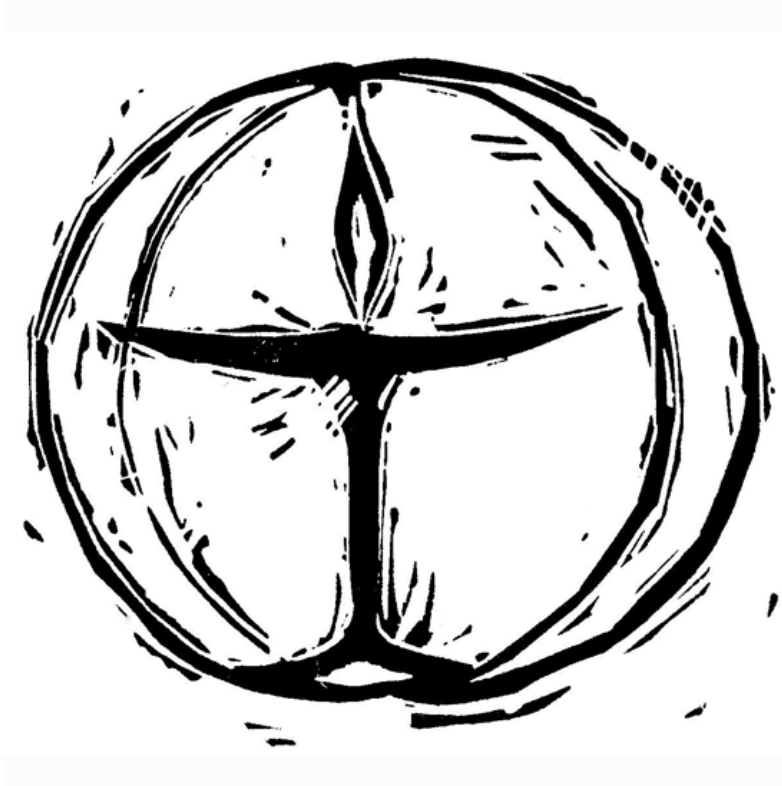


**FIRST UNITARIAN CHURCH OF OAKLAND**

**ANNUAL CONGREGATIONAL MEETING**

**Sunday, March 21, 2010**



**Wendte Hall  
685 Fourteenth Street, Oakland, California**

## CONTENTS

Agenda .....	1
Our Mission .....	2
Covenant of the First Unitarian Church of Oakland.....	2
Ends.....	3
Rules of Order.....	4
Candidates for Trustee .....	5
Robert Crowe .....	5
ReeAnn Dixon .....	5
Jon Greer.....	5
Reports .....	6
Board of Trustees.....	6
Executive Team .....	7
Senior Minister Report, Rev. Kathy Huff.....	8
Journey Toward Wholeness.....	11
Stewardship.....	12
Leadership Development Team .....	12
Pastoral Associates.....	13
Worship Council .....	14
Children, Youth and Family Education .....	14
Hamilton Hall Renovation Committee .....	16
Center for Urban Family Life .....	16
Lafayette School Mentoring Project .....	17
2010 Budget.....	18
Statement of Financial Position .....	21

**FIRST UNITARIAN CHURCH OF OAKLAND**  
**Annual Congregational Meeting**  
**Sunday, March 21, 2010**  
**1:00 to 2:00 PM**

## **Agenda**

- 1:00 **Welcome** – *Claire Eustace, President, Board of Trustees*  
Gathering Prayer – *Cat Ishida, Intern Minister*  
Reading of the Mission and Covenant – *Claire Eustace*  
Quorum Count – *Kevin McGown, Secretary of Annual Meeting*  
Installation of Moderator for Annual Meeting – *Claire Eustace*  
Review of Agenda and Rules of Order – *Moderator*
- 1:10 **Congregational Business** – *Moderator*
1. Election of three Trustees to full terms (2010-2013)  
Candidates: Bob Crowe, ReeAnn Dixon, Jon Greer
  2. Confirmation of the Board of Trustees' appointment of Giselle Ampuero to serve the remainder of 2009-2012 term
- 1:25 **Financial Report** – *Charla Weiss, Church Manager*
- 1:35 **Executive Team Report** – *Reverend Kathy Huff, Senior Minister*
- 1:45 **Diversity of Ministry Initiative** – *Claire Eustace*
- 1:50 **Recognition of Outgoing Leadership**
- Recognition of retiring trustees – *Dan Goss, Vice President, Board of Trustees*  
Retiring trustees: Claire Eustace, Jon Greer, Gail Schulz
- Recognition of retiring congregational member of the Executive Team – *Claire Eustace*  
Retiring Executive Team lay leader: Charles Masten
- 2:00 **Adjournment of Business Meeting** – *Moderator*

**Dessert and Café Conversations: Making Vision Real**  
**2:00 to 3:00 PM**

The Board of Trustees invites everyone for dessert and to participate in facilitated conversations about the future of our church immediately following the annual congregational meeting.

## **Our Mission**

We, the members of the First Unitarian Church of Oakland, unite to build a beloved community within and beyond our walls. Guided by individual conscience and wisdom from many sources, we gather in worship and service to nourish the spirit, work for justice, and celebrate the divine in all.

## **Covenant of the First Unitarian Church of Oakland**

We, the people of the First Unitarian Church of Oakland, covenant to build a religious community sustained by relationships of understanding, mutual trust and respect. Guided by our mission and collective inspiration, we will encourage all our members to participate fully in congregational life and to grow and learn together in faith and love. Knowing that what one of us does affects the community, we covenant to act with loving kindness in all our endeavors by speaking directly and positively with one another. We recognize that this calls for honesty in communications, valuing of diversity and inclusive process. We covenant to engage in ethical communications, to take our concerns to those responsible and to refrain from gossip. Recognizing that conflicts have the power to strengthen or diminish our relationships, when they arise we will handle our disagreements with courtesy, fairness and forgiveness. We promise to listen to one another, assume good intentions and identify common goals. In support of our shared ministry we covenant to honor our commitments, keep our decision making processes transparent and give generously of our spiritual gifts and material resources. This we covenant together.

# Ends

The First Unitarian Church of Oakland is an intentionally multigenerational, multiracial, multicultural, antioppressive Unitarian Universalist religious community. We work to transform the world within, among, and beyond ourselves.

## **A. Transformation Within**

We transform our inner lives by practicing spiritual growth that is challenging and enriching, and which inspires us to live Unitarian Universalist values.

## **B. Transformation Among**

We transform each other's lives in beloved community through:

### 1. Fellowship

We continue to expand our circle to include the whole human family in our multicultural congregation. Our religious community fosters development of meaningful relationships among people of all ages and backgrounds.

### 2. Service

We joyfully answer the call to minister to one another. We use our unique gifts to nurture and create beloved community.

### 3. Stewardship

We care for our community by giving generously of our time, money, and talents.

## **C. Transformation Beyond**

We transform the world beyond our walls through:

### 1. Justice

Our congregation actively works to eliminate oppression, such as racism and heterosexism, to create a sustainable, just, and compassionate world.

### 2. Minister to the World

We joyfully answer the call to minister to the world. We use our unique gifts to nurture and create beloved community beyond our walls.

### 3. Evangelism

We proclaim the good news of our faith and promote Unitarian Universalism in the wider community.

Last amended December 15, 2009

## Rules of Order

1. In accordance with the bylaws, only members of the congregation may vote. A simple majority of members present (based on the initial quorum count) will be sufficient to act on behalf of the entire membership.
2. Voting shall be by raising hands. Votes are “up or down,” with allowance for minor, friendly amendments at the discretion of the Moderator. If there is a need for discussion which, in the discretion of the Moderator, cannot be completed within the time allocated on the agenda, the matter will be referred back to the Board of Trustees with the charge of arranging for an opportunity for congregational discussion and vote, if needed, within the next 60 days.
3. Discussion must be limited in order to complete the agenda in the time allotted:
  - a. Any person may speak only once to an issue.
  - b. Comments should be brief and to the point.
  - c. The Moderator may limit comment.
4. Robert’s Rules of Order apply, except that the above rules will prevail in the event of conflict.
5. The church’s bylaws specify that members with recorded contribution at the rate of \$100 per year are eligible to vote. Accordingly, the Church Manager will provide the Secretary of the congregational meeting with a list of the names of those members who are eligible to vote at the congregational meeting.
6. Because the number of candidates for Trustee may exceed the number of open positions, voting for Trustee will occur by paper ballot. The Secretary of the congregational meeting will cause paper ballots to be distributed to those eligible to vote.
7. All speakers at the annual meeting must use one of the microphones to speak. Before speaking, speakers must be recognized by the Moderator.

Adopted by the Board of Trustees  
Revised February 24, 2009

# Candidates for Trustee

## Robert Crowe

Bob has been an active member of the church for eleven years. He owns his own painting business and has generously donated his time and skills to maintain the church. He helped coordinate the painting of Hamilton Hall, completed much of the high wall, trim and steel painting and has donated countless hours over several years painting Starr King, Wendte Hall and the remainder of our building. He is an active covenant group participant, helped to co-found the business directory and has also been a Men's Group participant. He is a member in good standing and a generous supporter of both the Stewardship and Hamilton Hall Renovation campaigns.

## ReeAnn Dixon

ReeAnn has been an active member of the church for four years. She currently serves as a Covenant Group leader, is active in Elders Group and Interweave and has long served the church as a photographer of events and occasions. ReeAnn has a long and rich management career with a several manufacturing companies and is Vice President of her home owner's association board. ReeAnn holds an MS in Counseling Psychology and has worked in a private high school where the students were all wards of the court. She has also worked as a counselor for Parental Stress Services, first as a volunteer, then as an MFCC intern. She is a member in good standing and a generous supporter of the church.

## Jon Greer

Jon has been an active member of the church for thirteen years. He currently serves on the Board of Trustees to fulfill the partial term of trustee who resigned early. Jon now seeks a full term as a trustee – consistent with church Bylaws. Jon co-led the 2010 Stewardship Campaign and has frequently volunteered his professional services on our Communications Team. Jon's prior activities include co-leading the Stewardship Campaign five prior times; singing in the choir; volunteering in Religious Education and sustained support across multiple projects, missions and team efforts. He is a member in good standing and a generous supporter of both the Stewardship and Hamilton Hall Renovation campaigns.

All candidates have signed a statement affirming that he or she will abide by the expectations of Board members outlined by church policies and the California Corporations Code.

# Reports

## Board of Trustees

The Board has improved our connection with the congregation in the last year, so that we can better reflect the vision and values of our church. We hosted conversations at the Vision 2012 Summit, facilitated a congregational forum on the consultants' final report and established a process by which we would report our work in the context of that report, began the practice of reporting on activities at Board meetings through the Chalice Chatter and Sower, and started posting our agendas on our new Board communication bulletin board.

Much of the Board's work is reflected in updates to our church's Policies. In the past year we added policy which created an Endowment fund and committee, added policy that creates and describes a new Trustee Nominating Committee, updated our Board role and limits, clarified our own understanding of our "one-voice" policy, streamlined the schedule of monitoring reports, and updated our limitations policy with respect to compensation and benefits and financial activities.

The Board is now focusing energy on revising the church Ends. These are the policies that describe why the church exists, what difference we want to make and for whom. We've made good progress on this, and expect to complete these early this year. When these are in place, we'll follow up by designing and implementing ongoing monitoring of how well the church is meeting these ends. This is likely to be done through gatherings of congregants, online surveys, and reports from the Executive Team.

In the past year the Board has undertaken a number of training sessions in order to learn how to do our job well and in line with our values. These included an anti-racism training facilitated by members of our Journey Towards Wholeness Transformation Team, training on fiduciary responsibility led by Ingrid Mittermaier, and a weekend of learning about Policy-Based Governance at the leadership retreat, led by Louise Wolfgramm of Unity Consulting.

During the past year the Board accepted the resignation of Roger Hallsten and appointed Giselle Ampuero to fill the remainder of his term.

Finally, the Board acted as financial stewards, asking for pledges from new members, working as part of the Stewardship committee, setting the salaries for the paid Executive Team members, and approving the 2010 budget.

Yours in service and faith,

Your Board of Trustees

Giselle Ampuero, Rinda Bartley, Claire Eustace, Dan Goss, Jon Greer, Noemi de Guzman, Gail Schulz, Bev Smrha, and Charles Williams



## Executive Team 2009 Annual Report

The Executive Team (ET) serves as the executive director of the church, working towards the ends and within the limitations established by the Board of Trustees. The ET is responsible for day to day operations and oversees the various ministries/programs of the church. The team members are the called minister(s), the church manager and a lay member, appointed by the Board for a two year term. The ET members in 2009 were the Rev. Kathy Huff, Charla Weiss (church manager) and Charles Masten (lay member).

The Executive Team (ET) spent much of the year grappling with a reduction in the resources to support the work of the church. We began the year with a budget that was overly optimistic in terms of revenue projections which became apparent in the early spring. Subsequently, we made a series of painful decisions in an attempt to bring down the anticipated deficit. This included no staff raises, ending funding for the Consulting Minister position, closing the building and furloughing clergy and staff in July, and reducing other discretionary expenses as possible. The closure was timed with the major construction of Hamilton Hall and worship was hosted in homes by members of the congregation. At the end of the year, together with the Board of Trustees, we conducted a special Sunday appeal which raised significant funds so that the year ended with a much more manageable deficit (which was rolled into the 2010 budget). See the 2009 Annual Financial Report for more details.

Looking ahead, the Team approached the development of the 2010 budget with conservative revenue projections with the firm goal of ending the 2010 year with a balanced budget that does not require an end-of-the-year “special” appeal. This more conservative approach has caused the Team to request that the Senior Minister continue with a 12% pay cut for this year. We also instituted year-long furloughs/reduction-in-time for the Church Manager and Facilities Manager. If our conservative revenue is higher than expected, and the Team determines it is prudent, it is our intention to restore these two dedicated staff members to their usual number of paid hours before making any other new expenditure.

The ET supported the consultant process and discussed their recommendations in detail. The Team worked on implementing their recommendations throughout the year and developed the “Our Changing Church: Co-creating a New Church System” working paper. The ET solicited feedback from the congregation and met with groups within the church and the staff about the recommendations. The ET is in the process of implementing our learning. Some of the changes based on the consultant recommendations have included: increased number of opportunities for congregation to discuss the budget and transparency about the overall fiscal health of the church, new communication vehicles created to inform and support congregational life, and opportunities for lay participation. The ET verbal report at the annual meeting will also cover some of this progress in more detail.

The ET actively participated in the Leadership Retreat in November 2009 to support good governance practices in the church and clarify roles of the Executive Team and the Board of Trustees. In consultation with the Board of Trustees we created a Leadership Development Team which is charged with identifying, training and supporting new and existing church leaders.

The ET oversaw and supported the Hamilton Hall Renovation project throughout the year. We moved back into Hamilton Hall at Thanksgiving and the Sanctuary was rededicated in January with much fanfare and celebration.

We hired Catherine Ishida as a part time intern with partial support from the UUA Diversity of Ministry Initiative. The ET supported the ordination of former intern Chris Long in June. Melissa James was contracted as Children and Family Ministries Coordinator, and Lynn Gardner was hired as the Worship Arts and Education Coordinator for Children and Youth. The ET worked with two ad hoc committees and the Music Committee to revision the music director position, set goals for the future and begin the process for hiring a permanent Music Director for All Ages.

## **Annual Report 2009 – Rev. Kathy Huff, Senior Minister**

In the spring of each program year, the Board of Trustees names up to four annual priorities which inform my ministry with the congregation.

### **Vision 2012** (annual priority)

This vision informs, shapes, and contextualizes my ministry at the church. It was good to have our church consultant process affirm our congregational commitment to this vision in their work with us in January. The well attended four part *Vision 2012 Trek to the Summit* learning series and summit that was held subsequently included vital conversations and collective discernment about our approaches to and hopes for our multigenerational, multicultural, multiracial, antiracist ministries. It is a sign of health and commitment that *Keeping It Real Conversations* for those who identify as people of color and *Allies for Racial Equality* caucuses convene in the congregation. Our *Journey Toward Wholeness Transformation Team* continues to influence our institutional processes. The formation of an active *Interweave Chapter* this year is to be celebrated. This LGBTQIS group has reinvigorated our efforts to be fully inclusive as a rainbow community.

Job descriptions for nearly all the professional staff were revised and aligned to reflect explicit support of our mission, vision and ends. All new hiring processes will consider Vision 2012 goals. We were fortunate to receive a UUA grant to fund a part time internship from the Diversity on Ministry Team (DOMT). Catherine Ishida has been our intern this year. Conversations continue with DOMT in the hope of securing funding for an internship and/or an assistant minister in the near future. The music committee made strategic recommendations regarding music staffing that places priority on hiring a “Music Director for All Ages” which broadens our musical focus and emphasizes Dreaming Team and Vision 2012 worship goals.

### **Learning Community** (annual priority)

The frugal budget dramatically changed the way we do our educational ministries. Rev. Michelle Favreault consulted with us during the first half of the year. Her good ministry helped us find ways to still support some of the Dreaming Team recommendations given our resource limitations. The inability for us to continue funding a part time minister dedicated to this area is significant. It has meant going at a slower pace to implement last year’s

Dreaming Team recommendations and the loss of an experienced colleague to share the ministry with me.

With reduced staffing and increased volunteerism we continue to provide children and families with opportunities for spiritual growth, service and community building. Melissa James became our Children and Family Ministry Coordinator and we managed to create a new position to support last year's Dreaming Team recommendations for more multigenerational worship. Lynn Gardner joined the staff for a one year appointment as Worship Arts and Education Coordinator for Children and Youth. The current paid staff team also includes Crystal Moore who teaches Chalice Children for Toddler/Preschoolers and long time staffer Dorothy Paul who tends our nursery. This minimal staffing assumes participation by volunteers at all age levels and more experimentation with modular learning opportunities for all ages. A music drop-in program for children K-4 and their parents, OWL programs, and family story circles are examples of these modular offerings. We dropped our 10:30 worship service and created the 4<sup>th</sup> Sunday Time for All Ages in the other two services to support family worship.

### **Hamilton Hall**

Hey, we sure did it! Thanks to the magnificent generosity and work of so very many the Hamilton Hall retrofit and renovation was completed and celebrated with great enthusiasm and spirit. This historic accomplishment ensures that our church will survive the test of time and temblors. Job well done!

### **Congregational Ownership** (annual priority)

The completion of the *Hamilton Hall* project along with the rededication event and its reception is the most significant example of this priority this year. "Building Community Together" is our year long worship and learning focus explored by the monthly themes. A *Leadership Development Team* was created to design and implement a long term structural process to identify, train and support leaders from the beginning of membership and beyond. This splendid team planned and sponsored a well attended weekend leadership retreat, various trainings, and a series of "breakfasts" to strengthen our overall commitments to what has emerged as an "Every Member Ministry" model to deepen the shared ministry in the church.

We expanded our worship associates to include youth this year! We now use a *Worship Arts Team* approach to planning worship. It means far more people are involved in worship, have a say about what happens, and have ways to put their passions and gifts in service. To support adult spiritual growth and learning I recruited volunteers to serve as *Lifespan Learning Associates*. Volunteers apply for these spots and manage their classes from start to finish. We've had a full complement of meaningful programming for adults and families this year.

### **Stewardship** (annual priority) **and Membership**

We welcomed 40 people into membership in 2009. Strengthening the link between stewardship and membership engagement remains critical. We have dedicated volunteers who lead and participate in our annual Stewardship Campaign. The congregation has asked for more staff and volunteer time to be given to these areas in the future.

## **Ministerial Staffing and Personnel**

Saying goodbye to colleague Rev. Michelle Favreault and attending to the transitions of being a solo settled minister for the first time consumed much of my emotional and practical attention this past year. Supervising additional staff and keeping up with a dynamic church system that is used to having two ministers has been far more demanding than I could have imagined. I feel the stretch of this change in every way possible and the staff does as well. Having a more sustainable schedule and managing expectations for all concerned is essential for all of us in moving forward. Having to furlough staff and close the building in July to balance the budget was a real low point. Our staff is extremely dedicated and works far beyond what can be expected. It is worth noting that I am now the only full time paid person at the church.

I am eager to move forward as quickly as possible with the addition of a part time assistant minister. This change will not only significantly help us meet our goals for membership deepening and community engagement, it will also provide a colleague with whom I can work with in partnership. It is good for the church to have diversity in ministry.

Meanwhile, I remain ever grateful for all the clergy colleagues who have joined our church and who continue to volunteer their skills and contribute as members. Their presence has been especially valuable this year as we go through such dramatic transitions and changes. It has been a joy to have Cat Ishida as our intern minister. There is a wonderful committee supporting her learning here.

Best practices in staffing, supervision and evaluations as learned from Alban Institute senior consultant Susan Beaumont continue to be incorporated for all staff. Job descriptions and evaluation processes for most of the current staff have been updated to reflect these practices and will be in place for all new staff.

## **Professional Development and Denominational Commitments**

I am nearing the end of a two year UUA Dreaming Big Clergy Consultation. This national on-site study of best practices in six large church settings has been richly rewarding. I continue to look for ways to share my learning with leadership, staff and congregation as a whole. It was my pleasure to be asked to participate in two ordinations and one installation this year. I serve on the *Standing on the Side of Love National Advisory Committee* and attended General Assembly. I was a presenter for an antiracism resource workshop at District Assembly and continue to participate in the *Sparks of Growth* mid-size church clergy group. I hosted the western region media training for clergy for *Standing on the Side of Love* in late August.

## **In the Wider World**

PBS interviewed me for their *In the Life* TV show which airs in June. I spoke at our church sponsored *Day of Decision Vigil* in response to the CA Supreme Court's ruling on the validity of Prop 8. It was a privilege to deliver the closing prayer and be a co-sponsor of the *International Transgender Day of Remembrance*. I provided a prayer and interfaith witness at a *Vigil for Health Care for All* co-sponsored by the UU Legislative Ministry and held at First Congregational Church.

## **Looking Ahead**

As for growing the church, whether in depth or numbers, the board has agreed that I should begin prioritizing my ministry according to three “thriving” church principles:

- 1) Ensuring dynamic, radically inclusive, art and spirit-filled, welcoming worship.
- 2) Extending “beyond our walls” ministries and widening our voice and participation in the public square.
- 3) Developing the leadership capacities of our membership.

I look forward to working with our church community as these areas become the focus of my ministry next year and as I continue to do my best to help us live into and through our mission, vision and ends.

## **Journey Toward Wholeness**

### **What has JTW done over the last six months within the Team?**

- We continue Process monitoring as an aid for deeper self-examination, and one of our tools to address Power and Privilege.
- JTW members facilitate the Allies for Racial Equity meetings for those members who identify as White, as a means to deepening conversations regarding White privilege, internalized racial superiority, and ways to take action as an ally.
- The JTW team conducted Trainings with the Board to provide tools for strengthening leadership and adding cohesion within the Board members.
- JTW supported the Ordination of Chris Long; supporting the Ordination Committee’s fundraising and planning processes.
- JTW practiced Anti-racist consultations with individuals, by ways of doing multiple One on Ones.
- Nori Grossman and Celia Reyes became members.
- JTW organized a service with the theme “Building Community through Anti-racism Work Within and Beyond these Walls,” which included the voices and perspective of various members in the congregation.
- On November 15, 2009, JTW led worship services and highlighted the voices of the congregation about what it has meant to participate in a congregation committed to anti-racism and a journey towards wholeness. The Bill Bell Choir also joined us on that day.

### **What has the church done as a result of JTW’s work?**

- The Board implemented Process monitoring.
- JTW introduced and encouraged the Board to use Caucusing as a part of its practice.
- FUCO leaders and members created a Vision 2012 Summit, in addition to the supporting, preliminary conversations/discussion groups regarding this Vision.

### **What do we (JTW) hope for the future?**

- JTW will look at the consultants’ reports and give input or take action.
- JTW is looking to support members of the church in taking broader anti-racist leadership efforts in the church.
- JTW is hoping that all ministry leadership team members will include anti-racist trainings as a part of their orientations and overall leadership development.

## Stewardship

The Annual Stewardship Drive ran from October 2009 through December 2009 with the theme “Building a Strong Foundation.”

Stewardship Chairs: Jon Greer and Laila Ibrahim

Stewards: Noemi de Guzman, Bob Schulz, Leslie Brandt, Margaret Woodside, Dan Goss, Charles Williams, Rinda Bartley, Jane Voytek, Bret Andrews, Dan Wright, Bev Smrha, Jack Macy

Number of Pledgers: 174 pledging units (individuals and couples)

Amount Raised: \$402,000

## Leadership Development Team

The leadership development team was created in response to the call for volunteers at the 2009 congregational meeting. The team’s mission focuses on enabling the church’s service goal (end) for members to “...joyfully answer the call to minister to one another and to the world. We use our unique gifts to nurture and create beloved community within and beyond our walls.”

Our team includes Julie Baeder, Rinda Bartley, Rev. Kathy Huff, Lauren Poole and Scott Weiss. We meet monthly and have a summary of all prior meetings available for interested congregants.

The team organized three major events in 2009: a leadership kick-off in September; the policy governance primer in October, and the leadership retreat in November. The leadership kick-off was designed to communicate the breadth of activity and opportunity planned for 2009 in support of the church’s mission and vision. The meeting introduced several tools to support our every member ministry including the Pillars graphic that visualizes the breadth of activity.

The policy governance primer was designed to enhance awareness of our organization structure. Linda Laskowski was our guest presenter and had support during the Q&A session from Gail Schulz and Ingrid Mittermaier. The core presentation is available on the church web site.

The leadership retreat focused on skill building sessions for participants. Board members were led through a multi-day workshop on monitoring within policy governance by Louise Wolfgramm of Unity Consulting. Congregational members engaged in a series of workshops focused on current church topics and led by Michael Allison, Laura Bogle, Rafael Coto and Peggy Macy. The output from those sessions has been used (and will continue to be used) by teams throughout the church.

The leadership development team also directly supported the board of trustees by assembling the 2010 board of trustees' slate. Several congregants indicated during the process that they are interested in potential board service in 2011 and beyond. In a similar fashion, we recruited a slate of candidates for the new endowment committee: Leslie Brandt, Molly Hermes and Gail Schulz.

The leadership development team's second year will focus on deepening support for current and potential leaders within the church. We have scheduled a series of breakfast updates for the remainder of the year to enhance engagement and deepen communication. We need to create the specific agenda for 2010 following the annual congregational meeting. Our key need is to welcome additional members to our team. We are a group focused on enabling and supporting fellow members pursuing their ministry. The work is enriching and joyful. Our team strives to have fun and support one another in this joyful work – come join us!

## **Pastoral Associates**

The 2009 Pastoral Associates (PA) team was coordinated by Anne Lown with PA members Ronny Gaal, Roxie Kellam, and Bonnie Richman (who retired in January) as well as newer PAs Claudia Morgan, Dick Bailey, Carolyn Devol, Judith Hunt, Gil Dacumos and Katie Kellogg. Rev. Laurel Liefert is the Chaplain Coordinator working with Jamie McReynolds and Rev. Dan Kane.

- The Pastoral Associates meet monthly to discuss the needs of people in the church. We are a consistent place of support and comfort all year long, any day, any time and just a phone call or e-mail away. We provided meals to new parents, congregants with health problems, the depressed, worried and over-stressed. (Roxie Kellam has been invaluable as the meal coordinator.)
- We have a new e-mail [pastoralcare@uuoakland.org](mailto:pastoralcare@uuoakland.org) so that there will be one constant e-mail for now and into the future for pastoral needs. We have taken PA pictures (thank you Rick Hecht), developed a PA logo (thanks to Katie Kellogg's partner Mary) and refined our mission statement for a web page. Work on the web page is almost completed by Liam Aleguire.
- We have developed a PA-only shared tracking sheet with descriptions of all those in our care (also including closed cases), so we have clear accountability and communication for PA issues.
- We developed a "Lend-a-Hand" program to enable congregants to be involved in pastoral work.
- We introduced a peer led support group for people with current or possible future employment instability called "Game Changers". It meets on a monthly basis. It was started by Claudia Morgan, Roxie Kellam-Brandt, Debbie Clifford and Laura Ingram with support from Laurel Liefert. The group agreed mutually to stop meeting because needs were met elsewhere.
- We hosted an evening to provide financial advice during difficult economic times (Karen Eng).
- We organized a coat collection between Thanksgiving and Christmas and collected over 150 coats that were distributed to a local non-profit collecting coats, and a reserve was

maintained for people in our church who are in need. (Thanks to Claudia, Gil and many generous congregants.)

- We listened to people who lost loved ones during the year at the Tolling of the Bells. We currently have on-going care (at varying levels) for 27 people. We have 17 “closed” cases from this year. One PA is assigned to each board member to provide support. Active participation in the leadership retreat by many PAs.

The range of issues is broad including health problems, day to day stresses as well as celebrating births and positive events. The PAs usually provide social and instrumental support including meals, rides, phone calls, visits, listening, sharing the healing hands quilt, hand-written letters of caring, celebration and support (thank you, Carolyn Devol).

The Chaplains are professionally trained to provide personal, spiritual care. Chaplains are called upon by congregant request, in more complex situations and for people needing short-term counseling.

Anne Lown, Pastoral Associate Coordinator, and Rev. Laurel Liefert, Chaplain Coordinator

## **Worship Council**

The Worship Council has undergone a major change this year in working towards Vision 2012. This year we have taken a team approach to intentionally include more multigenerational, multicultural elements in worship to make the worship experience more inclusive for all. This Worship team not only includes music (choir and Band without Borders) and Worship Associates but also now includes multi-media, movement/dance, liturgical drama/spoken word, and other elements as they are needed and identified. The worship planning process, while in the past has been mostly confined to monthly meeting with Rev. Kathy and the Worship Associates, has now grown to open quarterly Worship Team meetings. The Worship Team for the first time now includes two youth Worship Associates. The most noticeable addition is that of the multi-media slides included in services. Musicopia purchased a projector to allow hymn lyrics and other liturgical elements to be projected during service. These slide shows have really allowed some elements of service, especially the singing of hymns, to become more welcoming, interactive and inclusive. This new team approach to Worship is making creating worship more inclusive and also ultimately is making worship itself more multigenerational, more multicultural and hopefully all-around more inclusive.

## **Children, Youth and Family Education**

We have had an exciting year of change and learning in the education programs at the First Unitarian Church of Oakland. Dorothy Paul has continued to offer superb, nurturing nursery care for our infants and young toddlers in the nursery. Crystal Moore joined our team of paid staff in January 2009 to teach our Chalice Children class (PreK) where we have had approximately 25 different children attend throughout the fall. After three years of dedicated service, we sadly said good bye to Rev. Michelle Favreault at the end of the 2008-2009



program year. Melissa James assumed more administrative responsibility in the role of the Children and Family Ministry Coordinator. In the fall of 2009, Spirit Play moved to a Story Teller Corps model in which 6 congregational volunteers and Teacher Melissa rotate teaching responsibility. This allows Melissa to continue to be a consistent part of the classroom and build relationships with the families yet free up her time for administrative duties. Spirit Play had approximately 45 different children attend over the fall.

Kyle and Denise Blase began offering a 40 minute family music class in between services. This has been very well received and is regularly attended by between 15 and 20 participants. This class has also drawn interest from the communities and brought in families that were not otherwise involved in the education program. In our continued effort to welcome families into worship we introduced “Chalice Packs” which are colorful bags filled with quiet activities for children to use during the worship service and return when they leave. This spring we look forward to adding a class specifically for 3<sup>rd</sup>-4<sup>th</sup> graders during one of the worship services in order to meet a need expressed by parents for in-depth exploration of different faith traditions. Throughout the spring we will offer two parenting workshops led by congregation members (Katrinca Ford and Christine Carter) which will be open to the community. We are very excited to further incorporate work for social justice into our spring programming through two different member-led initiatives.

In the fall of 2009 we were fortunate to welcome Rev. Lynn Gardner to our staff to work part time as the Worship Arts and Education Specialist. This position is a wonderful blend of worship and youth education. This position supports Club UU (5<sup>th</sup>-6<sup>th</sup>) which is using “Amazing Grace” curriculum on ethical decision making, Faith Explorers (7<sup>th</sup>-8<sup>th</sup>) which is using a world religions curriculum, and High School Youth which is co-planned by adults and two youth leaders. She has worked hard to form teaching teams for each grade level with at least three teachers for each class, with no more than one seminarian per teaching team, so that there could be greater continuity as well as more opportunities for congregants to participate.

The teachers for this year are: Giselle Ampuero and Shams Cohen in Club UU, with a new teacher starting soon; Katrinca Ford and Rachel Baker in Faith Explorers, with a new teacher starting soon; and Katie Goslee, Jamie McReynolds, Andy Lee, and Maudie Shah for the Youth Group. Laura Bogle, Dan Wright, and Marcus Liefert have been subs. Our teachers have shown commitment, creativity, and care in their work, even when some of the teams were smaller than hoped for.

Through Lynn’s work with worship we have added two youth worship associates, Maya Ibrahim-Bartley and Elisabeth Opdyke. They have each stretched by contributing to worship planning, as well as writing and offering different parts of the liturgy. It has been effective to be in a mentor relationship with them during the process. It has been an exciting year of change and growth for all involved in the Learning programs at UU Oakland. We move hope with new hope, new energies, and new possibilities.

Respectfully submitted,

Melissa James, Ph.D. (Cand.)  
Children and Family Ministry Coordinator

## Hamilton Hall Renovation Committee

We did it!

Hamilton Hall Renovation project began in late April and was finished by late November 2009.

The project cost \$2 million, which included all construction, architects, engineering and owner's costs. Our final mortgage loan with Community Bank of the Bay is \$1,020,000, which includes a refinance of \$170,000 remaining on a loan for the earlier project to renovate Wendte Hall and the East Wing.

The greatest single cost was for steel which has been placed throughout Hamilton Hall to strengthen our building and protect against a seismic event. We also have new foundations, a new roof, carbon fiber reinforcement in the west wall, new lighting, soundproofing between Hamilton Hall and Wendte, a new door, better access to the chancel and compliance with the Americans with Disabilities Act. And Hamilton Hall is even more beautiful than before this work was done.

Our work is complete.

Glen Dahlbacka and Gail Schulz, Co-Chairs, and committee members Joan Poulter, Malcolm Talcott, Bob Schulz, Andy Lee, Stefan Schneider, Bob Crowe, Veronica Martin and Jim Gardner

## Center for Urban Family Life

Throughout 2009, CUFL consisted of two programs, the McClymonds Merit Awards Scholarship and GotCOM, each with its own board and volunteers.

**President's Summary.** For the past three years of my involvement, and to my understanding for quite a few years prior to that, CUFL, GotCOM and the McClymonds Merit Awards Scholarship Program have been staffed and led by small teams of volunteers who are dedicated to their respective missions, with very little involvement by the congregation or leadership of the First Unitarian Church of Oakland. Of all the activities necessary to the success of these programs, the one that has been least successful has been the recruiting of volunteers from within the church community. The church community is missing out on a unique set of opportunities to be a part of the broader West Oakland community while the programs, particularly in such hard economic times, struggle to meet the needs of the community. I strongly encourage the church community and leadership to reexamine their commitment to these vital efforts and the community they serve.

**The McClymonds Merit Awards Scholarship** provides college scholarships to graduating seniors from McClymonds Educational Complex. McClymonds consists of EXCEL and BEST high schools, the only high schools in West Oakland. A Board comprised of a representative of our church community, McClymonds faculty, and community

representatives administers the program, which is funded primarily by anonymous donors. The awards have been given for the past 9 years, during which time the graduation rate at McClymonds has improved substantially. The program has grown from 10 recipients in 2001 to 57 recipients in 2009.

**GotCOM.** The GotCOM Computer Mentoring Project has had success and struggles in the last year. We provided free take home computers for over 150 West Oakland youth as well as after school computer instruction for another 100 youth. In 2010 there is still a digital divide. Most kids know how to play computer games and watch YouTube. But their basic skills are often lacking. The need is great, but the funds are scarce. We recently had to eliminate 5th graders from our free computer program due to lack of funds. The program also needs fresh energy from church members committed to serving our community.

Ben Thompson has been GotCOM Program Coordinator for over two years. He is handing that role over to Rodney Spencer. Rodney has been providing and continues to provide after school computer instruction at Lafayette Elementary and West Oakland Middle School. Bob Schulz, Hester Green, Jeff Asher, Michael Fitzhugh and Anne Pierce have served as volunteers during the past year.

**The CUFL 2009 Treasurers Report.** Income from grants and contributions has dropped this year, and this has mainly affected GotCOM.

Recent grant applications by GotCOM have been denied for reasons that often include the granter's financial losses because of the economy. But, and probably because of schoolteacher cutbacks, CUFL was paid by the Oakland Unified School District for GotCOM after-school technology instruction at West Oakland Middle School and Lafayette Elementary School. For 2010, we are counting on funding from Oakland schools to continue. However the funding is uncertain and will not be enough to continue the GotCOM program at our current level of funding. The McClymonds Merit Awards program funding was adjusted this year for cash flow reasons and is fully funded by the Anonymous Donor into 2010.

Jeffrey W. Asher  
President, Center for Urban Family Life

## **Lafayette School Mentoring Project**

At this time Lafayette School Mentoring Project is providing no-cost one-on-one tutoring after school to 103 youngsters each week with thirteen more waiting to be matched with tutors. The initial large endowment in 1997 is nearly exhausted. This has necessitated the attention of staff and Advisory Board to be directed to fund raising. In the nearly thirteen years of the project the lives of over a thousand children and their families have been touched by this commitment of dedicated volunteers. The First Unitarian Church of Oakland has provided in-kind support from the very start of the project.

## 2010 Budget

First Unitarian Church of Oakland  
 2010 Budget -- Revenue  
 As of March 21, 2010

Line	Category	INCOME	2009 Budget as adjusted in April 2009	2009 actuals	2010 Budgeted -- Proposed by ET
1	General Revenue	<b>Pledges</b>	414,000	406,428	<b>402,770</b>
2	General Revenue	pledge default	21,100	0	20,138
5	General Revenue	EQUALS NET PLEDGES	392,900	406,428	382,632
6	General Revenue	One Time Gifts	-	18,073	6,012
7	General Revenue	Individual Donations / Sunday collection plates	13,800	11,741	8,400
7A	General Revenue	Justice Outreach Plates	-	-	3,600
7B	General Revenue	JTW Plates	-	-	600
7C	General Revenue	Interweave Plates	-	-	600
7D	General Revenue	UU Associated Organizations	1,840	1,840	2,400
8	General Revenue	Ordination Fund	2,500	5,906	
9	Earned Income	Adult RE fees	1,000	801	1,000
10	Earned Income	Children's RE fees	1,000	5,728	5,000
11	Earned Income	OWL& Youth Fees	-	inc	1,500
12	Earned Income	Sunday lunches / Fellowship	0	844	0
		Men's Retreat	5,615	5,615	0
		All Church Retreat	0	10,546	0
		Women's Retreat	0	6,165	0
		Leadership Retreat	-	9,186	0
13	Fundraiser	Bookstore (net)	1,000	98	500
14	Fundraiser	Craft fair	2,000	720	2,000
15	Fundraiser	Concerts	4,000	1,973	4,000
16	Fundraiser	Coffee House concerts	7,000	14,266	10,000
17	Fundraiser	Escrip	1,000	819	700
18	Fundraiser	Business Advertising	0	-	1,000
19	Fundraiser	Intern Fund Jan-June	1,000	-	0
	Fundraiser	Intern Fund Aug-Dec	0	-	0
20	Fundraiser	Auction	16,000	20,309	20,000
21	Fundraiser	Campaign33 for UUA/PCD	5,245	7,857	9,000
22	Fundraiser	Spirit Fund	5,000	2,500	0
23	Grant	Intern Grant from UUA	0	2,250	7,250
	Grant	Musicopia Grant	1,000	1,000	2,000
24	Trusts	Geo Grant	3,000	978	800
24	Trusts	Grant Memorial	3,000	1,359	2,000
24	Trusts	UUA Endowment Interest	3,000	5,802	4,500
25	Trusts	Bruml Trust	9,000	6,360	7,000
26	Trusts	Clara Belle Hamilton trust	20,000	3,781	7,600
27	Income	Building rentals	38,000	36,075	46,000
		HHR offset	31,800	36,360	0
		Consultant donations	16,223	12,918	0
28	Income	Misc Income	0	3149	
28	Total	<b>INCOME TOTAL</b>	<b>585,923</b>	<b>641,447</b>	<b>536,094</b>

First Unitarian Church of Oakland  
2010 Budget – Expenditures  
As of March 21, 2010

CATEGORY	EXPENSES	2009 Budget updated as of April 2009	2009 Actuals	2010 Budget, Board approval
<b>TOTAL MINISTRY</b>		<b>136,255</b>	<b>140,127</b>	<b>109,762</b>
Labor: Total Cost of Ministry	Minister(s)	132,880	136,377	97,330
Labor: Total Cost of Ministry	Ministerial Interns	3,375	3,750	12,432
<b>TOTAL MUSIC</b>		<b>37,955</b>	<b>37,820</b>	<b>42,692</b>
Labor: Contractor	Interim Music Director	24,955	25,070	25,620
Labor: Contractor	Accompanist	11,000	11,500	11,842
Labor: Contractor	Summer music	1,000	1,000	3,230
Labor: Contractor	Guest Musicians	1,000	250	2,000
<b>TOTAL FAMILY MINISTRIES</b>		<b>26,028</b>	<b>24,511</b>	<b>24,526</b>
Labor: Contract	Family Ministry Coordinator	10,989	11,597	12,918
Labor: Contract	Worships Arts Coordinator	3,390	2,805	6,899
Labor: Casual	Toddler care	1,800	2,077	1,938
Labor: Casual	Nursery Care	3,849	2,741	2,771
Labor: Casual	Graduate Assistants	6,000	5,291	-
<b>TOTAL ADMINISTRATIVE</b>		<b>142,310</b>	<b>146,108</b>	<b>147,241</b>
Labor: Salary & Benefits	Church Manager	79,639	81,033	78,847
Labor: Salary & Benefits	Administrative Assistant	37,021	34,970	41,287
Labor: Contractor	Bookkeeper	21,000	25,110	22,607
Labor: Casual	Bookkeeper Ass't	4,650	4,995	4,500
<b>TOTAL FACILITIES</b>		<b>77,640</b>	<b>79,420</b>	<b>65,067</b>
Labor: Salaries & Benefits	Facilities Manager	65,640	65,050	54,453
Labor: Casual	Custodian	12,000	11,970	8,117
Labor: Casual	Media and Facilities Support	-	2,400	2,497
Labor Related	Workers comp	7,240	5,874	7,240
Labor Related	Payroll Taxes	20,619	15,402	inc
Labor Related	Payroll Services	1,900	2,136	2,222

<b>SUBTOTAL -- LABOR &amp; RELATED</b>		<b>450,187</b>	<b>455,398</b>	<b>398,750</b>
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Admin	Merchant service fees	2,100	2,425	2,306
Admin	Bank charges	800	1,572	1,330
Admin	Insurance (bldg / liability)	17,690	15,861	17,461
Admin	Postage/shipping	2,400	2,019	2,400
Admin	AT&T/Phone equip	8,735	9,465	9,293
Admin	Website / Covad	3,600	4,589	4,585
Admin	Office supplies	8,500	6,054	5,000
Admin	IT support / equip	3,600	4,560	5,037
Admin	Copier rental	6,800	6,780	6,800
Admin	Copier usage	6,000	5,274	5,452
Admin	Assoc Minister search	-		

Facilities	Gen Supplies	4,500	5,653	4,500
Facilities	Bldg Utilities	24,000	15,555	21,780
Facilities	Bldg Prof services	14,000	14,970	14,000
Facilities	Rental Promotion Activities	-	-	1,000
Program	Ordination	2,500	5,906	
Program	Programming Supplies		2,462	1,500
Program	Program Supplies -- candles	250	inc	
Program	Program Supplies -- music	250	inc	
Program	Program Supplies -- LEAP	1,750	inc	
Program	Program Councils		inc	
Program	Men's Retreat	3,857	4,948	0
Program	All-Church Retreat	0	11,315	0
Program	Women's Retreat	0	13,260	0
Program	Leadership Retreat	-	9,564	0
Program	Library Archives		0	0
Program	Owl		0	0
Program	Spirit Craft		0	0
Program	Scholarships		0	0
Program	J' Toward Wholeness		0	0
Program	Interweave		0	0
Program	Board expenses		0	0
Program	Stewardship	500	0	0
Program	Committee on Ministry		0	0
Program	Justice Council Ministries		-	3,600
Program	JTW Ministries		-	600
Program	Interweave Ministries		-	600
Program	UU Associated Organizations	1,840	1,840	2,400
	Consultant fees	16,223	16,223	
Cost of Fundraising	All fundraisers	2,475	8,899	8,700

External Relations	Fairshare - UUA	3,497	5,571	6,000
External Relations	Fairshare - PCD	1,748	2,286	3,000
Loan Payments	UUA loan	3,978	3,978	0
Loan Payments	Congregant Loans	-	-	5,000
Transfer	Musicopia transfer	(1,000)	(1,000)	(5,000)

<b>EXPENSE SUBTOTAL</b>	<b>SUBTOTAL - Non-labor EXPENSES</b>	<b>140,593</b>	<b>182,029</b>	<b>127,344</b>
Reserves	Reserves - general	5,765	0	0
Carryover deficit from prior year		13,400	13,400	10,000
<b>EXPENSE GRAND TOTAL</b>	<b>GRAND TOTAL</b>	<b>609,945</b>	<b>646,827</b>	<b>536,094</b>

Minister(s) and staff compensation include salary, housing allowance/FICA/disability insurance (ministers only), pension, medical insurance and professional expenses allowance.

# First Unitarian Church of Oakland Statement of Financial Position

03/17/10

Accrual Basis as of December 31, 2009

Dec 31, 09

## ASSETS

### Current Assets

#### Checking/Savings

1002 · New Wells Ops. Acct. #1840	488.64
1003 · CBOB - Ops Acct. #1099	5,320.83
1020 · CBOB - Desig. & Restr A/C #1206	83,168.48
1022 · CBOB - Musicopia A/C #1198	14,115.29
1093 · Hamilton Hall Checking #1180	76,813.09
1094 · Hamilton Hall Savings #4096	50,361.70
1101 · Fidelity Acct.	<u>2,544.21</u>

Total Checking/Savings 232,812.24

#### Other Current Assets

1205 · Accounts Receivable - Pledge DB	4,163.00
1207 · Accounts Receivable - HHR	253,170.00
1220 · Accts. Receivable - Other	
1221 · Deposits in Transit	5,773.77
1230 · Miscellaneous A/R items	<u>3,284.81</u>
Total 1220 · Accts. Receivable - Other	9,058.58

1401 · Prepaid Insurance Expense	5,144.00
1402 · Prepaid Other Expenses	9,319.27
1410 · Prepaid Retreat Expenses	
1410.1 · Men's Retreat	<u>1,137.00</u>

Total 1410 · Prepaid Retreat Expenses 1,137.00

Total Other Current Assets 281,991.85

Total Current Assets 514,804.09

### Fixed Assets

1701 · Land	20,000.00
1702 · Building	175,746.00
1703 · Building Improvements	
1703.1 · Bldg. Improvements Prior to R &R	4,635,988.32
1703.2 · Bldg. Improvements - R&R	146,776.00
1703.3 · Hamilton Hall Restoration – WIP	<u>1,904,051.19</u>

Total 1703 · Building Improvements 6,686,815.51

1704 · Furnishings & Equipment	
1704.1 · Furn. & Equip. Prior to R&R	208,242.09
1704.2 · Furn. & Equip. - R&R	<u>126,193.94</u>

Total 1704 · Furnishings & Equipment 334,436.03

1750 · Accumulated Depreciation	-1,816,887.71
Total Fixed Assets	5,400,109.83
Other Assets	
1800 · Notes Receivable	
1800.1 · Note Receivable - Rev. Huff	<u>30,000.00</u>
Total 1800 · Notes Receivable	30,000.00
1850 · HHR-L/T Pledges Receivable	443,023.00
1900 · Trusts & Endowments	
1901 · Boston - George E. Grant #195	14,476.32
1902 · Boston - Grant Memorial #196	28,952.65
1903 · Boston - 1st Unitarian Mem. #420	<u>107,856.22</u>
Total 1900 · Trusts & Endowments	<u>151,285.19</u>
Total Other Assets	<u>624,308.19</u>
<b>TOTAL ASSETS</b>	<b><u>6,539,222.11</u></b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>9,843.18</u>
Total Accounts Payable	9,843.18
Other Current Liabilities	
2001 · Accrued Expenses	150.00
2003 · Accrued Interest	10,144.12
2020 · Miscellaneous Payables	3,096.67
2150 · Prepaid Pledges	29,200.00
2159 · Prepaid - Other	5,250.00
2162 · Deferred Pledges - HHR 2009	253,170.00
2165 · HHR – Retention	<u>30,000.00</u>
Total Other Current Liabilities	331,010.79
Total Current Liabilities	340,853.97
Long Term Liabilities	
2201 · Note Payable - Mittman	1,250.00
2202 · Note Payable – Hunt	2,500.00
2203 · Note Payable - Brandt	1,250.00
2210 · Community Bank of the Bay	1,040,327.54
2263 · L/T Deferred Pledges – HHR	<u>443,023.00</u>
Total Long Term Liabilities	<u>1,488,350.54</u>
<b>Total Liabilities</b>	<b><u>1,829,204.51</u></b>



Equity		
3000 · Opening Bal Equity		9.57
3900 · Unrestricted Net Assets		3,778,431.75
3901 · Temporarily Restricted		
3901.1 · Musicopia	14,115.29	
3901.3 · Manse Fund	46,315.41	
3901.4 · Intern Fund	2,750.00	
3901.5 · Journey Toward Wholeness Fu	559.00	
3901.6 · Transylvania/Partner Church	-564.42	
3901.9 · Hamilton Hall Renovations	<u>450,259.39</u>	
Total 3901 · Temporarily Restricted		513,434.67
3902 · Permanently Restricted		
3902.1 · Boston - George E. Grant #195	14,475.98	
3902.2 · Boston - Grant Memorial #196	28,952.98	
3902.3 · Boston - 1st Unitarian Mem. #420	<u>107,856.04</u>	
Total 3902 · Permanently Restricted		151,285.00
Net Income		<u>266,856.61</u>
<b>Total Equity</b>		<b>4,710,017.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>6,539,222.11</b>