

FIRST UNIVERSALIST SOCIETY  
ROCHESTER, NY  
ANNUAL MEETING JUNE 10, 2012  
AGENDA

Agenda items:

- Call to order
- Quorum count
- Break for coffee hour (15 minutes)
- Chalice lighting - Chris DeGolyer
- Opening reading - Joy Leccese
- Treasurer's report - Ann Rhody
- Vote on proposed 2012 - 2013 budget
- Update on sanctuary renovations
- Annual reports
- Elections - John Wellin
  - Board of Trustees
    - Ed Deller
    - Michael Scott
    - Janet Rothbeind
  - Building Ministry: nominee sought
  - Outreach Ministry: Eric Van Dusen
  - Sharing Our Faith: Paul Brew
  - Staff Support Ministry: Becky Elwell
- Volunteer recognition
- Other business
- Adjournment
- Closing reading - Shirley Bond
- Extinguishing the chalice

## BOARD OF TRUSTEES ANNUAL REPORT

2011 2012

This has been a productive and exciting year for the Board. The 2011-2012 members are: John Akers, Michael Van Arsdale, Paul Brew (Clerk,) Shirley Bond (Vice Moderator), Chris Degolyer, Margaret Gallagher, Joy Leccese, Howard Spindler (Moderator), John Wellin (Chair), and Reverend Martha Munson as an ex-officio.

The Board has completed many tasks, some of which are listed below:

- In July 2011 the Board worked to hire a contract minister. Many members of the board and the congregation worked hard to make this happen in a short period of time.
- In September the Board worked on how best to handle Beryl Haas's bequest. Lengthy discussions were held and congregational input was key. Some of the results of that input will be seen this summer when extensive renovations will be completed.
- In October the Communications Strategies Subcommittee proposed to the Board that the paper Outlook newsletter be put on the church website. This has been done.
- In November a great deal of the meeting was concentrated on the Occupy Rochester issue and how and if we could help them.
- In December the Board voted to extend Rev. Martha Munson's contract through June. An Interim Search Committee was formed consisting of Paul Brew, Ann Rhody, Howard Spindler, John Wellin, and Laretta Young.
- In January the Board charged a team to start working on the process of improving and streamlining the governance structure of the society.
- In February the need for a paid Acting Director of Religious Education was established and the Board gave the go ahead for that to happen. A Board retreat was held on February 18th with all attending. Much discussion about how well everyone works together and what a pleasure it is to serve on this Board.
- The motion to appoint Peter House as our summer minister again was passed. The summer services will be held in the Clara Barton Lounge due to the renovations.
- In March we decided to call a special congregational meeting. The Board felt the meeting was necessary to clear up misunderstandings concerning the interim minister and what the plans are for the generous bequest given to us.
- In April, notice went out to the congregation that the Reverend Martha Munson has been selected by the Interim Search Committee to be our Interim minister. Joyous Board Approval.
- The Board members are pleased that the St. Lawrence District assembly held in Rochester on April 27th and 28th was well received and attended by many members and friends.
- In May we decided that the date for the annual meeting would be June 10th.

This year has been extremely busy with lots of decisions to be made. Each Board member has a passion for this church and a desire to have us succeed and grow surpassing any of our wildest expectations. Rest assured that the church's business is in good hands.

Respectfully submitted,

Howard Spindler

Shirley Bond

### **Report on activities by the Governance Subcommittee, an ad-hoc appointment by the 2011-2012 Board of Trustees**

Membership: Becky Elwell, Michael Scott, Elizabeth Osta, Laretta Young, John Wellin

The overall goal of the Governance Subcommittee is the simplification of the governance structure of First Universalist, which by all accounts has become larger and more complex than necessary for a congregation of our size, with some elements that are no longer necessary for the efficient functioning of the church. Over the last few months and several meetings, we have focused on reviewing the bylaws of the church, with the intent of proposing a major revision of the document that better serves our operational needs. The following is a list of changes that we are currently considering.

- The number of members on the Board of Trustees will be reduced from nine to seven. Terms of service will remain at three years, with a consecutive two-term limit, as currently stated. Members will be elected on a two-two-three person annual rotation. Terms will run from July 1<sup>st</sup> to June 30<sup>th</sup>.
- Officers of the Board of Trustees will consist of a President, a Vice President, and a Clerk. The position of President will be a merger of the roles and responsibilities of the current Chair and Moderator. The Vice President will be much like the current Vice Moderator, serving as a back-up for the President. These three officers will comprise an Executive Committee, which will retain "emergency powers" as detailed in the current bylaws, but otherwise none of the other "special" functions currently spelled out in the bylaws.
- After election of new Board members at the annual meeting, the congregation will further elect the Board President for the coming year, as endorsed out of the seven members by the Nominating

Committee. The Vice President and Clerk will continue to be chosen by the new Board from amongst its own ranks, as is currently done.

- The current structure of the Ministry Council will be eliminated. The various committees that exist under the current Ministry Council will likely continue as is for the most part, except for some that may be combined together (we have not discussed any further details of this yet), and will have more direct lines of communication to the Board and to each other.
- A number of current committees have legal responsibility enough to be explicitly (but succinctly) defined in the bylaws as standing committees, likely including the following: Nominating, Membership, Finance, Personnel, and House Committees. Note that these are not necessarily the most important committees to the congregation's mission, but they are the functioning elements that seem to have some sort of legal bearing on the existence of the church, to the point that they must be outwardly defined. It is certain that other committees such as Outreach, Worship, and Religious Education will still exist, but they will be established and governed by Board policies alone, and not mandated in the bylaws. An open question is whether the chairs of standing committees should be appointed by the Board or elected by the congregation.

Naturally, these changes are still in preliminary stages of discussion and development, with more to come, and must eventually be reviewed and accepted by the congregation at large. We present this report as information at this time, and encourage anyone who is interested to please speak with any of the subcommittee members to share questions, comments, suggestions, or concerns. We hope to have a preliminary draft of the completed bylaws by the semi-annual meeting, at which point we will solicit more formal feedback from the congregation. From there, we hope to write a final draft that will be voted on at the 2013 annual meeting.

Sincerely and on behalf of the Governance Subcommittee,

John D. Wellin

2011-2012 Chair of the Board of Trustees

Report of the Minister  
2011 – 2012

A year ago I was in Pittsburgh, packing up my small apartment and saying bitter-sweet goodbyes after a successful 2 year interim ministry. Our family home is in Batavia, and since Dave and I had lived apart for 5 years while I was out “interiming” we’d decided that I’d come home, take the fall off, and see what developed.... “The best laid plans....” But then your beloved Sally Hamlin called, saying that she would need medical leave, and inquiring about my plans for fall. And the rest, as they say, is history. I came to First Universalist, to stay through December.

A ministry “on contract”, as opposed to settled ministry or interim ministry, took some getting used to for me. I came to understand the work as “holding the center” until Sally’s return. Not rocking the boat, but providing calm stability for the congregation and the staff. The usual tasks of ministry: worship, staff supervision, committee support, and rites of passage, were the order of my days. The St. Lawrence District’s Karen LoBrocco came to facilitate a morning of staff team -building and covenanting with Kris, Kim, Josiah, and me. Kris especially was a wonderful help to me in getting my bearings and helping me to navigate the First Universalist system of how things are done and by whom. Josiah has been a joy to work with and I trust that he has learned as much from me as I have from him. Sadly, Kim’s health precluded her ability to continue in the DRE position. This necessitated a search and a new hire. I thank Becky Elwell especially for her leadership of Personnel. Lori Staubitz availability and significant experience made the transition as seamless as possible; I thank her. I would be remiss not to mention Brandon, who is a gem of a sexton.

I have, of course, worked closely with the Board, and thank John Wellin for his leadership and his partnership. The Committee on Ministry was at times invaluable to me in figuring out history and culture. The Worship Associates are the finest I’ve ever worked with. I thank these folks and all of the others who do their level best, in support not only of the work of the person who is the minister, but in support of all of the ministries of your church.

When it became clear that Sally would not, could not, return, the decision to extend my contract with you was easy for me. I’d come to care a good deal about the people of First Universalist and its witness as the UU congregation downtown on the corner of Clinton and Court. My Outlook column is called “Walking With You”. I am glad to have done so, and glad to be continuing. Come fall my role will change, not the “holding the center” contract minister, but the interim minister who will help you to position yourselves strongly to call your next settled minister.

I look forward very much to sharing this next phase of the adventure. I believe in you!

Faithfully,

*Martha*

The Rev’d Martha L. Munson

**Annual Report from the Director of Religious Education**  
**Rev. Lori Staubitz; June 2012**  
**Dates of Service: March-June 2012**

*It has been my intention to assist this congregation through a difficult transition with the untimely loss of your DRE in February. I have enjoyed many aspects of my service and particularly want to thank Rev. Martha Munson, Staff members Kris McCarty-White and Josiah Armes and RE Committee member Connie Valk for their welcome and support.*

*I hope you will join me in showing gratitude for the steadfast services provided by Nursery Staff Ms. Carol Williams and our Sexton Mr. Brandon Fagan. Their support is essential to the ministry of religious education each week here at the First Universalist Church of Rochester. I submit the following report as an over view of my service to you these past four months. Thank you for this opportunity to serve.*

**Worship Services:**

My work in the area of worship has been focused on the following:

- Creation and Delivery of Message for All Ages three times each month
- Recruitment of a "Message for All Ages" facilitator for an additional Sunday each month.
- Participation in the Multigenerational Service on Easter
- Co-leading the Multigenerational service June 24th with Rev. Martha Munson

**Children's Sunday Morning Experience:**

My work in the development and facilitation of the Children's Worship Service included the following:

- Major organization and cleaning out of materials in classrooms and RE Office
- Development of resources for the implementation of children's worship for lay leaders( for example: worship materials, readings, music and instruments, creation of an aesthetic worship environment)
- Purchase of needed supplies and music
- Development and Implementation of a Child Centered Order of Service
- Recruitment of Lay Leaders for Three of the Four Sundays a month
- Provide resource support to leaders as needed
- Provide copies of Orders of Services to parents/guardians to promote and educate parents/guardians
- Invitations extended to all Board and other leaders to experience this new model and provide feedback
- Development and Facilitation of Children's Worship three Sundays each month.

Please join me in thanking Kim Kelstone, Heather Jones, Laurette Young, Joy Leccese and RE Committee Members Charles Courtsal, Connie Valk, Janet Perregaux and Shirley Bond for their service to our children.

## 2011 - 2012 Annual Report from the Music Director

It is hard to believe that this year has come and gone so quickly! It has been a period of many transitions, both for First Universalist which now finds itself with an almost entirely new 'cast and crew', and for myself in my first year in Rochester and my first position as a music director. It has been a tremendous learning experience for me personally as I have learned that being a music director is so much more than just sitting at a bench and playing the organ, and it has been a pleasure to work with and learn from my colleagues and friends here at First Universalist.

During this year the music program at First Universalist has continued to be a showcase for the gifts of so many members of the congregation and their willingness to share these gifts in ministry with all around them. This church is truly blessed to have so many opportunities for musical enrichment in its midst, from our historic instrument, to our wonderful grand piano, and to the vocalists and instrumentalists who have given their time. It was a joy to organize not one but two 'music Sundays' in December and April and to feature various soloists and musicians throughout the year. It also brought me great pleasure to see the completion of the fund-raising project started during Silviya Mateva's tenure as Music Director, and I am very glad to see that steps are being taken to ensure the preservation and maintenance of our historic Hope-Jones instrument. And although the choir was saddened to see some of our valued members take some time away from us, we welcomed new members to supplement the ranks! After such an eventful year, I can consider myself privileged to have worked here.

As is often the case, the list of people deserving of thanks is intimidatingly long. I have no doubt that many of those who have helped with the music program this year would be content to go unmentioned, but it is important to give credit where credit is due! The music director is nothing more than that: the director of a team of talented musicians without whom the music program would not exist. So with my sincere apologies to anybody who I may have omitted, I would like to offer my heartfelt thanks to all who have made this year a success.

- John Akers and Paul Swiatek, whose willingness to volunteer and provide wonderful music to the congregation has added such variety and talent to our music program.
- Ann Rhody, whose wonderful vocal talents never fail to move all of us.
- Keith and Patricia Stott and their daughter, for providing such elegant and beautiful music at Christmas Eve (and again in the spring).
- Marie Sidoti and Joyce Gilbert, for their leadership of the music committee, their faithful attendance throughout the year, and in particular the steady and reliable advice they have given me.
- Michael Scott, whose careful research and documentation regarding the history of our organ has been immensely useful to me, in addition to his knowledge of the inner workings of the organ itself!

- Alain Perregeaux, who in addition to that he does around the building, helped coordinate the organ repair project with the sanctuary repairs coming up this summer.
- Lisa Gwinner, who has indefatigably kept minutes at music committee meetings and volunteered her services as music librarian, on top of being a wonderful choir member!
- Howard Spindler for stepping in to accompany, fill in, and provide special music (and to his son Youri for playing the clarinet so beautifully!)
- The members of the chancel choir, for showing up Sunday after Sunday, putting up with my instructions, and routinely providing beautiful and moving music for the congregation. I won't name all of you, but it has been a joy to work with you this year!
- The recorder ensemble, for providing such lovely instrumental music for us; I have never before encountered a church with its own recorder ensemble, and after hearing ours, I'm convinced that every church should have one.
- The flute ensemble, for its lovely playing last December.
- To the music committee, for providing such good guidance and insight throughout the year.

I would not be able to end without extending some personal notes of thanks as well. Martha, you have been such a patient colleague, and so easy to work with this past year! I hope that in the future, every pastor I ever work with will be like you. Charlie, Lisa, and Brendan, you have made me feel at home and I am so thankful for all the times you have opened your home and hearts to me. I feel truly blessed to be among such company.

Thankfully yours,  
Josiah Armes  
Music Director



## **Office Administrator Annual Report 2011-12**

It was a smooth year in the office. I'll start with a quick recap of my regular duties: the Order of Service; announcements; electronic newsletter; updating the website, social media, and mail forwarders; assisting volunteer committees as needed; scheduling building usage; programming zone heating; ordering and maintaining office supplies; maintaining the church database; keeping the UUWorld list current; reporting statistics to the UUA; assisting with Eastman concerts, rehearsals, and publicity; posting payments for rentals and parking; fielding rental inquiries; updating bulletin boards; writing and sending UURoc press releases; and answering phone calls, e-mail and snail mail.

Now on to some events of note:

Starting the year with three new staff members (Martha, Josiah, and Kim) meant being busy with making announcements to introduce them and providing materials to them to ease the transition to our team. We four met with Karen LoBracco to develop a staff covenant, which we then updated when Lori came on board.

We ran into a serious problem with illegal parkers last fall, which culminated in us contracting with a new tow company. (To date, I haven't had anyone towed, although I have issued a number of warnings.) We also had several parkers leave, but because we have a long waiting list, the spots were filled immediately.

We decided that wifi access should be included in our rentals. Michael Scott set up a system where we have a public wifi password. People on our public wifi cannot access any church records.

The highlight of my year was that I joined the Association of Unitarian Universalist Administrators (AUUA). The AUUA is a networking system for UU Admins. We communicate via email on topics that include rentals, taxes, newsletters, certification, state laws, databases, web presence, etc. This is my first year in the AUUA and I found it to be a very valuable resource.

Respectfully submitted,  
Kris McCarty-White

# Building Ministry Annual Report

First Universalist Church of Rochester  
May, 2012

Building Ministry encompasses the House Committee, the Garden Committee, the Rental Committee, and (this year) the Sanctuary Restoration Committee.

The House Committee is chaired by Alain Perregaux; other members include Shirley Bond, Ed Deller, Marcy Klein, Michael Scott, Sarah Singal, Mike van Arsdale, Eric van Dusen, and Marty Vyverberg (John Morgan plans to join in the fall).

The Garden Committee is chaired by Ken Setera; other members include Shirley Bond, Joyce Eustance, Nancy Gaede, Karen Ruganis, Karen Sangmeister, Sarah Singal, and Connie Valk.

Connie Valk also functions as a one-person Rental Committee, with ongoing support from Kris McCarty-White.

The Sanctuary Restoration Committee is chaired by Alain Perregaux. Other members include Katie Comeau, Karen Dau, Joyce Gilbert, Lisa Gwinner, Marcy Klein, Michael Scott, Sarah Singal, Howard Spindler, Mike VanArsdale, and Marty Vyverberg.

New members are welcome in any of these groups.

## **House Committee:**

The mission of the committee is “to promote good stewardship of our historic building, preserving and enhancing its value as a physical, artistic, and spiritual asset.” Highlights this year include:

### Routine Maintenance:

- twice yearly inspection of the elevator
- fire extinguishers checked and, where needed, recharged or replaced
- regular updates and trouble-shooting of the church’s seven computers
- repair and resealing of parking lot

### Small Repairs:

- water leak in kitchen refrigerator
- closing and latching mechanisms for the Court Street door
- hearing loop in sanctuary (rebalanced for better sound)
- faulty steam traps, which had been dumping heat into the first floor restrooms

### Improvements:

- wireless base station moved outside the church firewall, to increase security when sharing access with outside groups that use the building

- major steam pipes insulated in the boiler room
- Clinton Avenue entryway reconditioned
- new internal phone system installed
- exterior patio tile restored at northwest entryway (a major project—check it out!)

Numerous additional repair and cleaning tasks were undertaken during fall and spring work parties. (These are great fun, by the way; if you haven't participated, you should!)

We had the opportunity this year to obtain a lighting energy audit. The principal conclusion was that our lights aren't on enough to justify the cost of replacement with more efficient units.

Early in 2012 we discovered that our steam consumption (per “degree-day”) was twice as high as in the previous season. We have spent the past few months trying to locate the problem. We do not yet have an explanation, but it looks as though too much heat is going into the sanctuary. The thermostat will be replaced this summer; it may or may not solve the problem.

**Garden (from Sarah Singal):**

The garden is looking gorgeous right now; be sure to stroll by. The garden committee is filling the shady planters by the Court Street door, and will be filling the sunny planter on Clinton Ave. Members take turns watering over the summer. They look forward to attending an adult RE session on permaculture (sustainable gardening) that Lori Staubitz will help organize in the fall. They also continue to explore how best to upgrade and use the southwest alcove off Clinton Ave.

**Building Rental (from Connie Valk):**

We receive rent from parking in our lot during the work week and from building use by regular tenants like the Rainbow Seniors for a reduced fee. In addition, we have occasional weddings and recitals. We also donate our space for a “good cause.” For example, we did not charge rent for Occupy Rochester to hold meetings here. The annual budget report will give you exact numbers of building usage revenue.

The AA group, which rents at a reduced fee, is so faithful to their regular Saturday night meetings that they met on Christmas Eve even though Kris had arranged with their leaders to not meet that evening. Their presence interfered with our reception after the Christmas Eve service, and we ended up having the reception in the sanctuary. AA Leadership was contacted and stringent boundaries are now in place to prevent interference with Church functions.

Our most faithful tenant (more than two decades worth!) is the Rochester Railroad Club, which has trains running in and out of every corner of the basement in a design that astounds anyone who has ever visited their train yard. They held a successful open house this year for church members. We had many members participate. The RR Club has four more years on its five-year lease.

We are thankful for Kris McCartney-White, who takes care of rental agreements, keeps tabs on those who use the parking spaces to make sure they pay their rent on time, programs the heat for rentals, informs the Minister and others when there is an issue with a tenant, and organizes the rental calendar. She does a magnificent job! Alain Perreault has also been exceptionally helpful when building issues arise.

## **Sanctuary Restoration:**

Using funds from the estate of Beryl Haas, the Board and congregation this past fall authorized an ambitious, high-visibility restoration of the sanctuary. Over the past few months, the Restoration Committee has been working intensely with Bero Architecture and various outside consultants to plan the work. Bidding is scheduled for June; construction will run through July and August. To accommodate the work, summer services will be held in the Clara Barton Lounge.

Among other things, the restoration work will

- refinish the floor
- replace the carpeting
- repair pews; clean and renew the finish on all woodwork
- replace the pew cushions
- add significant new lighting, including enhanced illumination of the chancel and indirect lighting of the walls and ceiling
- significantly improve the sound system
- make (relatively minor) repairs to the heating system and the stained glass windows
- install a fire detection system for the entire building

Respectfully submitted,



Michael Scott  
Building Ministry Coordinator

## 2011-2012 Annual Report for Finance Ministry

Ministry Coordinator: Paula Marches

Members:

Finance Committee: Ann Rhody and Charles Gibson (co-chairs), Alain Perregaux, Bill Jones, Cathie Grisley, Dave VanArsdale, Laretta Young, Paula Marchese.

Stewardship Committee: Ed Deller and Tom Ruganis (co-chairs), Ann Rhody, Bill Jones, Sarah Singal, Paula Marchese, Laretta Young, Cathie Grisley, Alain Perregaux.

Fundraising: Paula Marchese and Laretta Young (co-chairs).

Committee Chairs for 2012-2013: Finance: Ann Rhody  
Stewardship: Tom Ruganis and TBD

Goals: The Finance Ministry monitors income and expenses, develops a preliminary budget for presentation to the Board of Trustees, supervises or assists with fundraising activities, and makes other recommendations to the Board, such as the appropriate disposition of gifts and bequests.

Fundraising Activities:

1. Service Auction. This is our largest fundraiser (aside from stewardship), bringing in about \$5500 this year. Paula Marchese and Laretta Young were co-chairs, and they were assisted by many members of the congregation.
2. Holiday Shoppe (Paula Marchese and Laretta Young, co-chairs), netted about \$300.
3. Spare Change Drive (Charles Gibson, chair) brought in over \$500.
4. Stewardship Campaign. The theme this year was "Be the Change You Want to See." About 85 pledges were collected totaling approximately \$160,000. In addition to committee members, several other members of the congregation hosted small groups in their homes or at church.

Looking Forward:

A preliminary report from the Treasurer (Ann Rhody) and the Collector (Bill Jones) will be presented at the annual meeting. Final reports will be made to the congregation at the semi-annual meeting in the fall.

Ann Rhody will step down as Treasurer after serving this congregation in exemplary fashion for many years. Laretta Young has served as understudy this year and will assume the position of Treasurer in the 2012-2013 year.

Respectfully submitted,  
Charles Gibson

## **In-reach Ministry Report 2011-12**

Inreach Ministry includes Caring Committee, Membership Committee, MOCHA (Ministry of Coffee Hour Activities), Small Group Ministry, and the Paper Outlook.

### **2011-2012 Annual Report for Caring Committee**

#### **Marti Eggers - Chairperson**

##### **Committee Members:**

Marti Eggers (chairperson, Eileen Fernandez and Ruth Fitzgerald (Contact Chairs), Carol Vyverberg (Secretary), Cathie Grisley, Becky Elwell, Margaret Gallagher, Janet Rothbeind, Rev. Martha Munson (ex-officio). All will continue next year.

##### **Goals:**

To continue providing care for those in our congregation who are in need. We would like to attract younger members of the congregation to join the Caring Committee.

##### **Activities:**

Services provided include visits and phone calls to members and friends in hospitals, nursing homes and at home. Numerous cards were sent to those in need. Rides were provided to those without transportation whenever possible. Meals were coordinated and provided to the sick when needed. The Caring Committee coordinated the receptions following the memorial services for Talva Chapin and Micky Toker's mother as well as the Farewell Reception for Reverend Sally Hamlin. The Committee continues to coordinate the Christmas and Easter Plant projects. Sunday Service flowers were provided when approved by the Committee. Flowers were then given to shut-ins or to unsung heroes in the congregation.

##### **Looking Forward:**

We are looking forward to another year of service to our beloved congregation and welcome anyone who is interested in joining our committee to speak to one of our members. The reward of serving on this committee is joy.

### **2012 – Annual Report for Membership Committee**

Joy Leccese and Karen Ruganis, Co-Chairs

##### **Committee or Ministry Members:**

- Connie Valk – yes for next year

- Joyce Eustance – no for next year
- Paul Brew (currently a member unofficially: he is taking on Outreach/Sharing Our Faith activities) – yes for next year
- Karen will not continue on the committee next year.
- Kitty Forbush (2012-13)
- Two More Persons: TBD. Update will follow when we know.

### **Goals:**

- Officially merge Membership, Sharing Our Faith and Outreach into one committee.
- Explore means of welcoming visitors.
- Establish programs to support new members.
- Expand awareness of new members and visitors among the congregation.
- Clarify the Path to Membership events.
- Explore and establish ways to reach out into the larger community.
- Create a video for visitors that will give an introduction to our church.

### **Activities:**

- Greet and welcome visitors.
- Create a routine for follow-up, and establish a regular method of communication.
- Create brochures describing the Path to Membership, programs for new folks
- Develop ongoing classes and/or programs for outreach, sharing our faith
- Increase participation by more members in the process of welcoming and outreach.
- Collaborate with RE committee on programs for children and Adult RE programs.

### **Looking forward:**

As the “first impression folks”, greeters need to be well versed in how to welcome new people and create an atmosphere of warmth and enthusiasm without seeming to pressure people into anything. This requires that more people get involved in connecting with one another – in coffee hour, in activities and programs, and in faith-sharing (such as small group ministries) as well as how people can get involved in service to one another and the community at large.

Respectfully submitted,

Joy Leccese and Karen Ruganis.

## **MOCHA (Ministry of Coffee Hour Activities) Report**

We continued to provide through the generous contributions of those attending coffee hour not only the required coffee that no Unitarian-Universalist Church could do without on Sunday morning, we provided a vast array of goodies.

We sponsored two successful special MOCHA activities that met with wide approval. The first special was Bread Sunday in which members of the church baked and gave to the coffee hour their finest loaves of bread. The second special was a Chili Bake Off in which 8 members competed for Best Chili at First Universalist Church. It is our hope that these will become annual activities.

This year the following people hosted the Sunday Coffee Hour on a rotating basis:

Carol and Marty Vyverberg

Eileen Fernandez

Monica Beck

Janine Casillo

Nancy Gaede

Jane and Bill Hickok

Becky and Bill Elwell

Other members that helped out when needed were Karl Abbott, Ruth Fitzgerald, Shirley Bond and Karen Dau.

We did not have to use any of the money from the budget line of the church, but the aging air pots may need to be replaced next year.

Submitted by:

Becky and Bill Ellwell



## **2012 ANNUAL REPORT PERSONNEL COMMITTEE**

**MEMBERS: Alain Perregaux, Richard Shroyer, Connie Valk, Becky Elwell, Chair**

### **GOALS: 2011-2012**

- I. Complete updated Employee Handbook : Project is in the second year
- II. Lead employee hiring process: Search, interview, selection, fair compensation, reference check, background check, hire.
- III. Provide assistance in budget for fair compensation for employees

### **ACTIVITIES:**

- I. Worked toward completion of updated Employee Handbook
- II. Lead in hiring process
- III. Began discussion with Minister on updating evaluation for annual review
- IV. Began planning for Personnel Policy Manual
- V. Updated personnel files

### **LOOKING FORWARD:**

- I. Present Employee Handbook to Board for acceptance
- II. Update Personnel Committee job description
- III. Review hiring process
- IV. Develop Personnel Policy Manual for implementation of Employee Handbook
- V. Review contract development and content

## **Religious Education Ministry Report 2011-12**

Religious Education Ministry includes the RE (Religious Education) Committee, Drop-In Discussions, and Library Committee.

### **Religious Education Committee Annual Report 2011-2012**

What a successful year! Under the able leadership of the Religious Education Director, Kim Dehon our classrooms were rearranged and we now have a much better plan in place. The one room schoolhouse approach is working out very well. The children enjoy each other and are benefiting from shared wisdom. The teachers have been very receptive to this idea and have adjusted extremely well. We are fortunate to have such talented adults who are willing to give their time.

The adult discussion group led by Phil Ebersole and David Damico continues to be extremely well attended with an average attendance of about 15 people.

Our library collection continues to be one of the most comprehensive in the UUA church family with positive remarks coming from both members, friends and visitors.

Our gracious Religious Education Director, Kim Dehon left her position mid-year and Rev. Lori Staubitz was hired as the Acting DRE.

Lori stepped right up to the plate and has been a treasure. She has generously shared her organizational skills with the children and the teachers who work with her. Please take the time to read her summary contained in this annual report.

Adult Religious Education is being well received! The committee has started a book club that meets once a month. Friends and Family Friday nights are well attended. Look forward to exciting new programs becoming available to all this fall.

The RE Committee members for 2012-13 are Janet Perregaux and Charlie Courtsal (co-chairs) Shirley Bond, Janine Simon and Connie Valk.

Janet and I wish to thank the congregation for their continued support.

Respectfully submitted  
Janet Perregaux  
Shirley Bond

## **2012 – Annual Report for Library Committee**

### **Keith Stott, acting chairman**

#### **Library Committee Members:**

Shirley Bond, Phil Ebersole, Jan Hickman, Eleanor Siegfried, Keith Stott  
All will be continuing next year plus new member Janine Casillo.

#### **Goals:**

- Set policy for and operate the church library and bookstore and consider new ways to serve the congregation.
- Order new books from the UUA Bookstore and sell them to the congregation at cost.
- Accept donations of used books and sell them @ 25¢ for children's books and 50¢ for adult books. Donated magazines are offered free of charge.
- Save one copy of each UU World and Universalist Herald for the library collection.
- Turn over surplus revenues to the general fund.

#### **Activities:**

- Put Library News in the monthly Outlook and include a review of a book in the library.
- Put a weekly reminder in the Order of Service that the library is open for borrowing, browsing, and buying.
- Examined the books left by Rev. Hamlin and added some to the collection and sold most of the rest.
- Had work party to stamp ownership on all books.
- Committee meets bimonthly or as needed.

#### **Looking forward:**

- The Library Committee will meet after the library closes in June to make sure that all books are accounted for and remind those members and friends who have church library books signed out to return them.
- Seek out other ways in which the bookstore and library can service the educational, spiritual, and personal needs of members and friends.
- The committee thanks the church members for their generous donations and ongoing patronage.

## Worship Ministry Report 2011-12

Worship Ministry includes Music Committee, Keepers of the Flame, Ushers, and Worship Associates.

### 2011--2012 – Annual Report for Music Ministry/Committee

#### 2011-2012

**Co-Chair** Joyce Gilbert  
**Co-Chair** Marie Sidoti  
**Librarian/Clerk** Lisa Gwinner

#### Members

Dolores DaLomba  
Margaret Gallagher  
Joyce Gilbert  
Lisa Gwinner  
Ann Rhody  
Marie Sidoti  
Howard Spindler  
Keith Stott  
Barbara Ward

#### 2012--2013

**Chair** Joyce Gilbert  
**NOT CONTINUING**  
**Librarian/Clerk** Lisa Gwinner

#### Members

Dolores DaLomba  
Margaret Gallagher  
Joyce Gilbert  
Lisa Gwinner  
Ann Rhody  
Marie Sidoti  
Howard Spindler  
Keith Stott  
Barbara Ward

#### Goals:

<Continue to build a vocal and instrumental music ministry of excellent quality and significant variety.

Broaden our use of contemporary music, both vocal and instrumental.

Enlarge our inventory of musical instruments - classical, contemporary and folk.

Update and expand our music library to fit our goals.

Involve more members of the congregation in music ministry.

Create more community-building events for the congregation using music.

Use our musical assets as linkages between our Congregation and the larger community.

Continue the restoration of our historic Hope-Jones organ.

Add our Hope-Jones organ to the roster of well-recognized organs for worship and concerts in the Rochester area.

Establish a half time (20 hr.) Music Director position both for continuity of ministry and achievement of these goals.>

#### Activities 2011-2012:

<Highlighted the H-J organ

Completed Phase 1 of Organ Restoration fundraising (\$11,931). Work will be done in Summer of 2013 to allow for other sanctuary renovations and regular worship services during the 2012-13 church year.

Employed the multiple talents of the congregation and guest musicians for worship: music director, 18 choristers, 9 vocal soloists, 5 pianists, 3 organists, 8 recorder/flautists, 1 clarinetist, 2 guitarists, 1 percussionist, 2 violinists and 2 composers.

Provided a lunchtime organ recital for the St. Lawrence District social justice conference.

Developed and presented a Fiscal Plan for Organ Restoration including a publicity, promotion and fundraising program, operating budget clarifications, and a framework for more creative organ endowment use.

### **Looking forward 2012-2013:**

<Offer a H-J organ concert to the Eastman at Washington Square Series.

Participate in Eastman Rochester Organ Institute Community Concert Series.

Create and perform our own congregation-wide musical event.

Explore the creation of a community-wide hospice choir.

Create a list of music ministry objectives to accompany the search for a settled minister.

Schedule a H-J organ concert to celebrate completion of the Phase One organ renovations.

Set up and promote a Hope-Jones Second Century Gala Concert series to begin in 2013-2014.

Develop a blueprint for Phase 2 of the Organ Restoration Project.

Respectfully submitted,

Marie Sidoti

Co-Chair Music Committee

