



# UNITARIAN UNIVERSALIST CONGREGATION OF SALEM

*Diverse people. Diverse beliefs. One community.*

5090 Center St NE, Salem, OR · 503.364.0932 · [uusalem.org](http://uusalem.org)

Greetings to Our Voting Members:

As a UUCS member who has supported UUCS in the most recent fiscal year, we invite you to review the packet contained in this envelope in order to prepare for the Annual Congregational Meeting scheduled for August 23, beginning at noon.

The packet contains the following items:

- Instructions for registering to attend the meeting.
- Supporting documents for the meeting agenda items requiring a vote:
  - Slate of candidates for the Board and Nominating Committee.
  - 2020-21 Budget.
  - Adoption of the renamed and updated Covenant of Respectful Relations.

If you have any questions about the information in this packet, you can email the current board chair, Christine Ertl at [boardchair@uusalem.org](mailto:boardchair@uusalem.org). If you do not use email, you can call the church and leave a message with your question. Be sure to include a phone number to call you back. It will help the presenters to understand what questions people have in advance of the meeting, so don't hesitate to let us know your question!

## **How to Join the 2020 Annual Congregational Meeting**

The meeting will be held online in a webinar format. A webinar differs from a meeting because participants will be able to watch the presenters, but they will not be able to see or chat with one another. The webinar is designed for presentations with limited audience participation.

To see the presentations, you can join the meeting using your computer or your smart device (phone or tablet). If you do not have a device, you can listen to the meeting using just your telephone. Everyone will be able to ask questions, and all eligible voters will be able to vote using the chat feature of the online meeting or the raise hand feature on the phone.

### **Sign Up For Online Attendance**

Beginning on Friday, August 7, you will be able to sign up for the meeting using the online registration links found on the website, on Facebook, and in the Friday This Week email. After filling out the registration form, you'll receive an email containing the line and more instructions for joining the meeting.

### **Attend the Meeting By Telephone**

If you are unable to connect online, we can call you and connect you to the meeting on your phone. To arrange this service, call the office and leave a message with your name **and your phone number**. During the meeting, when appropriate, you'll be able to vote or ask a question by pressing STAR + 9 (\*9). (Presenters will remind you of this during the meeting.)

# Slate of Candidates

## *Nominations – Board Candidates 2020*

The Nominating Committee presented the following list of candidates for Board positions for the 2020-2021 congregational year.



**Chair: Christine Ertl (1 year term)**

I have been a member of UUCS since 1994, initially putting all of my focus on the RE program where I taught various classes including OWL for many years. I am currently on the Safer Congregations Committee, on the Intern Minister's Committee and, when possible, in the choir. I began serving on the board 2 years ago as a director, then became Vice Chair for 3 months and then moved into the chair position, where I hope to continue into next year. Serving on the board is something I always expected to do, to give back to our community. Little did I know how rewarding it would be.



**Secretary: Robin LaMonte (1 year term)**

I come from a religious background. My parents were missionaries in the Kodiak Island region of Alaska. I sang in church choirs, and in high school and college choirs. After college, however, I was engaged in family and work activities and did not have time to sing for over 30 years. I knew that in retirement I wanted to be part of a faith community and to sing again. My friends Kay and Phil Cogswell suggested I check out UUCS, and I joined UUCS in the summer of 2010. I am involved at UUCS with the Microfinance Committee, the Music Committee, the Finance Team and I sing with the choir.



**Treasurer: Sharon Pierson (3 year term)**

I joined UUCS in 2015 and retired shortly thereafter. I've been working on the Communications team since then, helping with the conversion to our existing website. Eventually, I took over as webmaster. I've also helped with several events and projects at UUCS. I've made so many friends among the congregation. Belonging to UUCS has been a wonderful addition to our life in Salem.



**Director Seat #1: Connie Anderson (nominated to complete term, 1 year remains)**

I've been attending UUCS since 2018. I joined in February, 2019 and I'm looking forward to continuing my participation with the board.



**Director Seat #2: Steve Ovens (2 year term)**

I am currently semi-retired and now working part time for Linn County General Services. In the past I've worked at Willamette University, leaving there in 2004 as the Maintenance Supervisor for the campus and meeting the needs of the infrastructure for approximately 1.3 million square feet of building space. At this church I have been on the Facilities Committee and worked with the Building Committee with the construction of Hanneman Hall.



**Director Seat #4: Lynn Cardiff (2 year term)**

I have been a member of UUCS for almost 48 years. I was on the board for a few years in the 1980's. After that I focused on singing in the choir and volunteering in RE. Three years ago I came back on the board as chair for two years and this year as past chair. Board work is so much fun and so exciting that I want to continue.



**Director Seat #6: Janet Stevens (2 year term)**

I was born a Unitarian and raised UU. I joined UUCS in 2008. I am currently a member of the Board of Directors, Chair of the Music Team, member of the Worship Team, Choir member and I lead the Women's Retreat Committee. Our congregation, like many others, is facing challenges that are unprecedented. By continuing on the board, I hope to assist in keeping continuity and to support this congregation through uncharted waters.

## Returning Board Members (vote not required)



Director Seat #5: [Jack Tally](#) (2 year term, one year remains)

## Retiring from Board

Beth Ann Huffine (Secretary)  
John Prohodsky (Treasurer)  
Julie Warnke (Director, Seat #4)

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## Nomination – Nominating Committee 2020

The Nominating Committee presented the following candidate for the Nominating Committee.



**Barbara Stebbins-Boaz** (3 year term)

It would be my honor to serve on the UUCS Nominating Committee. I have been a Unitarian for about 30 years starting in Providence, Rhode Island. When I moved to Salem in 1998 to take a faculty position at Willamette University, one of the attractions was the welcoming congregation at UUCS. Over the last 22 years you have supported me in friendship, in sorrow and in celebration. I, in turn, have volunteered for RE, landscape team, the choir, celebrant, and the Board as a member and vice chair. Inviting you to share your diverse talents and experiences to support the life of our congregation would be a real pleasure for me. I believe that it is crucial to

our physical and spiritual health to be actively involved in community in some way, especially amidst the social constraints induced by the COVID-19 pandemic.

## Returning Nominating Committee Members (vote not required)



**Steve Rosen** (1 year remaining)



**Brenna Norval** (2 years remaining)

## Retiring from the Nominating Committee

Rob Schiff

# Proposed Budget

The following budget is proposed by the Budget Committee. The amended version shown here was approved by the UUCS Board of Governors on July 30, 2020. The recommended budget reflects the impact of the Covid-19 virus on revenues, including those from in-person gatherings such as building rental and fundraising that can no longer occur. The budget is balanced using one-time resources from the prior year budget from staff turnover and other savings. The budget also includes a conservative estimate of spending. Visit the Budget Explanation Page on our website for more details.

## Proposed 2020-21 Income

	2019-20	2020-21
Sunday Plate Offering	\$ 6,000	\$ 2,000
Non pledged Contributions	\$ 8,000	\$ 8,000
Pledged Contributions	\$306,806	\$270,643
One time transfer from Covid-19 emergency fund		\$ 32,991
Pledges from Prior Year	\$ 1,700	\$ 1,700
Fundraising Income	\$ 4,000	\$ -
Building Rental	\$ 15,000	\$ 12,000
<b>Total 2020-21 Income</b>	<b>\$ 341,506</b>	<b>\$ 327,334</b>

## Proposed 2020-21 Expenses

	2019-20	2020-21
Minister salary and benefits	\$ 105,154	\$ 108,514
Staff salary and benefits	\$ 126,274	\$ 116,664
<b>Total Minister and Staff Expense</b>	<b>\$ 231,428</b>	<b>\$ 225,178</b>

Administrative	\$ 46,371	\$ 46,091
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### Teams

Facilities	\$ 39,310	\$ 37,280
Religious Exploration	\$ 4,350	\$ 3,450
Fundraising	\$ 1,500	\$ 300
Social Action	\$ 1,000	\$ 800
Communications	\$ 2,370	\$ 3,270
Worship Team	\$ 5,700	\$ 5,845
Music	\$ 1,875	\$ 1,325
Membership	\$ 1,200	\$ 1,000
Other Teams	\$ 500	\$ 500
<b>Total all teams</b>	<b>\$ 57,005</b>	<b>\$ 53,770</b>
Contingency	\$ 5,902	\$ 2,295
<b>Total expenses</b>	<b>\$ 341,506</b>	<b>\$ 327,334</b>

# Proposed Covenant of Respectful Relations

In 2018, the board asked the UUCS Committee on Ministry (or COM) to review and edit our current Covenant of Good Relations. After conducting a survey of UUCS members and friends, looking at what other churches have adopted in their own congregations, and holding discussions among ourselves, we have finalized a new covenant, which we renamed the Covenant of Respectful Relations.

Our old covenant was long and not extremely readable. COM's mission with the Covenant of Respectful Relations was to produce a concise document that could be recited on an occasional Sunday morning and/or printed on a card. The card could be handed out to new members and guests to help them understand UUCS core values in addition to our principles.

COM's survey of UUCS members and friends identified the key elements of the old covenant that mattered most. The survey results helped us draft this new covenant. The committee then solicited another round of feedback and met to finalize the proposal on July 21. What you see below is what the COM will present to the congregation with a request that the congregation vote to rename our covenant and adopt this updated version.

COM Members: Ruth Larson, Joel Martin, Megan Roller, Eric Schuman, Dina Triest

## Covenant of Respectful Relations

**As members and friends of the Unitarian Universalist Congregation of Salem, we commit ourselves to practicing Unitarian Universalist principles in our daily lives.**

**To that end we aspire**

*To join with each other because we are a stronger community together.*

Be a welcoming congregation that encourages diversity  
Encourage participation of young people in the life of our congregation.  
Encourage all to express their thoughts.

*To foster healthy relationships*

Treat others and ourselves with respect and kindness in our words and actions.  
Closely protect what is told to us in confidence.  
When there is conflict seek resolution in a constructive and timely way.

**In all of these we strive for improvement, not perfection.**

**May it be so.**

# Team Reports

## Communications Team

*Submitted by Vicki Cunningham*

Continued to provide monthly newsletters, weekly This Week emails, Yahoo groups monitoring, updated website pages and posts, and Facebook Posts, as well as publicity, during the beginning of the year. Publicity projects:

A brochure for Art Works.

Purchase of colorful bookmarks as “take-aways” for Social Justice, Salem Progressive Film Series, and the foyer.

Banner for Animal Blessing Sunday

Creating a schedule of slides for the Salem Progressive film Series and CCTV

Filming a CCTV “infomercial” on UUCS in February 2020,

Zimmerman Concert publicity

Identified Communications’ roles in the Strategic Plan. We presented our report on this to the Board in February.

Updated our Policy Governing Content on All UUCS Media, and created a Website Privacy Policy, both approved by the board.

Helped with creating the online service and posting it on the website and Facebook.

Solved, with help from an outside consultant, most of the small issues caused by a forced update of the website. Most congregants did not notice the interruption.

Created/installed a banner “We’re Online” for our property.



## Connections Team

*Submitted by Sara Pickett*

The newly formed Connections Team’s purpose is to provide opportunities for connections and relations within the congregational community through coordination and facilitation of Soul Matter Connections Groups, assist Rev. Rick in organizing and facilitating Journey to Belonging sessions, and act as a clearinghouse for social activities that congregational members would like to facilitate that promote connections and a sense of belonging. *Our mission statement:* Creating opportunities for connections and spiritual growth.

## Committee on Human Resources (CHR) Annual Report for 2019-20

*Submitted by Lynn Cardiff*

This past year CHR worked in two main areas - records and hiring.

Putting our records in order - We reviewed and updated the employee files and forms. We wrote position descriptions for the congregational administrator, LRE director and the music director. We also made sure the I 9 forms were accurate and available for inspection if necessary. These are the records ICE would want to see to make sure our employees are here legally and not aliens from another planet.

Hiring - During this year we hired several employees: music director, congregational administrator and an LRE director. Extensive procedures were followed during these hirings. CHR wishes to thank Craig Rowland for all the time and energy he put into hiring quality people.

## Facilities Team

*Submitted by Lynn Cardiff*

### Artworks

This team is continuing to catalog and research art owned by UUCS. Team members also planned a 2nd Annual Art Show, which was cancelled for the spring due to the pandemic.

### Facilities

The annual Sparkle and Clean Sunday was held the first Sunday in September with members and friends, including children, helping to clean places in Hanneman Hall, the kitchen, sanctuary, and the foyer not cleaned on a regular schedule.

The team continues to take care of the various maintenance needs of UUCS. These include:

- Routine testing and maintenance of water and septic.
- Performing minor repairs on equipment and structure.
- Replacing lighting in RE with LED bulbs.
- Repairing and replacing sanctuary lighting.
- Troubleshooting furnace issues and repairs.
- Rekeying some office doors.
- Installing a chain gate and signage on north parking lot property.
- Cleaning moss from the main parking lot.



The Facilities Team is also working on major projects, looking for funding and professionals to do the work. These include repair and resurfacing of the main parking lot, replacing the floors in the kitchen and Hanneman Hall restrooms, replacing bulbs in parking lot lights with LED bulbs and working with Women's Alliance on replacing the stoves in the main kitchen.

### Landscape

This year the landscape team held monthly work parties to maintain and upgrade the grounds around the UUCS building. In addition, this year the team planned and executed the remodeling of the front entrance area with a wonderful outcome. This area now has a path, benches, new plants and signage.

## Partner Church Committee (under Social Justice Team)

*Submitted by Sara Pickett*

Early in 2019-20, six UUCS members made a pilgrimage to our partner church village of Simenfalva, Transylvania, Romania. Joel Martin stayed a few days longer in the village and taught some English classes. Upon coming back to Salem, the recent travelers plus former travelers to Simenfalva joined Jean Sherbeck in the Partner Church Committee, creating a stronger base to promote connections between UUCS and the Unitarian Church in Simenfalva. UUCS members supported the Simenfalva church through monetary donations as well as sending items such as vitamins and pencils during this past year. The main donation need is money for building restoration needs. Such donations plus the goal of bringing Rev. Sandor and his wife and son over in August of 2021, will be the focus for the upcoming months.

## Safer Congregations Committee

*Submitted by Stephanie Jernstedt*

The committee developed a Restorative Communications or mediation program for our congregation which was approved at the July board meeting. This is a voluntary service to provide a confidential process to mediate the restoration of healthy, meaningful, and respectful communications within our congregation when conflicts arise. It may be used for any dispute or disagreement affecting congregational life of members, friends, ministers, staff, UUCS affiliated groups, or others.

Our goal for the coming year is to send two members to a mediation training sponsored by Neighbor to Neighbor when it is offered again. We would also like to offer training on conflict resolution to our congregation.

Committee members include Stephanie Jernstedt, Christine Ertl, Gil Nicholson-Nelson, Rick Davis, Christie Olson, Cheryl Randall and Ginny Merriman. We wear blue ribbons on our name tags so we can more easily be identified.

## Women's Alliance

*Submitted by Lynn Cardiff*

Women's Alliance met monthly for six meetings this year before UUCS was closed by the pandemic. During that time, four programs were presented by members or attendees at UUCS: History of north Marion County, Willamette Heritage Center (Mission Mill), Life after retirement and Easy exercise for a mature audience.

We were involved in several activities again this year. In November we made Christmas tree ornaments for the children, to be handed out at the Christmas service. In December we had our annual bazaar, which netted a couple thousand dollars to use on projects, supplies, etc. for UUCS. On New Year's Eve weekend Sunday we helped serve and clean up for the breakfast service. We also planned a fundraiser to replace the ovens/stoves in the main kitchen. That activity had been put on hold because of the virus.

Future projects will include working with the Facilities Team on the kitchen floor and the stove replacement.



## Worship Team

*Submitted by Sara Pickett*

Worked with the minister in creating and delivering 52 worship services and also special services such as Christmas Eve and Winter Solstice.

Collaborated as appropriate with other teams to facilitate Worship Services.

Maintained supplies, including candles, for Worship Services.

Reviewed UUCS Strategic Plan and determined methods that the team would assist in this process.

Reviewed and adapted job descriptions for WTC, Celebrant, Anchor, and AV based on Human Resources criteria.

Recruited, trained and mentored new team members, Celebrants, Anchors and PowerPoint person.

Developed Lifespan Religious Education Representative position to facilitate communication between teams.

Continuously adapted methods of delivering weekly Sunday Services during pandemic. This includes team members learning new technology and skills, and development with other teams/members of the congregation to create a Production Team to increase efficiency and effective communication and delivery of on-line services.

Identified and accepted assistance from different UUCS members who are familiar with recording technology.

Possibility of new focus on this aspect.