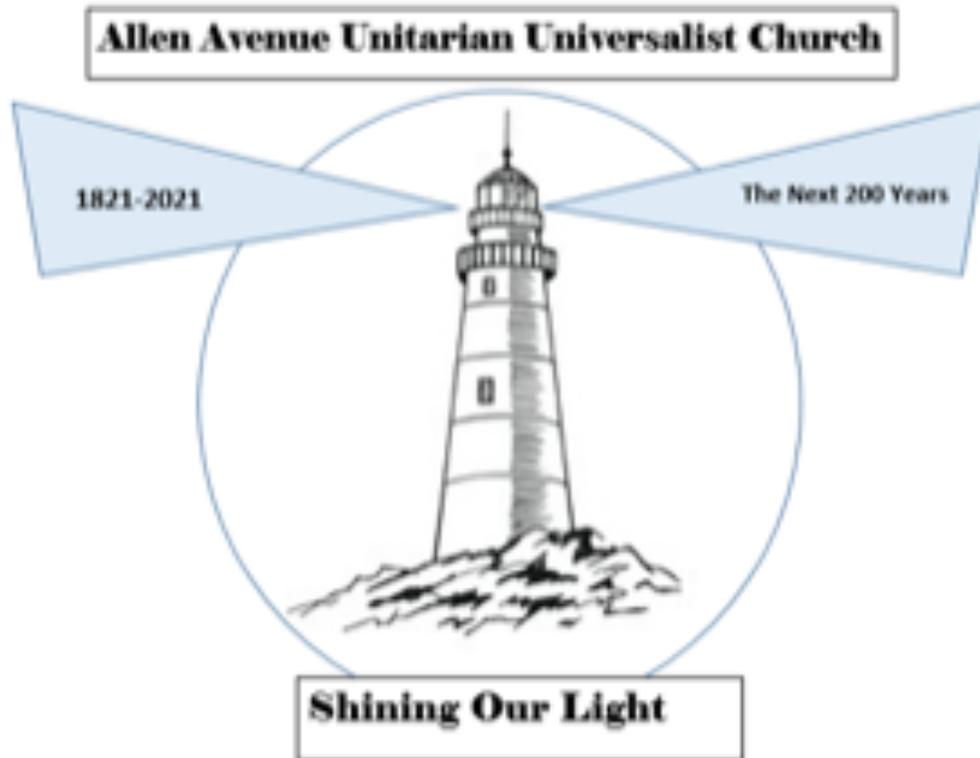


# ANNUAL REPORT 2020-2021



Allen Avenue Unitarian Universalist Church  
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# TABLE OF CONTENTS

<b>Notice of Annual Meeting – Call to Meeting .....</b>	<b>3</b>
<b>Minutes from 2020 Annual Meeting .....</b>	<b>4</b>
<b>Nominating Committee Report and Nomination Slate 2021-2022.....</b>	<b>8</b>
<b>Leadership Reports</b>	
Board of Trustees .....	10
Minister .....	12
Director of Music .....	18
Director of Religious Education .....	18
Membership Coordinator.....	20
<b>Committee Reports</b>	
Finance Committee .....	22
Building and Grounds .....	23
Garden & Grounds .....	24
Social Media .....	25
Knitting Ministry .....	26
Agility Team. ....	26
Pastoral Care Team .....	27
Personnel .....	28
Food Coop .....	29
Social Justice .....	29
Stewardship .....	33
Worship Committee .....	34

# Notice of Annual Meeting

# Call To Meeting

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To members of the Allen Avenue Unitarian Universalist Church

The Annual Meeting of the Allen Avenue Unitarian Universalist Church will be held at **11:00 a.m. on Sunday, June 6, 2021**. Due to the pandemic, this meeting will be held virtually via Zoom. The purpose of the meeting is for considering and taking action on the following matters:

1. To approve the minutes of last year's 6/14/20 annual meeting.
2. To receive and consider reports of the Board of Trustees, Treasurer, Professional Staff, Minister, Committees and Organizations
3. To adopt the spending plan for the fiscal year July 1, 2021 - June 30, 2022.
4. To elect officers and other official positions as follows:
  - a. President, Vice President, Clerk, Treasurer and Moderator
  - b. Trustees
  - c. Members of the Nominating Committee
5. Appreciation
6. Any other business that may legally come before this meeting

## Adjourn

BY ORDER OF THE BOARD OF TRUSTEES

May 21, 2021

Ann Packard, Clerk

# Annual Meeting Minutes

June 14, 2020

Notes: Due to the pandemic, this meeting was held virtually via Zoom. The meeting was called to order at 10:45 am by Moderator Rick Kimball. There were 97 members in attendance at that time; a clear quorum (49 being a quorum). Rev. Anita lit the chalice and offered opening words. Given that this was our, first ever, annual meeting held via Zoom, our Moderator, Rick Kimball reviewed a few Zoom etiquette points.

## Minutes of Previous Meetings

Motion: to waive the reading and to approve the minutes of last year's 5/31/2019 annual meeting and the 12/8/2019, 1/12/2020 and 5/2/2020 special congregational meetings was made by Elizabeth Forrest, seconded by many, carried unanimously.

## Annual Reports

Motion: to accept the annual reports, with the exception of the 2020/2021 Spending Plan, nominations of board members, nominating committee members and any other proposals on the agenda, was made by Sue Malcolm, seconded by many, carried unanimously.

## Proposed Spending Plan

Russ Glidden, outgoing Treasurer, spoke to the many challenges these past few months with the COVID-19 in putting this budget together and thanked several members for their assistance, as well as the strong Finance Committee.

Highlights:

- Secured government Paycheck Protection Program (PPP) – \$28,000 loan with forgiveness
- Endowments are doing well
- Conducted a highly successful shortfall challenge

All of this provided a surplus going into this coming year.

David Wilcock and Barbara Freeman presented an overview of our 2020/2021 Spending plan:

- Income: Thanks to Tim Vogel and the stewardship committee, we had a successful stewardship campaign; however, due to the pandemic, our projected income is down 8% from last year.
- Expenses – projected to be up by 1% .
- Provisional Budget – The Finance Committee and the Board are proposing this as a provisional budget that will be revisited in the fall based on any major changes in building usage or other considerations due the pandemic.

Discussion

- Clay Atkinson acknowledged the many successes of the board and complemented them, and the finance committee, on their hard work. He also spoke to the need to

protect our RE program, and the need to increase our visibility to draw visitors through advertising and PR.

- Peter Reed asked about costs for new technology (Zoom, sound system, etc.) David Wilcock explained that the dollars for technology come out of reserve funds and are not in the general operating budget. He also noted that the board has approved a new phone system and will be discussing a new sound system at their June meeting.
- Sam Sherry indicated concern with cuts in publicity and the RE program. He also noted the difficulty we've had in the retention of a DRE.
- Vicky Delfino asked about the reduction in building reserves from \$18,000 to \$4,000. Barbara Freeman explained that we have done many repairs in the past few years and we can afford to take the risk to lower this for one year. Dan Chase added that we are not seeing any big building maintenance expenses coming up in the near future.
- Diane Oberbeck explained that, at this time, it is unknown as to what we want a DRE to be doing so we decided to take a step back and work with Rev. Donna to evaluate where we want to go from here. She reminded everyone that this is a "provisional" budget and things may change.
- George Hixon asked if, in normal years, a surplus would be carried forward. Dave Wilcock explained that there are many ways to handle this and Barbara Freeman added that, in the past, we did not carry it forward. We would put it in reserves or spend it. However, this is an exceptional year.
- Meret Bainbridge asked how decisions are being made around building usage. Alice Alexander explained there is a team that is looking at all of this, including Art Play. They will present their conclusions to the board.
- Clay Atkinson asked why our Fair Share is up. Diane Oberbeck explained that the board is committed to increasing to our full fair share which is about \$19,700 per year. We have made tremendous use of UUA in the past few years.
- Angie Dierks asked if Art Play is using our building, will it compromise our usage? Alice Alexander answered that they are asking for exclusive use of their rooms and the handicapped bathroom. Otherwise, no.

Motion was made, by Peter Reed to move that the congregation accept the budget, as presented. The moderator called for a vote. About 73 voted in favor, 10 against and 10 abstaining.

#### Further Discussion

- Clay Atkinson reiterated the need to place a high priority on increasing the dollars in communication, social media and publicity.
- Peter Reed reinforced what Clay is saying and also questioned the "one church, one budget" and maybe allowing members the chance to express their passions by allowing the board to accept donations for a specific purpose.
- Lee Shenton said she was on the board when "one church, one budget" was implemented and explained it's difficult to track separate causes.
- Tina Veilleux expressed that we cannot depend on fundraising going forward.

- Susie Hubley said that when people are allowed to specify causes, the people with more money can put pressure on their pet projects and on things the congregation doesn't necessarily need or want.
- Laura Burden likes the plan to be flexible on the DRE position going forward. She also expressed her desire for the board to review, in the future, the dollars and hours for the membership coordinator position. Rick Kimball suggested she take her issues to the Personnel Committee and the board directly.

Call the Question – Nancy Cunningham “called the question.” There were many seconds. Rick Kimball called for a vote and it passed by 91 to 2; one abstained.

Motion – Motion was made by Sue Malcolm to accept the budget taking out an additional \$6,000 from the regular endowment fund in early fall, to cover moving expenses.

Further Discussion

- Dave Lourie questioned if this \$6,000 was in addition to what's in the budget. No, it is not.
- Vicky Delfino made a friendly amendment to remove the word “addition” and Sue Malcom accepted this.

Final Motion: Accept the budget, as presented, taking out up to \$6,000 from the regular endowment fund in early fall, to cover moving expenses for the new minister. This motion passed unanimously.

### **Election of officers and other official positions**

#### Board of Trustees

Julie Harrison – 3rd yr; 1st term; expires 2021

Katrina VanBrugh – 3rd yr; term expires 2021 (finishing Marilyn McWilliams term)

Mike Williams – 3rd yr; 1st term; expires 2021

Diane Oberbeck – 2nd yr; 2nd term; expires 2022

Troy Moon – 2nd yr; 1st term; expires 2022

Peter Reed – 2nd yr; term expires 2022 (finishing Russ Glidden's term)

John Howard – 1st year; 2nd term; expires 2023

Ann Packard – 1st year; 1st term; expires 2023

Tina Veilleux – 1st year; 2nd term; expires 2023

Motion: to accept the slate of nominations for Board of Trustees made by Sue Malcolm and carried unanimously.

#### Officers for 2020-2021

President                      Tina Veilleux

Vice President              Julie Harrison

Treasurer                     Peter Reed

Clerk Ann Packard

Moderator Rick Kimball

Motion: to accept the slate of nominations for officers made by Lee Shenton and carried unanimously.

### **Nominating Committee**

Motion: to elect Sam Sherry for a two-year term, replacing Dick Hall, and Lee Shenton and Elizabeth Forrest to a second two-year term was made by Katrina VanBrugh and carried unanimously.

### **2020-2021 Nominating Committee Members**

Dave Juers – 2<sup>nd</sup> year; 2<sup>nd</sup> term; expires 2021

Elizabeth Sarazin – 2<sup>nd</sup> year; 1st term; expires 2021

Lee Shenton – 1<sup>st</sup> year; 2<sup>nd</sup> term; expires 2022

Elizabeth Forrest – 1<sup>st</sup> year; 2<sup>nd</sup> term; expires 2022

Sam Sherry – 1<sup>st</sup> year; 1<sup>st</sup> term; expires 2022

### **Appreciation**

Dave Juers thanked Russ Glidden for his time and service on the board and as treasurer. He also thanked Dick Hall for serving on the Nominating Committee.

Diane Oberbeck expressed thanks and gratitude to many, many people, including Rev. Anita, the board, the transition team, nominating committee, finance committee, building and grounds committee, stewardship committee, personnel committee, George Hixon, RE committee, search committee and the staff. She also thanked Jamie Eller and Danielle Dumais for arranging the Black Lives Matter protest.

Tina Veilleux thanked Diane Oberbeck, outgoing President, for her leadership and dedication over the past few years.

### **Other Business**

Motion: Carol Larson, on behalf of the Social Justice Committee, presented a resolution for the congregation to approve. There were many seconds and the committee agreed to accept friendly changes resulting in this final resolution that passed unanimously.

*We the members of Allen Avenue Unitarian Universalist Church collectively commit to a United States in which all of our residents have what they need to survive this pandemic: healthcare, paid sick leave, a living wage, affordable housing and the ability to stay at home to slow the spread of this Covid-19 virus. We further pledge to work to repair systems of racism, inequality, and oppression which have made our Black, brown and Indigenous residents more vulnerable to this horrific disease. We do so in the spirit of love and in the belief in the inherent worth and dignity of every human being which is central to our collective spirituality.*

Motion: Suzanne Federer moved that we hear closing words from Rev. Anita and to adjourn. This as seconded by many and carried unanimously.

Meeting adjourned at 12:53pm

*Respectfully submitted by Ann Packard, Clerk*

## **Nominating Committee**

**Dave Juers**

The Nominating Committee met several times via Zoom to prepare for finding candidates for the Board of Trustees and the Nominating Committee. In April we published a request for three weeks in the eBlast requesting people to apply for the positions on the Board and the Nominating Committee. No one applied so we then called people. Three positions needed to be filled as Julie Harrison, Mike Williams, and Diane Oberbeck were leaving the Board. Two people, Carey Rasco and Steve Hansen, will be nominated at the Annual Meeting for new positions on the Board. Peter Reed and Katrina VanBrugh will be nominated for their first terms as they were filling vacated terms previously. Therefore, only two vacated slots will be filled and there will be eight people on the Board.

Tina Veilleux  
Ann Packard  
Troy Moon  
John Howard  
Katrina VanBrugh  
Peter Reed  
Carey Rasco  
Steve Hansen

### **Nominees for the Board of Trustees Carey Rasco**

Carey Rasco learned about A2U2 from her sister Cathy, and joined A2U2 when her kids were small, back in the early 2000s. Her wonderful children are Amy, Will, and Zale. Carey was a business librarian in the 1990s, moved to San Francisco and worked at a management consulting firm, where she fell in love with the big trees and became a kayak guide. She met her mother-in-law in Belize, kayaking and snorkeling, then her husband, and moved to Revelstoke, British Columbia in 2000, after her first child Zale was born. They lived there 2 years, then moved to Maine just after Will was born in 2002. She stayed home with her kids then went to music school and became a music teacher in 2012 for five years. She then took a job working with students with challenging behaviors for South Portland schools and has been there four years. Carey believes in the power of love--love of family, of ourselves, of each other, and of the earth. Carey resides with her son Zale and daughter Amy in Cape Elizabeth. In her free time, she practices yoga, gardening, and music. Things Carey is proud of: her children, singing with Women in Harmony and with A2U2 choir off and on, teaching music, being a girl scout troop leader, riding for AIDS rides, volunteering on a domestic violence hotline, and being nominated for the A2U2 Board.

### **Steve Hansen**

Stephen C. Hansen has been a Unitarian Universalist for seven years and a member of A2U2 for three years. Originally from Nebraska, he has lived on both Coasts and is delighted to be in Maine. He serves on the Finance Committee, is part of the Food Coop, and was on this year's Stewardship Committee. He is married to Silva Hansen and has five children ranging in age from 14 to 39. In addition to his church activities he is an Assistant Professor of Accounting at the University of Southern Maine. If elected to the Board he will help in the transition back to in-person services as well as increasing A2U2's visibility in the local community.

The following people are nominated as officers for the period of July 1, 2021 to June 30, 2022

President	Tina Veilleux
Vice President	Ann Packard
Treasurer	Peter Reed
Clerk	
Moderator	Rick Kimball

At the time of preparing this report it is unclear who will be the Clerk.

### **Nominating Committee**

Diane Oberbeck is nominated to fill the slot being vacated by Dave Juers, whose terms have expired. Elizabeth Sarazin is nominated to a second two-year term. The Nominating Committee members will be:

Sam Sherry Chair Elizabeth Sarazin Elizabeth Forrest  
Lee Shenton  
Diane Oberbeck

### **Nominee for the Nominating Committee Diane Oberbeck**

Diane Oberbeck has been a member of A2U2 since 1999. Prior to running for the Nominating Committee, she was a member of the Board of Trustees and served as Clerk and President. The Nominating Committee would like to thank those who are leaving the Board of Trustees and the Nominating Committee for their service, the people who agreed to serve, and those who gave serious consideration to serving another time.

## Board of Trustees

## Tina Veilleux

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This, of course, was a year like no other. The Board had the great pleasure of welcoming and working with our new minister, Rev Donna Dolham. We served the congregation as we all struggled to find our footing in our virtual church year. While we did have an in-person outdoor start up board retreat last August, the rest of the year we met by zoom. Our experience as Board members reflected what was happening in the wider congregation. For some of us, this new on-line experience provided opportunities to connect with more people in more ways. Others of us struggled with feeling disconnected from the congregation and overwhelmed by the new demands of home and work. The Board worked to keep both of those realities in mind for ourselves and our church members.

Our priorities this year were to work to keep people connected to church, welcome and support our new Minister and new DRE, Emily Jones, keep any use of building or grounds safe for those involved, keep the church as financially stable as possible, and continue work in areas toward our longer-term goals. Two areas of focus from our long-term plan were 1) work to become a more diverse community and 2) connect-with other area UU churches.

Board members, and other church members, took part in individual outreach to congregants-with cards and calls. Additionally, the “Church at Home” project was enthusiastically received by members.

Given the challenges of the pandemic and its impact on our finances, the board worked closely with the Stewardship Team, Budget Team and the Finance Committee to collaborate on a sustainable budget for the coming fiscal year.

As a Board, we read and discussed the UUA’s “Widening the Circle of Concern”, which is a report of the UUA Commission on Institutional Change. The report is an audit of the power structures and systemic racism and white supremacy culture within the UUA. We hope to have this as a church-wide read next year.

We did not connect with other area churches as we had hoped. I attended a national meeting of church leaders to discuss the challenges we face. Board member, John Howard, was involved in a number of state and regional UU organizations. Vice president, Julie Harrison, has been involved in a statewide social justice ministry and this year took on the role of A2U2’s social justice committee chair.

The Board spent time reviewing and giving feedback to bylaw revisions. The updated version will be presented to congregation next year for review and feedback, and then voted on for approval by the congregation.

Board members also facilitated monthly Community Council meetings, which brought together committee and affinity group leaders and members to connect and share information about their activities and challenges. Community Council provides an opportunity for church leaders to work together and support each other in our shared vision for the church. It breaks down the “silos” that our church has noted it wants to overcome. It was also a time for personal connection.

Members of the 20/21 Board were Troy Moon, Michael Williams, Katrina VanBrugh, John Howard, and Diane Oberbeck. Officers were Peter Reed, Treasurer; Ann Packard, clerk; Julie Harrison, Vice President; and Tina Veilleux, President. Ben Wilson was our Youth Observer.

Ben graduates from high school this year and will be leaving to attend UVM in the fall. He has been part of the Board for two years and is our first Youth Observer- a role he initiated. Ben was actively engaged and brought an important, often overlooked, perspective to the Board. The Board is immensely grateful for his work with us. We plan to invite other interested youth to join the board to continue his role of a Youth Board Observer.

Respectfully submitted by,

Tina Veilleux  
President, Board of Trustees

## Overview

We began our shared ministry August 2020 in unprecedented times. A global pandemic was not what Allen Avenue Unitarian Universalist Church was anticipating for a new beginning when the search for a new settled minister unfolded. And even as we began our ministry together, we could not have anticipated that COVID-19 would connect us with those living on the other side of the globe while here at home we would remain in a church community connected by the internet and phones, physically distanced from our family, friends, and community for over a year.

While programming evolved and changed, congregational life continued to hold both the joys and sorrows of our full lives in new ways. We experienced celebrations and grief without the familiar rituals to help us process and hold them. Individuals and families were faced with difficult choices, changes in support systems and schedule... and yet, there were moments of innovation, and reconnection for some with each other, with the basics of life and with nature.

There was no play book for this or how we will continue to move through this time together. The congregation's leaders are carefully planning for how to shift into a new multi-platform congregation. We are a community filled with creative experiments. We all have been impacted by the pandemic, personally, as a congregation, community, nation, and world. We have held each other through this time, and as Unitarian Universalists, we have been held by the support of the Unitarian Universalist Association through regional support, worship resources, national social justice efforts such as UU the Vote and Black Lives UU among others. To read and hear more about the aftereffects of these challenges, listen to the Rev. Sunshine Wolfe's presentation [here](#). Rev. Sunshine is one of the field staff for the Central East Region of the Unitarian Universalist Association. Our common connection to our Unitarian Universalist faith will continue to offer us guidance as we make our way forward, holding our principles as [our guides](#). The Agility Team has been working on creating safe pathways for in person engagement and quickly catching up with rapid changing CDC guidelines while letting our principles and commitments guide decisions.

We could not have continued to live into our mission and vision without all of you. It is the leaders, volunteers and participants of this beloved congregation that have helped us through this time. All areas of congregational life sought new ways to do familiar tasks, letting go of some that no longer serve us while creating new teams and committees to help keep us engaged.

The Church at Home program which began its first deliveries in February is just such a ministry. So many people across programs and generations helped to create this theme-based outreach to over 150 members and friends each month. By June (the anticipated last delivery month) nearly 750 deliveries will have been made, 750 visits to the homes of our members and friends, and over 5000 items carefully planned out, and created will have been placed into the bags. This was a 100% volunteer led program. Thank you Ann Packard for saying yes and helping to bring all the people together over these last few months.

This year also saw the revitalization of the Membership Team, led by Diane Oberbeck. This team created sub-teams to support the congregation. The teams include: Member Care (Lisa Freeman & AnneMarie Cantanzano), Social Engagement (Judy Strano), Member Connection (Terri Grover) and Leadership Development (Diane Oberbeck). Meals have been made and delivered, past leaders wisdom collected, art sessions held, and circle suppers continued throughout the year. If helping create connection and fun is for you, consider reaching out to any of these leads.

Over the last year, it has been my pleasure to hold Zoom conversation, coffee and visiting time every Friday and create connections with those of you who scheduled appointments with me through email, by phone or with the [calendly scheduling program](#). Facilitating Lectio Divina Meditation on Thursday mornings was an additional gift of connection beyond the whirlwind of committee meetings and special events.

### **Staffing**

This year, the staff team and congregational volunteers focused on how to efficiently work remotely, access information, collaborate, create communication pathways for staff and the congregation. The *Breeze* program is the online program A2U2 transitioned to shortly before my arrival. It offers a suite of tools to help manage and provide access to many aspects of congregational functioning.

There has been a learning curve with this too. Congregation members, George Hixon and Diane Oberbeck have helped support our effective use of Breeze offering instructional classes and outreach as well as updates and formatting. For some, this has increased our capacity to connect and engage while for others it is one more frustrating new piece of church life. Please reach out for support ([office@a2u2.org](mailto:office@a2u2.org)) if you'd like to know more about how to use Breeze. Our administrator, Alice Alexander, will answer your questions or help you connect to someone who can. Currently, the Breeze program is accessible only to members of the congregation. Friends of the congregation are able to access information and links regarding programming and events through the eblast and our website at [www.a2u2.org](http://www.a2u2.org).

A2U2 welcomed Emily C. Jones, Director of Religious Education to the community early in the church year. It has been a delight to add her creativity and new ideas to Allen Avenue Unitarian Universalist Church. Alice Alexander, Administrator moves into her 4<sup>th</sup> year with us. If you've had the opportunity to meet, talk with or work with Alice, you've encountered her warm welcome and ability to take on new adventures like adding worship online tech host to her skill sets. Laura Burden, Membership Coordinator, celebrates her 10<sup>th</sup> year of serving this community bringing with her a wealth of historical information and her gifts for connection and invitation. Dale Churchill, Music Director has been providing music and choir directing here at Allen Avenue for over 30 years transitioning his team of choir members into the unknown world of remote singing and recording.  
*Thank you all!*

On October 20<sup>th</sup>, the staff held a collaboratively facilitated retreat to begin building a working relationship with each other. There have been hundreds of hours that your staff team has served you through this pandemic.

Current Hours as listed in current job descriptions:

Director of Religious Education: 20 hours per week.

Membership Coordinator: 10 hours per week (September – June).

Administrator: Average of 30 hours from September through June, 12 hours for 9 weeks of summer.

Music Director: Responsible for 41 Sundays a year.

Prior to my arrival at A2U2, the leadership team chose to eliminate the consultant who was helping with bookkeeping, shifting this and other tasks including bill paying, deposits and tracking to members of the Finance Committee. Finance Committee members have worked diligently this year to create a system with identifiable tasks and reporting (See the Finance Committee report for more information about these dedicated folks). The Sexton needs of the congregation have been met with the help of Moe Blanchard who also serves the other Portland, Maine UU Congregation on Congress Street. Following the passing of a spending plan for the church year 2021/2022, a search will open to fill this position. Stay tuned for updates.

Many thanks to the Personnel Committee who continued to regularly meet this year to support healthy structures of support and lines of accountability for staff and the congregation. Over the years, the work of the Committee has changed as the congregation has grown and governance structures have shifted to meet the need. The Committee has met the historical demands while recognizing that the past scope of responsibilities has shifted. By the time of this Annual Meeting, the Committee will have met to hold a retreat (June 2) inviting reflection on the history of the work completed and an acknowledgment of the dedicated members who did this work.

The Board of Trustees, in light of the shifting scope of the Committee, supports the development of an Interim Personnel Committee to begin work this summer to address needs as they relate to congregation size and governance. Recommendations will be submitted to the Board for consideration by this interim Committee. Thank you to the wonderful members of the Personnel Committee who have held so much of the staff support needs for so many years, Sonia Tonelli, Barbara Freeman, Ann Packard, Lynne Russell-Johnson and Angie Dierks.

## **Worship**

Worship evolution over the last year and a half requires hours and hours of hidden volunteer and staff time. Worship services have continued with the creativity and commitment of so many. Over this year we have moved from 30 minute, YouTube services watched individually from our own homes with limited singing to the opportunity to gather online together on Sundays participating in a partially live worship experience with hymn signers and choir pieces offered as a regular weekly occurrence. As the months continued, the need to add more helpers arose. Erica Bartlett and Keith Prairie have offered ongoing tech support for all Worship Committee services and prior

to going live on zoom, helped to provide support with me on a rotating basis for all services uploaded to our YouTube channel. Joe Seale and John Howard are currently offering the background work of blending piano and individual voices creating both hymns and anthems.

Holding live services requires multiple audio and video preparation steps. Dale Churchill and the choir members prepare recordings for the audio editors to work with (Joe and John). These pieces then have visual slides added to them. Erica Bartlett or Keith Prairie currently do this for Worship Committee Sundays. When I am in the pulpit, these audio files are sent to me. Alice Alexander prepares the slides for the hymns and upcoming events that I draw from. I add these to the audio pieces. These audio files are then uploaded to google drive to share with our Sunday Zoom worship tech., Alice Alexander. Every week that I'm in the pulpit, a tech. meeting is held with Alice and I on Friday afternoons and on Sunday at 9am.

Approximately 6 to 15 hours of video editing are required in addition to writing and recording the elements. Music preparation hours are in addition to these 6 to 15 hours of video editing. This year, I purchased SoulMatters, which is a Unitarian Universalist thematic based program. Every element of services that are streamed are required to meet a public domain, are covered by a special license or special permission has been given for us to stream. SoulMatters has done some of this work for us in the packets they offer. Emily C. Jones, (Director of Religious Education) Dale Churchill (Music Director) and I have worked with these themes this year.

A new usher team was created this year to help manage the space every Sunday on Zoom. Beth Roddy has been helping to train and coordinate ushers for A2U2. Thank you to everyone who has been helping create a safe space on Zoom! This will need to be an ongoing role for the congregation if Zoom screening of services continues in the new church year. The ushers will continue to provide support during the summer lay led services.

This Church year I will have led worship 30 Sundays and co-led one Sunday with Gregg Levoy which was followed by a workshop with Gregg. I also co-created and co-led the Christmas Eve service with Emily C. Jones and co-hosted the UUA service, *UU the Vote* with John Howard. I came back from bereavement leave to facilitate an additional service following the violent attack on the capital in January. Thank you to all those involved and the amazing Worship Committee who keep showing up with thoughtful and creative topics.

### **Committee on Shared Ministry**

During interim ministry (most recently A2U2's time with the Rev. Dr. Anita Farber-Robertson), there is no Committee on Shared Ministry and instead a Transitions Team was developed. When a new settled ministry begins, the need for a Committee on Shared Ministry is assessed by the Board. Allen Avenue UU Church's Board of Trustees identified the benefits of having a Committee on Shared Ministry and a process of discerning members was approached collaboratively by the board and Rev. Donna. The Committee on Shared Ministry (COSM) members are Pauli Juneau, Charley Mitchel, Chris Malcolm, Kathy Neddeau and Angie Dierks and Rev. Donna.

The COSM will begin in the Fall with ongoing monthly conversations, assessing the various ministries of the congregation. This framework will focus on meeting with different stakeholders and will base the conversation on the areas of ministry identified in the *Fulfilling the Call, A Model for UU Ministry in the 21<sup>st</sup> Century*. It is a model based on appreciative inquiry and is designed to be engaged over a 9- or 10-month period. We look forward to rolling this out, exploring the intersection of both lay led ministry, lay leadership and professional ministry. We will examine our shared responsibility for all the ministries of Allen Avenue UU Church. This model will offer us an opportunity every year to continue the conversation together. The prior model used by the congregation was a Tri-annual review process. The last review was completed in 2017 by A2U2's Committee on Ministry.

### **Minister's Discretionary Fund**

The Minister's Discretionary Fund helps members and friends experiencing financial challenges. Each year, it receives donations from Share the Plate in December along with other donations throughout the year from members and friends. As of May 27, 2021, the Minister's Discretionary Fund had a balance of \$7605.56. Thank you for your generosity. It is one more way we can care for each other.

During the past year, there were two gifts offered totaling: \$616.29. All donations are welcome and if you are experiencing a need in this area, please reach out to Rev. Donna.

### **Pastoral Notes**

During this 2020/2021 church year, beloved long-term member, Sheila Johnson died. Her celebration of life is scheduled for June 26<sup>th</sup> at 2:00pm in a combination of indoor/outdoor and Zoom access. Sheila and her family are weaved into the fabric of our A2U2 community over many years.

### **Community Outreach & Association Connections**

This church year I worked with three congregations as a facilitator for the Unitarian Universalist Association's Beyond Categorical Thinking Program (BCT). In November I worked with the Eugene, OR congregation and in December, I worked with the congregations of Watertown, MA and Wooster, OH. This work that I've volunteered for since 2001, has created opportunities for me to meet and work with over 60 congregations in our Association. [Beyond Categorical Thinking](#) is offered to UU congregations in ministerial transition.

In September, I began serving as a member on the Maine Unitarian Universalist State Action Network's Steering Committee. It is an honor to work with MUUSAN, which is made up of members and supported by congregations all over Maine. If you are not yet connected, please sign up for their updates, join a working group or attend a community meeting. Here is the link to read more about [MUUSAN](#). MUUSAN is a statewide advocacy and public policy network anchored in our Unitarian Universalist faith and animated by its principles, MUUSAN welcomes as partners and

collaborators all those who share our values. We link our 25 Maine congregations and many friends in an active legislative ministry.

In May, my nomination to serve on the Massachusetts Charitable Society was accepted. To read more about their work I invite you to visit their [website](#).

Each month a group of multi-faith leaders in the Portland area meet to collaborate and create connections. This year, I participated with other local clergy in the Multi-Faith Gathering of Hope service held on Nov. 2<sup>nd</sup> online. For our June meeting this group will be gathering on our lovely A2U2 grounds.

### **Heading into the Future**

Imagining our way forward together is the inspiring work of our shared ministry. The strength, commitment, creativity and compassion of Allen Avenue Unitarian Universalist Church's members and friends are the qualities that will continue to strengthen and grow this community. As we begin to integrate both in-person and online features to our congregational life, we can re-introduce the things we dearly miss about being in-person and the things we discovered in the last year and half.

Can you imagine a calendar filled with joy? Filled with both adult education and multigenerational programming? Can you imagine in addition to the 7 new members who joined us this year that we will welcome many more? Can you imagine there will be lovingly held space to reflect on how our spirits have been impacted by the pandemic? Can you imagine being on the streets demanding justice? Can you imagine alliance building with other congregations and organizations in Southern Maine?

This is the congregation I was called to serve. I am so grateful to have been your minister through this last year and look forward to all we will continue to do together.

Allen Avenue's vision and aspiration to be a *cross-generational, interconnected, larger and more diverse community*, is the lens we will use as we create the way forward together.

Love and Light,

*Rev. Donna Dolham, M.Div., MSW, LCSW*

Pronouns: she, her, hers

## **Music Director**

**Dale Churchill**

The members of the A2U2 Choir this year were: Anna Benoit, Michael Crosby, Nancy Cunningham, Russ Glidden, Terri Grover, John Howard, Dave Jeurs, Rick Kimball, Tirrell Kimball, Mike Luce, Chris Malcolm, Sally Moon, Amy Murphy, Carey Rasco, Rory Sellers, Don Schumann and Lee Shenton. They rehearsed each Thursday including most of last summer and together learned how to put a piece of music together beginning with each singer recording their part at home and ending with the capable music editing of John Howard and Joe Seale. Many obstacles that were met and overcome included creating an appropriate recording environment, singing alone and taking feedback, and most of all, dealing with lost zoom connections, glitches and frozen screens. On they continued for 15 months, always struggling, always repeating and always finding gratification in what was created.. At this writing we are preparing to return to the sanctuary 5/27 to sing, harmonize and record. What a feat after the frustration endured but as one of the basses is fond of saying when tensions peak, it's okay, no one got hurt.

## **Religious Education Director**

**Emily C. Jones**

Goals for the 2020-21 religious education program were to create fun and engaging ways to be together; To increase connections within the RE program, A2U2, and beyond; And, to engage families in the life of the church in ways that are fun, helpful, and supportive.

The RE program serves 60 children from birth through age 18. While some families were more directly involved than others due to pandemic limitations, we were able to offer a variety of opportunities for connection through outdoor in-person events, worship, online sessions for children and youth, volunteer opportunities, family emails, and our involvement in the Church at Home program.

Throughout September and October, the RE program held in-person, outdoor events utilizing masks and physical distance. The Halloween event was well attended with pumpkin carving, a cake walk, and a live version of a popular online game which Emily adapted specifically for A2U2 Youth.

In November, Maine had a significant surge in Covid 19 infections and in-person events had to be paused.

There were still many opportunities for families, children, and youth to connect with the congregation and each other.

**Story Time with Rev. Donna and Emily the DRE** was offered every Tuesday afternoon from Feb 23 - June 1. Children gathering on Zoom for chalice lighting, check-in, a story, and discussion and interaction based on the book. Emily and Donna read a variety of stories, mostly picture books that introduced or reinforced our UU values.

Emily wrote a story especially for the kids called *The Moose at Allen Ave UU!*

In these sessions, the children learned more about their minister, their DRE and each other. These were consistently attended by those ages 3-10.

**Junior Youth** met every other Thursday on Zoom for chalice lighting, check-in, and a variety of games that encouraged creativity, laughter and connection. Initially offered to those in grades 6-8 with a combination of role playing and *Among Us*, the group quickly expanded to welcome those in 5th grade. Later sessions pivoted toward structured party games that were faster paced and incorporated more humor. A favorite of these was the Jackbox game *Survive the Internet*.

Emily C. Jones and Kassidy Helfant facilitated these sessions. Six junior youth participated in these game nights, most attending consistently.

**Senior Youth** (grades 9-12) met every other Thursday on Zoom for chalice lighting, check-in, and a role-playing game called *Maze Rats*. Creative thinking, story development, and making decisions as a group were encouraged in these sessions. Some Youth created art for the game on their own time, and it is amazing!

Emily C. Jones and Kassidy Helfant facilitated these sessions, with Kass taking a significant role as gamemaster.

Nine individual senior youth participated, with an average attendance of 7.

**Worship** - Every worship service included a Time for All Ages. As the DRE, Emily was responsible for the TFAA two Sundays per month. With rare exception, Emily's pieces were original stories, reflections, or poems and aimed to be visually appealing with original photos and animations.

**RE Sunday** was held online June 6, a service called *Let Us Play*. Worship elements were designed to celebrate play, stories, and the connections formed over the year.

**Church at Home** -Religious Education Committee members Emily C. Jones, Karen Stevenson, and Rick Kimball were involved in the Church at Home subscription program. This involvement ensured families with children would receive content tailored to them.

In addition to the above, Emily also sent weekly parent emails with links to events, links to the Time for All Ages portion of worship, invitations to be involved in worship, and volunteer opportunities. Many of the emails included stories, activities, or music to share with their children at home.

RE partnered with several community organizations including Family Promise, Hope House, and the Red Cross blood drive.

The RE Committee included Emily C. Jones, DRE, Karen Stevenson, chair, Rick Kimball, Jaime Eller, and Jessie Goodwin.

Those working directly with children and youth included Kassidy Helfant, Emily C. Jones, Rev. Donna Dolham, Karen Stevenson, Jaime Eller, and Jessie Goodwin. Others who played a role in RE this year include Rick Kimball, Julie Harrison, Pauli Juneau, Angie Dierks, John Howard, and Kathy Gulrich.

## Membership

Laura Burden

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### **Mission:**

To welcome and support visitors, friends, and new members and to help them connect and find a place in our community; to coordinate the path to membership.

### **Member Connections:**

Our Membership group included volunteers Diane Oberbeck (chair), Lisa Freeman, Terri Grover, AnneMarie Catanzano, and Judy Strano. And a big thank you to Circle Supper Event Coordinator, Susan Selbe.

### **Programs Offered:**

We held one New to UU Discovery Class series this year, in a 4 session zoom format. This first online format class offering was a resounding success. Classes began in November and were offered on Sunday afternoons through the spring. Classes were open to new visitors and friends of the church who wanted to learn more about A2U2 and Unitarian Universalism. This year, all attendees were comprised of people who had never attended A2U2 in person. We had excellent attendee numbers, and a very engaged group, which grew with successive classes. One class session invited A2U2 church leaders who shared information about their area, some pre-recorded and some live – this worked really well! All participants wishing to become members at the conclusion of the class were offered the opportunity to sign the membership book. All new members were invited to meet Reverend Donna and Laura Burden on the church grounds for an in-person individual book signing. Feedback to this class was extremely positive. We had 6 people join as members at the conclusion of the class.

“Circle Suppers”, were offered for a 4th year. Susan Selbe, organized and transitioned this beloved community-connecting event to an on-line format. This event offering aims to connect people over home-based potluck dinners throughout our area. Dinners were held virtually on a number of dates. Technical glitches prevented some attendees from joining, but once sorted out, there was really positive feedback to continue connecting in this way. Thanks to Susan, and to all who hung with the transition from in-person potlucks to connecting over food and drinks in our own homes. Next year, we can consider a possible mix of in-person and virtual Circle Suppers.

We held a New Member Ceremony on April 11th during our virtual service. All new members received a new member certificate, flowers, and a gift in-person from Rev. Donna and Laura Burden at their membership book signing. We look forward to integrating these newest members into our congregational life.

Greeting was accomplished with the help of on-line ushers and Membership Coordinator monitoring newer faces in our on-line worship services and coffee hour. Using the chat feature, texting, emailing, and phone calls, greeting was continued but in a very different format!

Due to the challenges of the virtual year, the Membership Coordinator offered the option of taking walks or meeting outside in person off-site to the newest visitors and friends. When utilized, this worked very well and made a big difference in connecting new people to our community at A2U2.

Name Buttons were not offered this year due to our virtual format. We can re-visit name button use and creation when we are attending in-person services.

Typically, social events for new members and friends are organized twice annually aimed at connecting new members as a cohort via a special evening off-campus social event. This year, due to the stay-at-home order, Judy Strano began coordinating social events- thanks Judy! Membership is happy to respond to requests for social connections, and welcomes all ideas, especially as we re-think and consider optimal connections in the coming year.

**Notes:**

Each visitor who requests more information received a personalized welcome email from the Membership Coordinator. This has continued to yield worthwhile results especially the ability to reconcile email addresses, get feedback on first-time attendees impressions, connect people, and answer questions common to new visitors.

Our online presence became a bigger focus this year. FBK page requests, online requests for information, and signing up for the eblast thru online entry continued with success this year. Many people have coordinated with Membership to increase our connected online presence and increase ease of requesting information.

Membership had out first year with our new database, Breeze! Much gratitude to George Hixon and Diane Oberbeck for their gift of time and effort getting our community transitioned to this powerful new database. Diane has lead Membership in creating new categories for how we capture information and keep track of new people in Breeze. More out-of-area sign ups and people who have not been known to come to church in person have been gathered this year through the online request system. New requests are captured in our Breeze database.

The Membership Coordinator is a regular attendee of the monthly Community Council, and met regularly with the minister throughout the year. Two new staff members joined our ranks, Reverend Donna and DRE Emily Jones, and we kicked off our year in the fall with an off-site "retreat" in Laura Burden's yard, other staff meetings were attended virtually.

**Membership Coordinator:**

Laura Burden has served as the Membership Coordinator since the spring of 2011. The position focuses on welcoming visitors and friends and increasing active membership by making the path to

membership smooth and meaningful. Fall 2021 I will be entering my 11<sup>th</sup> year as Membership Coordinator.

**Statistics:** Our total number of active members, now listed in the new Breeze database, is: 199. We are currently a mid-sized I church. We currently operate under the Program model church style (between 150-350 members).

## Finance Committee

**Peter Reed**

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The Finance Committee has had an involved and energetic group this year, with Peter Reed (Treasurer, Chair), Russ Glidden, Barbara Freeman, Steve Hansen, Sue Malcolm, Susan Selbe, and David Wilcock. We have had interesting and wide-ranging meetings on all areas of church finances during the year.

Our goals are to make the financial work of the church as simple as possible, and as clearly documented as possible, such that anyone on the committee can do any of the jobs, and that members of the committee and the Treasurer can change without disrupting the financial life of the church. The processes need to protect both the people doing them and the church by making sure that everything is seen by more than one person. We still have a ways to go, but we are making progress.

There have been many changes and challenges this year, beginning with the integration of Breeze into our financial processes, adapting to the church building being closed, trying to help support our community relationships remotely, and working to modernize and improve our processes to maintain the financial health of the church.

Breeze makes handling the entry of contributions a 'Breeze' and has features to easily make sure they are credited to the right person, pledge campaign, fund raising activity, event, and so on. It also has great support for generating and sending statements to our contributors. And importantly, it supports members being able to check for themselves!

We have switched Credit Card processing to Breeze, which saves us more than 50% of the cost per transaction. As you may know, donations can be entered online, using credit cards or ACH, which was hugely helpful with Plate income and being able to continue making Share The Plate donations to local charities. Members can even enter and manage their own recurring online pledge donations.

Breeze does not do accounting or help with paying bills. But by aligning the accounts between Breeze and QuickBooks, we were able to have all income tracking done in Breeze, and only a small amount of summary data needs to be entered in QuickBooks for deposits. This in turn allowed us to greatly simplify the Chart of Accounts in QuickBooks and make the whole process easier and straightforward to do.

Driven by adapting to the pandemic situation, we also moved all our bill paying process to online banking, which made things faster and easier to track. We pay whatever we can automatically with companies that support it, and do the rest with BillPay through our local bank.

Multiple members of the committee are involved in performing our income, expense, and statement generation activities as well as supporting the Board in budgeting, and Stewardship in pledge tracking.

We want to thank the many people who have preceded us in doing this important work over the years, including past Treasurers like Russ Glidden, Vicky Defino, and Barbara Freeman for example, and others who have done and still contribute greatly like Lynne Russell-Johnson.

If any church members are interested in joining us, you will be welcome!

The Finance Committee

## **Building & Grounds Committee**

**Dan Chase**

Members: John Burdick, Dan Chase (Chair), Jerry Freeman, Sharon Horton, Dave Juers, Pauli Juneau, Keith Williams

Email list members: Clay Atkinson, Michael Crosby, Vicky Delfino, Elizabeth Forrest, Dick Hall, Sue Malcolm, Betsy Jo Whitcomb

The church closure due to the pandemic made this a relatively quiet year for the B&G Committee.

Over the summer, our Sexton, Moe Blanchard, cleaned, waxed, and buffed the floors.

Prior to Rev. Donna starting last Fall, members of the Committee cleaned out the ministers' office, including the big desk, and had the office painted. The big desk was advertised and picked up by someone who could put it to use.

At the request of the B&G Renewal Working Group, the Committee agreed to take on the project to remodel the main foyer. A plan was developed and a proposal requested from contractor Anne Perron. The plan consisted of replacing the windows, removing one of the sliding doors and replacing it with a window, replacing the other sliding door with a patio door and sidelight, and modifications to remove the post in the middle of the floor. The proposed price was within our budget, so we told Anne to proceed. Jerry Freeman served as our coordinator with Anne, and the project was completed in March, except for a few exterior items that need to wait for warmer weather.

The Committee worked with the Agility Team on issues related to the pandemic, use of the building, checking on the church while it sat vacant, etc. Jerry Freeman installed new keypad locks on the main entry door and the office to better control access.

Miscellaneous tasks completed included getting the front sign modified to display our website and the street number, getting a section of the back walkway re-paved, installing an outdoor electrical outlet to provide power for outdoor meetings, and fixing a pinhole leak in the roof over the RE foyer.

## Garden & Grounds

**Pauli Juneau**

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It's hard to believe but it's now been 5 years since we undertook our Renewal Project which of course included the Parking Lot and Grounds improvement. Perhaps, we have all forgotten the muddy parking lot.

Our trees and shrubs for the most part are all thriving, and thanks to the generosity of many of our members we continue to include new perennials, in our many flowering areas. .

It's been a challenging year and of course we needed to modify our regular "garden workdays" considerably but we were able to get in seven different workdays, some were for some very specific areas and only included a few hearty souls. Our Breeze tag group has 33 people listed with about half of these folks able to help with the actual workdays.

Our three areas of concentration for this year have been

- the area behind the RE wing near outside shed, which had brambles removed and grass planted, with intention to make this an outdoor RE area.
- The newly established triangle garden in the parking lot area between 3 large rocks with most of the plants donated by some of our members
- Much planning and soil building in the Memorial Garden in front of the Sanctuary.

Perhaps one of the more exciting events this year was the collaborative effort of the Social Action Comm, RE Comm and the Garden Group to sponsor our First Earth Day Clean Up day. Our land is precious, and we need to continue to help it grow.

Our plans for this year, are to continue work in the Memorial Garden, some professional tree work, and a re-evaluation of all our planted and woodlot areas.

Our Garden Group is open and welcome your thoughts and input, we would love to have more folks involved. We have garden work days every first Saturday of the Month from May to November from 9a to 12n....Please Join Us.

For the 2020-2021 church year, I've continued to work on increasing the church's social media presence and online visibility, with the goals of helping to attract a younger demographic and staying more engaged with existing members. I'm stepping back from this role, and I'm hoping someone else will be willing to take over.

## ***Facebook and Instagram***

Facebook has been a primary focus, with daily posts for items such as:

- Church services, activities, small groups, and events
- Special events, such as the Blood Drive
- Share the Plate recipient
- Other news of interest to the church community

Some of the most popular posts were about the foyer remodeling and holiday posts. Rev. Donna has also started doing her own posts about upcoming services and a few other events.

I've also been sharing some of this type of information on Instagram, posting once or twice a week.

## ***Messaging***

We continued with the messaging:

Your beliefs. Your community.  
Allen Avenue Unitarian Universalist Church

## ***Advertising***

I ran one ad at the beginning of September for the Water Communion, which was Rev. Donna's first solo service with us as our new minister.

On September 29, I met with Clay Atkinson, Judi Jones of Info Harbor, Jim Casey of Casey Communications, and Linda Emery to discuss re-starting the ads, per a discussion Clay had had with the Board. Getting these started up required a couple of things:

- Creating a couple of new ads focused on the types of emotions people are feeling during this time of pandemic and leading up to the election
- Redoing the landing page to use for the ads, also designed to reflect current emotions

We finalized the language for the ads by October 13. We also had some discussion about what to use for photos – stock images or actual church photos. The final decision was for stock photos, for the ads and the landing page. George Hixon updated the landing page once the final decisions were made.

We had been planning to run those ads until Election Day, but on October 27, we decided to end the ads due to low performance.

We also decided to advertise the UU the Vote service held on Friday, October 23.

### ***Looking Ahead***

I will no longer be managing the church Facebook page or Instagram, and we do not yet have a plan for how those will be managed moving forward.

## **Knitting Ministry**

**Suzanne Federer**

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The Knitting Ministry In spite of the virus the Knitting Ministry has remained active, meeting outside until cold weather and then on Zoom. For a time, we were unable to deliver shawls, but that was short lived. Working closely with Rev Anita and Rev Donna we have given a shawl or lap blanket to 20 A2U2 members this past year (June- May). The feedback we get is that this tangible token of love and support is much appreciated by the recipients. Members have also put their knitting to good use to contribute to the Giving Tree for 75 State St. and for the Falmouth Food Pantry hat/scarf collection. Over the past 5 years we have become a close knit (no pun intended) group providing support to each other as we experience difficult things in our own lives. We continue to welcome new members who want to knit together.

## **Agility Team**

**Karen Wilcock**

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The Agility Team was created to offer guidance on how and when to open A2U2 buildings and grounds for use during the COVID-19 pandemic. Among the members this year are Reverend Donna, Alice Alexander, Jerry Freeman, Ann Packard, Karen Wilcock and Dave Juers. Early members also included Troy Moon and Annie Norman, both of whom had to withdraw due to other demands on their time. Karen Wilcock has been serving as the Team coordinator.

We began to meet when the risk of COVID-19 community spread was low though rising. Recognizing that there is no 100% “safe” space during these times, we attempted to create guidelines for use of our shared space which would incur as little risk as possible to our members, and which could adapt to changing circumstances. Our congregation includes ages that range from children to older adults, and may include unvaccinated as well as vaccinated individuals. There are members with special health or other concerns as well. Our decisions needed to take in to consideration both our core values and the safety of all of our members, while acknowledging the importance of gathering.

Unfortunately, as we know you are all aware, the Portland area experienced a surge in cases in the fall of 2020, and the reopening of our building for additional activities had to be postponed. We continued to meet every 4 to 6 weeks, and developed processes and guidelines for various scenarios and groups (Food Coop, contractors, service and repair folk, bathroom use for outside

activities, building access, etc.). The community spread in Cumberland County remained high, and new case rates only just began to decrease in the spring of 2021.

Using our guidelines, we were able as a community to hold meetings on the A2U2 grounds during the summer of 2020; we have a newly remodeled foyer, and the Food Coop and the Church at Home activities have been using the Sanctuary as needed. We approved the use of the Sanctuary by small groups (SEGs, small committees) in the early spring of 2021, and have had plans to continue opening up to groups that are increasingly large in size as long as the community rates of spread do not go up again.

In planning for reopening, there are a number of sources of data your agility team has been consulting on a regular basis. These include community rates of spread, hospitalization rates, proportion of the community that is vaccinated, and the particular air flow metrics of our building. Our vision has been to stay within the guidance set by the Maine CDC, although we have at times tailored this guidance to the dictates of our own community and physical space.

## **Pastoral Care Team      Barbara Murray & Judith Moll**

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The mindful work of the Pastoral Care Team is based on being a confidential compassionate listening presence to those members and friends in our church community who are experiencing either a time of sorrow or of joy in their lives.

We are a committee of church members who have some training or experience in compassionate listening, and are called to offer caring and support to members who are experiencing illness, bereavement, stressful challenges, as well as other joyful significant moments in life.

At A2U2 much of this compassionate listening happens informally between members and friends. In addition, the Pastoral Care Team responds more intentionally to help our church live out its mission of caring. Our goal is to bear witness to those moments in life that move us in some way, knowing that a joy shared is more joyous and a sorrow shared becomes a little lighter.

Our team includes Judith Moll and Barbara Murray– Co-Chairs; Anna Noyes Benoit, Judy Strano, Laura Iglesias, Lisa Freeman, Mike Luce, Reverend Donna and Susie Hubley. Anyone who is interested in being part of the team is encouraged to speak with Reverend Donna and/or the Pastoral Care Team Co-Chairs.

### ***Our Presence at Work***

We continued to make note of the Joys and Sorrows, both written and spoken, each Sunday, as well as those messages received in our email mailbox ([care@a2u2.org](mailto:care@a2u2.org)). We respond after the service in person, or with a phone call, email, or card sent in the mail (or several of these responses) for more unfolding of the story and to offer compassionate listening.

We have also stayed in touch with those who are experiencing longer-term life challenges or who have lost immediate family members.

The Co-chairs (Barbara and Judith) provide back up for Reverend Donna regarding compassionate

ministry when she is on study leave or vacation.

Without exception, the church members on our team feel honored to do this ministry at A2U2. The congregation has indicated through surveys and outreach to the team that this is a deeply treasured aspect of our church's ministry.

## Personnel Committee

**Sonia Tonelli**

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Members: Angie Dierks, Barbara Freeman, Ann Packard, Lynne Russell-Johnson, Sonia Tonelli (chairperson), and Rev. Donna Dolham

Meetings: Regular quarterly meetings, more often as necessary

The Covid-19 pandemic, which interrupted regular church activity in March of last year, made its mark on our work this year as well. We found that Zoom meetings could be productive, but we missed the personal interaction. While all of us enjoy this particular work, the relationships established are what we value most. We reunited in person for the first time in over a year for our May meeting.

The Board of Trustees hired Emily C. Jones as Director of Religious Education in September. Angie Dierks served on the Search Committee as the Personnel Committee representative. For the rest of the year, there were no changes in staff.

In the years in which we have been working together as a volunteer committee, the UUA has evolved toward a much more active (and prescriptive) role in guiding congregational staffing in terms of job descriptions, salaries, benefits, etc. This saves much effort for the individual congregations in researching this kind of information. In addition, the UUA now also provides the framework for a personnel manual, allowing for individual congregations to adopt and then adapt a manual both complete in scope and yet representative of the individual church. All this renders much of the historical work of our Personnel Committee redundant.

Over the same time period, the UUA has also ramped up its mandate for ministerial responsibility for staff management and performance evaluation, making that responsibility much clearer. There is much less ambiguity about the roles of the Board of Trustees and each of the committees. The minister's role is much more clearly defined by the UUA.

In preparation for the work of an updated Personnel Committee, we will hold a workshop in June to provide Rev. Donna with a history of our committee's work and to acknowledge that work. We encourage Rev. Donna and the Board to redefine the role of the Personnel Committee as needed for her new ministry, and to modify the way in which PC membership is determined and changed over time - by invitation, by Board appointment, by election, or other means. Staggered limited terms may be desirable as well, as is effective in groups such as the Committee on Shared Ministry

Finally, we encourage anyone interested in the Personnel Committee to contact any current member for information.

## Food Coop

**Terri Grover**

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The A2U2 Food Coop has been active at Allen Avenue since 1988! We originated as an outreach project of the Social Action committee, and our coop consists of church member families as well as families from outside our church community. We have a capacity of 25 families, and we currently have about 15 families, so we are actively seeking out new members to join us. Please see our [website](https://www.a2u2.org/get-involved/affinity-groups/food-co-op/) at <https://www.a2u2.org/get-involved/affinity-groups/food-co-op/> for more information, or contact Terri Grover, our New Member Coordinator, FMI. You may also ask any coop member for information. We welcome you to join us in this yummy, fun and cooperative adventure.

We purchase our products from natural/organic warehouses, organic produce warehouses in New England, cooperative vendors, local farms, and local manufacturers. It is important to all of our members that we provide high quality, earth-friendly products for our families, and also that we support local vendors and farmers as much as possible. We also try our best to make an annual contribution to the church.

The corona virus pandemic has affected the Food Coop just as it has other aspects of church life. Our members have had to adapt to different ways of doing things, and they have really stepped up to the proverbial plate in this endeavor. We have had members volunteer to take on coop jobs other than their regular jobs in order to allow those with compromised immune systems to stay isolated. We have had deliveries at member homes, and in the church parking lot because the building was closed. But we were still able to order and enjoy the high-quality products we trust for our families throughout the entire period of the pandemic, and we are all very proud of that. Now, with the restrictions easing, we are back to being allowed to use the church sanctuary for all our deliveries. We are very grateful, and carefully follow the Agility Team guidelines so that we can continue to serve our members in a more convenient way.

## Social Justice

**Julie Harrison**

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Current Active Members of the Committee: Julie Harrison, John Howard, Mary Michals, Tirrell Kimball, Margarite Rodriguez, Polly Wright, Caroline Marsden, Cassidy Helfant, Taryn Walker

Our leadership in social justice ministry stretches far beyond our committee members to include many in the congregation. As we seek to create a model that emphasizes inclusiveness, collaboration, and accessibility, our mission is to invite all who want to be a part of this work to do so, where we may put into action the values of our UU faith.

2021-22 brought many changes in leadership, model, and approach to the Social Justice Committee. Rev. Donna Dolham began her ministry at a2u2, coming to us with strong leadership skills and a passion for social justice work. In the Fall Rev. Donna was invited to join the Steering Committee of MUUSAN, our statewide advocacy and public policy network. As we continue our work to strengthen our connection to MUUSAN and the collaborate effort for legislative ministry, we are fortunate and honored to have this connection.

Carol Larson, began the year as Social Justice Committee Chair, then after many years of service, stepped down from her role in early November 2021. We are grateful for Carol's leadership in social justice at our church and beyond over the years. Julie Harrison subsequently acquired the role of Chair of Social Justice Committee in November.

Social Justice Committee seeks to emphasize collaboration with other church committees in justice work, and increased communication and accessibility to justice work for all members of our church. In alignment with these goals, we formed a small team of committee members to create a communication infrastructure.

Legislative ministry under the leadership of MUUSAN continues to be a primary focus. Involvement in MUUSAN goes beyond our immediate committee members and includes dedicated people from the congregation in all four issue groups: Racial/Indigenous/Immigrant Justice, Climate Justice, Heath Care/Gun Violence, and Democracy in Action. Currently the committee has strong liaisons to both Democracy in Action and Racial/Indigenous/Immigrant Justice issue groups. Polly Wright has served as the overall liaison to MUUSAN since January. The committee plans to continue to strengthen the connection to MUUSAN's issue groups and increase accessibility to legislative ministry to members of the congregation.

### **UUtheVote**

When UUtheVote was launched by the UUA many of the A2U2 members that attended the virtual GA last June participated in massive phone banks and learned about ways to continue the effort right through the November election and beyond. While some were involved in specific election campaigns, the non-partisan focus of UUtheVote trained many of us, with the help of FrontLine, League of Women Voters Maine and Vote Forward, how to assure a fair election. Some of us did "get out the vote" work, some compiled data on Town Clerk office procedures, and some received training in poll observation, voter-care and de-escalation. The weekly MUUSAN "Action Hours" every Friday were helpful as a way to build connections with other congregations. These connections continued in the forming of the "Democracy in Action" MUUSAN issue group which, along with Racial Justice, Health Care and Climate Change, form the advocacy work we do to make sure UU values are part of the bills passed in the Maine Legislature.

### **Social Justice Events**

All-church social justice events were severely compromised by Covid in 2021-22, but occasionally we found ways to gather safely and continue the work we are most passionate about.

**Black Lives Matter** - While the pandemic hindered activism in the community, the horrific killing of George Floyd and ensuing anti-racist protests spurred many of us into action. We stood up for justice by attending rallies around the state, supported black-owned businesses, and expressed our views in writing to our legislators. In August we organized an intergenerational BLM rally at A2U2, where 50+ people of all ages stretched down Allen Avenue from the parking lot to the corner of Washington Ave. with signs of protest.

**Red Cross Blood Drive** – This successful program, initiated and organized each year by Jaime Eller, was able to continue despite the pandemic. This year the blood drive took place in March at the Episcopal Church of St Mary’s in Falmouth. Over the course of five hours, thirty-two units of blood were collected, eight of which were donated by church members. Volunteer positions were staffed by church members including three adults, one youth, and two children.

**Earth Day Woodland Clean-up** – for Earth Day an intergenerational collaborative event was organized by Social Justice Committee, RE Committee, and the Garden Group. Attended by about twenty-five nature-loving folks, our focus was on celebrating our beautiful woodland lot, cleaning it up and dreaming about all the ways we could honor the space we are fortunate to have available to us. Portland trail maps, information on Climate Justice legislation, an activity to encourage families to drive less, and vegan treats were offered for attendees.

### **Share the Plate**

The committee conducted the nomination of Share the Plate recipients through Breeze this year and approximately twenty community organizations were nominated by members of the church. A small task force met to discuss and vote on the nominees, resulting in the following choices for the 2021-22 Share the Plate recipients: Maine Needs, Furniture Friends, Greater Portland Family Promise, MUUSAN, Project Feed, Maine Healthcare Action, Sexual Assault Response Services, Amjambo Africa, College Guild, Presumpscot Regional Land Trust. As always, the December recipient is the Minister’s Discretionary Fund and May is the Senior Youth Group’s choice. We are grateful to all who participated in the nomination process.

### **Common Read**

The UUA Common Read this year was “Breathe: A Letter to My Sons” by Imani Perry. An engaging and thoughtful discussion was held in April by several members of our church, as well as visitors. The small group that met felt it is of importance to continue the conversation on racial equity and therefore decided to form a monthly Social Justice book group. To maximize accessibility to the group, shorter reads and podcasts are also discussed. Our first podcast discussion was on “The Land of Our Fathers”, a story of discrimination and dispossession that have defined the brutal history of sugar farming.

### **Family Promise**

FP Committee: AnneMarie Catanzano (chair), Tara Williams, Pat Parker (co-chair), Taryn Walker, Lauren Goldsmith, Elizabeth Forest, Sue Malcolm

The Family Promise Program for A2U2 and Greater Portland Family Promise adjusted for the pandemic.

Once the two families who were sheltering in place at a church building with distanced volunteer support were housed early in the summer of 2020, GPFPP did not attempt to house any other newly arrived unhoused families.

GPFPP pivoted their attention to supporting graduate families who had been housed in the last few years in Portland in order to provide some stabilization and assistance during the pandemic and prevent another episode of homelessness. In the summer of 2020, the Family Promise committee of A2U2 began supporting a single mother and her teenage daughter. They had limited needs, were well connected in the Portland community, and the daughter spent most of the summer visiting relatives in Washington DC. By the beginning of the school year that family decided they did not require any additional support.

By the middle of the fall, the A2U2 committee was again assigned a family. This family is led by a single mother with three teenagers, and 4 school age children. During the course of the year, people from the A2U2 community donated warm new and used clothing which was sorted and given to the family in the fall. The knitting ministry provided new hats and mittens. The FP committee purchased the final needed clothing from financial donations received thru Breeze and by check. The RE families donated quarters for laundry, laundry soap and Portland Trash bags. Some bus passes were also purchased. During the Thanksgiving Holiday A2U2 committee purchased a box of African food for the family with donated funds. The committee also arranged for and delivered Christmas gifts for each of the family members.

The spike in Covid-19 cases in Portland, and especially the immigrant community sidelined in-person visits for much of the winter. Thanks to Danielle Dumais, Natalie Veilleux, Ben Tero, Tara, John and Marilyn Williams for being mentors/visiting friends. Pat Parker continued with scheduling twice weekly ESL lessons with the mother.

GPFPP now has plans in place to continue with two or three new initiatives.

They are supporting overflow families from the Family Shelter who are currently housed in a motel in South Portland. Food was provided for Thanksgiving and Christmas from volunteers and purchased and delivered from the African Market. The deliveries from the African Market continue using a grant received to these families and to graduate families.

The communities who previously hosted families in their church building are being asked to take one month each year to support the people in this program for unhoused families by donating necessary items or money. A2U2 has committed to doing this in October 2021. We will partner with First Parish Gorham UCC on this effort. They have been our support church during our weeks of hosting families in previous years.

GPFPP is continuing to have communities support newly housed families as they navigate the ins and outs of apartment renting, busses, shopping and school in Greater Portland. The A2U2 FP Committee will soon be deciding if we would like to take on another family to extend the number of A2U2 volunteers who can get involved.

At this point, GPFPP is also considering housing a few families at Clark House (the former parsonage of Clark Memorial United Methodist Church – which is on loan to GPFPP) and having the

congregations provide all the same services they did in their own church building, but having the volunteers rotate each week instead of the families.

It is anticipated that in 2021-2022 Greater Portland Family Promise and A2U2's role with them will continue to evolve.

## Stewardship

**Tim Vogel**

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With Pandemic restrictions, this was the second A2U2 Annual Pledge Drive we were virtual "To do Church in different ways", and "To do Stewardship in different ways."

The Stewardship Steering Committee members were Tim Vogel, Steve Hansen, David Wilcock, Peter Reed, and with significant help from Diane Oberbeck, Chair of the Membership Committee. We thank all the Stewardship Committee Members and the Board Members for helping us directly contact a large portion our Members and Friends—in person, via phone calls, email and Zoom—to think about the important place of A2U2 in their lives, as well as their ability to make a generous pledge. We are proud that in these challenging times, the Annual Pledge Drive collected \$225,140 in pledges from 125 pledge units.

The Stewardship Committee gives special thanks to Rev. Donna Dolham. She has been involved throughout all the stages of the Annual Pledge Drive. Rev. Donna, thanks for your assistance and insight.

There have been several changes to help transform Stewardship at A2U2.

- The Stewardship Committee will examine the Annual Pledge Drive for this year and what improvements will help the next Pledge Drive
- We are grateful for the opportunity throughout last year and this year to work with a national Stewardship consultant, Mark Ewert. He works with a number of UU congregations through Stewardship for Unitarian Universalist congregations.
- Throughout the next year, the Stewardship Committee's activities will include:
  - Launching the Legacy Giving Team this Fall to introduce different ways to build a stronger financial foundation for A2U2.
  - Continue the role of Stewardship in the New Member Orientation
  - Present a series of Financial Education seminars at the Church
  - Participate in A2U2's outreach, membership, and caring services activities

# Worship Committee

Anna Noyes-Benoit

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## Committee Members:

Anna Noyes Benoit (chair), Susan Selbe, Erica Bartlett, John Howard, Mike Luce, Rick Kimball, Keith Prairie. Susie Hubley joined the committee this year.

Mission: To provide or coordinate others to provide worship services at least once a month. To offer support for other committees or speakers leading worship services. To organize and facilitate summer services. To assist the minister, intern minister and music director as requested. To assist with guest ministers while the minister is on sabbatical as needed.

Special thanks to our videographers, and technical supporters, including Joe Seale, Erica Bartlett, John Howard, Rick Kimball, and Keith Prairie whose assistance was crucial to producing this year's services.

Services were all virtual video services secondary to restrictions related to the COVID-19 pandemic.

Summer Services 2020 were coordinated by Erica Bartlett. The entire Worship Committee assisted with a total of 10 services, and several members hosted services. Average number of views was 149. Note that Rev. Anita and Rev. Donna did a transition service on August 2.

Our regular Sunday services for the 2020-2021 church years were as follows:

- Oct. 4, Sustaining Community, 191 views
- Nov. 29, Acceptance, 149 views
- Dec. 21, Winter Solstice, 204 views
- Dec. 27, Potpourri, 122 views
- March 7, Resilience, 55 views
- April 18, Trees, 56 views
- May 2, Competition, 23 views as of May 12
- May 30, Parents

**Allen Avenue Unitarian Universalist Church**  
**FY22 Budget**  
July 2019 - June 2022

	FY21		FY22		
	Budget	(est) Actual	Budget	% Chg vs FY21	
<b>Income</b>					
1 Pledge	226,000	213,618	220,000	-3%	
2 Plate	16,000	13,492	14,000	-13%	
3 Building Use	16,000	8,388	12,000	-25%	
4 Fund Raising	10,500	4,157	10,000	-5%	
5 Gifts	0	3,272	3,100		
6 Misc Income	1,090	1,336	1,590	46%	
<b>Total Income</b>	<b>269,590</b>	<b>244,262</b>	<b>260,690</b>	<b>-3%</b>	<b>Note 1</b>
<b>Expenses</b>					
<b>1 Personnel</b>					
1 Minister	113,192	101,882	103,788	-8%	
2 Interim Minister	8,631	7,808	0	-100%	Note 2
3 RE Director	26,197	21,452	29,005	11%	Note 3
4 Music Director	21,987	21,305	21,987	0%	
5 Administrator	35,230	36,495	35,230	0%	
6 Membership Coordinator	7,277	7,078	7,536	4%	
7 Sexton	6,998	1,405	10,927	56%	Note 4
8 Child Care	1,884	0	2,691	43%	
<b>Total 1 Personnel</b>	<b>221,396</b>	<b>197,423</b>	<b>211,164</b>	<b>-5%</b>	
<b>2 Building</b>					
Building Repair & Maintenance	6,000	3,110	5,000	-17%	
Building Supplies	1,500	278	1,650	10%	
Electricity	3,000	1,935	3,500	17%	
Fees & Licenses	475		475	0%	
Fuel Oil	5,000	2,830	7,000	40%	
Gas & Propane	300	164	600	100%	
Grounds Maintenance & Snowplow	12,000	6,878	11,200	-7%	
Kitchen Supplies	300		300	0%	
Security/Fire	1,700	1,855	1,604	-6%	
Water & Stormwater	3,400	3,212	3,400	0%	
<b>Total 2 Building</b>	<b>33,675</b>	<b>20,262</b>	<b>34,729</b>	<b>3%</b>	

<b>3 Committees</b>				
Benevolence (Share The Plate)	5,400	3,086	4,667	-14%
Board Committee	500	151	1,500	200%
Caring Connection	150		150	0%
Garden & Grounds	0	155	0	
History Committee	200		0	-100%
Library Committee	25		25	0%
Membership Committee	500	357	500	0%
Pastoral Care Team	50		50	0%
Publicity/Outreach	2,000	513	2,000	0%
Recruitment	<b>0</b>	<b>125</b>	<b>0</b>	
Social Action Committee	300	32	500	67%
Stewardship	500	1,000	1,000	100%
Worship Committee	250		750	200%
<b>Total 3 Committees</b>	<b>9,875</b>	<b>5,419</b>	<b>11,142</b>	<b>13%</b>
<b>4 Office and General Administration</b>				
		66		
Bank Fees	0	165	84	
Bookkeeping Services	1,500	269	0	-100%
Brokerage Fees & Commissions	200	201	126	-37%
Computer/IT	3,000	3,607	3,300	10%
Copier Costs	600	608	600	0%
Credit Card Processing	1,200	1,735	1,500	25%
Insurance	<b>5,300</b>	<b>6,730</b>	<b>6,150</b>	<b>16%</b>
Office Supplies	1,020	988	1,100	8%
Payroll Service	1,200	1,451	1,200	0%
Postage	500	216	275	-45%
Telephone	1,488	410	1,500	1%
<b>Total 4 Office and General Admin</b>	<b>16,008</b>	<b>16,446</b>	<b>15,835</b>	<b>-1%</b>
<b>5 Programs</b>				
Events and Celebrations	0		5,500	Note 5
Music Program	1,000	901	2,000	100%
New Member Program	0		1,646	
RE Program	2,000	116	3,000	50%
<b>Total 5 Programs</b>	<b>3,000</b>	<b>1,017</b>	<b>12,146</b>	<b>305%</b>
<b>6 Affiliations (UUA Fair Share)</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>0%</b> Note 6
<b>7 Misc Expense</b>	<b>0</b>	<b>47</b>	<b>0</b>	
		0	0	
<b>Total Expenses</b>	<b>296,954</b>	<b>253,614</b>	<b>298,016</b>	<b>0%</b>

<b>Net Operating Income (Cash In - Cash Out)</b>	<b>(27,364)</b>	<b>(9,352)</b>	<b>(37,326)</b>	<b>36%</b>	Note 7
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**Non-Cash Expenses**

1 Transfers to Reserves

Add to Building Maint. Reserve Fund	4,000	4,000	0	-100%	Note 8
Add to Equipment Reserve Fund	1,500	1,500	1,500	0%	
Add to Kitchen Maint. Reserve Fund	0		0		
Add to Minister's Sabbatical Fund	150	150	300	100%	
Add to Music Dir. Professional Fund	175	175	175	0%	
<b>Total 1 Transfers to Reserves</b>	<b>5,825</b>	<b>5,825</b>	<b>1,975</b>	<b>-66%</b>	

**Net Income**

<b>(change in Operating Cash)</b>	<b>(33,189)</b>	<b>(15,177)</b>	<b>(39,301)</b>	<b>18%</b>	Note 9
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**Endowment Analysis  
(Investment Income)**

Note 10

3 YR average Endowment (reg + orig)	213,581	213,581	226,267
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3 YR average times 4%	8,543	8,500	9,051	Note 11
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**Net Income**

<b>including Investment Income</b>	<b>(24,646)</b>	<b>(6,677)</b>	<b>(30,250)</b>
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## FY22 Budget Introduction and Notes

The past year has obviously been very difficult for all of us. The bottom line for the church financially in FY21 has not been completely terrible though. While our church income has been much less than 'normal', our expenses have been even further reduced. So while we have had a significant deficit in this year's operation, it has been much less than expected.

For FY22 however, we face a more difficult situation. Having the church building closed for the entire year has taken its toll. Next year our income will still be much lower than normal, but our expenses will be higher. We expect to have a Cash Flow deficit (amount expenses are greater than income) of about \$37,000.

However, due entirely to the federal PPP loan (and forgiveness) program, at the beginning of the year we will likely have between \$45,000 and \$50,000 available in Operating Cash.

Operating Cash is the financial assets we have which are neither part of our Endowment investments nor set aside in Reserve Funds for specific purposes – it is the money we use to run the church on a daily basis.

So, if our budget predictions are accurate, we will be able to pay for our deficit in FY22 without withdrawing **any** money from our Endowment.

We probably will not fully recover in FY22. It may take two or even three challenging years. But if we pull together and make progress each year we can get through this without draining our Endowment.

I'd like to thank David Wilcock, Steve Hansen, Barbara Freeman, Russ Glidden, and Lynne Russell-Johnson for all the work they did in researching the many details of all the budget line items. I'd also like to thank the Board for the conscientious work they did in dealing with the difficult choices which had to be made.

## Notes on Budget Line Items of Particular Interest

### 1. **FY22 Income**

Pledge and Plate income was down considerably in FY20. We have seen strong support from the core of the congregation in FY21. Like all sources of income we expect Pledge and Plate income to continue to improve in FY22, but slowly.

We expect Build Use Income to recover somewhat this year, but we believe it may take a year to get back to 'normal' levels.

Fund Raising Income was set at \$10,000 which is much lower than previous years, in recognition that gatherings are still difficult and we don't know how that will change, and that it can be difficult to get volunteers. We need a 'Champion' to lead the effort on a Holiday/Artisan Fair

### 2. **Interim Minister**

Rev Anita was on our payroll in July of 2020, and Rev Donna started in August.

### 3. **RE Director Salary**

One of the highest priorities of the Board is building and maintaining a strong RE program. Emily Jones is outstanding in this position. The Board had hoped to increase her hours from 20 to 30 this year. However, under the circumstances, we were not confident we could maintain that long term and believe that to advance and retreat would not be fair. The Board continues to hold this as a goal and will reconsider when possible.

### 4. **Sexton Salary**

When the building opens our cleaning needs will significantly increase..

### 5. **Celebrations and Events**

\$1,000 was allocated for our 200<sup>th</sup> Anniversary, and \$4,500 for Rev Donna's installation. These are not only important milestones, they should be viewed as opportunities for outreach and engagement with our local community.

### 6. **UUA 'Fair Share'**

We maintain our commitment to work toward fully supporting our share. The amount remains unchanged at \$13,000 this year.

### 7. **Net Operating Income**

Net Operating Income is the part of the budget which refers to items that are either actual cash revenue to the church or money that we pay out to vendors – things that change our bank account balance. The other items shown below Net Operating Income are transfers between various church accounts that do not directly result in money being received or spent.

## 8. **Building Reserve Fund**

Together with the Building and Grounds Committee, we have decided not to add to the Building Reserve Fund this year. Additions to Reserve Funds do not mean spending money, but they do mean removing it from Operating Cash (see Note 9), and therefore making it more likely we would have to withdraw money from the Endowment. The Building Reserve Fund will have \$22,700 at the beginning of the fiscal year. The committee expects to have to spend about \$7,500 on known needs in FY22, which will leave about \$15,000 at the start of FY23. Obviously we cannot ignore contributions every year, but due to the current level of the reserves and our need to maintain the Endowment we will forego it this year.

## 9. **Operating Cash**

Operating Cash is the uncommitted money we have available to run the church on a daily basis. That is, to pay our employees, and our electric bill, and all the other expenses in our budget. It is the sum of all our financial assets (bank accounts and investments), minus the total value of all our Reserve funds which are set aside for specific purposes, and our Endowment funds.

## 10. **Endowment Fund Analysis**

Our Endowment funds are invested through the UU Common Endowment Fund. The UU CEF is a 'fund of funds' which pools together endowments from many UU churches, and from our perspective runs like a mutual fund. The UU CEF does not manage the money directly, but works with a number of professional mutual fund managers who have agreed to follow guidelines on responsible investing according to our values and investment objectives. The goal of the UU CEF is to balance risk and performance such that churches can reliably withdraw about 4 to 4.5% of their endowment per year in order to subsidize their budgets, without decreasing the inflation adjusted value of their investments. Sometimes this is referred to as 'investment income', but it's really just a withdrawal, like taking a distribution from an IRA. The UU CEF prices unit shares of the Endowment Pool on the last day of each month. We are allowed to make a withdrawal at most once a month, by requesting a dollar amount by the 20<sup>th</sup> of that month.

It may be useful to think of a 'balanced budget' for a non-profit like a church, as being when the deficit of income – expenses is equal to about 4% of its endowment.

## 11. **3 Year Average of the Endowment times 4%**

Like many churches, we use a three year rolling average of our Endowment value for purposes of calculating a 'safe' 4% withdrawal. This minimizes the impact of short term volatility in the market.

This year 4% of the 3 year average is \$9,051. However, we estimate that on July 1<sup>st</sup> we will have between \$45,000 and \$50,000 in Operating Cash (see Note 9). That means if the budget is reasonably accurate we will be able to handle our deficit without withdrawing *any* money from the Endowment this year. In practice, we monitor Operating Cash throughout the fiscal year, and only withdraw money when necessary. We also have about \$14,000 in our Shortfall Reserve Fund which we can use to supplement Operating Cash if we need it.

Our Operating Cash is that high now entirely due to the money we received through the federal PPP program.

