

# **UUCR Board of Trustees Meeting**

Tuesday, April 13, 2021  
6:30 - 8:00 pm via Zoom

## **In Attendance:**

*Board of Trustees:* President Elsa Strong, Vice President Betsy Wilder, Treasurer Don Helton, Secretary Brian Haugen, Mary Carvajal, Larissa Johnson, Reverend Rebekah Savage,

*Absent:* Glenn Griffin, Kendall Watson

## **Opening words**

Recitation of 8 principles

**Check in** - Thorn and Rose

## **Discernment and decisions**

### **Canvass Update**

Since our last meeting March 9

- Richard Stolz and Reverend Rebekah organized a great line-up of Canvass speakers, and many of them agreed to have their message posted to the website
- Special thanks to Karl Irikura for keeping us up all
- Canvass Sunday was a wonderful sunny day of smiles and contributions--pledge cards, two trunkloads of food for Manna, and one trunk load of clothes and laundry supplies for Interfaith works. Thanks to Regina Landor for the idea, Judy Raynor for suggesting the multi-component event
- March 27th was the lead donor's event, organized by Colleen Dolak.
- Phone calls in progress.

### **Media Upgrades Research Team**

The media upgrades research team has been convened with the understanding that:

- infrastructure for technology must be improved
- whatever is put in place must be expandable
- whatever framework is implemented will determine the expertise of volunteer or paid staff to run it on a weekly basis
- Lighting in sanctuary is a critical concern; balance between streaming video quality and personal experience in sanctuary.

The group will provide an update by email about potential cost ranges.

### **Nomination Committee**

All positions filled for the slate of nominees, which will be announced on April 28 ahead of the May 23 meeting.

### **New Normal Committee**

Rev. Rebekah reviewed the formation of a “New Normal Committee” that would integrate the recommendations of the scientific advisory group with the interests of the congregation. In development are a variety of options for gathering input from the congregation on worship approaches, anonymous surveys of vaccinations status, and other information sources.

### **Treasurer’s Update**

- DH distributed a sanctuary ceiling repair package developed by the building and grounds group and reviewed by the finance committee. DH made a motion to approve funding for the sanctuary ceiling repairs, BW seconded, and EPS/GG/LJ/BH voted to approve.
- Updates have been prepared to the Memorial Policy and Remembrance Fund Policy Updates. These updates have been approved by Reverend Rebekah, and reviewed by the Finance Committee. DH motioned to approve these updates, BH seconded, and the motion passed unanimously.
- Developing approaches for the hybrid ministries activity requires consultant costs, and will be supported through the board initiatives fund.
- The finance committee investigated current insurance coverage and identified a potential cost savings related to terrorism coverages. The board was generally in favor and deferred to appropriate administrative liaison for insurance matters.
- The board held a discussion on closing year budget, which appears to be on track.
- Treasurer’s Report is attached.

### **Minister’s Update**

The Minister's report is attached to these minutes.

**Closing words were offered by Betsy Wilder**

### **Meeting Adjourned**

#### **Attachments:**

Minister's Report for April 2021

Treasurer’s Report for April 2021

Approved Memorial and Remembrance Policy

Approved Restricted Funds Policy – Remembrance Fund

Warm Greetings and Salutations Beloved UUCR Board:

Our spiritual theme for the month of April is “Becoming”, and so far this month we are collectively leaning in various conversations that speak to transformation of ourselves, our world and the future of UUCR.

Since we’re in the last few weeks of the Canvass, I’d like to share some thoughts about what we’ve been able to accomplish in the last year. We have now been creating and leading virtual worship, programming and worship for over a year now. Despite that, we’ve consistently had visitors and many new members chose UUCR as their spiritual home. Despite a year of virtual ministry, we have maintained great attendance at worship and religious education. Many of our program areas and committees pivoted with ease to virtual planning and collaboration, and even continued on in their missions to provide opportunities for spiritual engagement and faith development. The building and grounds are still being tended to, and continue to be a place where community members find beauty and solace. When I am at my office at UUCR, not a day goes by where I don’t see handfuls of people coming through and enjoying the space.

On a bigger note, our social and racial justice programs, in particular our Partner Plate program, have taken off and our impact in the community has expanded significantly. With the added presence of Partner Plate recipients, our congregants’ awareness of these important partnerships and their mission have deepened. Our music program has significantly been amplified by coordination with other UU congregations and their music programs, giving rise to a new level of creative collaboration. Another pandemic perk is our flexibility to introduce and share with the congregation a diverse representation of music and videos, to enhance our worship and deepen our inner transformation. We’ve experienced diverse cultures, theologies and lives in worship, enhancing our welcome and embrace.

All of this is to say that this year has been highly unique, unlike anything we’ve ever experienced - AND this year thus far has been a true success, as we’ve embraced new platforms and ways of being together. All the while asking hard questions of ourselves and what this moment calls for. I believe in the depths of my heart that Unitarian Universalism has the opportunity to be a saving faith for so many who feel cast adrift by the pervasive decreased community based relationships that charge us with a call to healing and wholeness through spiritual practices and justice work. This year has been nothing short of traumatic in that sense, as our Black, Indigenous, communities of color, vulnerable and marginalized kin have gone through not only the grief of covid related losses, but additional grief as our country is dissected along political and ideological lines. And WE - we as Unitarian Universalists - are making more room at the table to love, serve and grow with them.

With all that said, I’d like to affirm the work of this Beloved Board and our many lay leaders. While the Canvass may be challenging as we may be asked to make significant adjustments and hard financial decisions, I am confident that we as a congregation are on the right path towards the people we are called to be.

I’ve asked the staff to submit a summary of their current work projects, and I’ve highlighted significant ones for your consideration and awareness.

With gratitude and a hopeful heart,  
*Rev. Rebekah*

## **From JeKaren Olaoya, UUCR Administrator:**

### **Rentals:**

- National Philharmonic and SSI would like to utilize the rental they reserved last year for the following dates: July 26, August 2, August 9, August 16th **(Ongoing)**
- Memorial Service for Charles Huff's father August 7th
- Bar Mitzvah for 11/13 or 12/4 **(still tentative)**
- Currently working with Montgomery County Church of Christ to negotiate long-term rental (2-3 years). (Ongoing)

### **Administrative:**

- Mail delays continue, about 2 weeks behind from the post office.
- Exploring streamline timesheet system for both staff and RYA for May implementation
- Developing foundations of MOU for RYA and UUCR

### **Building Maintenance:**

- Roof Repair in Sanctuary- date set for June
- Working with Jay to build a maintenance plan for reopening
- Weekly sanitization by Jay ongoing
- Battery change needed for emergency lights in sanctuary, to be scheduled within the next 2 weeks.

### **Reopening Planning:**

- The reopening planning team developing recommendations for outdoor events and capacity

### **Extras:**

- Myself and Jenny Wheeler have offered to help congregants, staff, and community members secure COVID-19 vaccine appointments. So far we have collectively helped secure at least 10 appointments, with even more individually, mostly community members.

## **From our Ministerial Interns:**

### **MATHEW:**

During February and March

- I have worked with the Lay ministry Council and the Leadership Development team on the mentoring program. We have had our first mentor introduction/training meeting.
- Continued to offer the Poems, Potions, and Paganism working group with the Wheel of the Year Group

- Worked with Black UU congregation members to host the first BLUU Haven meeting and we are getting ready for the second event
- In my home community I sat on a panel representing Faith Community in a conversation about Air Justice.
- As part of my own development I also participated in an event called Spiritual Poetry & Black Lives Matter: A Reading and Conversation with Contributors to Pensive: A Global Journal of Spirituality and the Arts. It was an opportunity to talk about Black Lives Matter from the perspective of a religious leader and poet
- Kirk and I led a team effort to reimagine the classic “Stone Soup” for Share the Love Sunday.

In the month ahead, I look forward to:

- Next Poems, Potions, and Paganism discussion
- Next round of training with Leadership Team
- Working with the Worship staff and Worship Arts team to prepare for summer worship.
- Engage in training about Multi-platform worship

### **KIRK:**

It has been a busy February and March! Among other things:

- I have continued to work with AFF to move the mental health ministry forward. On 2/27, UUCR hosted Rev. Barbara Meyers to speak and share from her book Held: Showing Up for One Another’s Mental Health.
- Carla and I have had two successful meetings of a Parents and Caregivers Small Group Ministry. We continue to explore ways to expand engagement of this group through REALM.
- I created and led a Good Friday Service.
- Mathew and I led a team effort to reimagine the classic “Stone Soup” for Share the Love Sunday.

In the month ahead, I look forward to:

- Working with Ellen Rohan to prepare a UU History class to be offered by AFF, hopefully to meet 4 times beginning in May.
- Supporting Rev. Rebekah and Larissa Johnson as part of the Board-led effort to engage with the COIC report.
- Working with the Worship staff and Worship Arts team to prepare for summer worship.

## **From Adrian Graham, Director of Membership and Communication:**

Accomplished:

- **Conducted 4-session New2UU class and welcomed 4 new members\*** on Membership Sunday; now scheduling several meetings with others interested in joining, including long-term Friends of the congregation. Those who went through New2UU but decided not to join at this time are nonetheless continuing to be connected with UUCR. *\*Mary Slotkowski, Stephanie Killian, Jay Karow, and Jinnet Powel.*
- **Canvass Sunday** was a hit! Assisted the Canvass Team with communications beforehand and created a Facebook photo album commemorating the occasion. Coordinated with others (e.g. Bill Newhouse, Regina Landor, Marianne Miller, and Rev. Rebekah) to create collateral.
  - Coordinated communications for **Foundation Event** – formerly the Leader Givers gathering for the Annual Canvass – with Colleen Dolak and Brian Haugen, including creation of group in Realm (for outgoing communications only) and a segmented mailing list in MailChimp. Erin set up Zoom per needs of organizers and populated Realm group.
- **Spring issue of Quest:** Published and mailed print issue to ~375-400 households. Emily Untermeyer and Thea & John Miles helped with production. A very big task, which was worthwhile I think. Will need more help if we decide to mail the next issue to everyone.
- **OOS for Sunday worship services** has been very well received.
- **Annual Certification to UUA:** Certified 358 members as of February 17, 2021. UUCR is entitled to 8 delegates and 8 alternate delegates to General Assembly in June, which the Board will have to appoint. I have been coordinating with Glenn Griffin and Eric Burch as they host GA conversations in breakouts after worship on Sunday mornings. [View the full report.](#)

Working on:

- **Congregational Engagement:** Working with the Engagement Team to implement ideas to keep everyone in the congregation connected to the community and to each other. Erin is creating Neighborhood Caring Groups in Realm and Marianne Miller is populating them. Announcement/rollout pending...
- **Advertising:** Working with Erin and Sarah on improved marketing and advertising plans for 1st Fridays and *ArtsConnect* events (and eventually, other UUCR offerings), including both social media and other outlets.
- **Realm:** Received suggestion that I create a tutorial for folks to review basics. Have been conducting 1-on-1 how-to Zoom calls for folks who need additional assistance.

- **Summer issue of *Quest*:** The next issue of *Quest* is planned for publication in the first week of June. Renewed bulk mailing permit through March 2022; need to assess publication schedule for 2021-2022.
- **Annual Report:** Beginning planning for the 2021 Annual Report now. Will need communications from Board and Nominating Committee soon to meet notice requirements for the Annual Meeting as stipulated in our bylaws.
- **Anticipating need for intensive communications around re-opening.**

### **From Carla Miller, Director of Religious Education**

DRE Report, March 25, 2021

**CLASSES-** Feb-March Average total attendance of 26

Children in gds. 1-3, and 4-5 are most engaged. Middle School attendance is consistent at about 4-5.

Many HS youth are noticeably missing- though they did show up to offer a worship service- which we were so pleased to see!

RECENT ACTIVITIES

**Mystery Pals** - ( Planning team- Marianne Miller, Jane Klag, Ginny Folsom, Carla an Aiden)

12 Mystery Pal pairs ( 26 participants total) participated.

Overall, the planning team felt it was very successful, and looks forward to offering this again next year!

### **Time Capsule**

A “UUCR Family Time Capsule” is currently circulating to families, marking the one-year anniversary of our closure due to the pandemic. Families are encouraged to place items in the box that represent something that has nurtured their spirits through this year.

### **Parent Small Group Ministry**

Kirk Freeman and I have begun Parent Small Group Ministry meetings on the last Saturday of each month.

We are also trying to engage more folks in the parent Realm group!

### **Children/ Youth in Worship-**

February 28-**HS Youth Service** was very successful! 7 youth participated, a small but engaged and much appreciated group who shared reflections on community during covid, their musical gifts and leadership

February 14th Multigen. We had 4 young people involved as Worship Associate and Wisdom story

March 7th 4 upper elementary age children presented the wisdom story on canvass time pledges

UPCOMING

**OWL/ Parents & Caregivers as Human Sexuality Educators-** OWL team facilitators will be leading a series of workshops for parents. We cannot offer OWL for children and youth online, but we can support families by providing information and preparing for their conversations regarding sexuality.

**8th Principle Project** We are in the very beginning phase of initiating a group to explore the ways that we can better live, learn and act upon our 8th principle in our program for children, youth and families. This will be a long-term and ongoing process, as we apply an anti-racist and anti-oppressive lens to an exploration of not only our curricula, but our learning environments, teacher training, family & multigenerational programming parent education, and leadership structures. Beginning where we are, and one small piece at a time, but always moving forward, together.

### **Middle School Youth Plans for 21-22 in process**

The Middle School schedule has been *significantly* impacted by the pandemic- having missed the end of their World Religions class last year, OWL this year ,and disrupting the Boston Trip/Coming of Age schedule. I'm currently working with the FFF Team and the OWL Team to prioritize offering OWL to next year's 8th & 9th graders in 21-22- who would have been taking it this year as 7th&8th graders. Some activities, like the Religious Heritage trip or the World Religions class may shift to the highschool youth group at least temporarily to give all youth an opportunity to participate - and, who knows, we may find that we like it that way!

In Community,  
Carla Miller, DRE

### **From Sarah Jebian, Director of Music and Arts:**

#### **1st Fridays @ UUCR**

- Our final concerts of the 2020-2021 season went very well.
- The April concert had a peak live viewership of 32 with 589 post engagements after the fact. This concert brought in a little over \$400.
- The March concert had a peak live viewership of 35 with 533 post engagements after the fact. This concert brought in a little over \$375.
- I plan to continue this series next season. Depending on our reopening plan, it will either be 100% online as it was this year or some combination of live performances at UUCR that are broadcast out or a mix of both. It all depends on what the future holds for in person gatherings and the comfort level with gathering for music events.



### **Monday Music Meditation (3M)**

- Justin's 30M ministry continues to average anywhere from 10 - 18 real-time viewers with 100-275 viewers engaging the posts after the fact.
- Special guests Brooke Campbell & Adrian Graham subbed for Justin on his nights off.

### **Community Choir**

- The choir completed the Easter projects and they came out beautifully. I'm so proud of our singers.
- Everyone is very tired of pandemic music making and so our end-of-the-year projects are very simple and whoever feels like sending something in is invited to do so but I won't be producing any more GIANT CHOIR projects for the remainder of this church year.
- Our remaining rehearsals will consist of social time together, master classes offered by me and sharing circles where we geek out on music we love.
- The choir doesn't feel safe to gather again for in-person rehearsals until everyone and their families (that they live with) are vaccinated. There are many considerations to bringing the singers back for live worship so that's a conversation that we should have.

### **ArtsConnect**

- The ArtsConnect fundraiser is happening online on May 1st at 8pm (Facebook and YouTube)
- The 2+ hour program features 17 musicians from across North America, 4 visual art galleries with art submitted by nearly 30 artists ranging in age from 11 to 80-something, both student and professional and everything in between. We also have a dozen poets, including the 2021 Youth Poet Laureate for MoCo, middle & high school students and our own JeKaren Olaoya and Mathew Taylor.
- Elsa Strong and Niambi Powell will serve as hosts and MCs for the evening. Our community beneficiary is IMPACT Silver Spring. I hope the Board members will throw their support behind this event by:
  - Attending!
  - Liking, sharing and commenting on any social media posts for the event that they may see in their feeds (Facebook, Twitter & Instagram).
  - Invite friends, family and colleagues to a watch party
- This is an evangelical program that has the potential for a far-reaching audience and community impact but that can only happen with the support of the congregation. Please help spread the good news about this major social justice event that will measurably help people of color in our community through the amazing on-the-ground efforts of IMPACT Silver Spring.

## Treasurer's Report to Board Ahead of the April Board Meeting

Below are items of relevance for Board **action**, **review for upcoming approval**, or awareness. Attachments are contained in the associated Board meeting folder. All questions can be directed to Don Helton, at [treasurer20-23@uucr.org](mailto:treasurer20-23@uucr.org).

1. I'd like to hold an ~10 minute discussion at next week's Board meeting to solicit feedback and ideas regarding Capital Improvement 'sources of funding' assumptions. I'm coordinating the future funding of our new Technology Policy and our long-standing Facilities and Maintenance Fund, within the context of addressing upcoming closeout (surplus or deficit) of this fiscal year and the formulation of next fiscal year's budget. There will be Board actions needed during the coming months, and I need early feedback from the Board on my planning assumptions.
2. On behalf of Kent Hancock and Bruce Baskett, I'm submitting Memorial Policy and Remembrance Fund Policy Updates for Board review. These updates have been approved by Reverend Rebekah, and reviewed by the Finance Committee. A cover memo is provided. **At our April meeting, I will motion to approve these updates.**  
**[Attachments: See folder "Memorial and Rememb Policy Rev"]**
3. Be advised, the Rental Chair Norman Rave is leading ongoing outreach with the 2 nursery schools to discuss the contract renewals for next school year, including the potential need to establish criteria that would allow their rate to be influenced by their operating status (closed, partially open, fully open). Norman is leading these discussions with the 2 nursery school representatives, and will engage with the Congregational Administrator. While we don't have the necessary specifics at this point, this will require Board action sooner rather than later.
4. Be advised that the Finance Committee has received several pieces of mail from Church Mutual, one of which involves the option to waive the terrorism risk coverage, associated with the Terrorism Risk Insurance Act, in both the primary and umbrella liability policies. Finance Committee members are generally in favor of waiving this coverage, and **I'll likely motion to the Board at our meeting next week to do so.** However, we'd also appreciate guidance on whether anyone else should be involved in taking such a step.  
**[Attachment: File "Three Church Mutual Letters opened 20210323.pdf"]**
5. **I will be requesting Board President authorization** for a small amount (\$440) of Board Initiatives funds to support some early consulting costs associated with the Hybrid Ministries Activity. Note that, due to a timing error on our part, \$200 has already been disbursed, and is being carried under a miscellaneous line item in the operating budget. Up to an additional \$240 would be authorized for the remaining near-term consulting associated with the "wire pull" investigation to support upgrading the underlying infrastructure needed to support expanded capabilities.
6. Be advised that we're switching over primary control of the UUCR Elan credit card account from the Assistant Treasurer for Receipts to the Assistant Treasurer for Disbursements, so this month's review and payment cycle will be a little off-normal, in that we're mid-stream of that transition. Please direct questions to Barbara Harrison or myself.

April 6, 2021

7. For recording in the April Board Meeting minutes, on March 25th, the Board approved (by email) the expenditure of \$13,550 for the sanctuary ceiling and soffit repairs, including the signing of a contract with Optima Designs for this amount/purpose. [DH motion, BW second, EPS/GG/LJ/BH approve] - **[Attachments: See folder "Sanctuary-Interior-Fund-Pkg"]**
8. I'd like to take this opportunity to acknowledge the continued valuable efforts of the Investment Committee in managing UUCR's investments, including a recent review in March (Steve Reed, Jim Blue, Alex Chauche, Dave Marks and Kent Hancock).

Finally, this month's Statement of Financial Position, prepared by Martha Taylor (and based on all the additional wonderful work of Barbara Harrison, Eric Burch, and JeKaren Olaoya) will be posted as soon as it is available. [\[April 10th Update - This file has now been uploaded.\]](#)

**Unitarian Universalist Congregation of Rockville**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2021 and June 30, 2020**

	<b>Current Balance 3/31/2021</b>	<b>Prior Year-End 6/30/2020</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash - Checking Accounts	161,096	195,478	(34,382)
Investments			
Schwab			
Cash & donated stock	39,280	11,695	27,586
SWCGX - General Investment	132,237	136,024	(3,787)
SWSSX - Endowment Fund	323,143	205,001	118,142
Total Schwab	494,660	352,720	141,940
Vanguard			
Vanguard MM fund	926	155	771
VDIGX - Endowment Fund	298,957	215,165	83,792
VFTAX - Site Beautification Fund	131,167	111,258	19,908
VWIAX - General Investment	192,006	175,834	16,172
Total Vanguard	623,056	502,412	120,644
Total Investments	1,117,716	855,132	262,584
Other Current Assets			
Giant grocery coupons	540	740	(200)
Prepaid expenses	0	2,114	(2,114)
Total Other Current Assets	540	2,854	(2,314)
Total Current Assets	1,279,352	1,053,464	225,888
<b>Property and Equipment</b>			
Total property and equipment	2,837,605	2,837,605	0
Less accumulated depreciation	(1,336,789)	(1,270,179)	(66,610)
Total Property and Equipment, Net	1,500,816	1,567,426	(66,610)
<b>Other Assets</b>			
Loan refinancing costs, Net of Amort.	5,931	6,566	(635)
<b>TOTAL ASSETS</b>	<b>2,786,099</b>	<b>2,627,456</b>	<b>158,643</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
AP/Credit card payable	0	1,146	(1,146)
Payroll liabilities	(668)	297	(964)
Accrued expenses	0	2,798	(2,798)
Deferred pledges	11,300	63,915	(52,615)
Rental security deposits	8,660	8,660	0
Pass-through accounts (see Page 6)	9,012	17,524	(8,512)
Total Current Liabilities	28,304	94,340	(66,036)
<b>Loans Payable</b>			
Loan payable - M&T Bank	325,851	354,952	(29,101)
Payroll Protection Program	0	95,800	(95,800)
<b>TOTAL LIABILITIES</b>	<b>354,155</b>	<b>545,091</b>	<b>(190,937)</b>

**Unitarian Universalist Congregation of Rockville**  
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**March 31, 2021 and June 30, 2020**

	<b>Current Balance 3/31/2021</b>	<b>Prior Year-End 6/30/2020</b>	<b>Increase (Decrease)</b>
<b>NET ASSETS</b>			
<b>Endowment Funds</b>			
General Endowment Fund			
Principal	386,114	364,629	21,485
Accumulated income	80,503	66,112	14,391
Unrealized gain(loss) - Current year	156,386	0	156,386
Total General Endowment Fund	<u>623,003</u>	<u>430,741</u>	<u>192,262</u>
Site Beautification Fund			
Principal	83,449	83,449	0
Undistributed income (loss)	1,100	10,151	(9,051)
Unrealized gain(loss) - Current year	29,409	0	29,409
Site Beautification - Operating	10,644	10,228	416
Total Site Beautification Fund	<u>124,601</u>	<u>103,828</u>	<u>20,773</u>
Total Endowment Funds	<u>747,604</u>	<u>534,569</u>	<u>213,035</u>
<b>Donor Restricted Funds</b>			
Ministry Enhancement Fund	2,752	3,492	(740)
Wright Elementary	2,193	2,193	0
Wright Junior High	468	468	0
Total Donor Restricted Funds	<u>5,413</u>	<u>6,153</u>	<u>(740)</u>
<b>Group Controlled Funds</b>			
Children & Youth Scholarship Fd	9,124	9,124	0
Ethier Music Fund	3,178	5,165	(1,987)
Minister's Discretionary Fund	7,173	5,248	1,925
Rainbow Youth Alliance	50,382	40,376	10,006
Remembrance Fund	7,071	8,161	(1,090)
Total Group Controlled Funds	<u>76,928</u>	<u>68,074</u>	<u>8,854</u>
<b>Board Controlled Funds</b>			
Aesthetics Fund	7,550	7,550	0
Board Initiatives Fund	10,000	10,000	0
Facilities Maintenance Fund	30,321	45,211	(14,890)
Miracle Sunday	8,396	8,396	0
Total Board Controlled Funds	<u>56,267</u>	<u>71,158</u>	<u>(14,890)</u>
<b>Total Restricted Funds</b>	<u>886,212</u>	<u>679,954</u>	<u>206,258</u>
<b>Unrestricted Net Assets</b>			
Investment in property & equipment	1,180,896	1,219,040	(38,144)
General Reserve **	364,837	183,371	181,466
Total Unrestricted Net Assets	<u>1,545,732</u>	<u>1,402,411</u>	<u>143,321</u>
<b>TOTAL NET ASSETS</b>	<u>2,431,944</u>	<u>2,082,365</u>	<u>349,579</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>2,786,099</u>	<u>2,627,456</u>	<u>158,643</u>

**\*\* Supplemental information:**

General Reserve as % of annual budget	47%	25%
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**Unitarian Universalist Congregation of Rockville**  
**STATEMENT OF ACTIVITIES**  
**Nine Months Ended March 31, 2021**

	YTD Actual 3/31/21	YTD Prior Yr 3/31/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 3/31/21	Over (Under) YTD Bdgt
<b>INCOME</b>							
<b>Contributions</b>							
Current pledges	481,713	470,585	11,129	2%	534,708	450,001	31,712
Past year pledges	6,655	3,880	2,775	72%	6,000	6,000	655
Collection plate		10,162	(10,162)	(100%)	6,000	3,000	(3,000)
Nonpledge gifts	19,973	27,659	(7,686)	(28%)	18,000	13,500	6,473
Total contributions	508,341	512,285	(3,944)	(1%)	564,708	472,501	35,840
<b>Rental Income</b>							
Early Childhood Ctr.	17,846	31,291	(13,445)	(43%)	28,780	19,342	(1,496)
Rockville Co-op Nurs.	13,500	26,658	(13,158)	(49%)	26,999	17,357	(3,857)
MC Church of Christ	15,510	0	15,510		38,433	23,265	(7,755)
Other rental income	0	19,185	(19,185)	(100%)	10,000	5,000	(5,000)
Total Rental Income	46,856	77,134	(30,279)	(39%)	104,212	64,963	(18,108)
<b>Special Events</b>							
Action Auction	19,825	(30)	19,855	(66,183%)	10,000	10,000	9,825
Fall fundraiser	0	7,930	(7,930)	(100%)	0	0	0
Total Special Events	19,825	7,900	11,925	151%	10,000	10,000	9,825
<b>Other Income</b>							
PPP Loan Forgiveness	95,800	0	0		80,000	80,000	15,800
Amazon bookstore	0	731	(731)	(100%)	500	378	(378)
Art sales commissions	0	49	(49)	(100%)	500	378	(378)
Grocery coupons	0	750	(750)	(100%)	450	225	(225)
Investment income (loss)	13,384	10,121	3,262	32%	10,000	6,000	7,384
UUA Intern Scholarship	4,000	0	4,000		0	0	4,000
Miscellaneous income	405	1,850	(1,445)	(78%)	0	0	405
Total Other Income	113,589	13,501	4,288	741%	91,450	86,981	26,608
<b>Transfers</b>							
Aesthetics Fund	0	3,000	(3,000)	(100%)	0	0	0
Board Initiatives Fund	0	648	(648)	(100%)	0	0	0
	0	3,648	(3,648)	(100%)	0	0	0
<b>Total Income &amp; Transfers</b>	<b>688,610</b>	<b>614,468</b>	<b>(21,658)</b>	<b>12%</b>	<b>770,370</b>	<b>634,445</b>	<b>54,165</b>
<b>EXPENSES</b>							
<b>Payroll</b>							
<b>Wages &amp; Benefits</b>							
Salaries	296,284	314,001	(17,717)	(6%)	402,180	301,216	(4,932)
Dental insurance	558	880	(322)	(37%)	1,182	906	(348)
Disability insurance	2,924	3,166	(243)	(8%)	4,508	3,388	(464)
Life insurance	651	343	308	90%	846	626	25
Medical insurance	6,574	8,667	(2,093)	(24%)	6,186	4,689	1,885
Payroll taxes	15,846	14,483	1,363	9%	21,941	16,322	(476)
Retirement plan	25,028	28,013	(2,986)	(11%)	33,180	25,010	18
Professional expenses	4,554	8,766	(4,212)	(48%)	14,167	10,681	(6,127)
Total Wages & Benefits	352,419	378,320	(25,901)	(7%)	484,190	362,838	(10,419)

**Unitarian Universalist Congregation of Rockville**  
**STATEMENT OF ACTIVITIES**  
**Nine Months Ended March 31, 2021**

	YTD Actual 3/31/21	YTD Prior Yr 3/31/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 3/31/21	Over (Under) YTD Bdgt
<b>Other Payroll Expenses</b>							
Payroll service	2,223	2,034	189	9%	2,700	2,025	198
Child care services		2,872	(2,872)	(100%)	2,000	999	(999)
Recruitment	95	276	(181)	(66%)	600	450	(355)
Workers comp.	1,574	102	1,472	1,443%	3,100	0	1,574
<b>Total Payroll Expense</b>	<b>356,310</b>	<b>383,604</b>	<b>(27,293)</b>	<b>(7%)</b>	<b>492,590</b>	<b>366,312</b>	<b>(10,001)</b>
<b>Loan Payments</b>							
M&T principal reduction	29,101	27,881	1,219	4%	38,973	29,101	0
M&T interest	11,030	12,249	(1,219)	(10%)	14,534	11,030	0
SBA PPP loan interest	0	0	0		7,963	4,425	(4,425)
<b>Total Principal &amp; Interest</b>	<b>40,130</b>	<b>40,130</b>	<b>(0)</b>	<b>(0%)</b>	<b>61,470</b>	<b>44,555</b>	<b>(4,425)</b>
<b>Building &amp; Grounds</b>							
Building maintenance	10,101	15,309	(5,208)	(34%)	20,000	13,336	(3,235)
Custodial service	9,000	36,185	(27,185)	(75%)	38,000	25,336	(16,336)
Custodial supplies	705	1,134	(429)	(38%)	2,000	1,336	(631)
Electricity	11,171	14,882	(3,711)	(25%)	15,000	9,000	2,171
Gas	7,776	5,938	1,838	31%	7,500	5,100	2,676
Grounds maintenance	15,775	10,295	5,481	53%	16,340	13,175	2,600
Insurance	(373)	(170)	(203)	119%	5,400	0	(373)
Snow removal	11,863	2,308	9,555	414%	7,000	5,000	6,863
Trash removal	1,456	1,638	(182)	(11%)	2,400	1,600	(144)
Water & sewer	7,314	8,473	(1,159)	(14%)	10,000	9,000	(1,686)
<b>Total Building &amp; Grounds</b>	<b>74,788</b>	<b>95,992</b>	<b>(21,203)</b>	<b>(22%)</b>	<b>123,640</b>	<b>82,883</b>	<b>(8,095)</b>
<b>Office</b>							
Equipment maintenance	0	31	(31)	(100%)	650	433	(433)
Equipment procurement	1,283	627	656	105%	2,200	1,467	(184)
Equipment rental	1,403	1,429	(26)	(2%)	2,200	1,467	(63)
Office supplies	1,354	2,792	(1,439)	(52%)	3,000	2,000	(646)
Postage	326	1,750	(1,425)	(81%)	900	600	(274)
Software & database	2,387	1,950	437	22%	3,000	2,000	387
Telephone & internet	5,566	5,245	321	6%	5,500	3,667	1,900
<b>Total Office</b>	<b>12,318</b>	<b>13,824</b>	<b>(1,506)</b>	<b>(11%)</b>	<b>17,450</b>	<b>11,633</b>	<b>685</b>
<b>Committees</b>							
Adult Faith Formation	250	0	250		700	467	(217)
Aesthetics Committee	0	0	0		50	33	(33)
Board of Trustees	0	158	(158)	(100%)	2,400	1,600	(1,600)
Committee on Ministry	0	0	0		250	167	(167)
Crafters	0	0	0		100	67	(67)
Decorations	0	0	0		75	50	(50)
Hospitality	0	1,440	(1,440)	(100%)	1,050	350	(350)
Lay Ministry Council	0	299	(299)	(100%)	1,300	867	(867)

**Unitarian Universalist Congregation of Rockville**  
**STATEMENT OF ACTIVITIES**  
**Nine Months Ended March 31, 2021**

	YTD Actual 3/31/21	YTD Prior Yr 3/31/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 3/31/21	Over (Under) YTD Bdgt
Membership	0	114	(114)	(100%)	2,670	1,780	(1,780)
Music	5,445	4,038	1,407	35%	5,000	3,333	2,111
Pastoral Care	232	64	167	260%	500	333	(102)
Planned Giving	0	0	0		100	67	(67)
Pledge Drive	0	1,573	(1,573)	(100%)	1,950	1,300	(1,300)
Publicity	299	295	4	2%	2,430	1,620	(1,321)
Quilters	(30)	123	(153)	(124%)	275	92	(122)
Religious Education	1,752	3,147	(1,395)	(44%)	4,950	3,300	(1,548)
Sound System		1,165	(1,165)	(100%)	255	170	(170)
Stewardship	0	0	0		0	0	0
Worship	2,450	1,969	481	24%	2,100	2,100	350
Young Adults	0	0	0		100	67	(67)
<b>Total Committees</b>	<b>10,398</b>	<b>14,386</b>	<b>(3,988)</b>	<b>(28%)</b>	<b>26,255</b>	<b>17,762</b>	<b>(7,364)</b>
<b>Social Justice</b>							
Social Justice Comm.	775	1,211	(436)	(36%)	6,050	4,033	(3,258)
<b>Total Social Justice</b>	<b>775</b>	<b>1,211</b>	<b>(436)</b>	<b>(36%)</b>	<b>6,050</b>	<b>4,033</b>	<b>(3,258)</b>
<b>Denominational Affairs</b>							
UUA Annual Prog. Fund	25,560	23,638	1,922	8%	34,080	17,040	8,520
<b>Total Denom. Affairs</b>	<b>25,560</b>	<b>23,638</b>	<b>1,922</b>	<b>8%</b>	<b>34,080</b>	<b>17,040</b>	<b>8,520</b>
<b>Other Expenses</b>							
Bank & transaction fees	3,044	1,549	1,495	97%	2,300	1,533	1,510
Ordination expense	1,693	0	1,693		0	0	1,693
Miscellaneous expense	465	216	249	115%	0	0	465
<b>Total Other Expenses</b>	<b>5,202</b>	<b>1,765</b>	<b>3,437</b>	<b>195%</b>	<b>2,300</b>	<b>1,533</b>	<b>3,668</b>
<b>Transfers</b>							
Facilities Maint. Fund	0	0	0		6,535	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>6,535</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>525,482</b>	<b>574,549</b>	<b>(49,068)</b>	<b>(9%)</b>	<b>770,370</b>	<b>545,752</b>	<b>(20,270)</b>
<b>Net Income per Budget</b>	<b>163,129</b>	<b>39,919</b>	<b>27,410</b>	<b>309%</b>	<b>0</b>	<b>88,693</b>	<b>74,435</b>
Unrealized gain (loss)	19,160	(19,803)					
Loan principal add-back	29,101	27,881					
Depreciation & amort.	(67,245)	(67,245)					
<b>Net Income per Books</b>	<b>144,144</b>	<b>(19,247)</b>					

<b>Supplemental information:</b>	<b>CY</b>	<b>PY</b>
General Reserve	364,837	245,621
Annual budget	770,370	789,384
Reserve as % of budget	47%	31%



**Unitarian Universalist Congregation of Rockville  
SUPPLEMENTAL REPORT - RESTRICTED FUNDS  
& PASS-THROUGH ACTIVITY**

**Nine Months Ended March 31, 2021**

	Balance 6/30/2020	Inflows	Outflows	Balance 3/31/2021
<b>Endowment Fund</b>				
Principal	364,629	21,485	0	386,114
Accumulated income (loss)	66,112	14,391	0	80,503
Unrealized gain (loss) - Current year	0	156,386	0	156,386
	<b>430,741</b>	<b>192,262</b>	<b>0</b>	<b>623,003</b>
<b>Site Beautification Fund</b>				
Principal	83,449	0	0	83,449
Accumulated income (loss)	10,151	1,100	10,151	1,100
Unrealized gain (loss) - Current year	0	29,409	0	29,409
Site Beautification - Operating	10,228	11,451	11,035	10,644
	<b>103,828</b>	<b>41,959</b>	<b>21,186</b>	<b>124,601</b>
<b>Donor Restricted Funds</b>				
Ministry Enhancement Fund	3,492	0	740	2,752
Wright Elementary	2,193	0	0	2,193
Wright Junior High	468	0	0	468
	<b>6,153</b>	<b>0</b>	<b>740</b>	<b>5,413</b>
<b>Group Controlled Funds</b>				
Children & Youth Scholarship Fd	9,124	0	0	9,124
Ethier Music Fund	5,165	0	1,987	3,178
Minister's Discretionary Fund	5,248	1,975	50	7,173
Rainbow Youth Alliance	40,376	14,816	4,810	50,382
Remembrance Fund	8,161	4,500	5,590	7,071
	<b>68,074</b>	<b>21,291</b>	<b>12,438</b>	<b>76,928</b>
<b>Board Controlled Funds</b>				
Aesthetics Fund	7,550	0	0	7,550
Board Initiatives Fund	10,000	0	0	10,000
Facilities Maintenance Fund	45,211	7,356	22,246	30,321
Miracle Sunday 2016	8,396	0	0	8,396
	<b>71,158</b>	<b>7,356</b>	<b>22,246</b>	<b>56,267</b>
<b>Total Restricted Funds</b>	<b>679,954</b>	<b>262,868</b>	<b>56,610</b>	<b>886,212</b>
<b>Pass-through Accounts</b>				
Share the Plate (multiple charities)	14,527	36,628	46,642	4,513
Arts Connect	694	5,227	3,215	2,706
No Child Goes Hungry grant	1,000	0	0	1,000
Thanksgiving gift cards	170	2,100	2,270	0
Christin Green Ordination contributions	0	2,558	2,558	0
Other pass-through	1,133	3,621	3,960	793
	<b>17,524</b>	<b>50,133</b>	<b>58,645</b>	<b>9,012</b>

# Unitarian Universalist Congregation of Rockville (UUCR)

## Memorial and Remembrance Policy

### Background

UUCR offers comfort and lasting remembrance to members and friends of the congregation whose loved ones have passed on. The ministers, lay ministers, the pastoral care team and others in the congregation offer pastoral support to those who are grieving, including memorial services to celebrate the lives of those who have died. To provide for lasting memories, UUCR has created a Memorial Garden as a place where congregants may sit in contemplation, place ashes, and remember loved ones. Additionally, families may purchase nameplates to honor the deceased. The nameplates are placed on a Memory Board for permanent display.

### Memorial Donations

UUCR does not create separate Memorial Funds in memory of specific individuals, unless a proposal is made consistent with UUCR's policy for creating restricted funds and approved by the Board of Trustees. In general, memorial donations in honor of an individual are allocated to the General Endowment Fund. Alternatively, donors may, at their discretion, specify that the donation be allocated to the Operating Fund or to one of several restricted funds maintained by the Congregation. Donors are advised to consult with the Treasurer, Minister, or Board President for available giving opportunities.

### Use of the Memorial Garden for Placing Ashes

The Garden is available for the purpose of placement of ashes of contributing members and friends and their immediate families. The minister places the ashes in a burial ritual. A small honorarium may be given to the minister for this service. Families shall consult with the minister before placement of ashes, and ashes will be placed in designated areas of the Memorial Garden. A donation is encouraged for placement of ashes of loved ones.

The Memorial Garden area has been designated a forest conservation easement by the City of Rockville and will be maintained with a natural landscape and plantings. Thus no individual markers, containers, plants, or designated areas of any sort are permitted within the Memorial Garden. Donation of any memorial object, such as a bench or artwork should be discussed with the minister and relevant committees, and can be accepted only if it meets with the landscape needs and plans of UUCR.

### Memorial Nameplates

Nameplates to be mounted on the Memory Board may be requested for contributing members and friends of UUCR. Nameplates may be purchased for \$500 by filling out a form available through the Church Administrator, and returning the form along with payment for the nameplate. The minister may waive nameplate fees in special circumstances. To reserve a particular spot on the Memory Board next to a loved one's nameplate, the nameplate fee must be paid in advance.

Board of Trustees



Date 4-18-21

Attachment: Nameplate Request Agreement

UNITARIAN UNIVERSALIST CONGREGATION OF ROCKVILLE  
Rockville, MD 20850-1915  
301-762-7666

**Nameplate Request Agreement**

**Memorial Garden and Memory Board:** UUCR has created a Memorial Garden to honor and remember its history and the deceased loved ones of Members and Friends and their immediate families. In addition, UUCR maintains a Memory Board with nameplates honoring these loved ones who have been part of the UUCR community.

**To Order Nameplates:** Nameplates engraved with the years of birth and death of a deceased member or friend of UUCR may be ordered using this form. A \$500 fee is charged for each nameplate to recover UUCR's purchase and Board maintenance costs.

Nameplate requested by (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of request: \_\_\_\_\_

Name of deceased (as it is to appear on nameplate): \_\_\_\_\_

Year of birth: \_\_\_\_\_ Year of death: \_\_\_\_\_

**Donation in Support of UUCR:** A contribution to UUCR is encouraged. This donation may be made to the General Endowment Fund, the Operating Fund, or other funds described in UUCR's remembrance literature. Kindly make checks out to UUCR and designate the fund. Please return this form to the church administrator.

To reserve the spot on the Memory Board next to a loved one's nameplate, the \$500 nameplate fee must be paid in advance. The church administrator will keep a record of the reserved spaces and an alphabetical listing of members with nameplates on the Memory Board and the nameplate locations.

*Note: All policies and property rights with respect to the memorial nameplates, including their design, inscription, location, and maintenance, are the sole responsibility of UUCR. Neither the representatives nor the deceased's estate shall obtain any interest or ownership in the memorial nameplate or garden. This allows UUCR in the future to act in accordance with any new policies occasioned by new conditions. It is the intention of UUCR that the Memorial Garden and Memory Board be properly maintained in perpetuity in honor of those who have passed before us. The nameplates may be affixed to the Memory Board in groups, at a convenient time.*

**Signature of Requester:** \_\_\_\_\_

-----  
(for church use)

Donation amount: \_\_\_\_\_

Date payment received: \_\_\_\_\_

Date nameplate ordered: \_\_\_\_\_

Date Minister notified \_\_\_\_\_

# Unitarian Universalist Congregation of Rockville (UUCR) Restricted Funds Policy – Remembrance Fund

## **Background**

In June 1998, the congregation chose the location and design of UUCR's future memorial garden. Contributions to a Memorial Garden Fund were encouraged to pay for implementation of the memorial garden plan. The garden location was formally dedicated on May 30, 1999 and completed in its present form in 2015.

## **Remembrance Fund**

The purpose of the Remembrance Fund is to sustain UUCR memorial activities, thus ensuring the Memory Board, Memorial Garden and yet to be completed pathway between the two remain a lasting memorial for future generations. The Fund's income arises primarily from nameplate payments. Congregant donations are infrequent but permitted.

## **Allowable Expenses**

Allowable expenses include expenses for purchasing engraved nameplates; maintaining and improving the Memory Board, Memorial Garden, pergola and surrounding landscape; for purchasing new Memory Boards; and for establishing walkways to connect the Memory Board and other parts of the landscape with the Memorial Garden.

## **Administration**

Expenditures from the fund are approved by the Memorial Committee. The Congregation Administrator approves nameplate purchases. All memorial landscape projects are coordinated with the Landscape Committee. Any expense over \$1,000 must be approved by the Board of Trustees. The Congregation Administrator will manage the Memorial nameplate process, including ordering nameplates, arranging for their installation on the Memory Board, depositing nameplate fees, and keeping records of nameplate purchasers.

Approved: Board of Trustees

President



Date 4-18-21