Unitarian Universalist Congregation of York
Nurture Your Spirit,
Help Heal Our World!

Annual Report 2017-2018

UUCY
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Print Version Note: This printed report is for circulation at the May 20 congregational meeting. A digital version of this report will be posted online in the week following the meeting, and may contain additional committee reports and information that were not available for this printing.

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Executive Summary

This has been a year of significant transitions, learning opportunities, and accomplishments at the Unitarian Universalist Congregation of York. We have much to celebrate, much to look forward to, and many questions to address along the way.



We have welcomed and installed our new Senior Minister, Rev. Dr. Gabi Parks, who was called by our congregation last May. Rev. Parks set about right away to help us determine our vision for the future of UUCY, and to establish a covenant to guide her service to and leadership of our congregation.

We have also had the pleasure of getting to know and serving alongside Linda Birmingham, who joined us as Congregational Administrator late last spring.

We are delighted to have seen so many visitors in our services this year, and to have 31 new members join our congregation—including several families with children who are now regulars in our Religious Education program.

Our RE program grew in other ways as well. We offered the Our Whole Lives curriculum to elementary grades for the first time. Middle-grade students experienced our traditional OWL program, while our youth program benefitted from new leadership, energy, and direction. Peacemakers offered a unique educational opportunity to dozens more children last summer and throughout the school year. Our first Boy Scout and Girl Scout programs were established, and have become true partners in helping us expand our programs and activities.

We have many victories to celebrate. We established more family garden plots, raised more funds through our annual auction, increased our pledges to support our operating budget, and established our new Strategic Long-Term Plan steward teams among the leaders serving on our Visioning Board and Program Council. This was the first year of

living our new Strategic Long-Term Plan, and it served us well as a focal point for committing our time, talents, and treasure.

We took intentional steps toward addressing serious questions about our present and future, including how we can keep better track of financial and membership data, what additional revenue streams we might establish to help reduce our deficit, and how our top-level governance bodies should be structured as we grow.

All the while, we enjoyed the many special, life-giving aspects of our community. Our choir and music program filled our spirits. Our outreach and community service programs continued to thrive. Our buildings and grounds remained open and welcoming to community organizations and interest groups.

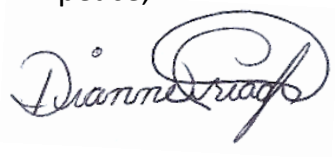
This report contains brief summaries of activities, accomplishments, and future goals from teams and committees who have given of their time, talents, and ideas to nurture and advance every area of congregational life. They are sources of information about goings-on, goals set and met, and our aspirations for the future. Just as importantly, they are testimonies to the many ways that we serve each other, share the responsibilities of our ministry, and reach out to our neighbors and partners.

This is not an exhaustive list of everything that happened this past year, but rather a series of snapshots that, together, create a vivid portrait of UUCY at this time and place.

This is our beloved community.

May we continue to work together as a congregational family to nurture our liberal, religious faith so that it is strong for us today and remains resilient for all of those to come who will, one day, find their spiritual home at UUCY.

In peace,



Dianne Creagh, Chair

UUCY Board of Directors, 2017-2018

Board of Directors and Program Council

Top-level governance at UUCY is managed by the Board of Directors (which focuses on visioning, fiduciary governance, and setting policies), and the Program Council (which focuses on managing the day-to-day services and operations). These two bodies are also known as the Visioning Board and the Operations Board.

Structure

The Visioning Board and Program Council began the year with a combined total of 14 lay leaders (nine on the Board, five on PC). One board member resigned after relocating out of the area for a career opportunity. One PC position (Stewardship Chair) will be eliminated next year due to the formation of a new committee to oversee non-pledge fundraising within the congregation.

The Board has approved a proposed bylaws change to bring the size of the board down to seven members for 2018-2019. The purpose of the change is to free up leaders with desired skills and experience to serve in other areas of congregational life where they are needed. The proposed change to the bylaws will be a voting item at the May congregational meeting.

Processes

Both the Visioning Board and the Program Council each continued to assess their efforts to be as distinctive as possible and avoid governance redundancy. The Board began most meetings with a visioning discussion about the future direction of UUCY, its priorities, and solutions to ongoing questions about identity, purpose, goals, and relationships with the larger community. The PC devoted its meetings to program and operational issues, and reported pertinent news back to the board through the Board Vice-Chair and PC Convener, Julie Amberg.

Practicing these complementary but separate leadership roles remains a work in progress. The issue of how to further clarify these roles arose in a meticulous review of our governance documents conducted by Rev. David Pyle of the Central East Region of the UUA. He presented his findings and recommendations to leadership in April. The

Board and Program Council will be reviewing his suggestions in the coming year, and revising some of our policies accordingly.

The Board also instituted a Process Observer role in meetings, to intentionally assess how meeting communications and procedures are managed, and suggest improvements. As a result, efficiency has improved, and board members are practicing greater mindfulness when discussing and debating.

Strategic Plan

This was Year One of our new three-year Strategic Long-Term Plan. The Visioning Board owns the ultimate responsibility for ensuring that we adhere to the Strategic Plan as we make decisions about our resources and commitments. Leaders from the Visioning Board and the Program Council worked together on teams to manage each element of the Plan. Teams were formed at the August retreat attended by members of the Board, PC, and by Rev. Parks, who had just joined us.

The SLTP Steward Teams are listed in Appendix A. The results of their work can be found throughout this report. Most of the goals set out in the plan were achieved.

The Board and PC will meet in June for a joint assessment and planning workshop to review Year One, and decide which priorities will be the focus of the Plan in 2018-2019.

Leadership Committees and Task Forces

The emphases in the Strategic Plan on balancing our budget and addressing relationships within the congregation led to the revitalization or new development of leadership groups to address these issues.

The Board formed a new task force to investigate and review any ideas for increasing the percentage of our operating budget that is funded by outside revenue, such as rentals, or savings from green energy solutions. The task force has begun researching options (such as renting our classroom spaces to a child care organization during the week or renting out the apartment above the garage), soliciting bids (for installing solar energy equipment on our property) and vetting new ways to boost some rentals that we already do in small quantities (such as weddings). The task force just began meeting

mid-year, but hopes to eventually forward proposals to the Program Council and the Board for further consideration.

Another new committee has just recently formed, dedicated to managing all fundraising events designed primarily for members (internal fundraising, as opposed to outside revenue). This group will craft a comprehensive plan for the coming year, to set concrete fundraising goals while providing vibrant opportunities for community engagement.

Meanwhile, the Committee on Congregational Ministry has revived and expanded the role of the previous Committee on Ministry, which had temporarily shifted focus during our two years of Interim Ministry. The new CCM, in consultation with Rev. Parks and Rev. David Pyle, has determined the parameters of its responsibility in defining and assessing congregational ministry. It will be dedicated to assessing all aspects of ministry at UUCY, from worship, to governance, to member engagement. They are already receiving feedback from members about their experiences at UUCY, which the CCM collects to aid in their assessments and, when appropriate, communicate to Rev. Parks.

Soon to come is the Right Relations Team, another revamped idea from our past that will be re-established with more training and support for those who will act as facilitators and mediators when conflict arises among members, or between members and staff or our minister.

Leadership development was put on hold this year in order to give our attention to launching and supporting our new Senior Minister. Leadership development workshops and meetings will begin again in 2018-2019, and will draw heavily on the resources of the new online LeaderLab, just launched by the UUA.

Policies and Guidelines

In cooperation with Steve Converse, Rev. Gabi researched Disruptive Behavior Policies from a number of other UU congregations. A draft was created, presented to the Board, and approved at the May board meeting. It is included in Appendix B.

A revised Covenant of Right Relations was crafted by the Committee on Congregational Ministry and presented to the congregation in April. It is included in Appendix C and will be a voting item at the May congregational meeting.

The Board of Directors approved a revised Vision Statement for the congregation, based on congregational input during the fall start-up weekend led by Rev. David Pyle, the World Café discussions led by Rev. Parks, and the What's In Your Heart surveys that were distributed with this year's pledge forms. It is included in Appendix D and will be a voting item at the May congregational meeting.

Committee Reports

Program-level governance is organized through individual committees, each of which reports to one Program Council Chair or to a staff member, the leader who helps to coordinate and inform the efforts of volunteers working to support activities and services in a particular area of congregational life.

Other committees, such as Nominating and Personnel work directly with the Board of Directors on matters related to supporting the minister and staff, and staffing our lay leadership positions.

More information on the missions, duties, and activities of each committee will be presented in a catalog at the September congregational meeting, which will also kick off a volunteer fair, where members and friends can connect with service opportunities that speak to their interests and search for meaningful engagement. In the meantime, if you wish to contact a committee leader, please email office@uucy.org.

Communications Steering Team

This committee provides a central location and guidance for internal and external communications. It is convened on an as-needed basis.

The CST initiated the approval of the Black Lives Matter banner which is currently on front portico of sanctuary building.

The CST also approved a new logo and tagline for UUCY, which is featured on the cover of this report.

Communications are flowing smoothly, although some coordination is needed for Facebook and some committee pages of our website. This will be addressed when the new committees are in place at the beginning of July. There will also be a more concentrated focus on marketing strategies in the coming year.

Finance Committee

This committee is committed to improved financial reporting, understanding, and improved management of UUCY finances/assets.

The primary activity this year has been to convert over to the on-line Power Church program, designed to manage storage and analysis of all data related to finance and membership. As an on-line program, the latest data is always accessible by multiple simultaneous users with automatic on-line backups. We have successfully converted to a FUND Accounting, Cash Basis System using Power Church.

Other accomplishments of Finance this year include:

- Revised/reorganized the Chart of Accounts.
- Incorporated use of Temporary Restricted Funds (e.g. community garden funds, social justice designated funds, auction supported funds, etc.). These are funds that have a designated purpose and use designated contributions.
- Implemented Fund accounts to track the Weiss Foundation, YCCF Foundation and other Investments in regards to income, market-value gain/ loss, and fees.
- The Role of Program Council Fiscal Chair is changing to directly oversee all daily financial operations and activities.
- Finance Committee is being re-organized to be more task-oriented for key financial daily operations: *Depositor Lead Person, Scrip inventory-Sales Lead Person, Credit Card Reconciliation Person, Invoice I Bills Lead Person, Bank Reconciliation Lead person, Internal Audit Lead Person.*
- The intent is to divide up the daily financial operations tasks into smaller well defined, manageable tasks that require less time from volunteers.

A detailed Policy and Procedure activity is in-process to include a fully documented financial system that can be nearly self-sustaining by individuals with little to no prior financial experience, but who are willing to learn some basic concepts. The plan is to be completed by mid-next fiscal year, after which will start an Internal Process & Financial Auditing activity.

Stewardship Committee

ANNUAL PLEDGE DRIVE

The team infused the annual pledge drive with some new ideas and events, including a leaders' breakfast and a potluck chili supper with a live band. The team also made a concerted effort to track data on new pledges, pledges no longer received, and stewardship metrics of present and past years.

At present, UUCY is running 10 percent ahead on new pledges compared to last year's campaign. The team is grateful for all those who stepped up to submit a pledge form

In May, the team will focus on developing the year-round stewardship-calendar. Also, fundraisers will be split off from Stewardship next year and handled by a separate committee. This will give fundraising the dedicated team and attention it deserves.

FUNDRAISING

Scrip sales are up eight percent this year.

Although two scheduled fundraising events had to be canceled, we participated for the first time in a planned Dine-Out event at a local Isaac's restaurant, which was very successful and will probably be repeated at other restaurants in the future.

The annual auction got a makeover with a new meal design, a KidBid auction game, and a new auctioneer, Jeff Heisey. The evening was a spirited community event hosted by many experienced auction volunteers, as well as some energetic new hands. Auction revenue increased significantly over last year, and plans to continue improving for next year's event are already underway.

Operations Committees

BUILDINGS & GROUNDS COMMITTEE

Projects for 2018 included:

- Routine maintenance chores for the upkeep of the facility. These included:
  - Upgraded the Sound system in Sanctuary. This will allow for people to hear the service while not being in the Sanctuary itself.
  - Changed to Met-Ed for both electrical generation and distribution, saving UUCY monthly.
  - Working on setting up a Reserve Account for B&G.
  - Consulted with Congregational Administrator on maintenance issues. Responded to routine maintenance alerts, as well as unexpected calls for on-site solutions.
  - Managed a large and eager volunteer group for spring clean-up completing numerous cleaning and repair jobs. Removed several dangerous dead trees and branches.
- Scheduling to have the Sanctuary hardwood floor refinished this summer.
- Entertaining bids for the replacement of the Sanctuary roof shingle.

SAFETY COMMITTEE

Safety Committee 2018 projects included:

- Convening congregational meetings and trainings to inform on the necessity for heightened awareness on the issues of safety and proper responses to acts of violence on our property.
- Working with IT and B&G on improved camera systems.
- Initiating a door locking procedure for sanctuary and carriage house during Sunday services.
- Provided walkie talkies for quick communication and 'panic' buttons for ushers and RE leaders. Installing magnetic door strips, GO Bags and walkie talkies are now in class rooms.
- a Security monitoring Team (SMT) to patrol the Sanctuary during services. All classrooms are now locked. Procedural instructions have been developed and will be revised as needed.

INFORMATION TECHNOLOGY COMMITTEE

Upgraded computer network system in both Carriage House and Sanctuary (hardware and software). The computer in the Sanctuary is now fully connected to the network and is internet accessible. We now have permanent computers in various rooms that can be used for teleconferencing and church work, with a wireless keyboard and mouse, and all connected to the printer.

Performed an inventory of all hardware and software.

Established e-mail lists for all committees, volunteers and staff with the uucy.org mail address and tied to the PowerChurch database.

Developed documentation for procedures on “how to” for various processes.

Set Consistency Across Systems (CAS): Passwords, User accounts (Staff, etc.)

Lifespan Religious Education & Connection Committees

MEMBERSHIP COMMITTEE

The Membership Committee strives to welcome visitors to our community, guide them through the path to membership, while helping to integrate new members into community life and also retain current members.

The focus of committee work this past year included consistent staffing of the visitor desk and offering two New UU class series. We welcomed 28 new members and reinstated 2 former members. Along with the data base team we will be producing a new pictorial directory this coming fall.

COMMON GOOD COMMITTEE

"Common Good" applies to three roles related to Sunday worship: These are Greeters, Flower Providers and Coffee Makers (sometimes called hospitality).

The scheduling process is quarterly and web-based. It allows individuals to self-schedule during an open scheduling period. Rosters and schedules are maintained and published, allowing participants to swap duties as required. Email reminders

are sent. The Sunday Order of Service includes the names of volunteers and the system is generally reliable in meeting these three needs of the congregation.

This year, we are transitioning to drip coffee only due to cost and the unreliable percolators. We have added a Bunn drip brewer that pours directly into the air pot that we use for serving.

Common Good duties are one of the easiest and first ways to get involved in UUCY. More new and existing members are participating in Common Good activities (flowers for worship, greeting people and hospitality service).

ADULT RELIGIOUS EDUCATION

New adult programs offered this year included:

- Spiritual Practice
- Shared Pulpit
- Build Your Own Theology

Planning has started to offer programs next year that build upon the experience from this year. The Golden UUs and the Women's Perspective monthly meetings continue to thrive.

CHILDREN AND YOUTH RELIGIOUS EDUCATION COMMITTEE

We began the school year in August with our committee retreat where we welcomed many new members and created a new covenant. We initiated a new team approach which enables teaching teams of at least 5- 6 adults per grade level to form a strong bond within each grade as well as allowing the volunteers the opportunity to teach an average of once a month, providing them the ability to attend church services. This system has met with enthusiastic support from our volunteers, and we plan to continue this format in the future.

We sponsored three Teacher Connection Breakfasts: a teacher training workshop in September, a review of the year so far, in January, and summary of the school year in April.

In March, we held a Curriculum Workshop where we created a long range plan to ensure the children get a complete and strong religious education by the time they reach Coming of Age. We developed a rotating system of themes.

We sponsored family events, including a Trunk or Treat Event in October, and Family Game Night in February.

We offered a successful middle grades Our Whole Lives (full-year program) and two ten-week Elementary OWL programs for K-1-2 class and 5-6-7 class. The Elementary Programs were new here at UUCY requiring UUA training for the teachers.

One of our high energy programs is Peacemakers Camp and Club which has grown in attendance and program offering.

Spirit & Witness Committees

WORSHIP COMMITTEE

The 2017-2018 season brought much newness to the Worship Committee. We have a new Senior Minister and new committee members. Rev. Parks hit the ground running as she took to the pulpit the last two Sundays of the summer season. Our music director, Dick Frey, our DLRE, Carolyn Freyd, as well as Linda Collison, our liaison from the Program Council (Spirit and Witness) , have consistently supported our monthly meetings.

Early in the new season, committee members attended a workshop facilitated by Rev. Gabi. This was our first gathering to simply get to know each other and get familiar with what to expect as we worked together in the year ahead.

During the Christmas holiday, we hosted a potluck on the last Sunday in December. In January, Rev Gabi facilitated a visioning workshop which included the intention to bring more worship arts into our Sunday service design, as well as the need to draw Millennials into our congregation.

More recently the committee accepted a committee mission statement drafted by Rev Gabi. Gabi also helped us take a closer look at numerous aspects of our committee "job description."

The choir now has several youth members, as part of our efforts to include more children in the musical aspects of worship.

The Worship Committee has started to integrate committees and affinity groups

into weekly services. For example, a member of the Care committee reads the Joys and Sorrows each week. This year, we have seen services presented by the Membership Committee, Artists' Way, Racial Justice team, Buildings & Grounds Committee, and the Men's group.

Since In-Gathering last September, we have seen eight lay-led services and two guest speakers in the pulpit. Most of these services were the result of our newest committee members.

There have been significant upgrades to the audio technology we use every Sunday, as well as to the new video technology. A new video tech team, headed by Eric Zeltman, has formed under the umbrella of Worship Committee and Buildings & Grounds.

We are pleased that, once again, we have an Aesthetics Committee; revived by Ellen Dionna.

The committee has kept well within our budget. Since the beginning of this fiscal year we have paid only five guest speakers. More than half of the expense for audio upgrades was covered with surplus from the 2017 Auction bid that raised funds to match the TV donated by Bob Kruger and Sherry Lookofsky.

SOCIAL JUSTICE COMMITTEE

The Social Justice Committee oversaw the interests and actions of various groups in the church this year. In addition to our continuing outreach projects of making and serving casseroles at Our Daily Bread in York and of cultivating the community garden all summer to supply St. Paul's Food Bank with fresh vegetables, attention was turned to combating racism, working for immigrant rights, and promoting gender equity.

The Social Justice team has identified three key areas of focus and point people to lead these efforts (Immigration - Carol Stowell; Green Sanctuary - Don Riese; Racial Justice - Bryan Stevens).

The Racial Justice Task Force organized the erection of the Black Lives Matter banner in front of our church and hosted study sessions on racism, as well as participated in community events such as Race against Racism. Other members worked in many ways for immigrant rights, including hosting lectures and information sessions at UUCY, sponsoring PA candidate forums that addressed immigrant rights specifically, and promoting CASA and their work on immigrant rights.

We also had the Gay Straight Alliance give a workshop for teachers. Finally, we had a wonderful time with Equality Fest & Equality Fest Jr. This adds to our being a "welcoming congregation" and gives UUCY exposure in the community as well.

CARE COMMITTEE

The Care Committee has established four major divisions to better coordinate efforts and enable them to serve more members. Those divisions are Casserole Brigade, Home Visitation, Helping Hands, and Transportation.

Leadership and Staff Support Committees

NOMINATING COMMITTEE

In accordance with our bylaws, the Nominating Committee is responsible for recruiting candidates to fill the various leadership roles within UUCY. Leadership roles include the four officers of the Board, the Program Council Roundtable Chairs, and the Chairs of the standing committees.

The committee was successful in recruiting candidates for all the positions except for the Spirit and Witness Roundtable Chair on Program Council. We are continuing our efforts to find a person for that position.

PERSONNEL COMMITTEE

In an effort to better support and inform the professional staff, this committee thoroughly reviewed and updated the Personnel Manual. Over the course of many months, the team consulted with the UUA and templates from other congregations. The resulting document is a much-expanded manual that includes the latest recommended personnel policies and clarified wording throughout.

This manual was presented to and approved by the Board in February.

Minister & Staff Reports

The professional staff at UUCY consists of a Senior Minister who is also Chief of Staff (Rev. Dr. Gabi Parks), a Director of Lifespan Religious Education (Carolyn Freyd), a Congregational Administrator (Linda Birmingham), and a Music Director (Dick Frey).

Minister's Report

You will find a new job description below the sign "Senior Minister" at my office door: "First responder to oppressive agendas; and ethical agenda setter." Tongue-in-cheek, yes, but also true: even in a small church, it is very difficult for a minister to reliably plan a month or a week or even a day ahead; so you can imagine that in a congregation of more than 200 people it's quite complex.

But I love it! I love every month, I love every week, I love every day of it! I am blessed with having found and being called by this wonderful congregation, a demographically diverse community that had experienced some difficult and tough times - and had survived it! A congregation that had worked hard with its interim minister Rev. Lyn Cox. A community of long-time and short-time members who had become aware of the dangers of triangulation, and who had learned to be more intentional about good relationships with each other.

I'm not saying that everything is perfect - of course not! I would **not** like a perfect congregation! How boring would that be? There still are some issues with the above-mentioned triangulation, but they are manageable. And, what's best is that people are helped by the awareness of past experiences.

You have a unique TWO-board governance structure at UUCY, and your lay leaders are steadily growing into their role as a "visioning" board and an "operations" board - if you want to call it that. The board has started ironing out wrinkles, a.k.a. policies, with the help of our regional congregational consultant, the Rev. David Pyle.

One of the greatest blessings in my ministry here at UUCY is the excellent and wonderfully cooperative staff. Without exception, it has been a pleasure for me to work (and enjoy cookies with) Linda, Dick, and Carolyn! We share a good sense of humor, a great work ethic, and a trusting collegiality with each other. I am deeply grateful to them.

Staff Reports

DIRECTOR OF LIFESPAN RELIGIOUS EDUCATION

Following two years of Interim Ministry, this first year with our newly called minister Rev. Dr. Gabi Parks has been a growing year for Religious Education. It has been an expansive year with promise of continued vibrancy into next year.

Successful recruitment broadened our Religious Education Committee, and our teaching teams offered a solid program while also offering worship time for the adult volunteers.

Merry Barnas as chair of the RE Committee has brought her wonderful organizational skills to help enhance all aspects of our Children and Youth Program. The ease of flow for the Sunday morning RE Program has opened room for the RE Committee to explore programming beyond just having a teacher and lesson in the room on Sunday to the deeper aspects of a program with long term planning and new programming.

All of our OWL programs were well attended and well received. Thanks to the congregation for supporting RE with a generous budget that offers opportunity for the newness and richness that is required of a program for growth.

I do not feel that numbers are the only aspect of a good program, but I am happy to report that both the total registration and weekly attendance have increased this year. What I like to consider in addition is the positive energy that a good program receives and exudes.

One of our high-energy programs is Peacemakers Camp and Club which has grown in attendance and program offering. The concept of Peace and “seeking peace within to promote peace without” is a concept our children and newcomers easily understand. Next year has the potential of being a year to offer our Coming of Age Program for our youth rite of passage into faith adulthood.

New Adult Programs were offered this year with Spiritual Practice, Shared Pulpit, and Building Your Own Theology. Most of our ongoing Adult Programs continued throughout the year. Planning has started to offer programs next year that will build upon the experience from this year. Ideas together with volunteers to lead Adult Programs are welcome and needed for Adult Programming to flourish. The Women’s Perspective is an Adult Program that grew out of the Golden UU members wanting to expand the support felt in the group to a broader age group.

Recently, I have heard comments about some aspect of what I do as appearing natural. Perhaps that has some carry over from my own experience this year in a deep

listening process within a Circle of Trust from Parker Palmer's Courage and Renewal Program. I have applied and been accepted to be part of a new cohort exploring this from the perspective of Faith Formation. As a Religious Educator, I believe it is important for me to continue my own path of Religious Exploration. This intentional process of listening to truly hear another person and to ask open-ended questions is something that is helping me at this time.

I also believe the natural appearance might be reflective of the passion I have for Lifespan Religious Education and the support I feel within the congregation for our children and youth. It does take a Village to raise a child. Thank you for this third year opportunity to work here as one of the staff at UUCY.

CONGREGATIONAL ADMINISTRATOR

Communications: Created and published weekly Beacons, Sunday slide shows, Orders of Service. (Thanks to our volunteers who print the OOS every week!) Updated website; prepared and submitted press releases & on-line; created, posted and maintained the ubiquitous signage on doors and bulletin boards. Convened the Communications Team as needed.

Building & Grounds: As the on-site liaison for contractors, inspectors, & technicians performing work on campus, I provided information/assistance /access. Initiated service calls for urgent items such as "no heat", "phone system hacked", "no power" and "doors not working". Worked closely with Klepper's Security to ensure the reliability of electronic access hardware & software. Programmed key fobs, issued interior door keys, provided training on use of alarm system, and solved key-holder problems. Handled building and grounds rentals in accordance with the Buildings and Grounds Rental and Use Policy. Provided tours of campus to prospective renters. Negotiated & prepared contracts for parking lot rentals. Oversaw the work of the janitorial service and submitted monthly evaluation reports to the company. (Please inform me of any cleaning items that are not satisfactory). Assisted the Safety Committee with Sunday door locking process and camera upgrades.

Personnel: Worked with the Personnel Committee to organize personnel records into a secure file system.

Procurement: Ordered event equipment and supplies, office supplies, paper goods & some janitorial supplies, rental items, memorial plaques, electronics.

Social Justice: Provided appropriate referrals to phone and drop-in requests for assistance. Assisted with scheduling social justice public events and programs. Facilitated UUCY presence at 2017 Equality Fest. Provided support to Social Justice in their planning for the 2018 Equality Fest which will be held in August.

General Office: Supported members and friends of UUCY with their questions, concerns, and other needs too varied to mention. I truly appreciate the UUCY family and very much enjoy helping them! Reviewed and responded to hundreds of emails weekly. Assisted the Senior Minister, Director of Music, Director of Lifetime Religious Education as needed. Provided administrative support to the Board, PC, Finance Chair, and Committees as requested. Assisted groups using the buildings when they needed help (usually with the heat). Scheduled meetings, & maintained the UUCY Google calendar. Attended staff meetings, safety meetings/trainings, and various committee meetings. I am the Staff representative on Program Council.

MUSIC DIRECTOR

The Alleluia Choir participated in Equality Fest in August, and in the Community Interfaith Thanksgiving Service in November.

We had children participate in the Alleluia Choir for the first time this year. Karen Wishart made them stoles, and they sang in the choir on a regular basis. We also had quite a few new adult members this year.

The Susquehanna Folk Music Society held four concerts at our church this year. Also, violinist Odin Rathnam presented two solo violin concerts, and Roy Zimmerman, political satirist/singer gave a concert. The Music Committee provided and served refreshments at each of these concerts, with the proceeds going to UUCY.

Art Wachter of Songside musical productions hosted monthly Saturday night Open Mic sessions.

A choir formed from the Men's Club sang at the worship service on Apr. 29, met by great enthusiasm by the congregation. We hope to have them sing on a regular basis.

The congregation is grateful to Lisa Hallett and Denise Ekstrom for serving as pianists the one Sunday a month that he is off, and to Lisa for scheduling the pianists for all the summer services.

A: Strategic Long-Term Plan Steward Teams & Goals

These teams were headed by members of the Board of Directors, the Program Council, the professional staff team, and the Senior Minister. The teams began their work in August and will assess the year at a strategic planning workshop in June.

Team 1: Covenant and Right Relations

Goals: Covenant revision (less prescriptive), development of a disruptive behavior policy to be approved by the board, create an assessment plan for the new policy.

Team 2: Governance and Shared Ministry

Goals: Develop assessment procedures for the STLP, develop a road map for shared ministry, formalize committee charges and volunteer job descriptions, craft a schedule and assessment plan for ongoing development of calm and courageous leadership (board/PC/committee chairs).

Team 3: Finance

Goals: Research new avenues of revenue (what are other churches with similar size and resources doing to bring in outside revenue?) and prioritize according to feasibility and benefit, develop a format for reviewing UUCY financial reporting and budget with the congregation, review and revise investment strategies, create an assessment plan for financial structure and processes.

Team 4: Stewardship

Goals: Develop a year-round stewardship calendar, create an assessment plan for stewardship, develop a system for discerning the vision and STLP alignment of each fundraising event, revive endowment planning as a stewardship tool.

Team 5: Spirit and Witness

Goals: Streamline leadership of social justice volunteer team, create a plan for assessing our community involvement and propose areas of development and growth that are aligned with STLP and resources, develop a plan for helping affinity groups be more visible and communicate with the congregation.

Team 6: Lifespan Education and Connections

Goals: RE committee ongoing development, formation of an adult RE committee to work with LRED, formation of a support group for youth activities and education, develop a growth and development plan for membership (including volunteer membership coordinator staff position), and create an assessment plan for membership development.

Team 7: Operations

Goals: Create a plan for assessing the structure and function of operations volunteer corps, as well as safety policies and procedures, develop a plan for maintenance escrow, assess feasibility and structure of a sexton position (in consultation with Senior Minister).

B: Disruptive Behavior Policy

Approved by the Board of Directors, May 8, 2018.

Policy Regarding Disruptive Behavior

While openness to a wide variety of individuals is one of the prime values held by UUCY, and expressed in our denomination's purposes and principles, we affirm that our congregation must maintain a safe and secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

Our covenant calls us to be responsible for our actions and our words; and to keep and honor personal boundaries. This covenant is violated when the disruptive behavior of an individual within the church building leads members to voice a concern about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. Sexual harassment and/or creating an intimidating environment.
3. The disruption of church activities;
4. Diminishment of the appeal of the church to its potential and existing membership.

The following shall be the policy of Unitarian Universalist Congregation of York in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the leader of the group involved, and/or by the Senior Minister. This may include asking the disruptive person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are undertaken without the Minister(s) being present, the Minister(s) must be notified, who will then inform the Safety Committee. A follow-up letter detailing what steps must be taken before returning to the activities involved shall be sent by the Minister(s) to the offending party or parties.
2. Situations not requiring immediate response will be referred to the Right Relations Team (RRT) of the Committee on Congregational Ministry (CCM). This team will respond as they deem appropriate in accordance with the following guidelines:
    A. The RRT will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
    B. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
    C. The RRT will collect all necessary information.
    D. To aid in evaluating the problem, the following points will be considered:
        i. DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?
        ii. DISRUPTIVENESS - How much interference with church functions is going on?
        iii. OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?
    E. To determine the necessary response, the following points will be considered:
        i. CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
        ii. HISTORY - What is the frequency and degree of disruption caused in the past?

iii. PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?

F. The following three levels of response are recommended:

i. LEVEL ONE: The RRT will report back to the CCM, which will then decide on the next step.

G. The CCM shall inform the Minister(s) of the problem and either the Minister(s) and/or a member of the committee shall meet with the offending individual to come to a mutually agreeable resolution.

i. LEVEL TWO: If the RRT reports to the CCM that a resolution seems unlikely/impossible, the disruptive individual may be excluded from the congregation and/or specific congregational activities for a limited period of time, with reasons and the conditions of return made clear. (Written notice shall be given by the CCM to the individual, with a copy going into the Safety Committee and to the Board.)

H. Any action taken under LEVEL TWO, (above) may be appealed to the CCM.

i. LEVEL THREE: The offending individual is permanently removed from membership and excluded from UUCY's premises and all congregational activities by Board of Directors, if such action is strongly recommended by the CCM. If it is decided that expulsion will take place, a letter shall be sent by the Board explaining the expulsion.

We strive to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual.

To the degree the disruptive behavior compromises the health of this congregation, our actions as a religious community must reflect this emphasis on safety and security.

C: Congregational Covenant of Good Relations

Revised by the Committee on Congregational Ministry and presented to the congregation on April 15.

Affirming the UU Principles, and guided by love and mutual respect in our behavior toward each other, we covenant to:

- Honor our values and our diversity as our community's common
- strengths;
- Be responsible for our actions and our words;
- Speak and listen with our hearts and minds open;
- Give of ourselves and receive that which is given;
- Keep and honor personal boundaries;
- Respect privacy and confidentiality;
- Unite on the side of love for our earth, our community and ourselves.

D: UUCY Vision Statement

Approved by the Board of Directors, May 8, 2018

Preface: A vision is a carefully defined picture of the congregation's *future*. It is a dream of what the congregation wants to make of itself. A vision statement should rightly change as the desires and priorities of a congregation change.
By contrast, a mission is a carefully defined, concise, and focused statement of who the congregation is right now, and what they value.

UUCY Vision Statement

UUCY strives to be a spiritual, racially diverse community that works for racial justice by promoting respect and dignity for all.