and actions. The committee uses the time, resources, and leadership of members to forge connections with and provide service to our community and the wider world. The Social Justice Committee Responsibilities and Activities:

1. Provide forums, study groups, presentations, youth activities, etc. for UUCC members to learn about social issues;
2. Maintain resources for UUCC members seeking information;
3. Identify and provide leadership for projects and actions that further its purpose;
4. Work with other organizations with similar goals; and
5. Recommend appropriate public releases concerning social issues for Board of Trustees approval.

IMMIGRATION WORK GROUP

The IMMIGRATION WORK GROUP plans programs to raise awareness around issues of immigration, refugees and migrant worker justice and partners in activities with non-profit organizations and others with similar interests. The Group encourages and provides opportunities for action and advocacy relating to immigration issues. UUCC has: *welcomed migrant farm workers with a summer picnic * reached out to Muslim neighbors. *made an award to Green Thumbs Farm in Fryeburg for its excellent relations with migrant farm workers.

MAINE UNITARIAN UNIVERSALIST SOCIAL ADVOCACY NETWORK (MUUSAN)

In a denomination that is characterized by social activism, we are called to bring our values to bear in the public arena – in the State Legislature, in the news media, in the development of policy, in the pursuit of justice. And they do influence legislation and public policy.

Realizing that we cannot take on every issue and solve every problem, we have chosen three areas of public policy on which to focus our initial interest:

**Democracy in Action*, including voting rights, electoral processes, such as Instant Runoff Voting, and Clean Election laws.

**Health Care*, including costs, insurance coverage, MaineCare, implementation of the Affordable Care Act, and Single Payer options.

**Climate Change*, in all its likely guises, including rising sea levels, radical changes in agricultural practices and yields, and effects of higher temperatures on land values and the tourist industry.

NEIGHBOR TO NEIGHBOR PARTNERSHIP

UUCC partners with St. Mark's Episcopal Church to help reduce hunger and poverty in the local neighborhood. UUCC members generously support the following St. Mark's programs: the Angel Food Network (UUCC Summer Suppers), the Augusta Food Bank, Essentials Pantry, specifically with a quarterly Diaper Drive.

WEBSITE WORK GROUP

The UUCC Website has two primary functions:

--Inviting people who are searching for information about Unitarian Universalist and/or a connection to come and see what we have to offer.

---Providing a communication network and prominent resource for people who are already involved with UUCC.

The information on this website is written by those involved with the respective programs and committees, and/or taken from UUCC publications, including the *Program Book* and *How Our Church Works*.

Following privacy and Safe Congregation practices,

- Contact information may be used only when an individual's permission is obtained. The exception is for UUCC staff, where name, e-mail and phone number may be listed. Sending an article or announcement with personal information included will be considered consent.
- Personal information submitted by a second party will not be included unless the second party has provided written or emailed consent.
- Additional contact information may be available in the church Directory for members and active friends. Request for that information can also be made through info@augustauu.org and will be forwarded to the individual.
- Photos of activities involving people will not include identifying information, unless permission is specifically given by the person.

For a more complete policy regarding identification of individuals and use of pictures see the accompanying sections for administrative policy.

WORSHIP COMMITTEE

The Worship Committee responsibilities and activities

1. Assist the Minister in planning, implementing, and evaluating the worship program.
2. Make arrangements for guest speakers and other persons participating in worship program.
3. Coordinate summer programs.

BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH

No Bylaw Changes are being proposed.

BYLAWS OF THE UNITARIAN UNIVERSALIST COMMUNITY CHURCH

Bylaws of the Unitarian Universalist Community Church Augusta, Maine As amended, June 2019

Article 1. Name

The name of this religious society shall be the Unitarian Universalist Community Church of Augusta [UUCC hereafter]

Article 2. Purpose

The purpose of the UUCC shall be to worship and operate consistent with our mission and vision.

The *mission* of the UUCC is to worship, learn, and minister together embracing diversity and religious freedom.

The *vision* of the UUCC is to:

- enhance spiritual growth;
- provide a respectful religious home for all ages;
- join in celebration and friendship;
- be a common voice for justice;
- share the light of our principles with the wider community

We also:

- affirm, defend, and promote the worth and dignity of every person;
- promote and provide religious exploration for all in our congregation;
- promote a deliberately diverse and inclusive congregation that welcomes and supports all forms of respectful, loving, age-appropriate relationships: gay, lesbian, bisexual, transgender or straight; and
- create an inclusive ministry in the community and work against oppression in all its forms.

Article 3. Non-Discrimination Policy

The Unitarian Universalist Community Church of Augusta, Maine declares and affirms its responsibility to promote the full participation of persons in all activities and in the full range of human endeavor, without regard to race, color, gender expression, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed, in accordance with our safe congregation policy.

Article 4. Denominational Affiliation

This church shall be a member of the Unitarian Universalist Association of Congregations and of the Northern New England District of the Unitarian Universalist Association of Congregations.

Article 5. Membership

Section 1. Any person 13 years of age and over may become a member by signing the membership book and declaring him/herself in sympathy with the purpose of this church, participating in congregational life, including congregational meetings, making an annual pledge, and transmitting this information to any officer of the

church. The person will be acknowledged as a voting member by the Board of Trustees at its next scheduled meeting.

Section 2. The Board of Trustees may remove members from the rolls if:

- the member has not attended or financially supported the church for over a year's time; and
- there is no positive response within 30 days to a written notice asking if the person wishes to remain an active member or be removed from the rolls.

Section 4. Any member may withdraw his/her membership at any time by so notifying the Clerk of the church.

Article 6. Authority

All authority rests in the membership and is exercised through the meetings of the membership except as herein delegated.

Article 7. Membership Meetings

Section 1. The business meetings of the congregation shall be referred to in these bylaws as "membership" meetings, and shall be open to all.

Section 2. An annual membership meeting shall be held on the first Sunday in June of each year. Copies of an Annual Report (containing reports from the Minister, Director of Religious Exploration, Clerk, Board of Trustees, Treasurer, and committees, election information, and bylaws) shall be made available at the church 10 days before this meeting. Budget and end-of-year financial materials shall be available at this meeting.

The business shall be:

- to elect Officers of the church, Members-at-Large of the Board of Trustees, Chairs of all standing Committees, except the Committee on Ministry, and all other elected positions.
- to hear the Minister's annual report and other reports scheduled by the Board;
- to vote on the proposed annual budget of the church; and
- to transact any other necessary business for which notice has been given.

Section 3. Special membership meetings may be called by the Board of Trustees for any purpose deemed important for the maintenance and/or enhancement of the church.

Section 4. The Board of Trustees shall call a membership meeting if petitioned in writing by twenty percent (20%) of active members. The request must state the business to be considered, and actions at the meeting shall be limited to the stated purpose. The meeting must be held within 30 days of the request.

Section 5. Notices for all membership meetings shall be transmitted at least 10 days prior to the date of such meetings, and shall include a description of the subjects to be considered, date, time, and location.

Section 6. Thirty percent (30%) of the active membership shall constitute a quorum.

Section 7. Voting at membership meetings shall be afforded to members only. Voting shall be by ballot upon any issue, upon request by any member. Except where otherwise specified here, the outcome of votes will be determined by a simple majority of those present and voting.

Section 8. The Board of Trustees shall select a member of the church to act as a Moderator during membership

meetings.

Section 9. The rules contained in Robert's Rules of Order, Revised shall govern in all issues as to which they are applicable, to the extent that they are consistent with these bylaws or special rules of order adopted by the active members in the course of the membership meeting to which said special rules of order are to apply.

Article 8. Nominations for Elections

Section 1. The Leadership Development Committee shall serve until the final election of the Board of Trustees. The President of the Board of Trustees shall convene the first meeting of the Leadership Development Committee to deliver the charge to the committee, and answer any questions.

Section 2. The Leadership Development Committee shall nominate the officers, members at large of the Board of Trustees, chairs of standing committees, and member-at-large of the Finance Committee.

Section 3. The Leadership Development Committee shall publish the slate of qualified candidates 10 days prior to the General Elections annual membership meeting. The Committee shall, of possible, avoid nominating persons to a third consecutive term and shall nominate for the chairs of the committees persons who have served on those same committees for at least one year.

Section 4. Nominations for the Board of Trustees positions may be made by petition of ten (10) active members to the Clerk of the Board. This list will be published prior to the election and shall be made available at the church at least one week in advance of the General Elections annual membership meeting. Such nominations shall be included in the slate for the position to be filled.

Section 5. Nominations for any position may be made from the floor at the General Elections annual membership meeting.

Article 9. Officers

Section 1. The elected officers shall be:

- President
- Vice President
- Clerk
- Treasurer.

Section 2. All officers must have been members for a minimum of one year.

Section 3. The President shall:

- preside at meetings of the Board of Trustees;
- be the chief executive officer;
- delegate responsibilities to others as appropriate.

Section 4. The Vice President shall:

- chair the Council on Leadership
- discharge the duties of the President in his/her absence;
- aid and assist the President in his/her administrative duties; and
- succeed to the Presidency for the unexpired portion of the term upon the death, resignation, or removal of the President.

Section 5. The Clerk shall:

- provide for the written record of all proceedings of the Board and meetings of the church;
- issue notices of meetings;
- conduct the correspondence of the Board;
- verify the membership list prior to all membership meetings, and determine the proper quorum requirement, and determine the proper numerical vote required for all issues; and
- be an ex officio member of the Membership Committee.

Section 6. The Treasurer shall:

- be custodian of all monies and securities;
- present the current financial statement at each meeting of the Board and the membership meeting at which there is a vote on the proposed annual budget;
- keep a full and accurate account of all receipts and disbursements and present these records upon reasonable notice, except for identification of individual pledges;
- submit the books to be examined annually by a person(s) designated by the Board;
- be bonded at the expense of the church; and
- serve as an ex officio member of the Finance Committee in preparing budget recommendations for the next fiscal year.

Article 10. Board of Trustees

Section 1. The Board of Trustees shall consist of the officers, the immediate past president, members-at-large, youth member, and the Chair of the Finance Committee. Ex officio members shall include the Minister and the Director of Religious Exploration. The immediate past president shall serve for one year.

Section 2. Vacancies on the Board shall be filled by appointment of the President, subject to approval of the Board. Persons appointed to fill vacancies shall serve until the next membership meeting.

Section 3. The Officers of the Board of Trustees shall serve a one-year term. There shall be three members of the Board of Trustees elected at large by the membership for staggered three-year terms. One member shall be elected each year. There shall be one youth member of the Board of Trustees elected at large by the membership for a one-year term. Members at large will serve as liaisons to the standing committees. Board members and officers will not serve as chair of standing committees, except for the Finance Committee.

Section 4. The members of the Board of Trustees shall assume office immediately following the vote of the slate of officers at the General Elections annual membership meeting. The Board shall have its first organizational meeting at the next regularly scheduled Board meeting.

Section 5. The Board shall hire and dismiss all employees of the church not elected by its members, and shall determine conditions of employment.

Section 6. The outcome of votes of the Board shall be determined by a simple majority of those present and voting.

Section 7. Attendance at Board meetings is a necessary function of all members of the Board of Trustees. Resignation from the Board may be requested by the President with Board approval if an individual's absence interferes with the workings of the Board.

Section 8. The Board of Trustees shall:

- conduct and approve all business transactions of the church, consistent with these bylaws;
- implement the decisions and policies of the membership, guided by the Strategic Plan;
- ^a establish such policies and appoint such persons and committees as necessary to achieve these functions and fill vacancies among committee chairs until the next annual meeting;
- maintain a balanced budget with the provision that the Board may make changes to the annual budget not to exceed 10 percent of the total; and
- publish a written annual report.

Section 9. A quorum of the Board shall consist of two-thirds of the positions filled at the time of the vote, provided that at least one-half of the Board's positions as specified in these bylaws are filled.

Article 11. Council on Leadership

The Council on Leadership consists of the chairs of all standing committees, and is chair by the vice president of the board. It shall meet at least three times a year and will set goals and coordinate joint activities among the various committees, and carry out assignments as directed by the board.

Article 12. Finance Committee

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.

Section 2. Membership. The committee chair, member-at-large, the Treasurer and members representing Invested Funds and Stewardship are elected by the membership to one-year terms. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

Article 13. Standing Committees

Section 1. The Board of Trustees shall authorize other committees necessary to carry out the business of the church and will keep a list of committees and the charges of the respective committees. This list will be posted in the church and will be included in the annual report of the Board of Trustees. All authorized committees will submit a report for the church's annual membership meeting. No members of the congregation shall chair more than one standing committee.

Article 14. The Committee on Ministry

Section 1. The Committee on Ministry shall be comprised of three (3) members, serving staggered three-year terms. One member will be appointed to the Committee on Ministry each year. Before each annual meeting, the Minister will submit a list of three (3) active church members to the Board of Trustees. The Board will choose one member from this list for appointment to the Committee on Ministry.

Section 2. The Committee on Ministry shall select a chair from among its three members.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the same method specified in Section 1.

Section 4. The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. The Committee on Ministry focuses on all aspects of the congregation's shared and professional ministry.

- the Committee shall meet regularly in a non-crisis, goal-oriented manner with an agenda to explore the various concerns and challenges of the Minister/Congregation relationship and the Congregation's own role and agreed-responsibility in shared ministry.

- the Committee shall assist and support the Minister in his/her plans for professional development, continuing education, sabbaticals, etc. The Committee shall alert the Board to any emerging concerns between the Minister and Congregation.

- consult with the Minister and submit an annual compensation recommendation to the Board of Trustees; and

- the Committee shall promote and facilitate healthy relationships in all aspects of professional and shared ministry. The committee shall receive, investigate and respond to all matters affecting the shared ministry of the congregation and the professional ministries. The Committee shall alert the Board to any emerging concerns.

Article 15. Minister

Section 1. A candidate for the office of Minister of this church shall be nominated as outlined in the Article of these bylaws concerning the Ministerial Search Committee. The Minister shall be called by means of a vote at a membership meeting held for the purpose of decision on a candidate nominated by the Ministerial Search Committee. The Minister shall be considered to have indefinite tenure upon election by the membership.

Section 2. A contract detailing the terms of agreement between the Minister and the congregation shall be proposed by the Ministerial Search Committee, agreed to by the Board of Trustees, signed by the officers of the church, and shall be reviewed annually by the Board of Trustees.

Section 3. A Minister may be dismissed by a two-thirds vote of the members present at any meeting convened for that purpose. In the event of a potential dismissal, the advice of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association will be sought.

Section 4. The Minister shall continue his/her duties for 90 days after written notice of resignation is received by the President, or after membership decision for dismissal, unless it is mutually agreed otherwise.

Section 5. The Minister shall:

- be in the fellowship with the Unitarian Universalist Association of Congregations;
- have primary responsibility for worship and other religious ceremonies;
- be an ex officio member of the Board of Trustees
- be available for advice and guidance of members and committees when requested;
- in consultation with the President, supervise all employees and maintain written jobs descriptions for each position, and coordinate the administrative and communicative aspects of the church;
- report at the annual membership meeting any matter which seems pertinent to the general welfare of the church, and make such recommendations as in his/her judgment may be appropriate; and
- keep complete and accurate vital statistics (that is, marriages, dedications, and deaths) concerning the membership.

Article 16. Ministerial Search Committee

Section 1. In the event of a vacancy in the office of the Minister, the members of the church shall elect a Ministerial Search Committee.

Section 2. The Ministerial Search Committee shall consist of seven (7) members of the church. Two (2) members of the Committee will be selected by the Board of Trustees, and five (5) members will be elected from the membership at a special meeting following the rules for selection of the Leadership Development Committee.

Section 3. The membership shall instruct the Ministerial Search Committee regarding the general terms of agreement that it shall tentatively negotiate; a tentative salary shall be approved by the membership prior to any interviews.

Section 4. The Ministerial Search Committee shall:

- consult with appropriate members of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association;
- conduct a membership survey;
- interview potential candidates and select one;
- make necessary arrangements to ensure the candidate has reasonable knowledge of and acceptance of the church, its membership, finances, and Bylaws, and of the community at large;
- agree tentatively in writing with the selected candidate regarding the terms of agreement;
- nominate such candidate, with the Board of Trustees' concurrence, at a membership meeting called for the purpose of decision on that candidate, and present the terms of agreement for action at that meeting;
- prepare a contract containing the detailed terms of agreement, in consultation with the candidate, and propose it to the Board of Trustees;
- assist the new Minister to become settled and acquainted in the community; and
- comply in all matters with the UUCU Non-Discrimination Policy.

Section 5. Any vacancies on the Ministerial Search Committee can be filled by nomination of the President with the Board of Trustees' approval.

Article 17. Calling a Minister: Quorum and Plurality of Call

The Ministerial Search Committee shall present a Ministerial Candidate to the membership. The minister shall be called by at least an eighty percent (80%) vote of the voting membership present at a special congregational meeting held for that purpose. The vote to call a minister shall be by written ballot. One half (1/2) of the members eligible to vote shall constitute a quorum at such special congregational meeting.

Article 18. Fiscal Year

The fiscal year shall be set at July 1 through June 30 of each year.

Article 19. Bylaws and Amendments

Section 1. Suggested changes for these bylaws shall be submitted to the Clerk, and if approved by the Board of Trustees, shall be presented to the membership.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at any membership meeting, provided that written notice of any proposed change is included in the notice for that meeting, at least 10 days prior to the meeting.

Section 3: If for five years no amendments shall have been made to these Bylaws, the president shall appoint, with the concurrence of the Board, a bylaw committee to review this document.

Article 20. Dissolution

In the event of dissolution and liquidation of this corporation, either voluntarily or involuntarily, the Board of Trustees (in the event of voluntary dissolution) and the appropriate public official (in the event of involuntary dissolution) shall transfer any surplus in excess of the corporation's outstanding liabilities to the order of the Northern New England District, Unitarian Universalist Office for Maine, New Hampshire, and Vermont, 10 Ferry Street, Suite 318, Concord, NH 03301.

Revised 8/04 to include amendments passed at the June 6, 2004 Annual Meeting
Revised 6/05 to include amendments passed at the June 5, 2005 Annual Meeting
Revised 3/09 to include amendments passed at the March 9, 2009 Membership Meeting
Revised 6/10 to include amendments passed at the June 10, 2010 Annual Meeting
Revised 6/12 to include amendments passed at the June 3, 2012 Annual Meeting
Revised 6/13 to include amendments passed at the June 2, 2013 Annual Meeting
Revised 6/17 to include amendments passed at the June 4, 2017 Annual Meeting
Revised 6/19 to include amendments passed at the June 2, 2019 Annual Meeting