



# FIRST UNIVERSALIST CHURCH OF YARMOUTH, MAINE

# Annual Report 2017-2018

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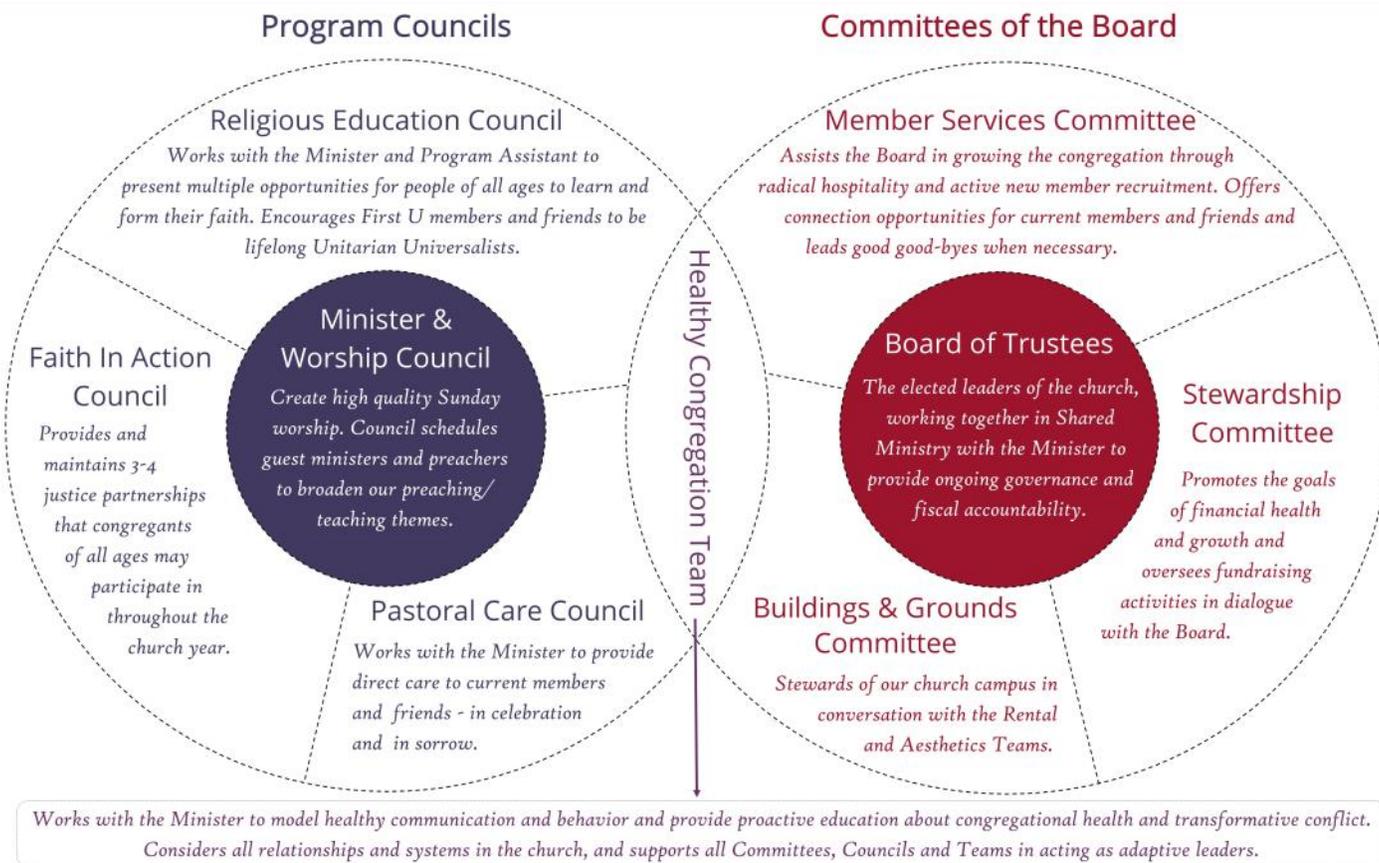
Healthy Congregation Team



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# SHARED MINISTRY AT FIRST UNIVERSALIST



## SHARED MINISTRY GOALS

1. Expand comprehensive social justice programs
2. Shift from family church to operational program church
3. Improve and maintain our building
4. Experience programmatic growth
5. Realize increased attendance and occupation of our physical spaces
6. Financial integrity



## OUR MISSION



At First Universalist, our mission is to explore our faith, embrace this community, and engage the world as spiritual seekers.

## MINISTER AND STAFF

Rev. Jennifer Emrich.....Minister  
 Gwen Matthews.....Program Assistant  
 Sam Chandler.....Music Director  
 Gail Mills.....Administrative Assistant  
 Russ DuPree.....Sexton  
 Max Emrich-Shanks.....RE Teacher

# LAY LEADERS

## THE BOARD OF TRUSTEES

Joanna Landsman, President • Lily O'Brien, Vice President • Marge Titcomb, Treasurer  
Sarah Witte, Clerk • Charlie Horstmann • Rebecca Rundquist • Jamie Brookes • Lauren Taylor

## COMMITTEES OF THE BOARD OF TRUSTEES

### STEWARDSHIP

Marge Titcomb      Jen Civiello  
Tom Settlemire      Joe Dreher  
Cindy Guernsey      Frank Read  
Jeanette Newton

### MEMBER SERVICES

Deb Rice      Jamie Brookes  
Charlie Horstmann      Kerry Kilcline  
Anne Turner      Joan Guild

### BUILDINGS & GROUNDS

Pete Titcomb  
Charlie Horstmann

## PROGRAM COUNCILS

### FAITH-IN-ACTION

Marge Titcomb      Jane Makela  
Phyllis Chinlund      Marie Wendt  
Sue Ellen Bordwell      Pete Titcomb  
Mariana Tupper

### WORSHIP

Meghan Nathanson

### RELIGIOUS EDUCATION

VACANT

### CARING CONNECTION

Joan Guild

## OTHER LEADERSHIP TEAMS AND POSITIONS

### HEALTHY CONGREGATION TEAM

Sarah Witte      Sue Ellen Bordwell  
Nancy Read      Karen Carlisle

### NOMINATING COMMITTEE

Joy Ahrens      Ruth White  
Jeanette Newton

### MODERATOR

Sue Ellen Bordwell

### PERSONNEL COMMITTEE

Chris Manderson

### INTERIM SEARCH COMMITTEE

Joanna Landsman      Lily O'Brien  
Joe Dreher      Nancy Read  
Pete Titcomb      Sue Ellen Bordwell

### YOUTH GROUP FACILITATORS

Joanna Landsman      Steve Thomas  
Gwen Matthews      Rev. Jennifer Emrich

Considering leadership at First U? Connect with members of the Nominating Committee so they can assist you in determining where your skills and talents will shine.

## MINISTER

I want to take this opportunity to say thank you to the First U community.

First of all, thank you to every one of you who has, over the past 11 years, allowed me the privilege of providing pastoral care to you or your family. For those of you who reached out to me in times of need, transition, mourning, and celebration, I feel a deep respect for your trust and vulnerability, and I will always feel privileged to have spent those days and months with you as life changed in profound ways.

Secondly, to every church leader who embraced and allowed for change in this congregation, especially the changes that sometimes put their personal needs aside in favor of pursuing the unique mission of this church, you have my utmost gratitude.

Lastly, to the wonderful staff here at First U, thank you for coming through on your promises to be team players, and to engage in a creative offering of ministry to this congregation. I have so enjoyed working with every single one of you, and I will miss our collaboration in the months and the year ahead.

I wish you all continued success, and every blessing in this Unitarian Universalist community that you share.

May light and love go with you.

– Reverend Jennifer



## PROGRAM ASSISTANT

As this church year closes, I approach my 2.5 year anniversary as Program Assistant at First U—which will be capped off by the privilege of accompanying members of our senior youth group to the Unitarian Universalist Association’s General Assembly, a gathering of thousands of UUs from across the country and the world.



Other Religious Education highlights from this church year include:

### Children’s Programming

- Welcomed Max Emrich-Shanks, RE Teacher
- A successful first annual Earth Day Carnival in April
- Implemented Soul Matters Themes in Children’s Chapel
- Outreach: Our Whole Lives program at Maine Coast Waldorf School

### Junior Youth Programming

- Neighboring Faith Community Visits to three different spiritual communities (a Jewish Reform congregation, a Quaker meeting, and an Episcopalian church).
- Salem, MA Trip to learn about historic intolerance and to connect with other junior youth from the Salem, MA UU church
- Animal Refuge League of Greater Portland Partnership including making dog and cat toys, learning about animal advocacy, and a tour of ARLGP
- Projects to support First Universalist: Yule Logs for the Holiday Fair and Welcome Bags for Newcomers

### Senior Youth Programming

- Senior youth retreat in July 2017 to North Conway, NH
- Volunteering twice at Preble Street Soup Kitchen to help serve meals
- Worship Leadership (Solstice Service) and continued exploration of UU faith
- Fundraising for attendance at the UUA General Assembly
- Continued Work on being a Welcoming Congregation and Learning about Accessibility

During 2017-2018, I also supported the Member Services Committee as they welcomed newcomers and promoted a robust and connected congregational life.

### Congregational Life

- Path to Membership: Welcome Tea, Our Spiritual Journeys, Sign the Book Ceremony
- Lighting the Path—leadership retreat on membership
- Greeter Program
- Coordinating the Guest Speaker Series

And I continued to produce, edit, and update communications and publications.

### Communications

- Complete makeover and update of First U’s website
- Continued social media presence, especially using Facebook Events
- Developed brochures: Welcome to First U, Events, Weddings, and lengthier PDF versions of Events and Weddings
- Created signage, postcards, reusable pew cards for services, and other print materials
- Compiled and edited the Weekly *Channels* e-newsletter, a print version, *Sunday Morning News*, and Sunday Announcement PowerPoint Slides
- Edited the Monthly *Financial Times of First U*

## PRESIDENT OF THE BOARD OF TRUSTEES

It has been an honor to be your board president this year, my third year on the board and my first as president. What a year it has been – a year of transition, with both mourning and celebration.

We mourn the passing of our beloved Jane Cleaves, the epitome of what it means to give of one's time, talent and treasure. Now we are wishing farewell to Rev. Jennifer Emrich, who after 11 years of guiding us, is embarking on new adventures. I am so grateful to both, for all they have taught me and given to this community.

There have also been many reasons to celebrate, and we're so good at that! We've celebrated at galas, farm suppers, Gather dinners, holiday fairs, clam festivals, Music on Main concerts, new member outreach events, and during many special services throughout the year. We also celebrate our fantastic staff: Sam Chandler, our marvelous Music Director; Gwen Matthews, our fabulous Program Assistant; Gail Mills, our awesome Administrative Assistant; and Russ DuPree, our steadfast Sexton. In August, we will celebrate the arrival of our new interim minister, Rev. Frieda Gillespie.

We are indeed in transitional times. But to me, transition, despite its inherent challenges, is a hopeful word, one that suggests movement, discovery and anticipation. We've been discovering the deeper meaning of connection and community, exploring growth opportunities, and moving with joyful anticipation toward the future.

Throughout it all, the board has been and will continue to be focused on **Growth and Health**, so that we can truly live our mission – to Explore, Embrace and Engage.

**Growth** – While we aim to grow in membership, which helps us fund our programs and do more good in the world, growth isn't just about numbers. We also seek personal, spiritual growth and to grow our connections to others. That's First U! In fact, growth is at the heart of all we do...you'll find it throughout this Annual Report, from Programming to Member Services to Stewardship and beyond.

Here are just some of the ways the board has helped foster growth this year:

- **Hosting 3 Leadership workshops:** These mini-retreats (Managing Change/Stepping into Leadership, Path to Membership Exploration, and Conflict Transformation) encouraged thoughtful consideration and conversation during this transitional time. They were also a great way to build community. Thanks to Rev. Jennifer and Gwen for their facilitation, and to Sarah Witte for always thinking about the food!
- **Events and Rentals:** There have been weddings, memorials and events such as the Royal River Community Players coffee house, plus our own Music on Main concert series. Look for the Events Team to grow. Why don't you seize the opportunity to participate?
- **Pop-up Shelter:** First U hosted a group of new Mainer families when the shelters in Portland were overflowing. If you were lucky enough to participate or to stop by, you saw Faith-in-Action! This made me proud to be a member of our congregation.



## PRESIDENT OF THE BOARD OF TRUSTEES

Growth is also enhanced by Communications, including but not limited to: regularly updated website and social media presence; interim FAQ's posted in Channels that helped inform and prepare us all for the upcoming interim ministry; publication of the *Financial Times* to encourage financial support and maintain transparency.

**Health** is primarily about preserving the health of our finances and our building, and is intertwined with growth. See the Treasurer's and Stewardship reports for details about fundraising efforts both past and future, our annual campaign results, and overall financial outlook.

Health is also about Healthy Governance and the documentation of policies and procedures. The Board is pleased to give credit where credit is due: thanks to Marge Titcomb and Barbara White, "Navigating First Universalist Church of Yarmouth: A Guide" is well underway.

Health is also about Shared Ministry – and we look toward the future to continue to reinforce and build upon this structure that has supported us well.

Health is also about Youth, and helping them grow into thoughtful, independent, caring adults. Thanks to Gwen for her excellent work especially with Junior and Senior youth, and to Max Emrich-Shanks for his work with the youngsters in Children's Chapel. Members of Senior Youth have expressed interest in representing themselves on the board next year – a wonderful sign that they're already living our mission.

### **Interim Minister Update**

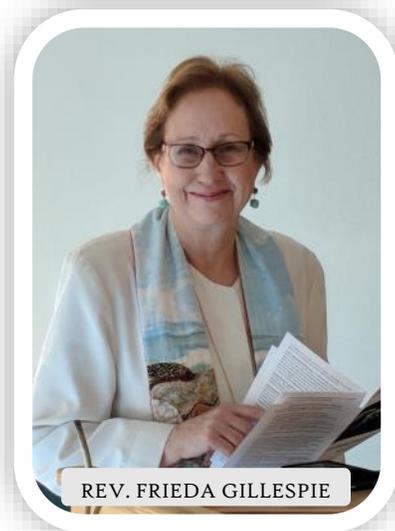
It is with great excitement that I share again that our interim search has been successfully completed. Many, many thanks my fellow Interim Search Team members: Lily O'Brien, Joe Dreher, Nancy Read, Pete Titcomb, and Sue Ellen Bordwell. It was my honor and pleasure to work with each of you.

Rev. Frieda Gillespie is set to be our Interim Minister for the next two years. Rev. Frieda specializes in Interim Ministry, and has a lot of experience with congregations in transition. We believe she is a great fit! Arriving in Yarmouth on August 1, her first service at First U will be on Ingathering Sunday, Sept. 9. More details will be shared at the Annual Meeting and over the summer.

**In closing**, much progress has been made this year, even with some things in flux and others coming to an end. Of course, there is still much to be done, and we will have challenges! But I look forward with great hope and optimism, believing that First Universalist will continue to be a spiritual home and a welcoming place for us all.

Respectfully submitted,

Joanna Landsman, Board President



## STEWARDSHIP

Stewardship promotes the goals of financial health and growth and oversees fundraising activities in dialogue with the Board of Trustees.



*Together we can be transformative as a faith community in our relationship to money and generosity.*

Fund-raising involves FOOD and FUN and nearly everyone in our church community in one or more of our events – terrific opportunities for newer members to get to know each other better. We offer the Clam Fest, Holiday Fair, Heart-in-Hand Gala, and Hannaford Card sales. Also financially supporting our church are Maine Farm Suppers, Gather dinners, yoga classes, and fair-trade coffee sales.

At the **Clam Festival** this July we will NOT have a booth at the church – only at the Town Green. This will reduce the need for volunteer shifts, which have been hard to fill; we will, however, offer Clam Fritters on the Green to offset some of the reduced revenue.

The **Hannaford Card** sales continue to enjoy steady growth. Hannaford donates 5% of all your purchases using the Card – groceries, prescriptions, wine – anything that Hannaford sells. If you have not yet signed up for Cards, please do! It costs you nothing! This year, First U people have spent \$74,000 at Hannaford, generating \$3,700 for First U.

New this year was our **Call to the Heart**, a ‘reverse auction’ as part of the Gala. It was fun and successful, raising \$2500 to support Program Assistant hours and fund portability of our grand piano.

Also new this year is our **Music on Main** series created under Lily O’Brien’s leadership; as a resounding success, Music on Main is now part of our Stewardship Committee going into the next church year. Besides bringing wonderful music to Yarmouth, people outside our church community are crossing the threshold and discovering our renovated spaces.

**Church Rentals.** Last year we set a goal of significantly increasing the event rentals of our renovated spaces. We have succeeded! Many events have taken place, including weddings, multiple Royal River Community Players events, and several other single-occasion events.

**Dream Circles** were offered this spring, jointly with Healthy Congregation Team. In 6 small groups, 41 congregants voiced their hopes and dreams for First U. Many ideas were voiced; major themes were growth (personal growth and growth in numbers) and more community opportunities. These ideas will drive much of our work in the coming year.

**Annual Pledge Campaign**, conducted primarily online and through *Channels*, is nearly complete. We await about 12 more pledges, which are needed to meet our goal presented in the FY19 budget.

Respectfully and with gratitude,

Marge Titcomb,  
Treasurer & Stewardship Committee Chair, May 2018

**We welcome anyone interested in joining us! We especially seek people interested in promoting our many events – online, press & posters.**

# STATEMENT OF FINANCIAL POSITION AS OF 5/18/2018

	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Bank Accounts	68,060
<b>Endowment Accounts</b>	
Building Endowment	15,407
Outreach Endowment	11,015
Spirit of Life Fund	75,115
<b>Total Endowment Accounts</b>	<b>101,537</b>
<b>Giving Winds Loan</b>	<b>10,000</b>
<b>Fixed Assets</b>	
Church	742,360
Furniture & Fixtures	100,000
Parsonage	183,000
<b>Total Fixed Assets</b>	<b>1,025,360</b>
<b><u>TOTAL ASSETS</u></b>	<b>1,204,957</b>
<b><u>LIABILITIES &amp; EQUITIES</u></b>	
<b>Liabilities</b>	
FY19 pledges paid in advance	12,424
Parsonage Security Deposit	3,250
<b>Designated Funds</b>	
Faith in Action Accounts	12,866
General Building	2,593
Here for Good Campaign	27,669
Ken Nye Steeple Fund	1,521
Minister's Discretionary Fund	514
Music and Worship	68
Religious Exploration	885
<b>Total Designated Funds</b>	<b>46,116</b>
<b>Loans</b>	
Loan—Congregants (unsecured)	100,000
Loan—Bangor Savings Bank	74,716
<b>Total Loans</b>	<b>174,716</b>
<b>Total Liabilities</b>	<b>236,506</b>
<b>Total Equity</b>	<b>963,168</b>
<b><u>TOTAL LIABILITIES &amp; EQUITIES</u></b>	<b>1,199,674</b>

# CURRENT AND PROPOSED BUDGET

	FY18 CURRENT YEAR		FY19 PROPOSED BUDGET
	Year to date (4/30/2018)	FY18 Annual Budget	
<b>Revenue</b>			
Pledges and Plate	111,746	131,000	120,000
Fundraising Programs	27,316	23,900	30,400
Other Fundraising	4,266	5,100	7,200
Rental Income	28,036	34,900	36,750
Donations (grants, interest, other)	6,656	10,200	5,000
Endowment Income	8,576	9,000	9,000
<b>Total Revenue</b>	<b>186,595</b>	<b>214,100</b>	<b>208,350</b>
<b>Expenditures</b>			
Board of Trustees	8,258	10,260	11,556
Buildings & Grounds	16,357	23,246	20,500
B&G Administration	18,924	21,674	22,634
Minister's Office	79,678	88,474	78,570
Office Administration	11,516	14,192	14,568
Music & Worship	11,331	17,371	18,776
Member Services	716	2,000	1,500
Religious Education	27,696	36,316	39,731
<b>Total Expenditures</b>	<b>176,048</b>	<b>213,533</b>	<b>207,835</b>
<b>Net Revenue</b>	<b>10,547</b>	<b>567</b>	<b>515</b>

Did you know that our year-to-date expenditures and annual budget is regularly updated and posted in the Gathering Room? Check it out sometime. #transparency

## NOMINATING COMMITTEE

The Nominating Committee's job is to propose a slate of candidates to fill the open Board positions. This committee also assists in seeking persons to fill leadership positions as requested by the Board of Trustees.

## NOMINATIONS FOR THE ANNUAL MEETING

### Board of Trustees

Terms of Office: Elected members of the Board serve two-year terms. There is a limit of two consecutive terms (4 years) for any Board position and a limit of four consecutive terms (8 years) for each Board member.

President:	Joanna Landsman
Vice President:	Lily O'Brien
Treasurer:	Marge Titcomb
Clerk:	Sarah Witte
At Large 1:	Jamie Brookes
At Large 2:	Jen Civiello*
At Large 3:	Joe Dreher^
At Large 4:	Annie Cook*
At Large 5:	<b>OPEN</b>
At Large 6:	Meghan Nathanson*

Want to know more about the responsibilities of Board members? Check out First U's Constitution and Revised Bylaws on our website: [uuyarmouth.org/our-organization/](http://uuyarmouth.org/our-organization/)

\*seeking first term on the Board of Trustees

^filling the second year of a first term on the Board of Trustees

### Nominating Committee

Terms of Office: Members of the Nominating Committee serve three-year terms, and the Committee generally includes at least one past president of the Board of Trustees plus three at-large members from the congregation.

Returning members:	Ruth White Jeanette Newton
New members:	Nancy Read <b>OPEN</b>

## BUILDINGS AND GROUNDS COMMITTEE

The job of the Buildings and Grounds Committee is to manage our historic church and parsonage facilities and the surrounding grounds.

Members of the B&G Committee are stewards of our church campus in conversation with the Rentals and Aesthetics teams.

Pete Titcomb served as the Chair of Buildings and Grounds. Charlie Horstmann served as the B&G liaison to the Board of Trustees. Thanks to our sexton, Russ DuPree, for keeping things noticeably neat and clean inside the church as well as for outside snow removal and lawn mowing. For the paperwork task of bill paying, B&G gratefully receives support from our Office Administrator, Gail Mills. Sarah Witte and Joanna Landsman continued to lead the design and care of the lovely planting around our church grounds.

Each year, Buildings and Grounds is responsible for **on-going maintenance of our facilities** including:

- Management of test/inspection/maintenance of church building systems: elevator, fire sprinkler, fire alarm, emergency lighting, fire extinguishers, smoke detectors, and three heating systems.
- Delivery of church trash and recyclables to the transfer station as well as delivery of returnables to the redemption center.
- Management of our grounds including snow removal, lawn mowing, and raking.
- Routine maintenance at our Parsonage including furnace and smoke detectors.
- Seasonal changes to heating, storm windows, and outside faucets.
- Technology support for our office equipment (3 computers and copier) and performing weekly computer backups.
- Supporting use of our projector and the sound systems in the Sanctuary and Gathering Room.

**Additional B&G related activities** this year included:

- Work was completed under the Here for Good capital campaign including: repairing cracked plaster on Sanctuary wall; painting Sanctuary walls; installing overhead lights above the Sanctuary and Gathering Room entries; installing automatic stairway lighting on the steps outside the Sanctuary; installing electric outlets in front of the church and in the boiler room.
- The failed electric range in the office kitchen was replaced by a range provided by a generous donor.

**Planned future activities:**

- Making use of Here for Good Funds for restoration of windows in the Sanctuary. Two windows will be restored during this coming summer.
- Exterior repair and paint is needed for the wing and some spots on the Sanctuary.

Respectfully submitted,  
Pete Titcomb, Buildings & Grounds Committee

**There are a number of opportunities for becoming involved in B&G activities.  
Please contact Pete Titcomb if you have interests in this area.**

## MEMBER SERVICES COMMITTEE

The Member Services Committee assists the Board in its goal of growth through radical hospitality and active new member recruitment. This Committee also offers connection opportunities for current members and leads good good-byes when necessary.

For another year, the work of the Committee was made much easier and more efficacious due to the assistance of Gwen Matthews, who was assigned to work with the Committee for 5 hours each week.

We also welcomed the help of Jeanette Newton on logistics for the Gather dinners this year, and we thank Mariana Tupper for sending out reminders to groups hosting coffee hour each Sunday. Throughout the year, the effort and attention given by host groups to the coffee hour, provided a very welcoming atmosphere. Joanna Landsman stepped up to support many Committee activities, as did others.

### **Great Greeters using Great Greeter Guidelines**

We had a very successful Sunday morning greeter program. Gwen's research suggested that using a limited number of trained greeters was the best approach. The number of greeters could be expanded to cover the enhanced roles of greeters into coffee hour and as congregants exit. There also are a lot of materials to provide or explain to visitors, including the welcome bags prepared by the youth and the order of worship laminated cards in the pews.

### **Outreach to Current Members**

Committee members were paired with current members as well as potential new members to check in with them from time to time and invite them to events at church.

### **Clam Drop and Holiday Season**

Charlie was the Committee point person for this event, and it was an enormous success. Due to the bitter cold, other area events were cancelled, and the crowds came to First U.

We sent out postcards welcoming congregants to various holiday events, which occurred in December.

We held an "enhanced coffee hour" on the first Sunday in January to welcome congregants back for the new year.

### **Path to Membership Events**

We established a buddy system with members of the Committee and new comers. We held a Welcome Tea for potential new members to help them get better acquainted with members of the Committee and other Church members. We prepared for two Our Spiritual Journey gatherings, but ended up consolidating in one, including a luncheon for the first time, we had a Sign the Book ceremony, immediately after the Sunday service to allow all congregants to attend. We gained information to make next year's even better. Member Recognition Sunday is scheduled for June 10, 2018, at which we will celebrate new members and current members who have made especially important contributions this year.

An ice cream social following our last Sunday service on June 17, 2018, will round out the Committee's year.

- Deb Rice for the Member Services Committee

## HEALTHY CONGREGATION TEAM

The Healthy Congregation Team works with the Minister to model healthy communication and behavior and provide proactive education about congregational health and transformative conflict.

**Nancy Read** and **Karen Carlisle** were welcomed to the Healthy Congregation Team (HCT).

**Dream Circles** were offered this spring, jointly with Stewardship. In small groups, congregants voiced their hopes and dreams for First U. We hope and expect that the themes which came forward will provide good material for our Interim work with Rev. Frieda Gillespie.

*Covenanting is defining how we will worship and be together in beloved community.*

**Covenant Creation** began during a fall Congregational meeting. The contributions from members were organized with Rev. Jennifer's guidance and given to a writing team. They created a beautiful draft covenant for presentation to the entire congregation. Rather than rush the adoption of our Congregational Covenant, it made sense to postpone and make it part of our Interim work. Thank you to all who have contributed. A special thanks to the talented writing team of Meghan Nathanson, Allan Taylor, and Joan Guild.

**Conflict Transformation**, different from conflict resolution, has become a focus of study and learning for the HCT and Board of Trustees.

Recently, Rev. Jennifer and Joanna Landsman conducted an introductory workshop for many church leaders on the theory and practice of conflict transformation. During our transition years, HCT looks forward to gaining a deeper understanding of conflict transformation as a spiritual practice.

**FAQs about the Interim Minister** became a fun and educational tool to keep the congregation fully informed about the process for securing an Interim Minister. Operating on our mantra that "surprised people react badly" our goal was to inform, reassure and keep current information flowing about the process.

**Jane Cleaves** and **Steve Thomas** worked with staff and our Nursery School as well as Yarmouth Public Safety to improve safety for all who use our building

Want to review the Safe Congregation Policy?  
It's available on our website:  
[uuyarmouth.org/our-organization/](http://uuyarmouth.org/our-organization/)

**Jane Cleaves** served on HCT from its beginning. Jane embodied all that is good in healthy relationships and organizations. Her care for the safety of the children and the adults whose lives are a part of First U are enduring. Her presence and her contributions will be missed.

Submitted by: Sue Ellen Boardwell, Karen Carlisle, Nancy Read and Sarah Witte

# PHOTOS





be a spiritual seeker