



FIRST
UNITARIAN OF PORTLAND
EST. 1866
Living Our Liberal Faith

Rev. Dr. William Sinkford, Senior Minister
Rev. Thomas Disrud, Associate Minister

Vote by Mail May 20, 2018

The following pages are copies of the contents of this year's "Vote by Mail" packet which is being postal-mailed to all voting members at the end of April.

If you don't receive a packet in the postal mail by May 10, and you believe that you are a voting member, please contact the church office right away:

503-228-6389 x212

office@firstunitarianportland.org

Your ballot will be counted only if it arrives at the church in your personalized mailing envelope which is part of the packet being sent to all voting members by postal mail. Your vote will not be counted if it is not in the envelope provided for you (i.e., if you simply print out this web-posted ballot, cast your vote, and then mail it back to the church in your own envelope, it will not be counted).



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April 2018

Dear Voting Member of First Unitarian Church,

One of your rights and responsibilities as a voting member is to decide issues of significance to the church. To encourage the greatest possible participation in this annual election, the Board has again authorized a vote-by-mail process. You are asked to consider the recommended candidates to serve on the Board of Trustees and the Nominating Committee, as well as the operating budget for fiscal year 2018-19. Your packet also contains a ballot for the election of a Board Steward for our church's Foundation, a separate non-profit corporation whose sole purpose is to benefit First Unitarian Church of Portland.

We recommend that you vote in favor of the budget, but welcome questions and comments during the ballot mail-in period. If you would like more information, or want to make a comment after reading the enclosed information, there is a Board email for you to use:

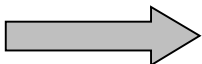
board@firstunitarianportland.org.

The Nominating Committee is a committee of the congregation, separate from the Board. It is tasked with selecting qualified candidates to run each year for the Board, and for the Nominating Committee itself. The candidates on their proposed slates have been selected after a thorough vetting process that includes collaboration with Board and Executive Team. The Board of Trustees recommends both of these slates to you for election.

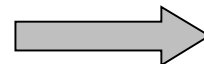
Please vote! Whether you choose to mail in your ballot (must be received in the church office by Thursday, May 17, as the office is closed on Fridays) or drop it off at church no later than 11:15 a.m. on Sunday, May 20, it is important that every voting member's voice be heard.

Thank you.

Randy Russell
Moderator, 2017-2018
Board of Trustees



**TURN SHEET OVER FOR
INSTRUCTIONS**



Vote-by-Mail Instructions for May 2018 Election

Your Ballot Mailing contains:

- Voting instructions
- Church Ballot & supporting materials (budget commentary and highlights of the church year)
- Foundation Ballot (on back of Church Ballot)
- A small white security envelope
- A return envelope printed with your name and address on it

You will vote for:

- Candidates for Board of Trustees
- Candidates for Nominating Committee
- Operating Budget for fiscal year ending June 30, 2019
- Candidate for Foundation Board of Stewards

For your ballots to be valid and counted, follow these instructions:

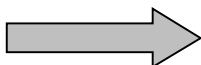
1. Mark your choices in each category (Board of Trustees; Nominating Committee; Annual Operating Budget; and the separate ballot for our Foundation Steward Candidate). *Mark only the number of choices allowed.* Voting for more than the allowed number of choices will invalidate your ballot.
2. Place the completed ballots in the small white secrecy envelope and seal it.
DO NOT WRITE YOUR NAME ON THIS ENVELOPE.
3. Place the sealed secrecy envelope in the return envelope, which is printed with your name in the return address section, and seal it.

Your ballot must be received by the church no later than 11:15 a.m. on Sunday, May 20

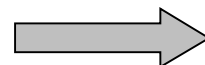
- **Hand Deliver:** You may hand-deliver the envelope to the church office at 1034 SW 13th Avenue (just north of Main Street) during regular business hours, Monday through Thursday, 9 a.m. to 4 p.m. You may also bring it with you to church any Sunday from now through May 20 (no later than 11:15 a.m. on Sunday, May 20).
- **By U.S. Mail:** If you are returning the ballot by U.S. mail, it must be received in the church office by Thursday, May 17, 2018, as the office is closed on Fridays.

This balloting process satisfies the annual meeting requirement in our Church Bylaws.
Results will be announced via the next e-news following the election.

In the event that you lose or forget your ballot on **May 20**, we will issue you a conditional ballot. If we have already received a ballot with your personal label on the outer envelope, we will count that first ballot received as your official vote. All envelopes received in the office will be date stamped. The first vote we receive is the one counted.



**TURN SHEET OVER FOR
MODERATOR MESSAGE**





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Living Our Liberal Faith

April 2018

Rev. Dr. William Sinkford, Senior Minister
Rev. Thomas Disrud, Associate Minister

Toward the Beloved Community: First Unitarian 2017-18

Transitions have continued with the challenges they pose, but a growing sense of accomplishment and energy is the more important story in this church year.

Successful “all-church” events on immigration, environmental justice (Sewell Lecture) and our on-going focus on the culture of white supremacy (Seminary for a Day) are signs of deepening reflection and engagement. Greater collaboration is becoming the norm for our dedicated staff. Our role as host and as partner for community groups continues to fill our campus.

Intentional efforts by the Board of Trustees through their Forums and Bill’s quarterly Q&A’s have increased access to information about decision-making and provided welcome new channels of communication. The Board completed revision of a number of our governing policies after several years of reflection.

Staff transitions have continued this year as we knew they would. Dana Buhl has recently been selected as permanent Social Justice Director, allowing us to build on her very effective year as Acting Director. Cathy Cartwright-Chow announced her retirement at the end of this church year, following 15 years of wonderful service. (We expect to announce the appointment of an Interim Director of Religious Education soon.) Mary Gear’s service as Acting Assistant Minister, while supervising our Adult Programs, has laid the ground work for a new imagination for Lifespan Faith Development.

Worship continues to lead us, with changes to our liturgy well established and our multi-faceted music ministry continuing to thrive under DeReau Farrar’s leadership. Attendance has maintained its high level of last year with virtual attendance now representing 15% of the total on an average Sunday, sometimes higher. Coming of Age and Our Whole Lives (OWL) classes reached record size.

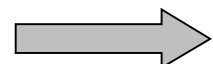
The Annual Fund Drive reached its goal for the first time in several years, making up partially for the significant shortfall last year. The success of the Burn the Mortgage effort is one of the major accomplishments of the year and will remove a significant expense going forward. However, we will continue to use reserves as we navigate staff transitions. We need to continue the excellent progress made this year toward financial sustainability.

As the church year draws to a close, positive energy continues to shape our congregational life. Change will continue in the years ahead, but we have solid positive energy to build on as we continue to work toward the Beloved Community at First Unitarian.

We are both grateful for the privilege of serving.

Board Moderator Randy Russell and Rev. Bill Sinkford

Turn Page Over for Budget Commentary from your Church Treasurer and Senior Minister





First Unitarian Church

Fiscal Year 2019 Budget Commentary

There is much good news to celebrate. The proposed 2019 Budget is balanced as required. There is good news on the income side: last fall's successful Annual Fund Drive (+3%), the first in several years, lifted income out of the deep deficit caused by the AFD shortfall in the 2017 year, though still below needed levels. The number and amount of unfulfilled pledges has also declined. There is also very good news on the expense side: the success of the Burn the Mortgage effort eliminates over \$100,000 in annual mortgage expenses.

The 2019 Budget is therefore able to accommodate several critical priorities: a long overdue increase in administrative staffing, an increase in the Social Justice Director position to .75 FTE, adequate support for the important staff transitions in Religious Education and Adult Programs, overdue compensation adjustments for program staff leaders and the Executive Team (who have not received increases in the last 4 years) and funds for consultation on several issues. Staff transitions at the Program Leader level often require increasing compensation levels to move closer to UUA Guidelines and current practices in other large UU congregations. Our Union contract has been renegotiated with the new agreement running through June 30, 2019. Benefit costs also continue to rise.

We are budgeting a 2.5% increase in 2019 pledge income over 2018 results.

The provision for "shrinkage" (unfulfilled pledges) has been reduced to 2.5%, reflecting recent experience.

Reserve funds will continue to be used this budget year, both to support staff transition expenses and provide a financial bridge as pledge income recovers to sustainable levels.

Rental income continues to be strong. We expect to sign a new lease soon with our long time primary tenant, Northwest Academy.

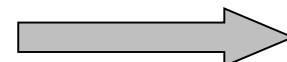
The 13 Salmon Family Center will continue in partnership with Portland Homeless Families Solutions, maintaining space in our Buchan Building even as they move towards opening a new large facility of their own.

There is far more good news than challenging news in our financial projections. It is important to note that our financial management continues to be sound, with church operations continuing in the "black." Our management cost controls and Board oversight continue to be both regular and effective. The vast bulk of our spending is for our dedicated and capable staff. That is where we are now able to increase the investment in our future.

The complete budget with line-item detail can be found at www.tinyurl.com/FY2019-Budget.

Church Treasurer Leila Wrathall and Rev. Bill Sinkford

Turn Page Over for a message from your Board Moderator and Senior Minister



FIRST UNITARIAN CHURCH OF PORTLAND, OREGON
Election of Board Trustees, Nominating Committee, and Operating Fund Budget

Election Date: May 20, 2018

~ CHURCH BALLOT ~

Use this ballot to vote for candidates for the Board of Trustees and the Nominating Committee of First Unitarian Church, and for the Operating Fund Budget. In order to meet quorum requirements, the church **must receive 159 valid ballots** (i.e., 15% of our voting members).

The five candidates for the Board of Trustees and for the candidates for the Nominating Committee who receive the most votes will be the elected candidates. An affirmative vote of the majority of those voting on the Operating Fund Budget is needed for it to pass.

***** BOARD OF TRUSTEES CANDIDATES**

VOTE FOR FIVE:

The candidates below are recommended
by the Nominating Committee and the
Board of Trustees:

The candidates below are running
by petition:

_____ **Mindy Clark (1st term)**
_____ **Cindy Cumfer (completing vacated term
ending May, 2019)**
_____ **Ryan Deibert (1st term)**
_____ **Theo Harper (1st term)**
_____ **Barbara Morrison (1st term)**

[NONE]

***** NOMINATING COMMITTEE CANDIDATES**

VOTE FOR FIVE:

The candidates below are recommended
by the Nominating Committee and the
Board of Trustees:

The candidates below are running
by petition:

_____ **Jessica Eller-Isaacs (1st term)**
_____ **Julie Grice (completing vacated term
ending May, 2020)**
_____ **Pat Malone (2nd term)**
_____ **Betsy Riddell (completing vacated term
ending May, 2019)**
_____ **Mark Turpel (1st term)**

[NONE]

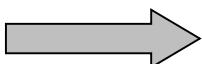
***** OPERATING FUND BUDGET**

I vote to approve the annual Operating Fund Budget for Fiscal Year 2019:

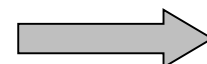
_____ **YES.** _____ **NO.**

(See enclosed budget commentary. Line-item detailed budget available at www.tinyurl.com/FY2019-Budget.)

Complete the Ballots on both sides of this page. Then place this page into the small, white security envelope. Put the security envelope into the return envelope, and mail or deliver your ballot to the church. **Your ballot must be received in the church office by Thursday, May 17, if by sent by postal mail (as the office is closed on Fridays) or dropped off at church no later than 11:15 a.m. on Sunday, May 20.**



**TURN SHEET OVER
FOR FOUNDATION BALLOT!**



**FIRST UNITARIAN CHURCH OF PORTLAND FOUNDATION
Election of Board of Stewards - May 20, 2018**

~ FOUNDATION BALLOT ~

***** FOUNDATION BOARD OF STEWARDS -- VOTE FOR ONE**

The candidate named below is recommended by the Board of Stewards' Nominating Committee:

_____ Pierre Provost (running for 2nd term, ending in 2023)

The Foundation's 2017-2018 Board of Stewards and Term Expirations (May 31st of each year):

2018 Pierre Provost
2019 Dev Dion, President
2020 Evans Van Buren

2021 Ed McClaran
2022 Harriet Denison

Church Board of Trustees appointees for 2017-2018 are: Laura Milne & Leila Wrathall/Treasurer

Thanks to our Foundation, we'll be "Burning the Mortgage"!

Many of you know that the church's \$106,000 annual principal and interest payment on our Buchan Building mortgage has been the single largest financial burden on our ministry. When First Unitarian's Foundation received a bequest of a house in NE Portland in the spring of 2017, they decided to use the sale proceeds of nearly \$380,000 to stimulate generosity from our congregation to completely eliminate this mortgage debt (\$1.35 million last November, when the silent phase of this campaign was launched).

During the campaign's silent phase, pledges for over \$800,000 toward our \$1 million goal were made, including pledges from the entire Foundation Board, Church Board, and the Executive Team. The Church and Foundation then asked the congregation at large to join in by making their pledges to achieve our goal.

AND WE MADE IT!!

We have received gifts and pledges that will allow us to pay off the entire mortgage on Buchan Building. Great thanks to all the individuals and families who made this possible. And great thanks to the First Unitarian Foundation Board for their visionary leadership in initiating this effort with the commitment of that significant initial matching gift. We plan to make the actual payoff by April 30.

Mark your calendars and plan to be in church on Community Sunday, June 10, when we will have a ceremonial burning of the mortgage and celebrate!

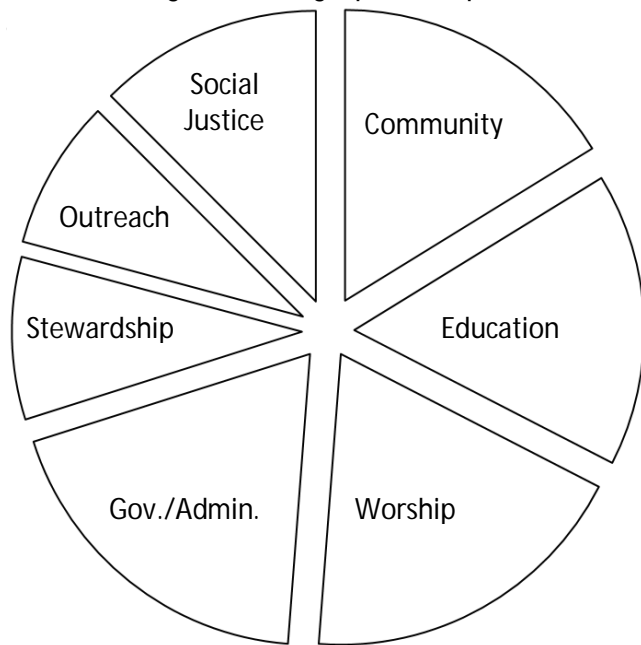


**TURN SHEET OVER
FOR CHURCH BALLOT!**



Fiscal Year 2019 Proposed Budget: Using Our Resources To Fulfill Our Mission

The following chart is a graphical representation of how we propose to distribute our financial resources:



FY2019 Proposed Budget by Mission Elements

Community	16.2%	\$389,633
Education	16.3%	\$391,585
Worship	18.7%	\$448,012
Gov./Admin.	18.9%	\$453,689
Stewardship	9.0%	\$216,883
Outreach	8.4%	\$200,512
Social Justice	12.5%	\$299,844
	<u>100.0%</u>	<u>\$2,400,158</u>

Key to Mission Elements

Social Justice (SJ). *First Unitarian Church witnesses as a voice of conscience in our community and beyond, collaborating with other justice-seeking institutions, encouraging congregants to join others in building a more equitable, sustainable, and peaceful future for all.* || This category includes the SJ budget, a portion of Adult Programs, and other such items as the Sewell Lecture, 13 Salmon Family Day Center, SJ action groups, interfaith alliances, recovery groups, etc.

Community. *First Unitarian Church is a welcoming and loving community that provides a safe haven where a diverse people of various ages and cultures may gather to build nurturing relationships.* || This category includes portions of Ministry and Pastoral care, Lay Ministry, Adult Programs, Membership and 33% of the Music budget. Examples of other items in this category are Communications (printed and electronic), Covenant groups, Caregiver Support, etc.

Education for All Ages. *First Unitarian Church offers lifespan religious education consistent with Unitarian Universalist values, and provides a forum for exploring diverse points of view.* || This category includes Children & Youth R.E., portions of Adult Programs, Bookstore, Libraries, & Archives.

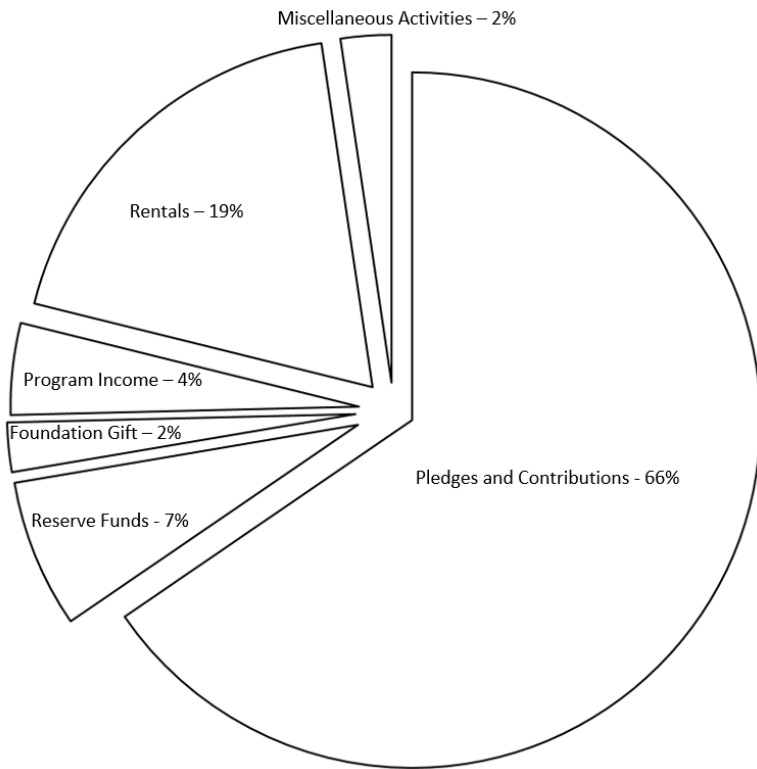
Worship and Spiritual Deepening. *First Unitarian Church provides worship that is inspiring and affirming, as well as a variety of experiences that invite congregants to deepen their spiritual lives.* || This category includes Sunday service expenses, portions of Ministry and Pastoral Care, Lay Ministry, Adult Programs, & Music (67%).

Governance & Administration. *First Unitarian Church uses transparent democratic processes that maintain shared governance and ensure that all voices are heard and respected, and that clearly define the roles and responsibilities of congregants, the Board, staff, and ministers; and cultivates and nurtures leaders who serve and inspire the church community.* || This category includes expenses, including payroll costs where applicable, related to managing the business of the church: Board of Trustees, Nominating Committee, portions of Executive Team, Admin/Accounting, etc.

Stewardship. *First Unitarian Church is a sustainable church community in which congregants, Board, staff and ministers share stewardship of both our tangible and our human resources.* || This category includes expenses related to all-church fundraising: Annual Fund Drive, Auction, Foundation, Scrip, etc.

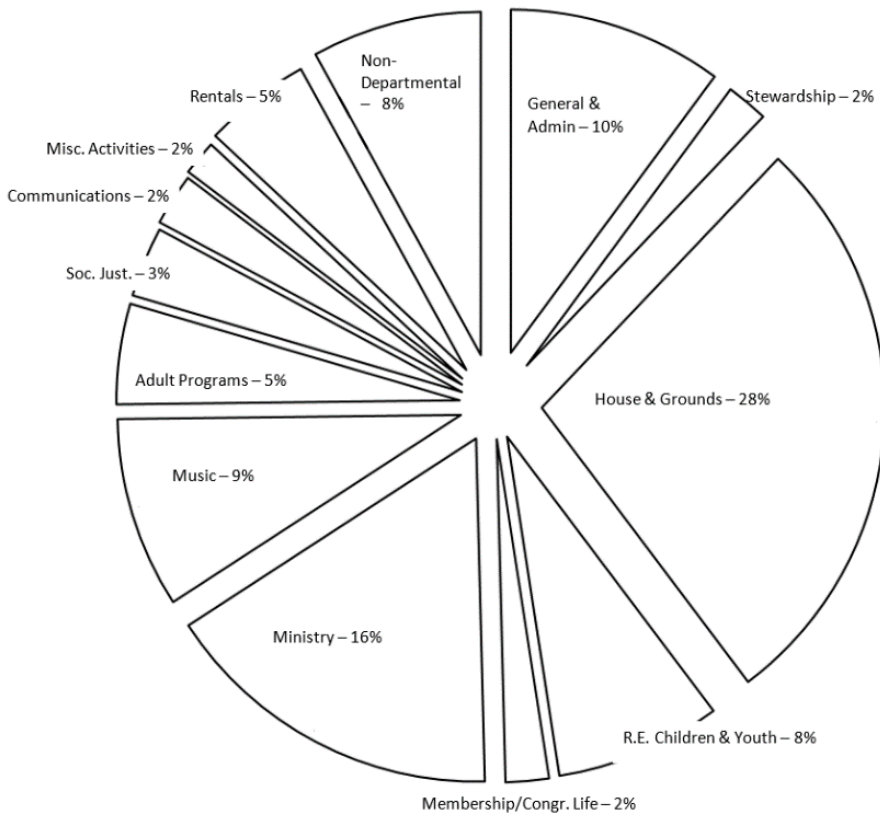
Outreach. *First Unitarian Church takes a leadership role in the larger Unitarian Universalist movement, maintaining connections with other Unitarian Universalist congregations and institutions as well as the local interfaith community.* This category includes such items as UU dues, intern minister program, local UU collaboration, Seminary for a Day, etc.

Fiscal Year 2019 Proposed Budget by Program



INCOME

Pledges and Contributions	\$1,570,666
Reserve Funds	\$165,267
Foundation Gift	\$55,000
Program Income	\$102,130
Rentals	\$450,776
Miscellaneous Activities	\$56,320
TOTAL	\$2,400,158



EXPENSE

General & Admin	(\$242,806)
Stewardship	(\$47,341)
House & Grounds	(\$663,426)
R.E. - Children & Youth	(\$187,919)
Membership/Congr. Life	(\$48,847)
Ministry	(\$389,528)
Music	(\$215,649)
Adult programs	(\$113,563)
Social Justice	(\$79,263)
Miscellaneous Activities	(\$58,650)
Communications	(\$39,692)
Rentals	(\$121,350)
Non-Departmental Expenses	(\$192,125)
TOTAL	(\$2,400,158)

The complete budget with line-item details can be found at www.tinyurl.com/FY2019-Budget